

NDLAMBE MUNICIPALITY



AGENDA

OPEN NDLAMBE COUNCIL MEETING

DATE: WEDNESDAY, 15 APRIL 2026

TIME: 10H00.

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

**AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON
WEDNESDAY, 15 APRIL 2026 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL
STREET, PORT ALFRED.**

NOTICE is hereby given that an OPEN MEETING of the NDLAMBE COUNCIL will be held on WEDNESDAY, 15 APRIL 2026 at 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED.

PORT ALFRED

01 April 2026



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

TO: Councillor: A Marasi (In the Chair)

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

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

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

NCA001/04/2026

OPENING

NCA002/04/2026

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

NCA003/04/2026

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

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NCA004/04/2026

REPORTS OF SPEAKER IN TERMS OF RULES

10 (1) and 87 (4)

NCA005/04/2026

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

Attached as **Annexure C. 01**

NCA006/04/2026

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

Attached as **Annexure C. 02**

NCA007/04/2026

REPORTS RECEIVED BY THE SPEAKER

NCA008/04/2026

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY THE SPEAKER

NCA009/04/2026

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY OTHER COUNCILLORS

**AGENDA OF AN OPEN NDLAMBE COUNCIL MEETING TO BE HELD ON
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NCA010/04/2026
DEPUTATIONS AND INTERVIEWS

NCA011/04/2026
COMMUNICATION BY THE MAYOR

NCA012/04/2026
**MINUTES OF PREVIOUS FULL OPEN NDLAMBE COUNCIL MEETING: 30 JANUARY
2026**
3/2/1

That the Minutes of the Full Open Ndlambe Council meeting held on 30 January 2026 Resolutions **NCM001/01/2026 to NCM027/01/2026**, a copy which appears as **Annexure C.03** BE CONFIRMED.

NCA013/04/2026
**MINUTES OF PREVIOUS SPECIAL FULL OPEN NDLAMBE COUNCIL MEETING: 25
FEBRUARY 2026**
3/2/1

That the Minutes of the Special Full Open Ndlambe Council meeting held on 25 February 2026 Resolutions **SNCM001/02/2026 to SNCM010/02/2026**, a copy of which appears as **Annexure C.04** BE CONFIRMED.

NCA014/04/2026
**MINUTES OF PREVIOUS SPECIAL FULL OPEN NDLAMBE COUNCIL MEETING: 27
FEBRUARY 2026**
3/2/1

That the Minutes of the Special Full Open Ndlambe Council meeting held on 27 February 2026 Resolutions **SNCM001/02/2026 to SNCM014/02/2026**, a copy of which appears as **Annexure C.05** BE CONFIRMED.

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NCA015/03/2026

**MINUTES OF PREVIOUS SPECIAL FULL OPEN NDLAMBE COUNCIL MEETING: 31
MARCH 2026**
3/2/1

~~That the Minutes of the Special Full Open Ndlambe Council meeting held on 31 March 2026 Resolutions SNCM001/03/2026 to SNCM014/03/2026, a copy of which appears as **Annexure C.06** BE CONFIRMED.~~

NCA016/04/2026

REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS

Implementation of the Council Resolutions, a copy of which appears as **Annexure C.07**,
BE CONFIRMED AND UPDATED.

NCA017/04/2026

**REPORT DATED 18 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
SALARY AND WAGE INCREASES FOR 01 JULY 2026 TO 30 JUNE 2027**

PURPOSE

For Council to approve the implementation of the Salary and Wage Collective Agreement for the duration of 01 July 2026 to 30 June 2027.

BACKGROUND

The parties have agreed to implement a multiyear Salary and Wage Collective Agreement lasting five years, from July 1, 2024, to June 30, 2029. Additionally, it is noted that the Council has already approved the multiyear agreement; this is now awaiting the Council's approval for the percentage.

DISCUSSION

Financial Year 2026/2027

The salary and wage increase, is four comma seven five percent (4.75) with effective from 1 July 2026

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MINIMUM WAGE

With effect from 1 July 2026, the minimum wage payable in the sector shall be R11,129,63 with effect from 1 July 2020

MEDICAL AID

The medical aid employer contribution rate to accredited medical schemes shall increase as follows;

- For the 2026/2027 financial year, with effect from 1 July 2026 is R6,066.23.

RETIREMENT FUND

The parties agree to conclude the terms and conditions of the Retirement Fund Restructuring process in a separate collective agreement negotiated under the auspices of the applicable bargaining council committee.

HOME OWNER ALLOWANCE

The flat rate Home Owners Allowance shall increase as follows;

- For the 2026/2027 financial year, with effect from 1 July 2026 is R1,225.82.

See Annexure C.08

RECOMMENDATIONS TO COUNCIL

THAT the salary and wage increase of 4.75 as per the multiyear (01 July 2026 to 30 June 2027) Salary and Wage Collective Agreement **BE APPROVED.**

NCA018/03/2026

**REPORT DATED 20 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REPORT ON REVIEW OF HUMAN RESOURCES POLICIES**

PURPOSE

For Council to review and adopt the Human Resources Policies.

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BACKGROUND

It is imperative that the Human Resources Policies should be reviewed to ensure consistency with the current applicable legislations. However, it is worth noting that ever since the last reviews there has been no major shift on legislative change that impacts on Human Resource. Furthermore, the Auditor General of South Africa requires that such policies be tabled before Council.

DISCUSSION

Attached as **Annexure C.09** is the Human Resources Polices.

RECOMMENDATIONS TO COUNCIL

THAT the following Human Resources Policy **BE REVIEWED AND ADOPTED**;

NO.	TITLE	CUSTODIAN(S) RESPONSIBLE PERSON
1.	Local Government Service Charter	Corporate Services
2.	Professionalization Framework for Local Government	Corporate Services
3.	Stand – By, Shift, and night work allowance	Corporate Services
4.	Promotion, Transfer, secondment and acting allowance	Corporate Services

NCA019/04/2026

**REPORT DATED 10 MARCH 2026 FROM THE MUNICIPAL MANAGER TO THE COUNCIL:
PUBLIC PARTICIPATION PROCESS – PROPOSED ACQUISITION OF UNREGISTERED
PUBLIC PLACE ERF 2709 KENTON-ON-SEA: ESTATES SECTION**

PURPOSE

To obtain Council's approval to commence a statutory public participation process, in terms of applicable legislation, following a request for the disposal of portions of the unregistered Public Place Erf 2709, Kenton-On-Sea.

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BACKGROUND

Ownership and Encroachment: Public Place Erf 2709, as depicted on S.G. Diagram No. 9296/94, is not registered in the Deeds Registry, and still forms part of parent Erf 1111.

Legislative and Policy Framework

The proposed disposal process must comply with:

- **Municipal Systems Act (MSA), 2000:** Sections 16–17 require public participation in municipal decision-making.
- **Municipal Finance Management Act (MFMA), 2003:** Section 14 governs disposal of municipal capital assets, requiring that the asset is not needed for service delivery and that public participation is undertaken.
- **Spatial Planning and Land Use Management Act, No. 16 of 2013 (SPLUMA):** Governs spatial planning and land use management at all spheres of government, including land development applications and land use regularisation.
- **Ndlambe Municipality Land Disposal Policy:**
 - Clause 9.6.1 permits direct alienation of non-viable properties to adjoining landowners.
 - Disposal is subject to Council approval and completion of statutory processes.

DISCUSSION

Summary of Applicant's Motivation dated 23 October 2025

M.E.H. Sülter & Son, acting for the owners of Erven 2708 and 2710, request the closure, subdivision, rezoning, and consolidation of Public Place Erf 2709 with their adjoining erven.

Key points of the motivation include:

- The erf measures 238 m², is vacant and unused, and is covered in dense vegetation.
- The steep 1:4 gradient makes it unsuitable as a public walkway and costly to develop for public use.
- It is a narrow strip created in early township planning and is non-viable as an independent erf.
- Consolidation with adjoining erven aligns with Section 66(g) of the SPLUMA By-Laws (2015).
- Disposal would reduce municipal maintenance obligations and generate revenue.

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Land Use and Planning Alignment

The proposed consolidation of the acquired portions with Erven 2708 and 2710 will align with the Ndlambe Spatial Development Framework and the Integrated Local Use Management Scheme, ensuring spatial compliance.

Municipal Considerations

- The land is surplus to municipal needs.
- It qualifies as *non-viable* in terms of Clause 9.6.1 of the Land Disposal Policy.
- A statutory public participation process is required for compliance with the MSA and MFMA.

Motivation and Implications

• **Regularisation of Encroachment:**

Disposal of the affected portion will legally rectify the current unlawful occupation of municipal land, aligning with SPLUMA principles.

• **Financial Benefit:**

Consolidation and subsequent revaluation of the enlarged erf will enhance the municipal rates base.

• **Transparency and Procedural Fairness:**

Undertaking a public participation process ensures compliance with the MSA and MFMA and upholds principles of openness, accountability, and inclusivity.

See Annexure C.10

RECOMMENDATIONS TO COUNCIL

- a) THAT the formal application dated 23 October 2025, submitted by M.E.H. Sülter & Son on behalf of the Warren Family Trust and Mr R.A.A.A. Franco, **BE NOTED**.
- b) THAT approval **BE GRANTED** to initiate a public participation process, in terms of the Municipal Systems Act (MSA) and the Municipal Finance Management Act (MFMA), for the proposed disposal of Public Place Erf 2709, Kenton-on-Sea (238 m²), to be subdivided into two equal portions of 119 m² each, as detailed in the Proposed Subdivision and Consolidated Plan (PA-1709 PLAN), for acquisition by the owners of Erven 2708 (773 m²) and 2710 (745 m²), with the objective of enhancing their respective properties, and that the Locality Plan No. Public Place Erf 2709/Kenton-on-Sea **BE NOTED** for reference.
- c) THAT the public participation process **BE CONDUCTED**, subject to the following:

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- The applicant shall bear all costs for public notices, administration, and land surveying.
 - Notices shall be placed in local print media, on municipal notice boards, and on the Ndlambe Municipality website.
 - Upon completion of the public participation process, a comprehensive report incorporating all comments, objections, and representations shall be submitted to the relevant Ward Committee for consideration and thereafter forwarded to Council for final determination.
- d) THAT it **BE NOTED** that the affected land qualifies as *non-viable property* in terms of Clause 9.6.1 of the Land Disposal Policy and may therefore be disposed of via direct sale (out-of-hand) to the adjoining landowners, subject to statutory compliance.
- e) THAT it **BE NOTED** that in terms of Section 77(1) of the Spatial Planning and Land Use Management By-Laws (2015) and Section 122 of Ordinance 20 of 1974, ownership of land designated as a public place vest in the Municipality upon confirmation of subdivision.
- f) THAT it **BE NOTED** that Public Place Erf 2709 remains part of parent Erf 1111 until registered, and that a vesting transfer into the name of the Ndlambe Municipality shall be undertaken simultaneously with the transfer of the two subdivided portions to the owners of Erven 2708 AND 2710, with Deeds Office registration sequencing ensuring that the vesting is registered first within the same lodgement. This will be applicable once all statutory requirements, et cetera has been met.

NCA020/04/2026

**REPORT DATED 10 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REQUEST TO PURCHASE PORTIONS OF ERVEN 335 AND 2135 PORT ALFRED: ESTATES
SECTION**

PURPOSE

To inform Council of the decisions made by the Ward 10 Committee regarding a request from **Mr K E Hill and Ms E A Hill**, owners of **Erf 3688, Port Alfred**, to regularise the encroachment of a wooden cottage situated on portions of municipally owned land, namely **Erf 335 (Beach Road)** and Remainder of Erf 2135, **Public Street Erf 2135 (Oriole Road)**.

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This report outlines the background to the encroachment, the legislative and policy framework applicable to the proposed disposal, the public participation process undertaken, and the motivation for Council to consider approval of the proposed alienation and regularisation.

LEGISLATIVE AND POLICY FRAMEWORK

The proposed process must be undertaken in accordance with the following legislative and regulatory frameworks:

- **Spatial Planning and Land Use Management Act, No. 16 of 2013 (SPLUMA):** Governs spatial planning and land use management at all spheres of government, including land development applications and land use regularisation.
- **Local Government: Municipal Systems Act, No. 32 of 2000 (MSA):** Section 16 and 17 mandate public participation in municipal decision-making processes.
- **Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA):** Section 14 regulates the disposal of capital assets owned by municipalities, requiring that such assets are not required to provide a basic municipal service and that public participation precedes any transfer.
- **Ndlambe Municipality Land Disposal Policy (as amended):**
 - Clause 9.6.1 permits the direct alienation (out-of-hand sale) of non-viable property, defined as land parcels that cannot independently be developed or utilized but may be functionally integrated with an adjacent property.
 - The policy provides an administrative mechanism for the disposal of such land, subject to Council approval and completion of the requisite statutory processes.

BACKGROUND

a. Initial Council Resolution

Council Resolution NCM016/10/2025, dated 31 October 2025, authorized the commencement of a public participation process regarding the proposed acquisition of a portion of Erf 335 Port Alfred, located in Beach Road as well as a portion of Remainder Erf 2135 Port Alfred located in Oriole Road, currently encroached upon by a wooden cottage.

-See Annexure-C.11

b. Public Participation Process

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A public participation Notice No. 273/2025, was published on 08 January 2026 inviting, public participation. Submissions were accepted until 29 January 2026. The process concluded without objections, enabling the continuation of the regularization process as no concerns were raised by the community.

-See Annexure-C.11

3.3 Request to Purchase:

On 30 April 2025, Ms E A Hill, co-owner of Erf 3688, submitted a formal written request to purchase the portion of Erf 335 on which the wooden cottage is situated. The request was supported by a letter of no objection dated 09 September 2025 from the Port Alfred Sands Homeowners Association, confirming alignment with the Association's rules and granting consent for the application.

3.4 Homeowners Association (HOA) Context:

Erf 3688, Port Alfred, forms part of the Port Alfred Sands Homeowners Association (HOA), a legal entity responsible for managing shared infrastructure, architectural controls, environmental compliance, and the collective interests of property owners within the estate. All members are bound by the HOA's constitution and rules and contribute through levies to ensure effective governance.

3.5 Governance Role of the HOA:

The Port Alfred Sands HOA has a vested interest in any land acquisition or development that may affect the character, layout, or functionality of the estate. Accordingly, written consent from the HOA is a prerequisite for applications involving extensions or acquisition of adjacent land. Erf 3688 falls within the jurisdiction of the HOA and is subject to these governance requirements.

3.6 Encroachment:

A portion of adjoining municipal land, being Erf 335, is encroached upon by a wooden cottage that is physically connected to, and functionally forms part of, the residential use of Erf 3688. A further portion of Public Street Remainder Erf 2135 (Oriole Road) is similarly affected.

3.7 Historical Context:

The wooden cottage has been in existence since approximately 2007, predating the current owners' acquisition of Erf 3688 in 2016. The encroachment was therefore

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inherited by the present owners and has remained in continuous use without formal land ownership regularisation.

3.8 Land use Planning Alignment:

- The affected portions of Erf 335 and Erf 2135 are not required for current or future municipal service delivery or public access.
- The proposed consolidation of approximately 410 m² with Erf 3688 is consistent with the Ndlambe Spatial Development Framework (SDF) and the Integrated Land Use Management Scheme (ILUMS).
- The proposal will formalise existing land use and bring the development into spatial and legal compliance.

3.9 Valuation Report dated 3 February from John Muirhead Appraiser

An independent valuation prepared by John Muirhead Appraiser confirms the following:

- The encroaching cottage has no independent road access due to topography and its elevated position.
- Access is only achievable via improvements on Erf 3688, located within a gated estate.
- To rectify the encroachment, approximately 410 m² of land forming part of Erf 335 (Beach Road) and Public Street Erf 2135 (Oriole Road) must be consolidated with Erf 3688.

Taking these constraints into account, the fair market value of the affected land is determined at R105,000.00 (VAT inclusive), consistent with municipal valuations applicable to the road reserves in question.

MOTIVATION AND IMPLICATIONS

- **Legalization:** The proposed disposal will facilitate the legal rectification of existing unlawful occupation of municipal land, in line with SPLUMA principles.
- **Revenue Generation:** The consolidation and subsequent revaluation of Erf 3688 will result in an increased municipal rates base.
- **No Prejudice to Municipal Operations:** The land is deemed surplus to municipal requirements and is classified as non-viable in terms of the Land Disposal Policy.
- **Transparency and Procedural Fairness:** The public participation process will ensure adherence to the principles of openness, accountability, and inclusivity as enshrined in both the MSA and MFMA.

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RECOMMENDATIONS TO COUNCIL

- a) THAT the formal application dated 30 April 2025 submitted by Mr. K E & E A Hill, owners of Erf 3688 Port Alfred, **BE NOTED**.
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- b) THAT the letter dated 09 September 2025 from the Port Alfred Sands Homeowners Association, confirming that Erf 3688 Port Alfred forms part of the Homeowners Association and granting permission to the registered owners, Mr. K E and Ms. E A Hill, to apply to the Ndlambe Municipality for the acquisition of portions of Erven 335 and 2135 Port Alfred on which the wooden cottage encroached upon, **BE NOTED**.
- c) THAT it **BE NOTED** that the Ward Committee SUPPORTED the recommendations as set out in the Ward Committee Minute W10M011/02/2026 dated 18 February 2026, as specified in condition (d) below.
- d) THAT approval **BE GRANTED** for the acquisition and regularisation of 410 m² of municipal land, being a portion of Erf 335, (Beach Road) Port Alfred, as well as a portion of unutilized public street, Remainder Erf 2135 (Oriole Road) Port Alfred situated between Erven 335 and 3688, encroached upon by a wooden cottage, and depicted as a triangular shape on "LOCALITY PLAN PTNS OF ERVEN 335 & 2135 PA, subject to the following conditions:
- i) The purchase price is set at R105,000.00 (VAT inclusive) in accordance with the valuation dated 03 February 2026.
 - ii) The applicant must submit and obtain approval of all required town planning applications in terms of the Ndlambe Municipal Spatial Planning and Land Use Management By-Laws, 2015, within three (3) months of accepting the conditions of sale.
 - iii) The sale shall only proceed upon successful approval of the town planning application.
 - iv) Written acceptance of all conditions must be provided prior to finalisation of the transaction.
- e) THAT it **BE NOTED** that comments from relevant municipal directorates and external stakeholders will be obtained during the town planning process to confirm that no municipal services will be adversely affected.
- f) THAT it **BE NOTED** that Clause 9.6.1 of the Ndlambe Municipality Land Disposal Policy permits the direct alienation of non-viable property.
- g) THAT it **BE NOTED** that all costs relating to advertising and valuation have been borne by the applicant.

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- h) THAT it **BE NOTED** that no objections were received in response to Notice No. 273/2026, published on 08 January 2026.
- i) THAT it **BE NOTED** that the disposal will generate additional rates and taxes, providing a financial benefit to the Municipality.
- j) THAT it **BE NOTED** that Erven 335 and 2135 are registered in the name of the Ndlambe Municipality under Deed of Grant No. G3/1992 and Title Deed No. T2269/1996, respectively.
- k) THAT the historical aerial image dated 25 April 2012, confirming the existence of the wooden structure, **BE NOTED**

NCA021/03/2026

**REPORT DATED 09 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REQUEST TO PURCHASE PORTIONS OF REMAINDER ERF 1 PORT ALFRED: ESTATES
SECTION**

PURPOSE

The purpose of this report is to inform Council of the decisions made by the Ward 10 Committee regarding a request submitted by Marinda de Beer Town & Regional Planners, on behalf of the Royal Port Alfred Golf Club, for the purchase of portions of the Remainder of Erf 1, Medolino Lane, Port Alfred.

The land in question currently forms part of the established golf course. This report provides background information, outlines legislative and policy compliance, describes the current land use, presents valuation details, and highlights the importance of the facility to the local community.

LEGISLATIVE AND POLICY FRAMEWORK

The request is governed by the following legislative and policy provisions:

- **Spatial Planning and Land Use Management Act, No. 16 of 2013 (SPLUMA):** Guides spatial planning and land regularisation across all spheres of government.
- **Municipal Systems Act, No. 32 of 2000 (MSA):** Sections 16 and 17 mandate public involvement in municipal governance and decision-making.
- **Municipal Finance Management Act, No. 56 of 2003 (MFMA):** Section 14 requires a public participation process before the disposal of municipal capital assets.
- **Ndlambe Municipality Land Disposal Policy (as amended):**

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- Clause 9.6.1 permits direct alienation (“out-of-hand” sale) of non-viable land, i.e., land unsuitable for independent development and intended to be integrated into adjoining properties.
 - Disposal remains subject to **Council approval** and compliance with statutory processes.
-

BACKGROUND

Exemption of Public Participation

At its meeting held on 31 October 2025, Council resolved under Resolution NCM017/10/2025 to exempt the user department from conducting a public participation process. This exemption was granted on the basis that the proposed transaction was unlikely to generate public interest, as the affected land has historically and currently been utilised as part of the golf course.

-See Annexure-C.12

Committee Review

The matter was formally presented as Item W10A009/02/2026 to the Ward 10 Committee on 18 February 2026.

Request from Applicant

- A formal application was received on 27 May 2025 from Marinda de Beer Town & Regional Planners, on behalf of the Royal Port Alfred Golf Club, for the purchase of approximately 15.2454 hectares of the Remainder of Erf 1.
- The Royal Port Alfred Golf Course has been operational since 1907 and was granted club status in 1924, currently comprising 22 erven registered in the Club's name.
- Portions of the Remainder of Erf 1 have historically been incorporated into the golf course due to long-standing land use and layout adjustments.

Survey and Legal Compliance

- Professional land surveyors, M E H Sülter & Son, conducted a detailed boundary and area survey of the affected land.
- The Club intends to:
 - Purchase the affected portions,
 - Apply for closure of the public place,
 - Undertake subdivision and rezoning of Erf 1, and

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- Consolidate all relevant properties into a single, compliant entity.

Planning Considerations

- The land is:
 - Not earmarked for current or future municipal services or public access,
 - Considered non-viable under the Land Disposal Policy, and
 - Functionally integrated into the existing golf course.

-See Annexure-C.12

Valuation Report (20 January 2025)

- The affected 15.2454 hectares are currently used as part of the Royal Port Alfred Golf Course.
- There is no feasible alternative use.
- The Golf Course is responsible for the upkeep of the property.
- The municipal valuation is R93,000.00, which is considered fair and reasonable.
-

MOTIVATION AND IMPLICATIONS

- **Legalisation of Existing Use:** The proposed sale will regularise historical land use and ensure compliance with SPLUMA.
- **Revenue Enhancement:** Consolidation and revaluation of the land parcels will contribute to the municipal rates base.
- **No Operational Impact:** The land is surplus to municipal requirements and will not adversely affect municipal operations or future planning.

RECOMMENDATIONS TO COUNCIL

- a) THAT it **BE NOTED** that the property is not required for the provision of basic municipal services, as such services already exist in the surrounding area.
- b) THAT it **BE NOTED** that the Ward Committee supported the recommendations in Ward Committee Minute W10M009/02/2026 dated 18 February 2026.
- c) THAT the request dated 27 May 2025 from Marinda de Beer Town & Regional Planners, on behalf of the Royal Port Alfred Golf Club, to purchase the encroachments measuring 15.2454 hectares of the Remainder of Erf 1, Medolino Lane, Port Alfred, currently zoned as Transport 1 (as indicated in green hatching on the plan titled "*Plan Showing Area of Erven Comprising the Royal Alfred Golf Course in Port Alfred*"), **BE APPROVED**, subject to the following conditions:

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- i) The selling price is R93,000.00 (VAT included), as per the property valuation dated 20 January 2025.
- ii) The applicant must submit a formal application to the Town Planning Section, in line with the Ndlambe Municipal SPLUMA By-Laws (2015), within three (3) months of acceptance of the conditions.
- iii) The sale shall proceed only upon successful approval of the town planning application.
- iv) The applicant must confirm acceptance of all conditions in writing.
- d) THAT it **BE NOTED** that input from relevant directorates and external stakeholders will be solicited during the town planning process to determine if any municipal services will be affected.
- e) THAT it **BE NOTED** that the applicant has borne the costs related to the valuation.
- f) THAT it **BE NOTED** that the user department was exempted from conducting a public participation process in terms of Council Resolution NCM017/10/2025, as the affected land is already utilized as a golf course.
- g) THAT it **BE NOTED** that the sale will generate additional rates and taxes, benefiting municipal revenue.
- h) THAT it **BE NOTED** that finalisation of the purchase of the encroached portions is critical for the continued operation of the golf course.
- i) THAT it **BE NOTED** that the Remainder of Erf 1, Port Alfred, is registered in the name of the National Government of the Republic of South Africa, under Deed of Transfer No. T557/1863.
- j) THAT it **BE NOTED** that in terms of Section 77(1) of the Spatial Planning and Land Use Management By-Laws (2015), and Section 122 of Ordinance 20 of 1974, ownership of land designated as a public street vest in the municipality upon confirmation of subdivision.

NCA022/04/2026

**REPORT DATED 10 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REQUEST FOR REMOVAL OF RESTRICTIVE TITLE DEED CONDITION FOR ERF 4162,
KENTON-ON-SEA (FORMERLY A PORTION OF ERF 1111 CONSOLIDATED WITH ERF
1076): ESTATES SECTION**

PURPOSE

To request Council to consider and approve the removal of Restrictive Condition "E" (i), (ii),

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and (iii) contained in Certificate of Consolidated Title T3495/2024, relating to a portion of the former Remainder of Erf 1111, Kenton-on-Sea, which has subsequently been consolidated with Erf 1076 to form Erf 4162, Kenton-on-Sea.

The removal will allow reasonable residential development on the consolidated property while maintaining compliance with statutory planning frameworks, including Section 25(2)(b) of the Spatial Planning and Land Use Management Act, 2013 (SPLUMA), and municipal oversight.

LEGISLATIVE COMPLIANCE & POLICY FRAMEWORKS

- 2.1 Council, as the original imposing authority of the restrictive condition, is competent to consider its removal.
- 2.2 The removal aligns with:
 - **Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013 – SPLUMA), Section 25(2)(b);**
 - **Municipal Land Use Planning By-Law of Ndlambe Local Municipality;**
 - Principles of lawful, reasonable, and procedurally fair administrative action; and
 - The lawful exercise of ownership rights within an approved planning framework.

BACKGROUND

- 3.1 Request dated 16 February 2026 from Tshani Consulting C.C., on behalf of Stand 1076 Kenton-On-Sea CC (Reg. No. 1997/017110/23).
 - Council, under Resolution ECM033/06/2019 dated 20 June 2019, approved the purchase of a portion of the Remainder of Public Place Erf 1111 adjoining Erf 1076.
 - At the time of disposal, Restrictive Condition “E” was imposed and incorporated into Title Deed T3495/2024, currently stating:
 - (i) No building or structure may be constructed on the acquired portion of public open space;
 - (ii) No boundary wall may be constructed on the acquired portion;
 - (iii) No driveway may be erected on the acquired portion.
- 3.2 Following Council approval, the portion of Erf 1111 was consolidated with Erf 1076 to form Erf 4162, integrating the previously public open space into a single residential erf.

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-See Annexures-C.13

DISCUSSION

- 4.1 Restrictive Condition “E” was originally imposed to preserve the character of the portion of Erf 1111 as public open space.
- 4.2 Following consolidation and residential zoning, this portion now forms part of Erf 4162 and is no longer public open space.
- 4.3 Continued enforcement of Condition “E” (i), (ii), and (iii) prevents reasonable residential development on the portion, despite lawful zoning and cadastral status.
- 4.4 Although Condition (i) states the conditions “may not be removed,” Council retains statutory authority under SPLUMA and municipal law to reconsider and remove restrictive conditions when:
- The original purpose has fallen away;
 - The planning context has materially changed;
 - The condition is redundant or unreasonable; and
 - Removal does not prejudice the public interest.
- 4.5 In this instance:
- The portion of Erf 1111 no longer exists as Public Open Space;
 - Zoning and Land Use Scheme controls remain applicable;
 - Municipal service delivery is unaffected.
- 4.6 Removal will not result in uncontrolled development, as all future building activity remains subject to Land Use Scheme compliance, building regulations, and municipal approval processes.

FINANCIAL IMPLICATIONS

No direct financial implications arise from the removal of the restrictive condition.

RISK IMPLICATIONS

No material legal, financial, or service delivery risks are foreseen. Municipal oversight of land use and building control remains fully applicable.

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RECOMMENDATIONS TO COUNCIL

- a) THAT the letter dated 16 February 2026 from Tshani Consulting C.C., on behalf of Stand 1076 Kenton-On-Sea CC (Reg. No. 1997/017110/23), **BE NOTED**.
- b) THAT approval **IN PRINCIPLE BE GRANTED** for the removal of Restrictive Condition "E" (i), (ii), and (iii) contained in Certificate of Consolidated Title T3495/2024 relating to the portion of Erf 1111, Kenton-on-Sea, subject to a formal application to be lodged with the Town Planning Section, in terms of Section 69 of the Ndlambe Spatial Planning and Land Use Management By-law, 2015.
- c) THAT it **BE NOTED** that the property has been consolidated and is now registered as Erf 4162, Kenton-on-Sea.
- d) THAT it **BE NOTED** that the restrictive condition was originally imposed to regulate development on a portion of public open space (portion of Remainder Erf 1111) but following consolidation and current residential zoning of Erf 4162, these conditions are now redundant, and their removal is legally permissible without compromising municipal oversight or planning controls.
- e) THAT it **BE NOTED** that the submission of a formal town planning application relating to the removal of the restrictive conditions is required and must comply with Section 69 of the Ndlambe SPLUMA By-law, including any public participation requirements, before any development may commence.
- f) THAT all costs associated with the town planning application, including submission, advertising, and approvals, **BE BORNE** by the applicant.

NCA023/03/2026

**REPORT DATED 30 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ADDITIONAL FUNDING FOR WSIG AND MIG PROJECTS IN 2025/2026 FINANCIAL
YEAR**

PURPOSE

For Council to consider and approve the additional budget for Municipal Infrastructure Grant (**MIG**) and Water Services Infrastructure Grant (**WSIG**) under implementation in **2025/2026 financial year**.

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BACKGROUND

Ndlambe municipality received an additional budget approval from the Department of Water and Sanitation (DWS) and Cooperative Governance and Traditional Affairs (CoGTA). The additional budget is in line with the Government Gazette No. 52381, published on 25 March 2026 where performing municipalities are granted additional funding for implementation in 2025/2026 financial year. The revised allocation breakdown for Water Services Infrastructure Grant is as follows:

Name of Municipality	Programme	Main Allocation	Adjustment Budget	Adjusted Allocation
Ndlambe Municipality	MIG	R32 546 000.00	R 3 838 000.00	R36 384 000.00
Ndlambe Municipality	WSIG	R20 262 000.00	R 6 125 000.00	R26 387 000.00
TOTAL				R62 771 000.00

According to DORA framework this additional budget can only be implemented on projects that are currently under implementation. This budget is expected to be fully spent by end of the June 2026.

RECOMMENDATIONS TO COUNCIL

1.) That the additional MIG budget of **R3 838 000.00** and the additional WSIG budget of **R6 125 000.00** BE included in the current allocated budget of **R32 546 000.00** and **R20 262 000.00** respectively. The revised adjustment Budget allocation for MIG and WSIG to be **R36 384 000.00** and **R26 387 000.00** respectively for **2025/2026 financial year**.

2.) That the revised allocation budget BE approved as per the table below:

Name of Municipality	Programme	Main Allocation	Adjustment Budget	Adjusted Allocation
Ndlambe Municipality	MIG	R32 546 000.00	R 3 838 000.00	R36 384 000.00
Ndlambe	WSIG	R20 262 000.00	R 6 125 000.00	R26 387 000.00

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Municipality				
TOTAL				R62 771 000.00

3.) That the SDBIP for 2025/2026 be adjusted as per the additional budgets.

NCA024/04/2026
URGENT REPORT BY MUNICIPAL MANAGER

NCA025/04/2026
CLOSURE

OPEN NDLAMBE COUNCIL MEETING
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**DISCLOSURE OF INTEREST BY COUNCILLORS
(SCHEDULE 1 OF MUNICIPAL SYSTEMS ACT)**

ANNEXURE C.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 2026

.....
Signature of Councillor

Witnesses:

1. Signature:

2. Signature:

OPEN NDLAMBE COUNCIL MEETING
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**DISCLOSURE OF INTEREST BY MUNICIPAL
STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

ANNEXURE C.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 2026

.....
Signature of Staff

Witnesses:

1. Signature:

2. Signature:

OPEN NDLAMBE COUNCIL MEETING

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**MINUTES OF PREVIOUS OPEN NDLAMBE
COUNCIL MEETING: 30 JANUARY 2026**

ANNEXURE C.03

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 30
JANUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.**

The Notice of an open Meeting of the Ndlambe Council held on Friday, 30 January 2026 at 10h00 in the Council Chambers, Campbell Street, Port Alfred **WAS TAKEN AS READ.**

PRESENT

Councillor: A Marasi (In the Chair)

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

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

Manager: Human Resources, Manager: Administration, Communication Officer,

Secretariat: Committee Administrator:

NCM001/01/2026

OPENING

1. The meeting was officially opened by the Speaker, Councilor A Marasi, he called upon Councillor X Runeli to open with a short prayer, which was duly done.
2. The Speaker welcomed everyone who was present at the meeting.

NCM002/01/2026

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

COUNCIL RESOLVED

THAT leave of absence BE GRANTED to Councillors: S Venene, W Johannes and M Mgweba for the meeting held on 30 January 2026.

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THAT it BE NOTED that Councillor X Runeli raised a concern regarding the attendance of Councillor E Walker, and stated that he has been absent for the past 4 Council meetings, he proposed that the Municipal Manager must intervene/act on the matter.

The Speaker, Councillor A Marasi noted the concern raised by Councillor X Runeli however he stated that Councillor E Walker had submitted written apologies in previous meetings and if the concern raised by Councillor X Runeli is correct, he can submit the matter to the Municipal Manager for investigation.

NCM003/01/2026

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

The Speaker expressed appreciation to the Ward Initiation Forums, he indicated that the issue of initiation in the area of Ndlambe must be taken seriously. He appreciated councilors who were part of the Forum. The Speaker informed Council that Ndlambe had 438 initiates and all came out of the school healthy. He appreciated the Municipality for providing services that were needed at the initiation schools during the season, however, 30 to 40 initiates had passed away in the Province of Eastern Cape Initiation Season due to various reasons.

He applauded the chairperson of the local forum for the good work done and he stated that the reports reviewed/evaluated were satisfactory.

He further informed Council that the initiation forum is ready to prepare for the June initiation season and he expressed his appreciation to all Councilors and the Mayor, Councillor K Ncamiso who were present and assisted during the season of initiation school.

NCM004/01/2026

REPORTS OF SPEAKER IN TERMS OF RULES

10 (1) and 87 (4)

None.

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NCM005/01/2026

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

None.

NCM006/01/2026

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

None.

NCM007/01/2026

REPORTS RECEIVED BY THE SPEAKER

None.

NCM008/01/2026

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY THE SPEAKER

The Speaker conveyed a message of sympathy and condolences to the family of the young man in Bathurst who hanged himself in the previous week; the funeral took place on Friday, 30 January 2026. He also conveyed a message of condolence to the family of the 13 kids that passed away in a scholar transport crash in Vanderbijlpark.

The Speaker congratulated the class of 2025 for the good results, particularly Nompucuko for 100% and Nomzamo, these schools need to be supported including the Alexandria High School. He also congratulated the principals of both schools who had worked very hard to achieve the results despite the challenges they encountered during the year 2025. He further congratulated Ndlambe Municipality on the support that is given to all schools in the Ndlambe area to achieve these results.

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NCM009/01/2026

MOTIONS OF SYMPATHY AND CONGRATULATIONS BY OTHER COUNCILLORS

Councillor S Dyakala congratulated the class of 2025 and a learner from Bathurst at Velile High School, Banam Mbumba who is a top achiever in the Eastern Cape province. She also congratulated Ndlambe Municipality for achieving unqualified Audit outcome under the leadership of Councillor K Ncamiso (Mayor). Councillor S Dyakala also conveyed a message of condolences to Councillor S Venene and his family for the loss of his sister who was laid to rest in Johannesburg, she also conveyed a message of sympathy to the local farmers who lost their livestock due to drought in the area of Ndlambe.

Councillor X Runeli also congratulated the class of 2025, the SARAH Baartman District and the Department of Education for the good results achieved by the Class of 2025. He conveyed a message of sympathy to the farmers who lost their livestock due to the drought. Councillor X Runeli appeal to Ndlambe Municipality to also support the farmers in Bathurst, and expressed appreciation for the assistance received to assist the farmers. He appreciated the request for the district to declare disaster of the drought as the local farmers in Bathurst had suffered during this drought. He further indicated that the item should have been included in the council agenda for discussion, however it was submitted to the Recess Committee.

NCM010/01/2026

DEPUTATIONS AND INTERVIEWS

The Office of the Auditor General presented the Audit Report for Ndlambe Municipality Highlighting the following;

- Opinion and basis of opinion
- Emphasis of Matters
- Responsibilities of the accounting officer for the financial statements.
- Responsibilities of the auditor-general for the audit of the financial statement.
- Report on the annual performance report
- Achievement of planned targets
- Basic Service Delivery
- Material mis-statement
- Report on compliance with legislation
- Expenditure management
- Human Resources Management

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- Procurement and contract management
 - Strategic planning and performance
 - Annual Report
 - Internal control deficiencies.
 - Other reports
-

NCM011/01/2026

COMMUNICATION BY THE MAYOR

The Mayor, Councillor K Ncamiso greeted everyone who was present at the meeting; Councillors, Officials, Media, rate payers and members of the public.

She stated that this was the first Council meeting in 2026 and she applauded the residents of Ndlambe for the good behavior during the festive season when Ndlambe had visitors. The recess committee that was appointed by Council reported that there were no incidents during the festive season.

The Mayor Congratulate the class of grade 12 for 2025 particularly Velile Senior Secondary School in Bathurst which received an award for a learner who is top achiever in the E.C Province. She stated that even though Velile Senior Secondary school achieved good results; the situation at the school is not a conducive environment for the learners, particularly the bathrooms, they are not operating at all. On the 14th January 2026 when the school opened the Government Officials visited Bongweni High School and the issue of Velile Senior Secondary School was raised and, in that meeting, and promises were made for the Government Officials to attend the matters of Velile Senior Secondary school.

The Mayor indicated that the Municipality will also make a follow-up to what the Department would be assisting on as the situation at the school needs urgent attention.

The Stationhill Primary School ablutions facilities are also in bad condition, and the department of Education had also promised to visit the school to fix the toilets. The Municipality is aware that it is the mandate of the Department of Education to attend to the school matters however since the schools are around Ndlambe, some of the challenges should be reported and a follow up be made to the Department of Education.

The Mayor informed Council that there were fires all over Ndlambe and they started at Harmony park, she expressed appreciation to the Municipal Manager for being present and assisted during the fire rage, she also expressed appreciation to the Directorate: Community and Protection Services for also responding as quick as possible even in other areas such as Kleinmond and part of Port Alfred that had fires. The Mayor indicated to

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Council that she had received a Letter from Cllr Runeli regarding the fire in the Harmony Park however, she will respond to the correspondence.

The Mayor advised Council that Ndlambe is experiencing water challenges in all areas of Ndlambe and the situation at Ward 3 and 4 is even worse as compared to other areas.

~~The Municipality should communicate to the residents and inform them about the water challenges in order for them to understand the situation at hand. The contractor had been appointed to deal with the water challenges in Ward 3,4 and also in Port Alfred. The Mayor emphasized that if there's a bust pipe, the residence needs to be informed through all communication platforms.~~

The Mayor stated that 2026 is the final year for Councillors as the local government Elections are approaching, Ndlambe must analyze all the projects that have been implemented by Ndlambe Council from 2021 to date so that can be reported /presented to the residence to see the milestone of this Council in service delivery projects. The Council must also focus on Informal Settlement Upgrade and ensure that electrification of informal settlement is completed eg. in areas such as Ndzayi and also to look at other areas for the next phase.

The Mayor further advised Council that since this is the year of election and every Councillor would want to take service delivery from the office of the Mayor to their hands, she pleaded with Councilors to have collaboration with the office of the Mayor when dealing with service delivery issues. The Council should not be divided however should rather focus on Services delivery to the people of Ndlambe.

The Mayor, further promised to finalise the outstanding meetings at Bathurst Ward 5 and Ward 6.

NCM012/01/2026

**MINUTES OF PREVIOUS FULL OPEN NDLAMBE COUNCIL MEETING: 10
DECEMBER 2025**

3/2/1

COUNCIL RESOLVED

That the Minutes of the Full Open Ndlambe Council meeting held on 30 December 2025, Resolutions **NCM001/12/2025 to NCM028/12/2025**, a copy which appears as **Annexure C.03** BE CONFIRMED.

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NCM013/01/2026

MINUTES OF THE RECESS COMMITTEE: 14 JANUARY 2026

3/2/1

COUNCIL RESOLVED

That the Minutes of the Recess Committee meeting held on 14 January 2026, Resolutions RCM001/01/2026 to RCM007/01/2026, a copy which appears as **Annexure C.04** BE NOTED.

NCM014/01/2026

REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS

COUNCIL RESOLVED

Implementation of the Council Resolutions, a copy which appears as **Annexure C.05**, BE CONFIRMED AND UPDATED.

NCM015/01/2026

**REPORT DATED 19 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO
COUNCIL: ILLEGAL STRUCTURES ON AN ENCROUCHED FOREST IN KENTON-ON-
SEA**

COUNCIL RESOLVED

1. THAT Social housing needs assessment be conducted urgently for the affected households/occupants.
2. The Municipality together with Human Settlement must identify a temporally/emergency accommodation options for the occupants.
3. THAT a structured Human relocation process be developed with proper notices, support and meaningful engagement, in relation to public participation.
4. THAT an Environmental rehabilitation plan be implemented once the relocation has been properly managed.
5. THAT Petitions Committee members be included during the public participation with

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the occupants.

**NCM016/01/2026
REPORT DATED 22 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO
COUNCIL: APPROVAL OF LIQUOR BY- LAW**

COUNCIL RESOLVED

1. THAT it **BE NOTED** that Attorneys, Commercial YBI Law were appointed by Ndlambe Municipality to look into the liquor by-law.
2. THAT the public participation process undertaken during the reviewal of the liquor by-law **BE NOTED**.
3. THAT the liquor by-law **BE APPROVED**.
4. THAT the trading hours for Sec.20(c) Registration in terms of the Act for the retail sale and consumption of liquor on and off the premises where the liquor is being sold (e.g taverns be as follows; **On Consumption Monday to Thursday, 08:00 to 22:00 and Friday, to Saturday at 01:00am.**

**NCM017/01/2026
REPORT DATED 22 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO
COUNCIL: REPORT ON REVIEW OF HUMAN RESOURCES POLICIES: WHISTLE
BLOWING POLICY PRIVATE WORK AND DECLARATION OF INTEREST POLICY**

COUNCIL RESOLVED

THAT the following Human Resources Policy **BE REVIEWED AND ADOPTED**;

NO.	TITLE	CUSTODIAN(S) RESPONSIBLE PERSON
1.	Whistle Blowing Policy	Corporate Services

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2.	Private work and declaration of Interest Policy	Corporate Services
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NCM018/01/2026

**REPORT DATED 22 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO
COUNCIL: SUPPLY CHAIN MANAGEMENT REPORT FOR THE QUARTER
ENDED 31 DECEMBER 2025**

COUNCIL RESOLVED

THAT the Supply Chain Management report for the quarter that ended 31 December 2025 and the supporting documentation annexed in the report **BE NOTED**.

NCM019/01/2026

**REPORT DATED 23 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REZONING OF ERF 341 ALEXANDRIA: ESTATES SECTION**

COUNCIL RESOLVED

- a) **THAT it BE NOTED** that Erf 341, Ndlambe Street, Kwanonqubela Township, Alexandria, is registered in the name of Ndlambe Municipality under Deed of Transfer No. T12234/2021.
- b) **THAT it BE APPROVED** that the Town Planning Section of the Directorate: Infrastructural Development Services initiate and facilitate the rezoning of Erf 341, Ndlambe Street, Kwanonqubela Township, Alexandria from Community Zone 3 to Community Zone 1 in terms of the Spatial Planning and Land Use Management Act, 2013 and the Ndlambe Municipality Spatial Planning and Land Use Management By-Law, 2016 to legally permit the continued operation of the Fundiswa Educare Centre (creche).
- c) **THAT** upon completion of rezoning process, the Ndlambe Integrated Land Use Scheme, 2019, be updated to reflect the new zoning category for Erf 341 Alexandria.

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NCM020/01/2026

**REPORT DATED 23 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO THE COUNCIL:
PUBLIC PARTICIPATION PROCESS: REQUEST TO PURCHASE A PORTION OF ERF 1
BATHURST (KNOWN AS COMMONAGE): ESTATES SECTION**

COUNCIL RESOLVED

- a) **THAT** the formal application dated 08 December 2025 submitted by M E H Sulter & Son Professional Land Surveyors, on behalf of Ms. T C A Lloyd, owner of Erf 3013 Bathurst, **BE NOTED**.
- b) **THAT** approval **BE GRANTED** for the initiation of a public participation process, in terms of the Municipal Systems Act and the Municipal Finance Management Act, for the proposed regularisation and disposal of 398 m² of municipal land, being a portion of Erf 1 Bathurst (Commonage), as depicted on Survey Plan WG27.
- c) **THAT** the public participation process **BE CONDUCTED** subject to the following conditions:
- All costs associated with public notices, administrative processing, and land surveying shall be borne by the applicant (owner of Erf 3013).
 - The process shall include publication in local print media, posting on municipal notice boards, and the website of the Ndlambe Municipality.
 - Upon completion of the public participation process, a comprehensive report incorporating all comments, objections, and representations shall be submitted to the relevant Ward Committee for consideration and thereafter forwarded to Council for final determination.
- d) **THAT** it **BE NOTED** that Erf 1 Bathurst is registered in the name of the Ndlambe Municipality, under Title Deed No. BAF2-9/1914.
- e) **THAT** it **BE NOTED** that the affected land qualifies as *non-viable property* in terms of Clause 9.6.1 of the Ndlambe Municipality Land Disposal Policy and may therefore be disposed of by way of direct sale (out-of-hand) to the adjacent landowner, subject to compliance with all statutory requirements.

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NCM021/01/2026

**REPORT DATED 23 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO THE COUNCIL:
PUBLIC PARTICIPATION PROCESS: REQUEST TO PURCHASE A PORTION OF PUBLIC
ROAD ERF 475 KENTON-ON-SEA: ESTATES SECTION**

COUNCIL RESOLVED

- (a) THAT the formal application dated 31 October 2025, submitted by Mirinda de Beer Town & Regional Planners on behalf of South Easter Investment (Pty) Ltd, the registered owners of Erf 294, Kenton-on-Sea, BE NOTED.
- (b) THAT approval BE GRANTED to initiate a public participation process, in accordance with the Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), for the proposed regularisation and disposal of approximately 10 m² of municipal land forming part of the road reserve of Erf 475, Oak Road, Kenton-on-Sea, currently encroached upon by a boundary wall and access gate, as shown on the Proposed Survey Plan (KEN-294 PLAN NEW).
- (c) THAT the public participation process BE CONDUCTED subject to the following conditions:
- All costs associated with public notices, administrative processing, and land surveying shall be borne by the applicant, being the registered owner of Erf 294.
 - Public participation shall include publication in local print media and the posting of notices on municipal notice boards and the Ndlambe Municipality website.
 - Upon completion of the public participation process, a comprehensive report incorporating all comments, objections, and representations shall be submitted to the relevant Ward Committee for consideration and thereafter forwarded to Council for final determination.
- (d) THAT it BE NOTED that Erf 475, Kenton-on-Sea, zoned Transport Zone 1, is lawfully registered in the names of Pudney E.W., F.G., V.G., C.R., E.G., N.A., and A.W., in terms of Title Deeds T10740/1952 and T3817/1960, vesting full legal ownership and rights in the registered proprietors.
- (e) THAT it BE NOTED that, in terms of Section 77(1) of the Spatial Planning and Land Use Management By-Laws, 2015, and Section 122 of Ordinance 20 of 1974, ownership of land designated as a public street vest in the Municipality upon confirmation of subdivision.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 30
JANUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.**

NCM022/01/2026

**REPORT DATED 23 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
REQUEST FOR UTILISATION OF ERF 4026 (NOW ERF 4151) KENTON-ON-SEA: ECO
SUN VILLAGE ADVANCEMENT PROJECT AND CONCLUSION OF A MEMORANDUM OF
AGREEMENT WITH THE KARIEGA FOUNDATION TRUST**

COUNCIL RESOLVED

- a) THAT the conclusion of the Memorandum of Agreement (MOA) between Ndlambe Local Municipality and the Kariega Foundation Trust for the utilisation and phased advancement of Erf 4026 (now Erf 4151) Kenton-on-Sea (Eco Sun Village), **BE APPROVED**.
- b) THAT, the request to build Shining Star Early Childhood Development (ECD) on Erf 4028 Kenton on Sea, **BE APPROVED**. Subject to the following conditions:
- i) That, building plans compliant with all National Building Regulations and Building Standards Act, 1977, be submitted for approval by the Municipality.
 - ii) That, should any Town Planning approvals be required, such applications must be lodged with the Town Planning Section in terms of the Ndlambe Municipality Spatial Planning and Land Use Management By-law, 2016 within 3 months.
 - iii) That a formal lease be entered into between the operators of Shining Star ECD and the Municipality, regarding the utilisation of Erf 4028 Kenton on Sea. Furthermore, a formal lease application be made to the Municipality for consideration.
- c) THAT the Municipal Manager **BE AUTHORISED** to sign the MOA on behalf of the Municipality, or any documents relating to this agreement subject to legal vetting and internal governance compliance.
- d) THAT the time-sensitive nature of donor funding, requiring MOA finalisation by 15 February 2026, **BE NOTED**.
- e) THAT it **BE NOTED** that Erf 4026 (now Erf 4151), Kenton-on-Sea, appearing on General Plan 268/2020, is registered in the name of Ndlambe Local Municipality in terms of Deed of Transfer No. T13354/2021.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 30
JANUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.**

- f) THAT it, **BE NOTED** that the MOA provides a structured, low-risk framework for advancing local economic development, environmental sustainability, and social upliftment while fully protecting municipal interests and assets.

NCM023/01/2026

**REPORT DATED 23 JANUARY 2026 FROM THE MAYOR TO COUNCIL: SECTION 52
QUARTERLY REPORT FOR THE QUARTER ENDING 31 DECEMBER 2025**

COUNCIL RESOLVED

THAT the second quarter budget statement performance report (Section 52) **BE NOTED**.

NCM024/01/2026

**REPORT DATED 27 JANUARY 2026 FROM THE MAYOR TO COUNCIL: MID-YEAR
PERFORMANCE ASSESSMENT REPORT**

COUNCIL RESOLVED

1. THAT the Mid-Year Performance Assessment Report from the Mayor for the period 1 July 2025 – 31 December 2025 **BE NOTED**.
2. THAT it **BE NOTED** that an adjustment budget for the 2024/2025 financial year will need to be presented to Council by 28 February 2026 for approval.

NCM025/01/2026

**REPORT DATED 23 JANUARY 2026 FROM THE MUNICIPAL MANAGER TO
COUNCIL: DRAFT ANNUAL REPORT 2024/2025**

COUNCIL RESOLVED

That the Draft Annual Report for the 2024/2025 financial year **BE NOTED** and be sent to the MPAC, relevant government departments and the Auditor General of South Africa as stipulated by both the Local Government: Municipal Systems Act (No: 32 of 2000) and the Local Government: Municipal Finance Management Act (No: 56 of 2003), furthermore the public participation and consultation with public be kickstarted.

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 30
JANUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.**

**NCM026/01/2026
URGENT REPORT BY MUNICIPAL MANAGER**

None.

**NCM027/01/2026
CLOSURE**

The meeting was officially closed at 11:55

OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 25 FEBRUARY 2026**

ANNEXURE C.04

MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD ON, WEDNESDAY, 25 FEBRUARY 2026 AT 10H00 VIA MS TEAMS.

The notice of Special Virtual open Ndlambe Council meeting held on Wednesday, 25 February 2026 at 10h00 via MS TEAMS **WAS TAKEN AS READ.**

PRESENT

Councillor: A Nyumka, (In the Chair)

Councillors: K Ncamiso (Mayor) A. Bukani, N. E. Haynes, S. Kolosa, P. Khungwayo, S Dyakala Z. W. Myali, X. Runeli, S. Venene, E. H. K. Walker, S. Zweni.

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

Manager: Town Planning, Manager: Integrated Development Plan

Secretariat: Committee Administrator.

SNCM001/02/2026
OPENING

The Municipal Manager opened the meeting and advised Council that the Speaker, Councillor A Marasi could not connect to the Council meeting due to technical challenges. He proposed that Council must nominate the Acting Speaker: Councillor S Zweni nominated Councillor A Nyumka to be the Acting Speaker, the nomination was seconded by Counillor X Runeli. There being no other nomination, Councillor A Nyumka chaired the Council meeting.

SNCM002/02/2026
APPLICATION FOR LEAVE OF ABSENCE
3/2/4

COUNCIL RESOLVED

- THAT it BE NOTED that Councillor A Marasi, (Speaker) and Councillor E Walker could not connect to the meeting due to technical challenges, however Councillor E Walker requested to join the meeting at Councillor N Haynes's Office,

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, WEDNESDAY, 25 FEBRUARY 2026 AT 10H00 VIA MS TEAMS.**

- THAT it BE NOTED that Councillor A Walker joined the meeting at Councillor N Haynes's Office at 10:20am.
- THAT it further BE NOTED that the Municipal Manager advised Council that Councillor T Mbekela has submitted a letter of resignation to his office, resigning as a Councillor of Ndlambe Municipality.

SNCM003/02/2026
OFFICIAL ANNOUNCEMENTS BY THE SPEAKER
3/2/1

None.

SNCM004/02/2026
COMMUNICATION BY THE MAYOR
3/2/1

None.

SNCM005/02/2026
**DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL
SYSTEMS ACT)**

None.

SNCM006/02/2026
**DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS
(SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)**

None.

MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD ON, WEDNESDAY, 25 FEBRUARY 2026 AT 10H00 VIA MS TEAMS.

SNCM007/02/2026

REPORT DATED 23 FEBRUARY 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL: COUNCILLOR WELFARE AND SUPPORT UPPER-LIMITS OF SALARIES AND ALLOWANCES TO MEMBERS OF MUNICIPAL COUNCIL

COUNCIL RESOLVED

1. THAT the Gazette number 54179 dated 20 February 2026 on Determination of Upper Limits of Salaries, Allowances and Benefits of different member of Municipal Council **BE NOTED**.
2. THAT the Municipal Manager address the necessary correspondence to the Minister of Department of Co-Operative Governance and Traditional Affairs to notify the Department that this expense has been budgeted for by Ndlambe Municipality.
3. THAT the Municipality must obtain concurrency from the MEC for Local Government and Traditional Affairs before implementation of the Gazette.

SNCM008/02/2026

REPORT DATED 23 FERUARY 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL: INTERNATIONAL INVESTMENT ENGAGEMENT VISIT PEOPLE'S REPUBLIC OF CHINA – MARCH 2026

COUNCIL RESOLVED

1. THAT the official international visit of the Municipal Manager, Adv. R. Dumezweni and Town Planner, Mr Kholofelo Rangingoana, to the People's Republic of China in early March 2026 (approximately 5–7 days), for purposes of international investment engagement and feasibility clarification **BE APPROVED**.
2. THAT the travelling costs for two Ndlambe Officials; Municipal Manager and Town Planner, **BE APPROVED**.
3. THAT it BE NOTED that the visit is exploratory in nature and a written report will be submitted to Council upon return.

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, WEDNESDAY, 25 FEBRUARY 2026 AT 10H00 VIA MS TEAMS.**

SNCM009/02/2026

URGENT REPORTS BY THE MUNICIPAL MANAGER

None.

SNCM010/02/2026

CLOSURE

The meeting was officially closed at 10:55

OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 27 FEBRUARY 2026**

ANNEXURE C.05

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.**

The NOTICE of a SPECIAL OPEN NDLAMBE COUNCIL MEETING held on FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET, PORT ALFRED **WAS TAKEN AS READ.**

PRESENT

Councillor: S Dyakala (In the Chair)

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

Acting Municipal Manager

Deputy Directors: Financial Management, Infrastructural Development (Alexandria),
Community and Protection Services, Manager: Housing, Manager: Integrated
Development Plan, Manager: BTO, PMS Co-ordinator,

Secretariat: Committee Administrator

**SNCM001/02/2026
OPENING**

The Acting Municipal Manager, Dr. N Vithi - Masiza advised Council that the Speaker has submitted a Leave of Absence, therefore Council must nominate an acting Speaker to preside over the Special Council meeting;

Councillor S Zweni nominated Councillor S Dyakala to be the acting Speaker, the nomination was seconded by Councillor P Khungwayo, there being no other nominations, Councillor S Dyakala chaired the meeting. She officially opened and welcomed everyone who was present at the meeting.

She called upon Councillor Sweli to open with the prayer which was duly done.

MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.

SNCM002/02/2026

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

COUNCIL RESOLVED

That Leave of absence BE GRANTED to Councillor N Haynes, the Municipal Manager, Adv. R Dumezweni, Directors: Corporate Services and Community and Protection Services for the meeting held on 27 February 2026.

SNCM003/02/2026

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

None.

SNCM004/02/2026

COMMUNICATION BY THE MAYOR

3/2/1

The Mayor greeted everyone who was present at the meeting; Councillors, Officials, Media and members of the public.

The Mayor highlighted the Financial Stability and Cost containment in the Municipality on her communication by stating that: last week, 6 February 2026, she attended the Budget Steering Committee meeting personally. She did so deliberately as she wanted to hear and understand for herself the recommendations being placed on the table. What she heard was sobering.

We are at a point where we must tighten our financial controls, **not tomorrow, not gradually, but NOW.**

Institutional stability is now our priority – and it starts with disciplined financial management.

The Mayor wants to be clear: cost containment is not an option. It is a necessity.

She fully supports the introduction of immediate cost control measures and stricter financial controls across the institution. In fact, while sitting in the Budget Steering Committee meeting she realized something that troubled her deeply: some of the recommendations brought forward should not even have required approval. We should not need a formal process to agree to stop waste, to save, or to close money leaks. That culture must change.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.**

If we are financially fragile, management must act. Silence does not solve financial problems.

If we are serious about financial stability, then every rand must serve a purpose. Every Rand that we spend on something unnecessary comes at the expense of something else.

And when that something else becomes:

Paying Eskom, OR
Paying medical aid contributions OR contractors,
Or ultimately paying salaries.

Then we have crossed a dangerous line.

We cannot spend money on catering, bottled water, flights, accommodation, travel claims to seminars and conferences, while we are under pressure to meet our core financial obligations. Another reason that she supports cost-containment measures and tightening cost controls is because it will also directly improve our audit position by reducing the risk of fruitless, wasteful and unauthorized expenditure.

At the Budget Steering Committee meeting, we agreed that all the cost containment recommendations will now be formalized into an action plan. Each recommendation will have a responsible official to ensure its implementation.

Implementation will be tracked. Progress will be reported to EXCO, to the Budget Steering Committee, and to Council.

There will be accountability.

We also agreed on the following practical cost containment measures:

- No more purchasing of bottled water.
- No more provision of food or catering services.
- Council and committee meetings must not exceed five hours.
- We need to meet as soon as possible with SMME's contractors and debtors to explain clearly that payment will follow the 30 day legislative framework in order to protect municipal cash flow.

At the same meeting, we will also address the issue of granting cessations to contractors/SMME's.

The Mayor emphasised something very important:

Financial stability and cost containment are not political issues: they are institutional obligations to ensure the municipality remains stable and functional.

The onus now lies with the Senior Management and Municipal Officials across all levels to act with the urgency, this situation requires.

As Mayor, she will provide political support for the financial reforms necessary to restore our financial **stability**.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.**

But the discipline must come from within the administration.

- No more request for things we do not need.
- No more expenditure that distracts from basics.
- No more energy spent away from service delivery.

Every Official must ask themselves:

Is this necessary?
Does this protect service delivery?
Does this safeguard the municipality?

If the answer is no, then we must have the courage to stop it. We need to stop requesting and above all, authorizing unnecessary expenditure. This is a make-or-break moment for our institution. We stabilize; we can recover.

But only if we act now – together – with seriousness and discipline.

Let us protect this Municipality.
Let us protect delivery service.
And let u protect the people who depend on us.

“What we choose to tolerate from today forward will determine whether this municipality survives – or slowly unravels.”

“Thank YOU.”

SNCM005/02/2026
DISCLOSURE OF INTEREST BY COUNCILLORS (SCHEDULE 1 OF MUNICIPAL SYSTEMS ACT)

None.

SNCM006/02/2026
DISCLOSURE OF INTEREST AND BENEFITS BY MUNICIPAL STAFF MEMBERS (SCHEDULE 2 OF MUNICIPAL SYSTEMS ACT)

None.

MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.

SNCM007/02/2026

REPORT DATED 25 FEBRUARY 2026 FROM THE MAYOR TO COUNCIL:
ADJUSTMENT BUDGET 2025/2026

COUNCIL RESOLVED

1. **THAT** the adjusted total revenue of **R978,668 million** and total expenditure of **R805,252 million** for the 2025/2026 financial year, as presented in **Table B2 – Adjusted Budgeted Financial Performance**, be APPROVED.
2. **THAT** the adjusted financial performance (revenue and expenditure by municipal vote) for the 2025/2026 financial year, as presented in **Table B3** be APPROVED
3. **THAT** the adjusted operating budget for the 2025/2026 financial year, as presented in **Table B4 – Adjusted Budgeted Financial Performance (Revenue and Expenditure)**, reflecting the operating deficit of **R73,386 million**, be APPROVED.
4. **THAT** the adjusted capital budget of **R232,934 million**, funded by external funding as outlined in **Table B5 – Adjusted Budgeted Capital Expenditure by Vote, Standard Classification, and Funding Source**, along with the overall capital expenditure, be APPROVED.
5. **THAT** the adjusted financial position of **R1,667,052 billion** for the 2025/2026 financial year, as presented in **Table B6 – Adjusted Budgeted Financial Position**, reflecting the community wealth/equity, be APPROVED.
6. **THAT** the adjusted cash flow of **R20,959 million** for the 2025/2026 financial year, as presented in **Table B7 – Adjusted Budgeted Cash Flow**, reflecting a projected positive cash and cash equivalents at the end of the 2024/2025 financial year, be APPROVED.
7. **THAT** the adjusted cash Backed Reserves/Accumulated surplus reconciliation of **R3,363 million** for the 2025/2026 financial year as presented in **Table B8** be APPROVED.
8. **THAT** the adjusted Asset Management for the financial year 2025/2026 as presented in **Table 9** be APPROVED
9. **THAT** the adjusted SDBIP as presented be **NOTED**.

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.**

SNCM008/02/2026

**REPORT DATED 26 FEBRUARY 2026 – FROM THE MUNICIPAL MANAGER TO
COUNCIL: DISPOSAL AND DERECOGNITION OF BROKEN VEHICLE TRUCK
IDENTIFIED DURING MID-YEAR PHYSICAL VERIFICATION**

COUNCIL RESOLVED

THAT the disposal of the vehicle through the bidding process **BE APPROVED.**

SNCM011/02/2026

**REPORT DATED 26 FEBRUARY 2026 FROM THE MUNICIPAL MANAGER TO
COUNCIL: ADOPTION OF DRAFT HUMAN SETTLEMENTS SECTOR PLAN**

COUNCIL RESOLVED

1. THAT the draft Human Settlements Sector Plan **BE ADOPTED** for public consultation and submission to the Eastern Cape Department of Human Settlements.
2. THAT the draft Human Settlement Sector Plan be workshopped for councillors and to allow Councillors to interrogate the plan before public participation process.
3. THAT a suitable date for the workshop be confirmed with the Service Provider that will be invited to conduct the Workshop for Councillors.

SNCM012/02/2026

**REPORT DATED 25 FEBRUARY 2026 FROM THE MUNICIPAL MANAGER TO
COUNCIL: NDLAMBE ELECTRICITY PRICE INCREASE 2026/2027**

COUNCIL RESOLVED

1. THAT the proposed annual increase of 7% **BE NOTED.**
2. THAT Council support the implementation of the 3rd year of phase in of the cost-based tariffs.
3. THAT the following be brought back to council:

**MINUTES OF A SPECIAL OPEN NDLAMBE COUNCIL MEETING HELD ON,
FRIDAY, 27 FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBERS,
CAMPBELL STREET, PORT ALFRED.**

- a. Approval /feedback from NERSA
- b. Feedback from the public participation program
- c. Only then is Council to make a final decision on actual implementation of the proposed cost-based tariffs.

SNCM013/02/2026
URGENT REPORTS BY THE MUNICIPAL MANAGER

None.

SNCM014/02/2026
CLOSURE

The meeting was close at 11:30

OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**MINUTES OF PREVIOUS SPECIAL OPEN NDLAMBE
COUNCIL MEETING: 31 MARCH 2026**

ANNEXURE C.06

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, TUESDAY, 31 MARCH 2026 AT 10H00 VIA MS TEAMS.**

The Notice Of a Special Virtual Open Ndlambe Council Meeting Held on Tuesday, 31 March 2026 At 10h00 Via Ms Teams **WAS TAKEN AS READ.**

PRESENT

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, R K Purdon, N. F. Memani,
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,

Deputy Director: Finance, Manager: Local Economic Development, Manager: Human
Resources, Manager: Integrated Development Plan, Manager: Internal Audit Unit,
Manager: Administration, Manager Budget and Treasury Office, PMS Coordinator,
MPAC & Risk Officer, Committee Clerk.

Secretariat: Committee Administrator.

SNCM001/03/2026

OPENING

1. The meeting was officially opened by the Speaker, Councillor A Marasi, he called upon Councillor X Runeli to open with a short prayer, which was duly done.
2. THAT it BE NOTED that the meeting was held virtually and physically at the Council Chambers and Via MS Teams.

SNCM002/03/2026

APPLICATION FOR LEAVE OF ABSENCE

3/2/4

COUNCIL RESOLVED

THAT Leave of absence BE GRANTED to Director: Community and Protection Services for the meeting held on 31 March 2026.

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, TUESDAY, 31 MARCH 2026 AT 10H00 VIA MS TEAMS.**

SNCM003/03/2026

OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

3/2/1

The Speaker advised Council that, upon resignation of Councillor T Mbekela, the IEC processes unfolded and the Municipal Manager was informed by IEC of the next candidate to replace Councillor T Mbekela. The Speaker, Councillor A Mrasi called an urgent meeting last week, 20 March 2026 for the swearing in of Councillor R Purdon into Ndlambe Council. The Speaker also welcomed Councillor R Purdon into Ndlambe Council.

SNCM004/03/2026

COMMUNICATION BY THE MAYOR

3/2/1

None.

SNCM005/03/2026

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

None.

SNCM006/03/2026

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

None.

SNCM007/03/2026

**REPORT DATED 23 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
TABLING AND ADOPTION OF THE DRAFT INTEGRATED DEVELOPMENT PLAN (IDP)
2026/27 FOR PUBLIC PARTICIPATION, SUBJECT TO THE APPROVAL OF THE
DRAFT BUDGET 2026/27**

COUNCIL RESOLVED

1. **THAT** the submission of the Draft Integrated Development Plan (IDP) 2026/27 (Chapters 1 – 7) **BE NOTED**.
2. **THAT** the Draft IDP 2026/27 **BE APPROVED** for purposes of public participation.
3. **THAT** the comments made by Councillors on the following matters; Local Economic Development Budget (Local SMME's, Music Festivals, Tourism, Agriculture,

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, TUESDAY, 31 MARCH 2026 AT 10H00 VIA MS TEAMS.**

emerging Farmers), Special Programs Unit Budget: (Youth Development, HIV& Aids awareness Programs, Gender Base Violence), Infrastructure Budget (Maintenance, Streetlights, stormwater drainages, Water and Sanitation, **BE NOTED** in the draft Integrated Development Plan (IDP) and Budget.

SNCM008/03/2026

**REPORT DATED 25 MARCH 2026 FROM THE MAYOR TO COUNCIL: DRAFT TABLED
BUDGET - 2026/2027**

COUNCIL RESOLVED

1. **THAT** the draft capital budget as outlined in **Table A5 - Budgeted Capital Expenditure** by vote, standard classification and funding source valued **R84,464 million** for 2026/2027, (2028 **R62,421 million**) and (2029 **R65,208 million**) be NOTED.
2. **THAT** the draft revenue of expenditure as outlined in **Table A2 - Budgeted Financial performance** (revenue and expenditure by functional classification total revenue incl capital transfers valued at R746,173 million for 2026/2027, (2028 **R778,496 million**) and (2029 **R820,107 million**) and draft operating expenditure amounts to **R717,381 million** for 2026/27,(2028 **R764,073 million**) and(2029 **R798,716 million**) be NOTED.
3. **THAT** the draft operating budget for the 2026/2027 financial year as presented in **Table A4 - Budgeted Financial Performance** (revenue and expenditure) reflecting the operating deficit of **R41,997 million** (2028 **R51,725 million**) and (2029 **R48,244 million**) be NOTED.
4. **THAT** the draft tariffs be NOTED with the following increases:
 - **Property rates:** A 5.2% increase for 2026/2027.
 - **Environmental fee:** A 5.2% increase for 2026/2027.
 - **Water Basic Fee:** A 10.2% increase (comprising of 5.2% CPI inflation plus 5% for tariff structure change derived from cost of supply study conducted in 2023/24 and implemented in 2024/2025) for the current and two outer years.
 - **Water Usage:** A 5.2% increase for 2026/2027.
 - **Sewerage Basic Fee:** A 5.2% increase for 2026/2027
 - **Sanitation/Pump Outs:** A 10.2% increase (5.2% inflationary plus a 5% for tariff structure change derived from cost of supply study conducted in 2023/24 and implemented in 2024/2025)
 - **Waste Collection:** A 5.2% increase for 2026/2027.
 - **Electricity tariff:** An average increase of 7% for 2026/27 due to tariff structure change derived from cost of supply study conducted in 2023/24

Miscellaneous tariffs: An increase of 5.2% for 2026/2027

5. **THAT** the draft financial position for the 2026/2027 financial year as presented in **Table A6- Budgeted Financial Position**, reflecting the community wealth/equity of **R1,695,844 billion** for 2026/2027, (2028 **R1,710,267 billion**) and (2029 **R1,731,658 billion**) be NOTED with corrections still to be made before publishing.
6. **THAT** the draft cash flow for the 2026/2027 financial year as presented in **Table A7-**

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, TUESDAY, 31 MARCH 2026 AT 10H00 VIA MS TEAMS.**

Budgeted Cash Flow reflects a positive cash and cash equivalent at the end of 2026/2027 financial year **R43,306 million, (2028 R70,799 million) and (2029 R106,011 million)** be NOTED .

7. **THAT** the draft cash backed reserves/accumulated surplus reconciliation for the 2026/2027 financial year as presented in **Table A8-** Budgeted cash backed reserves/accumulated surplus reconciliation of 2026/2027 financial year **R165,063 million, (2028 R186,365 million) and (2029 R215,272 million)** be NOTED
8. **THAT** the draft asset management for the 2026/2027 financial year as presented in **Table A10-** Budgeted asset management with projected total asset register of **R1,241,659 billion** in 2026/2027 financial year, **(2028 R1,188,561 billion)** and **(2029 R1,131,355 billion)** be NOTED.
9. **THAT** the draft procurement plans for 2026/2027 budget be NOTED.
10. **THAT** the draft service delivery implementation plans for 2026/27 be NOTED
11. **THAT** budget related policies reviewed for 2026/2027 MTREF be NOTED.

Policy	Policy Amended			Amendment Date
	Yes	No	New	
Rates Policy		No		
Indigent Policy	YES			23/03/2026
Budget Policy		NO		
Creditors, Staff and Councilors Payment Policy		NO		
Customer Care & Credit Control and Debt Collection Policy		NO		
Funding and Reserve Policy		NO		
Virement Policy	YES			23/03/2026
Banking & Investment policy		NO		
Subsistence and Travel Policy		NO		
Irregular Expenditure Reduction Strategy			NEW	19/03/2026
Fixed Asset Policy		NO		
Supply Chain Management Policy	YES			19/03/2026
Write-off of Irrecoverable Debt Policy	YES			23/03/2026
Loans Policy		NO		
Tariff Policy	YES			23/03/2026
Management of Accumulated Surplus and Bad Debt Policy		NO		
Loss Control Policy		NO		
Fuel Card Policy	YES			19/03/2026
Financial Management Internship Programme Policy		NO		
Cost Containment Policy		NO		
Donations Policy		NO		
Insurance Policy		NO		
Small Scale Embedded Generation Policy	YES			23/03/2026
Entertainment Policy		NO		
Long Term Financial Planning Policy		NO		
Petty Cash Policy		NO		
Overtime Policy		NO		
Debt Impairment Policy	YES			23/03/2026
Unallocated Deposits and Debtors with Credit Balances	YES			23/03/206
Consultant Policy		NO		

12. **THAT** the concerns/comments raised by residence and businesses be considered on the draft tariff increases in relations to resolution number 4 above.

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, TUESDAY, 31 MARCH 2026 AT 10H00 VIA MS TEAMS.**

SNCM009/03/2026

**REPORT DATED 18 MARCH 2026 FROM THE MUNICIPALMANAGER TO COUNCIL:
WRITE OF OFF IRRECOVERABLE INDIGENT AND DECEASED CONSUMER DEBTS
AT 28 FEBRUARY 2026**

COUNCIL RESOLVED

1. THAT the comments of the Finance Department: Revenue Section **BE NOTED**.
2. THAT the request for "Indigent household debt" write-off amounting to R6 905 036.45 **BE APPROVED**.
3. THAT the request for "Deceased account holders debt" write-off amounting to R15 591 879.31 **BE APPROVED**.
4. THAT residence be educated on the process of a decease estate in order to reduce the number of write off's for the decease's accounts.

SNCM010/03/2026

**REPORT DATED 23 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ADOPTION OF THE ANNUAL REPORT 2024/2025**

COUNCIL RESOLVED

1. THAT the Annual Report for the 2024/2025 financial year **BE APPROVED**.
2. THAT it BE NOTED that comments were received from the Auditor General, COGTA and MPAC which were addressed. It BE NOTED that no comments were received from the public albeit the annual report was published.
3. THAT the Oversight report be incorporated once approved by Council.
4. THAT the Annual Report sent to the relevant government departments and the Auditor General of the Republic of South as stipulated by Section 46 of the Local Government: Municipal Systems Act (No: 32 of 2000) and Chapter 12 of Local Government: Municipal Finance Management Act (No: 56 of 2003).

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, TUESDAY, 31 MARCH 2026 AT 10H00 VIA MS TEAMS.**

SNCM011/03/2026

**REPORT DATED 24th MARCH 2025 FROM THE OFFICE OF THE MUNICIPAL
MANAGER TO COUNCIL: OVERSIGHT REPORT ON THE 2024/2025 ANNUAL
REPORT**

COUNCIL RESOLVED

1. THAT the Oversight Report on the 2024/2025 Annual Report **BE NOTED AND APPROVED.**
2. THAT Accounting Officer **MUST** in accordance with section 21A of the Municipal Systems Act make the oversight report public within seven days of its adoption.

SNCM012/03/2026

**REPORT DATED 20 MARCH 2026 FROM THE MUNICIPAL MANAGER TO COUNCIL:
ALLOCATION FOR UPGRADING OF MARSELLE SPORTS FIELD PHASE 3**

COUNCIL RESOLVED

1. THAT, the implementation of the Marselle Sports Field Project **BE APPROVED.**
2. THAT, it **BE NOTED** that the Planning and Design Phase is currently underway and funded by the Department of Sport, Recreation, Arts and Culture for the 2026/2027 Financial year.
3. THAT it **BE NOTED** that DSRAC has already committed an amount of R900 000.00 towards the Planning and Design Phase **FOR THE 2026/2027 Financial year.**
4. THAT, it **BE NOTED** that the Construction phase is anticipated to be funded by the Department in a phased approach from the 2027/2028 financial year pending approval by the department.

SNCM013/03/2026

URGENT REPORTS BY THE MUNICIPAL MANAGER

None.

**MINUTES OF A SPECIAL VIRTUAL OPEN NDLAMBE COUNCIL MEETING HELD
ON, TUESDAY, 31 MARCH 2026 AT 10H00 VIA MS TEAMS.**

**SNCM014/03/2026
CLOSURE**

The meeting was officially closed at 11:50.

OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**REPORT ON IMPLEMENTATION OF COUNCIL
RESOLUTIONS**

ANNEXURE C.07



REPORT ON IMPLEMENTATION OF COUNCIL RESOLUTIONS –

MARCH 2026

NO.	ITEM NO.	ITEM (HEADING)	RESPONSIBLE PERSON	REPORT / COMMENTS SUBMITTED BY THE RELEVANT DIRECTOR	TIMEFRAME TO BE INSERTED BY DIR.
30 AUGUST 2022					
1.	NCM030/08/2022	<p>Report dated 18 august 2022 from the municipal manager to council: appointment of ndlambe municipality as an implementing agent for quick wins projects previously implemented by amatola water board.</p> <p><u>COUNCIL RESOLVED</u></p> <ol style="list-style-type: none"> 1. THAT the intention of the department to hand over the Amatola projects to the Ndlambe Municipality BE ACCEPTED. 2. THAT a comprehensive report be compiled by Infrastructure Directorate and be submitted to the Honourable Mayor and Councillors before the 	Infrastructure Development.	<p>The progress for the contract 15 pipeline is currently on 97% completion of the physical infrastructure with mainly the testing of the pipeline that is outstanding.</p> <p>The contractor has encountered delays due to insufficient water supply for testing, however the municipality is in the process of establishing an alternative</p>	Ongoing

		<p>beginning of the Mayoral Imbizo.</p> <p><u>PREVIOUS PROGRESS</u></p> <p>The progress for the contract 15 pipeline is currently on 97% completion for the physical infrastructure with mainly the testing of the pipeline that is outstanding.</p> <p>The contractor has encountered delays due to insufficient water supply for testing, however an alternative water source (0.65ML RO Plant) has been commissioned for the water to commence with the testing. The contractor is currently on site working on preparations to conduct the test.</p>		<p>water source for testing.</p>	
<p>30 MARCH 2023</p>					
<p>2.</p>	<p>NCM016/ 03/2023</p>	<p>Report Dated 15 March 2023 From The Municipal Manager To Council: On-Site Verification Of Municipal Buildings And Land Leased to Various Tenants as Stated On The Current Lease Schedule: Estates Section.</p> <p style="text-align: center;"><u>COUNCIL RESOLVED</u></p> <ol style="list-style-type: none"> 1. THAT it <u>BE NOTED</u> that this verification exercise will now be extended to determine whether any other municipal buildings or vacant land is used by any other tenants without the necessary lease agreements being in place. 2. THAT a progress report on what has been done so far be submitted in the next Council meeting. 	<p>Infrastructure/ Estate.</p>	<p>An updated verification report on all municipal buildings and land from the service provider is awaited whereafter the exercise will be continued.</p>	

31 OCTOBER 2025

<p>4. NCM027/10/2025</p>	<p>Report dated 23 October 2025 from the municipal manager to Council: Supply Chain Management report for the quarter ended 30 September 2025</p> <p style="text-align: center;"><u>COUNCIL RESOLVED</u></p> <ol style="list-style-type: none"> 1. THAT the Supply Chain Management report for the quarter that ended 30 September 2025 and the supporting documentation in this report BE NOTED. 2. THAT a detailed report on the ABSA Devco contract be submitted in the next Council meeting. <p><u>PREVIOUS PROGRESS</u></p> <p>An intention to terminate the tripartite Thornhill Development Agreement was written on 10 December 2025 and response was received on the 09 January 2026. ABSA DEVCO is now Triangle Property Development (TPD). TPD is objecting to the termination, however they request a meeting to discuss our concerns. The partners of TPD are Mr J. Schindehutte and M. Rakgogo who is commended for being an experienced executive in the field of Property Development and Public Service and he is the one who is going to reach out to us for a meeting.</p>	<p>Municipal Manager/ Finance</p>	<p>An email has been sent to Mr J. Schindcome requesting them to come on the 14th April 2026. We are waiting for a response from them to confirm the date of meeting.</p>
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12 DECEMBER 2025

<p>5. NCM022/12/2025</p>	<p>Report dated 01 December 2025 from the municipal manager to council – eviction of illegal occupiers of public open space at centenary park.</p> <p style="text-align: center;"><u>COUNCIL RESOLVED</u></p> <p>THAT it BE APPROVED that an eviction order be obtained against the illegal occupants that are occupying a portion of erf 361, Centenary Park, which is zoned Open Space Zone 1 (Public Open Space).</p> <p style="text-align: center;"><u>PREVIOUS PROGRESS</u></p> <p>An attorney has been appointed on the 19th January 2026 by the Municipality for the eviction of the illegal occupiers at the Centenary Park.</p>	<p>Community and Protection Services</p>	<p>The matter have been handed over to the appointed Attorney which they are busy following the legal procedure for the eviction of the illegal occupiers.</p>	
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OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**REPORT DATED 18 MARCH 2026 FROM THE
MUNICIPAL MANAGER TO COUNCIL: SALARY
AND WAGE INCREASES FOR 01 JULY 2026 TO 30
JUNE 2027**

ANNEXURE C.08



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

HEAD OFFICE

Private Bag X16
MUSGRAVE
4062

Tel: (031) 201-8210/6219/6255
Fax: (031) 201-9788

461 King Dinuzulu Road
BEREA
4062

E-mail: info@salgbc.org.za
Web-site: www.salgbc.org.za

9 September 2024

**TO: ALL MUNICIPAL MANAGERS
ALL CHIEF FINANCIAL OFFICERS**

The Parties

SALGA
SAMWU
IMATU

Mr. S Mbanga
Mr. D Magagula
Mr. J Koen

smbanga@salga.org.za
duminane.magagula@samwu.org.za
johan@imatu.co.za

REGIONAL SECRETARIES:

Gauteng/Johannesburg/Tshwane Division
Eastern Cape Division
Western Cape/Cape Metro Division
Northern Cape/Free State Division
North West/Mpumalanga/Limpopo Division
KwaZulu-Natal/eThekweni Division

Ms. E Sekgweleo
Mr. C. Gqeke
Ms. W Brink
Mr. T Mqobongo
Ms D Monyemangene
Mr. V Nzuza

esmeralda@salgbc.org.za
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CIRCULAR NO.: 6/2024

SALARY AND WAGE COLLECTIVE AGREEMENT

The parties (SALGA, SAMWU and IMATU) to the Council have been engaged in three rounds of salary and wage negotiations, in July and August 2024. These negotiations were facilitated by two independent facilitators and a Facilitator's Proposal, was issued on 16 August 2024.

The parties to the Council adopted and signed the attached Salary and Wage Collective Agreement at the Bargaining Committee, held on 6 September 2024.

The Collective Agreement must be published on the employee noticeboards. The Collective Agreement is available on the SALGBC website as well.

Your faithfully



MR S S GOVENDER
GENERAL SECRETARY

Encl: Salary and Wage Collective Agreement (22 Pages)

Address correspondence to the General Secretary



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

(Hereinafter referred to as "the "SALGBC or Council")

SALARY AND WAGE COLLECTIVE AGREEMENT

In accordance with the provisions of the Labour Relations Act, 1995 made and entered into by and between the:-

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
(Hereinafter referred to as "SALGA")

and

INDEPENDENT MUNICIPAL AND ALLIED TRADE UNION
(Hereinafter referred to as "IMATU")

and

SOUTH AFRICAN MUNICIPAL WORKERS' UNION
(Hereinafter referred to as "SAMWU")

(IMATU and SAMWU will together be referred to as the "Trade Unions")

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1. SCOPE OF APPLICATION

The terms of this agreement shall be observed in the Local Government Undertaking in the Republic of South Africa by all employers and by all employees who fall within the registered scope of the SALGBC.

2. EXCLUSIONS

Municipal Managers and those employees appointed as managers directly accountable to Municipal Managers in terms of Section 54A, Section 56 and Section 57 of the Municipal Systems Act 32 of 2000, as amended, shall be excluded from all the terms of this collective agreement.

3. PERIOD OF OPERATION

3.1 Notwithstanding the date of signature, this agreement shall come into operation in respect of the Parties to the agreement on **1 July 2024** and shall remain in force until **30 June 2029**.

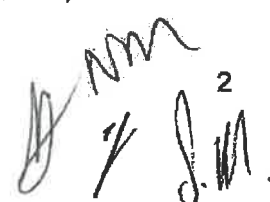
3.2 This agreement may, by agreement of the parties, be submitted to the Minister of Employment and Labour for extension in terms of Section 32 of the Labour Relations Act, in which case, the agreement shall come into operation in respect of non-parties on a date to be determined by the Minister of Employment and Labour and shall remain in force until **30 June 2029**.

4. OBJECTIVES

The objectives of this agreement are, *inter alia*, to:

4.1 Provide for across the board increases and other related matters, within competing constraints of a high inflation, fiscally constrained economy and a limited fiscus.

4.2 Provide for across-the-board, salary adjustments as well as increases in the minimum wage for the financial years 2024/2025, 2025/2026, 2026/2027, 2027/2028 and 2028/2029.

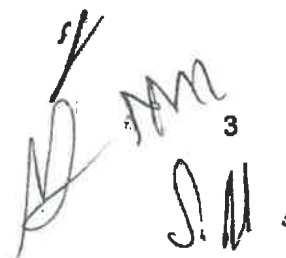


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- 4.3 Provide for annual adjustments to the maximum monthly employer contribution rate to accredited medical schemes for the financial years 2024/2025, 2025/2026, 2026/2027, 2027/2028 and 2028/2029;
-
- 4.4 ~~Provide for annual increases to the Home-Owners Allowance for the financial years 2024/2025, 2025/2026, 2026/2027, 2027/2028 and 2028/2029 as well as a once off, non-pensionable payment to GAP Market employees;~~
- 4.5 Provide for the conduct of an investigation, the purpose of which is to improve access to home ownership for Local Government employees;
- 4.6 Specify that the provision of Serviced Stands is left to the Municipal discretion;
- 4.7 Specify that the review of Maternity, Paternity and Adoption leave benefits shall be dealt with as part of the negotiations on the Main Collective Agreement;
- 4.8 Outline a productivity statement to emphasise that wage increases provided for in this agreement strive to encourage and promote optimal municipal performance and higher levels of productivity;
- 4.9 Provide for an exemption procedure, inclusive of a mediation process; and
- 4.10 Provide for matters connected therewith.

5. DEFINITIONS

All expressions used in this agreement, which are defined in the Labour Relations Act, 1995 (hereinafter referred to as "the Act"), shall bear the same meaning as in the Act, unless the contrary intention appears, words importing the masculine gender shall include the feminine.



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6. SALARY AND RELATED INCREASES

Financial Year 2024/2025

6.1 ~~In respect of this financial year, all employees covered by this agreement shall~~ receive an increase of **four and a half percent (4.5%)** with effect from 1 July 2024.

6.2 With effect from 1 March 2025, all employees covered by this agreement shall receive a further increase of **one and a half percent (1.5%)**, based on the salaries of the employees as at 28 February 2025.

Financial Year 2025/2026

6.3 In respect of this financial year, all employees covered by this agreement shall receive, with effect from 1 July 2025, an increase based on the average CPI percentage for the period 1 February 2024 until 31 January 2025, plus zero comma seventy five percent (**0.75%**).

6.4 The publications of Statistics South Africa shall be used to determine the average CPI in terms of clause 6.3. above.

6.5 In the event that the average CPI percentage for the period 1 February 2024 until 31 January 2025 is less than four percent (4%), it will be deemed to be four percent (4%), and in the event that the average CPI percentage for this period is higher than seven percent (7%), it will be deemed to be seven percent (7%).

Financial Year 2026/2027

6.6 In respect of this financial year, all employees covered by this agreement shall receive, with effect from 1 July 2026, an increase based on the average CPI percentage for the period 1 February 2025 until 31 January 2026, plus zero comma seventy five percent (**0.75%**).

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6.7 The publications of Statistics South Africa shall be used to determine the average CPI in terms of clause 6.6 above.

6.8 In the event that the average CPI percentage for the period 1 February 2025 until 31 January 2026 is less than four percent (4%), it will be deemed to be four percent (4%), and in the event that the average CPI percentage for this period is higher than seven percent (7%), it will be deemed to be seven percent (7%).

Financial Year 2027/2028

6.9 In respect of this financial year, all employees covered by this agreement shall receive, with effect from 1 July 2027, an increase based on the average CPI percentage for the period 1 February 2026 until 31 January 2027, plus one comma twenty five percent (1.25%).

6.10 The publications of Statistics South Africa shall be used to determine the average CPI in terms of clause 6.9 above.

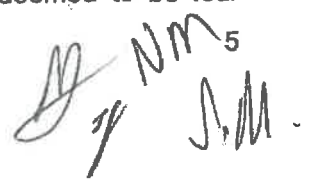
6.11 In the event that the average CPI percentage for the period 1 February 2026 until 31 January 2027 is less than four percent (4%), it will be deemed to be four percent (4%), and in the event that the average CPI percentage for this period is higher than seven percent (7%), it will be deemed to be seven percent (7%).

Financial Year 2028/2029

6.12 In respect of this financial year, all employees covered by this agreement shall receive, with effect from 1 July 2028, an increase based on the average CPI percentage for the period 1 February 2027 until 31 January 2028, plus one comma twenty five percent (1.25%).

6.13 The publications of Statistics South Africa shall be used to determine the average CPI in terms of clause 6.12 above.

6.14 In the event that the average CPI percentage for the period 1 February 2027 until 31 January 2028 is less than four percent (4%), it will be deemed to be four

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percent (4%), and in the event that the average CPI percentage for this period is higher than seven percent (7%), it will be deemed to be seven percent (7%).

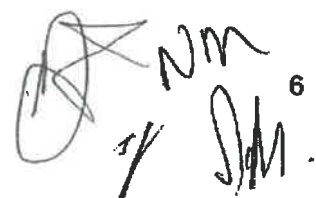
7. MINIMUM WAGE

- 7.1 With effect from 1 July 2024, the minimum wage payable in the sector shall increase by 4.5% to R 9 960.45 per month.
- 7.2 With effect from 1 March 2025, the minimum wage payable in the sector shall increase by a further 1.5% to R 10 109.85 per month.
- 7.3 With effect from 1 July 2025, the minimum wage payable in the sector shall increase by the same percentage as the salary and wage increase for the 2025/2026 financial year.
- 7.4 With effect from 1 July 2026, the minimum wage payable in the sector shall increase by the same percentage as the salary and wage increase for the 2026/2027 financial year.
- 7.5 With effect from 1 July 2027, the minimum wage payable in the sector shall increase by the same percentage as the salary and wage increase for the 2027/2028 financial year.
- 7.6 With effect from 1 July 2028, the minimum wage payable in the sector shall increase by the same percentage as the salary and wage increase for the 2028/2029 financial year.

8. HOME-OWNERS ALLOWANCE AND RELATED MATTERS

8.1 Increase to the Home-Owners Allowance

- 8.1.1 The flat rate Home-Owners Allowance, which is currently set at R1 066.41, shall increase as follows:

 NM
6

8.1.1.1 For the 2024/2025 financial year, with effect from 1 July 2024, by 4.5%, to R 1 114.40. The home-owners allowance shall not increase by 1.5% on 1 March 2025 and shall remain at R 1 114.40 until 30 June 2025.

8.1.1.2 For the 2025/2026 financial year, with effect from 1 July 2025, by the same percentage as the salary and wage increase for the 2025/2026 financial year.

8.1.1.3 For the 2026/2027 financial year, with effect from 1 July 2026, by the same percentage as the salary and wage increase for the 2026/2027 financial year.

8.1.1.4 For the 2027/2028 financial year, with effect from 1 July 2027, by the same percentage as the salary and wage increase for the 2027/2028 financial year.

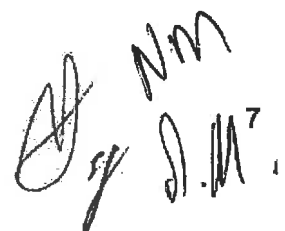
8.1.1.5 For the 2028/2029 financial year, with effect from 1 July 2028, by the same percentage as the salary and wage increase for the 2028/2029 financial year.

8.2 GAP Market Allowance

8.2.1 Gap Market employees are defined as employees whose income is regarded as too low to access bank funded housing finance (mortgage finance), but too high to qualify for the national government's free-basic housing subsidy scheme.

8.2.2 Gap Market employees who earn a basic salary of R22 000.00 per month or less, as at 01 July 2024, and who do not own a house or receive any form of housing assistance or do not participate in the current or any Home-Owners Allowance shall be paid a once-off, non-pensionable payment of R2 000.00.

8.2.3 The once off, non-pensionable payment shall be made on 31 December 2024, and where not possible, by no later than 31 March 2025.



8.3 Housing Investigation

8.3.1 The parties shall conduct an investigation, the purpose of which shall be to improve access to home ownership for employees within the Local Government sector.

8.3.2 The housing investigation must be concluded by no later than 31 March 2025, unless the Parties agree otherwise in writing.

9. MEDICAL AID

9.1 For the duration of this agreement, and based on the 60/40 principle set out in the Main Collective Agreement, the maximum medical aid employer contribution rate to accredited medical schemes, which is currently set at **R5 277.38**, shall increase as follows:

9.1.1 For the 2024/2025 financial year, with effect from 1 July 2024, by 4.5%, to **R 5 514.86**. The maximum medical aid employer contribution shall not increase by 1.5% on 1 March 2025 and shall remain at R 5 514.86 until 30 June 2025.

9.1.2 For the 2025/2026 financial year, with effect from 1 July 2025, by the same percentage as the salary and wage increase for the 2025/2026 financial year.

9.1.3 For the 2026/2027 financial year, with effect from 1 July 2026, by the same percentage as the salary and wage increase for the 2026/2027 financial year.

9.1.4 For the 2027/2028 financial year, with effect from 1 July 2027, by the same percentage as the salary and wage increase for the 2027/2028 financial year.

9.1.5 For the 2028/2029 financial year, with effect from 1 July 2028, by the same percentage as the salary and wage increase for the 2028/2029 financial year.

10. LINKED BENEFITS AND CONDITIONS OF SERVICE

Any benefit or condition of service that ordinarily increases by virtue of its link to the increase in the salary of an employee, shall increase by the same rate as the salary increase in each financial year, as set out in clause 6 above.

11. MATERNITY, PATERNITY AND ADOPTION LEAVE BENEFITS

The review of maternity, paternity and adoption leave benefits shall be dealt with as part of the negotiations on the Main Collective Agreement.

12. SERVICED STANDS

The provision of Serviced Stands is left to the Municipal discretion.

13. PRODUCTIVITY STATEMENT

13.1 The Parties recognise that wage increase adjustments strive to reinforce, encourage and promote optimal municipal performance to ensure a higher level of productivity. Therefore, this salary and wage adjustment collective agreement must be seen to attract and retain scarce and critical skills to help municipalities maintain financial sustainability and viability.

13.2 This wage collective agreement is to address socio-economic needs of workers, their families and communities to benefit from the employers' revenue and productivity. Parties commit and recognise that municipalities exist to serve the public. Therefore, service delivery is the focal point of this collective agreement.

13.3 The Parties commit to engage on a method to optimise productivity of the employees in all municipalities, though the implementation of the current Service Charter and Professionalisation Framework for the local government sector.

14. EXEMPTIONS

14.1 Exemption Applications

14.1.1 Any Party or municipality bound by this collective agreement shall be entitled to apply for exemption from any provision of this collective agreement.

14.1.2 All applications for exemption by a municipality must be lodged with the SALGBC's National Office by no later than:

14.1.2.1 45-working days of this collective agreement being signed, in respect of the 2024/2025 financial year; and

14.1.2.2 30-days from the date of approval of the budget of the municipality by the municipal council, or 30 June, whichever is the soonest, in respect of the 2025/2026, 2026/2027, 2027/2028 and 2028/2029 financial years.

14.1.3 All applications for exemption shall be made in writing on the prescribed application form, obtained from the SALGBC, setting out relevant information, including, but not limited to:

14.1.3.1 The provisions of the agreement in respect of which exemption is sought;

14.1.3.2 The number of employees in respect of whom the exemption is sought;

14.1.3.3 The reasons why the exemption is sought;

14.1.3.4 The nature and size of the municipality in respect of which the exemption is sought;

14.1.3.5 The duration and timeframe for which the exemption sought;

*NM*¹⁰
S.M.

14.1.3.6 The financial recovery plan of the applicant seeking the exemption;

14.1.3.7 The applicant's past record (if applicable) of compliance with the provisions of the Collective Agreement, its amendments and Exemptions Outcome;

14.1.3.8 Confirmation that the trade unions or employees themselves were advised of the exemption application at local level;

14.1.3.9 The following relevant financial information:

14.1.3.9.1 The last two years' audited financial statements;

14.1.3.9.2 The Section 71 and Section 72 Municipal Finance Management Act (MFMA) reports for the current and preceding two financial years; and

14.1.3.9.3 The latest financial ratios as prescribed by National Treasury in the template for Calculating Uniform Financial Ratios and Norms (MFMA Circular 71 of January 2014).

14.1.4 An application for exemption from any provision of the collective agreement shall be lodged, in writing on the prescribed form, with the General Secretary of the SALGBC and the applicant shall serve a copy of the application as follows:

14.1.4.1 In the case of a Trade Union applying for exemption from this collective agreement, serve a copy of the exemption application to the national office of SALGA and the relevant municipality affected by the application; and

14.1.4.2 In the case of SALGA and/or a Municipality applying for exemption from this collective agreement, serve a copy of the exemption application to the national office of IMATU and SAMWU.

14.1.5 The Parties referred to in clause 14.1.4, as the case may be, shall be afforded ten (10) days to submit a response to the application for exemption to the General Secretary of the SALGBC. The party shall also be obliged to submit the response to the applicant for exemption.

14.1.6 The application for exemption shall be considered by the Panellist.

14.1.7 All applications considered by the Panellist shall only be based on the written exemption application and written submissions and arguments in respect of the application, if any, by the applicant and any party or a Municipality opposing the application, unless determined otherwise by a Panellist.

14.1.8 The Panellist shall consider and determine exemption applications in a manner that is fair and transparent. The applications shall be determined as expeditiously as possible and may, in exceptional cases and subject to the decision of the Panellist, include the hearing of evidence, where the matter cannot be decided solely on the documentation.

14.1.9 The Exemptions Process shall be a financial inquiry based on the Exemptions Criteria set out in clause 14.4 below.

14.1.10 Notwithstanding clauses 14.1.9 and 14.1.3.9 any Party to this Agreement shall be free to submit any relevant evidence / documents for consideration by the Panellist. However, the Panellist shall determine the relevance and weight to be attached to such evidence, noting the specific criteria and factors to be considered by the Panellist.

14.1.11 In the event of applications being made that are frivolous and vexatious, such applications may be dismissed with costs.

14.1.12 Where a municipality submits an application for exemption, the municipality's obligation to implement the salary increase is suspended pending the outcome of the exemption application.

14.1.13 The Panellist must consider and make a decision and issue an Exemption Outcome within 30 days of appointment of the Panellist.

14.1.14 The onus to prove the case for the granting of an exemption lies with the applicant.

14.1.15 Parties undertake to make every reasonable effort to assist their members to discharge such onus in a full and proper manner.

14.2 National Exemption Panel:

14.2.1 The Executive Committee of the SALGBC shall establish a dedicated panel of exemption panellists and mediators that are preferably accredited by the CCMA to conduct mutual interest disputes from the National and Divisional Panel of conciliators and arbitrators of the SALGBC to constitute the National Exemptions Panel.

14.2.2 The Executive Committee of the SALGBC shall also establish a dedicated panel of independent financial experts made up of persons, in good standing, from a body to be determined by the Executive Committee. The financial expert should be in possession of a qualification in finance and, preferably a background and experience in local government finances.

14.2.3 The role of the financial expert shall be to:

14.2.3.1 Conduct an assessment of the exemption application, within the parameters stipulated by this agreement, including the relevant information set out in 14.1.3.9 hereof;

14.2.3.2 Assess whether the municipality can afford the costs of the whole or part of the agreement;

14.2.3.3 Provide financial advice to the Panellist; and

14.2.3.4 Develop and submit a written report with recommendations for consideration by the Panellist.

14.2.4 For each exemption application, the General Secretary of the SALGBC shall appoint a Panellist from the dedicated exemptions panel of arbitrators together with one financial expert from the appointed panel of financial experts.

14.3 Exemption Procedure

14.3.1 The SALGBC must, in the first instance, appoint a mediator to the exemption application.

14.3.2 The mediator must attempt to resolve the application through mediation, within 30-days of receipt of the exemption application by the SALGBC. However, the parties may agree, in writing, to extend the 30-day period.

14.3.3 The discussions and exchange of proposals during the mediation session shall be confidential and on a without prejudice basis.

14.3.4 In the event that mediation is successful, the agreement must be recorded and issued as an exemption outcome of the Panellist, by consent of the parties.

14.3.5 In the event that mediation has failed, or at the end of the 30-day period or any further period agreed to between the parties, the mediator shall issue a written mediation outcome to the Parties, through the office of the General Secretary of the SALGBC.

14.3.6 Any party shall be entitled to supplement its exemption application or response thereto as the case may be, within 10 days of receipt of the mediation outcome.

14.3.7 Once the mediation outcome has been issued, and the 10-day period referred in clause 14.3.6 above has expired, the SALGBC must set the application down for a hearing before a Panellist assisted by a financial expert.

14.3.8 The Panellist shall hear and determine the application. The financial expert shall assist and provide advice and recommendations to the Panellist.

14.3.9 The Panellist shall consider any written and or verbal substantiation provided by the applicant or a Party to the SALGBC.

14.3.10 The Panellist shall undertake its duties in a fair and transparent manner and shall have the powers and functions to:

14.3.10.1 Grant a full or partial exemption or reject an application for exemption; and

14.3.10.2 Approve interim orders in circumstances where this will not affect the final outcome.

14.3.11 For the purposes of this section:

14.3.11.1 Full exemption is defined as an exemption in terms of which a municipality is fully exempted from implementing the provisions of this collective agreement which relate to the salary increase, and / or related conditions, for the full duration of the financial year in respect of which exemption has been sought.

14.3.11.2 Partial exemption is defined as an exemption in terms of which a municipality is exempted from implementing the provisions of

this collective agreement in full, either by a later implementation date, or reduced salary increase or reduced conditions as per the collective agreement.

14.3.12 The Panellist shall have the power to grant a full or partial exemption or reject an application for exemption or issue an exemption outcome by consent of the parties as referred to in clause 14.3.4 above.

14.3.13 The Panellist shall have the power to condone any failure to comply with the time periods provided for in terms of this procedure based on good cause shown.

14.3.14 The decisions of the Panellist shall be final and binding, subject to an aggrieved party's right to institute review proceedings in any court having jurisdiction to hear the matter. The Panellist shall provide brief written reasons for its decision, together with a copy of the financial expert's report.

14.3.15 The Panellist shall notify the parties of its decision and that the aggrieved party has the right to institute review proceedings in any court having jurisdiction to hear the matter.

14.3.16 An Exemption Outcome shall be signed by the Panellist, and contain the following information:

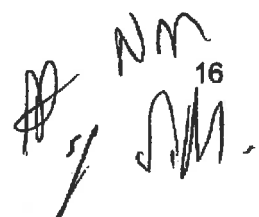
14.3.16.1 The full name of the applicant employer;

14.3.16.2 The date of issue;

14.3.16.3 The details of the agreement for which exemption is granted;

14.3.16.4 The period for which exemption shall operate;

14.3.16.5 The terms and conditions, or remedial requirements of the exemption;

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14.3.16.6 The reasons for the decision;

14.3.16.7 A copy of the financial expert's report; and

14.3.16.8 Any other matter the Panellist deems relevant.

14.4 Criteria to be considered by the Panellist:

14.4.1 When considering an application for exemption, including an application for the withdrawal of an Outcome of Exemption by the SALGBC, the following criteria shall be taken into account (the order not indicating any form of priority):

14.4.1.1 The employer is unable to afford the costs of the whole or part of this agreement;

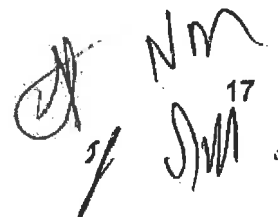
14.4.1.2 The level of compliance with Section 138 and 140 of the Municipal Finance Management Act 56 of 2003, as amended;

14.4.1.3 Fairness to the employer and its employees with reference to the criteria set out in this agreement as well as the impact of the exemption on the employer and its employees;

14.4.1.4 The employer has short-term cash flow problems necessitating a partial exemption;

14.4.1.5 Unexpected economic hardship occurring during the currency of this agreement and job creation and/or loss thereof;

14.4.1.6 Whether a budgetary provision, approved by the Municipal Council, was made for implementation of the obligations arising out of the collective agreement, having regard, where applicable, to unfunded budgets and unforeseen budget constraints;

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14.4.1.7 The outcome of the exemption application should not have the effect of undermining this agreement or the collective bargaining process; and

14.4.1.8 Any other factor(s) which is considered appropriate.

14.5 For the purposes of this section only, "Day" shall mean calendar day, unless otherwise specified.

15. ENFORCEMENT OF THIS COLLECTIVE AGREEMENT

15.1 Despite any other provision in the Act, the SALGBC shall monitor and enforce compliance of this collective agreement in terms of Section 33A of the Act.

15.2 The General Secretary or his appointed designated agent may, in keeping with the SALGBC constitution and Section 33(3) of the Act, issue a compliance order in terms of which any person bound by this collective agreement is required to comply with the terms of this agreement, stipulating the alleged breach and requiring that such breach be rectified within ten (10) days of receipt of such compliance order.

15.3 The SALGBC may refer any unresolved dispute concerning compliance with any provision of this collective agreement to arbitration by an arbitrator appointed by the SALGBC.

15.4 If a party to an arbitration in terms of Section 33A of the Act is not a party to the SALGBC, and objects to the appointment of an arbitrator, the CCMA (herein referred to as "the Commission"), on request by the Council, must appoint an arbitrator.

15.5 If an arbitrator is appointed by the Commission in terms of clause 15.4:

15.5.1 The council remains liable for the payment of the arbitrator's fee; and

15.5.2 The arbitration is not conducted under the auspices of the Commission.

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- 15.6 An arbitrator conducting an arbitration in terms of Section 33A of the Act has the powers of a commissioner in terms of Section 142 of the Act, read with the changes required by the context.
-
- 15.7 Section 138 of the Act, read with the changes required by the context, applies to any arbitration conducted in terms of Section 33A of the Act and clause 15.6.
- 15.8 An arbitrator acting in terms of Section 33A of the Act and clause 15.6 may determine any dispute concerning the interpretation or application of a collective agreement.
- 15.9 An arbitrator conducting an arbitration in terms of Section 33A of the Act and clause 15.6 may make an appropriate award, including:
- 15.9.1 Ordering any party to pay any amount owing in terms of a collective agreement;
 - 15.9.2 Imposing a fine for a failure to comply with a collective agreement;
 - 15.9.3 Charging a party an arbitration fee;
 - 15.9.4 Ordering a party to pay the costs of the arbitration;
 - 15.9.5 Confirming, varying or setting aside a compliance order issued by the General Secretary or his appointed designated agent; and
 - 15.9.6 Any award contemplated in Section 139 (9) of the Act.
- 15.10 Interest on any amount that a party is obliged to pay in terms of this collective agreement accrues from the date on which the amount was due and payable at the rate prescribed in terms of Section 1 of the Prescribed Rate of Interest, Act 55 of 1975, unless the arbitration award provides otherwise.

15.11 An arbitration award in an arbitration conducted in terms of Section 33A of the Act and clause 15.6 is final and binding and may be enforced in terms of Section 143 of the Act.

15.12 If an employer upon whom a fine has been imposed in terms of this Section files an application to review and set aside an award made in terms of this clause 15.6, any obligation to pay a fine is suspended pending the outcome of the application.

16. DISPUTES ABOUT THE APPLICATION OR INTERPRETATION OF THIS COLLECTIVE AGREEMENT

16.1 Any Party may refer a dispute about the application or interpretation of this agreement to the General Secretary of the SALGBC.

16.2 The General Secretary must appoint a conciliator from the national panel of conciliators, (doing so as far as possible on a rotational basis) to attempt to resolve the dispute.

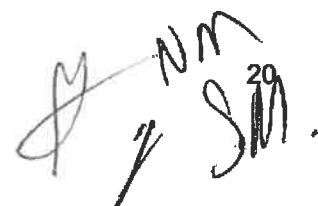
16.3 If the dispute remains unresolved any of the parties to the dispute may request the General Secretary to appoint an arbitrator from the national panel of arbitrators, (doing so as far as possible on a rotational basis) to arbitrate the dispute.

17. ENTIRE AGREEMENT, SEVERABILITY, WAIVER AND VARIATION

17.1 This agreement incorporates the entire agreement between the Parties.

17.2 Any failure by any Party to enforce any provision of this agreement shall not constitute a waiver of such provision or affect, in any way, a Party's right to require performance of such provision at any time in the future, nor shall the waiver of any subsequent breach nullify the effectiveness of the provision itself.

17.3 If any provision of this agreement is held to be illegal, invalid or unenforceable, such illegality, invalidity and/or unenforceability shall not affect the other provisions of this agreement which shall continue to remain in force and effect.

Handwritten signatures and initials, including 'NM' and 'SM', with the number '20' written below.

THIS AGREEMENT WAS CONSIDERED, ADOPTED AND APPROVED BY THE BARGAINING COMMITTEE OF THE CENTRAL COUNCIL IN TERMS OF CLAUSE 17.3 OF THE CONSTITUTION.

SIGNED BY THE PARTIES AT KEMPTON PARK ON THIS THE 6TH DAY OF SEPTEMBER 2024.



**MEMBER OF THE SALGBC
(REPRESENTING SALGA – MR S MBANGA)**



**MEMBER OF THE SALGBC
(REPRESENTING IMATU – MR K SWANEPOEL)**



**MEMBER OF THE SALGBC
(REPRESENTING SAMWU – MR N MOKGOTHO)**



**GENERAL SECRETARY OF THE SALGBC
MR SS GOVENDER**



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

HEAD OFFICE

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461 King Dinuzulu Road
BEREA
4062

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Web-site: www.salgbc.org.za

13 March 2026

To All Municipal Managers

The Parties:

SALGA
SAMWU
IMATU

Mr. S Mbanga
Mr. D Magagula
Mr. J Koen

smbanga@salga.org.za
dumisane.magagula@samwu.org.za
johan@imatu.co.za

REGIONAL SECRETARIES:

Gauteng/Johannesburg/Tshwane Division
Eastern Cape Division
Western Cape/Cape Metro Division
Northern Cape/Free State Division
North West/Mpumalanga/
Limpopo Division Ms D Monyemangene
KwaZulu-Natal/eThekweni Division

Ms. E Sekgweleo
Mr. C.Gqeke
Ms. W Brink
Mr. T Mqobongo
Mr. V Nzuzza

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yusi@salgbc.org.za

Dear Sir/Madam

CIRCULAR NO.: 04/2026

SALARY AND WAGE INCREASE FOR THE PERIOD 1 JULY 2026 TO 30 JUNE 2027

The parties, SALGA, IMATU and SAMWU, at the Executive Committee meeting held on 11 March 2026, agreed that the salary and wage increase for the 2026/2027 financial year as per the Salary and Wage Collective Agreement dated 6 September 2024 shall be, as follows:

1. The salary and wage increase, in terms of clause 6.6 of the Collective Agreement shall be **four comma seven five percent (4.75 %)**, with effect from 1 July 2026.
2. Any linked benefits and conditions of service, as per clause 10 of the Collective Agreement shall increase by the same rate of **four comma seven five percent (4.75 %)**, with effect from 1 July 2026.
3. The Minimum Wage as stipulated in clause 7.4 of the Collective Agreement shall increase by the same rate **four comma seven five percent (4.75 %)**, from **R 10 ,616.35** to **R11,120.63**, with effect from 1 July 2026.

4. The flat rate Homeowners Allowance rate, in terms of clause 8.1.1.3 of the Collective Agreement, shall increase by the same rate of **four comma seven five percent (4.75 %)**, from **R 1 170.23** to **R 1,225.82**, with effect from 1 July 2026.
5. In respect of medical aid, the maximum employer contribution to an employee's accredited medical scheme, as set out in clause 9.1.3 of the Collective Agreement shall increase by the same rate of **four comma seven five percent (4.75 %)**, from **R 5 791.15** to **R 6,066.23**, with effect from 1 July 2026.
6. The following figures, from Statistics South Africa (STATS SA), are used to calculate the salary and wage related increases:

Feb 2025	March 2025	April 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Total CPI
3.20	2.70	2.80	2.80	3.00	3.50	3.30	3.40	3.60	3.50	3.60	3.50	38.90

Total CPI for 12 months = 38.90%
Average CPI = divided by 12 Months
= 3.24%(rounded to two decimal points)
Deemed provision = 4% (if average CPI is below 4% per clause 6.8 of the Collective Agreement)
Salary Increase = 4% plus 0.75%
= 4.75%

7. Any Municipality seeking to apply for exemption from any provisions of the Salary and Wage Collective Agreement, dated 6 September 2024 must do so within the prescribed times frames as provided for in clause 14.1.2.2 which are as follows :

“30-days from the date of approval of the budget of the municipality by the municipal council, or 30 June, whichever is the soonest, in respect of the 2026/2027 financial year.”

8. The Council requests all municipalities to adhere and implement the above. This circular must be published on all notice boards and all other internal communication platforms.

Yours faithfully



MR. S. GOVENDER
GENERAL SECRETARY

OPEN NDLAMBE COUNCIL MEETING

HELD ON WEDNESDAY, 15 APRIL 2026

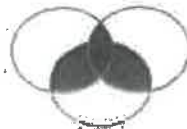
**REPORT DATED 20 MARCH 2026 FROM THE
MUNICIPAL MANAGER TO COUNCIL: REPORT ON
REVIEW OF HUMAN RESOURCES POLICIES**

ANNEXURE C.09



**SOUTH AFRICAN LOCAL GOVERNMENT
BARGAINING COUNCIL**

LOCAL GOVERNMENT SERVICE CHARTER



SALGA
South African Local Government Association



The Service Charter Preamble

We, the parties in the South African Local Government Bargaining Council (SALGBC) representing the Employees and Employers in local government:

***Affirm* our commitment to upholding the values and principles of public administration enshrined in Section 152 of the Constitution and other laws, policies and frameworks.**

***Uphold* the Constitutional responsibility of the local government sphere as clearly articulated in the Bill of Rights to deliver services to the citizenry.**

***Note* the continued efforts of the State and organized local government in building a developmental State that is inclined towards addressing the needs of the majority of the population particularly those that had been historically disadvantaged.**

***Acknowledge* the service delivery challenges in local government.**

***Equally* concerned about the increasing manifestation of corruption in local government and the negative impact it has on the socio-economic and political landscape of the country.**

***Believing* in the rich history of our democratic dispensation, which entrenches values and principles of human rights, social, economic and political rights.**

***Motivated* by the proven value of collaboration in building a new South Africa, and encouraged by the willingness of all the parties in working towards a common goal of finding mutually-beneficial solutions to our common challenges.**

Commit ourselves to this Charter.

i. Objectives of the Service Charter

1.1 The Charter seeks to:

- 1.1.1 Improve service delivery programmes;
- 1.1.2 Reinforce the partners' commitment to service delivery improvement for the benefit of all citizens;
- 1.1.3 Clarify the rights and obligations of each of the parties;
- 1.1.4 Acknowledge and reward excellent performance;
- 1.1.5 Professionalise and encourage excellence in local government;
- 1.1.6 Enhance performance;
- 1.1.7 Facilitate a process to define service standards in local government;
- 1.1.8 Strengthen processes and initiatives that prevent and combat corruption;
- 1.1.9 Facilitate social dialogue among the partners;
- 1.1.10 Help our municipalities rise to the challenge of treating citizens with dignity and meeting their expectations and demands equitably and fairly; and
- 1.1.11 Ensure effective, efficient and responsive municipalities.

ii. Scope of the Charter

- 2.1 The Charter shall apply to SALGA and its member municipalities as the Employer and the recognised trade unions within local government and the employees who:
 - 2.1.1 Are employed by municipalities; and
 - 2.1.2 Fall within the registered scope of the SALGBC.
- 2.2 This Charter shall also apply to Councillors of all municipalities.

iii. Definition of the Service Charter

- 3.1 This Service Charter is a commitment between the SALGA, IMATU and SAMWU. It is a written and signed document, which sets out the partners' roles and responsibilities to improve performance, enhance and fast track the delivery of services to improve the lives of our people.
- 3.2 It is a document that enables service beneficiaries to understand what they can expect from municipalities and will form the basis of engagement between SALGBC parties and citizens or organs of civil society.
- 3.3 This Service Charter is not a condition of service and it shall not be interpreted or applied as to vary, amend, terminate, or, in any other manner, affect the conditions of service of municipal employees, nor does it constitute a collective agreement.

PARTIES TO THE COUNCIL AGREE TO A SERVICE CHARTER ON THE FOLLOWING TERMS:

Article 1

Purpose of the Charter

This Charter shall:

- 1.1 Define the services offered by local government to the citizens of South Africa;
- 1.2 Outline the service standards that underpin the services offered by local government;
- 1.3 Register the commitments by SALGA and its member municipalities, as the Employer, towards local government employees; and
- 1.4 Specify commitments by local government employees towards the citizens.

Article 2

The parties to this Charter

- 2.1 SALGA in its capacity as an employers' organization representing the 278 municipalities within the Republic of South Africa.
- 2.2 IMATU and SAMWU in their capacity as the recognized trade unions in the Local Government Sector.

Article 3

The Services Provided by Local Government

The services provided by the Local Government include, among others, the following:

- 3.1 Special programmes on transversal issues dealing with Children, Youth, Disability, Elderly, HIV and AIDS matters;
- 3.2 Health Services
- 3.3 Safety and Security
- 3.4 Human Settlements
- 3.5 Human Development
- 3.6 Social Welfare Services
- 3.7 Water and Sanitation;
- 3.8 Energy;
- 3.9 Waste Removal;
- 3.10 Transport, Roads, Maritime and Aviation;
- 3.11 Provision of Driver and Vehicle Licenses;
- 3.12 Environmental Management and Protection;
- 3.13 Promotion of Sports, Arts and Culture;
- 3.14 Advancement of the interests of women, children and people living with disabilities;
- 3.15 Economic Development;
- 3.16 Budget Management;
- 3.17 Governance and Inter-Governmental Relations;

- 3.18 Cooperative Governance and Traditional Affairs;
- 3.19 Tourism; and
- 3.20 Communication of Local Government programmes.

Article 4

Service Standards

- 4.1 There shall be clearly defined service standards for all our municipalities.
- 4.2 All municipalities must, as a minimum, meet the following service standards:
 - 4.2.1 Serve citizens promptly and courteously at all service delivery points;
 - 4.2.2 Provide friendly and helpful service;
 - 4.2.3 Help service users make the right choices in accessing services;
 - 4.2.4 Provide appropriate signage and information desks;
 - 4.2.5 Public servants must wear name tags for easy identification;
 - 4.2.6 Answer calls promptly;
 - 4.2.7 Ensure shorter queues at service delivery points;
 - 4.2.8 Respond to queries and complaints promptly;
 - 4.2.9 Respond to mail and email correspondence promptly;
 - 4.2.10 Resolve customer complaints fairly, consistently and promptly; and
 - 4.2.11 Encourage service users to make suggestions on how to better the services offered.
- 4.3 All municipalities must visibly display Batho Pele Call Centre and the Anti-Corruption Hotline numbers.
- 4.4 No employee shall be bound by any duty or obligation set forth herein where such duty or obligation is not possible within the level of seniority, occupational category and / or available resources of the employee.
- 4.5 Municipalities shall ensure that all employees who are covered by this charter are provided with the necessary training and resources required to carry out the terms of this Charter.

Article 5

Commitments by the SALGA and Municipalities as the Employers

Municipalities commit to the provisions enshrined in Section 23 of the Constitution, the Labour Relations Act and other applicable labour legislation, to:

- 5.1 Create an enabling environment within the provisions of available resources for municipal employees to perform their duties;
- 5.2 Implement conditions of service that fairly reward municipal employees;
- 5.3 Maintain a disciplined local government sector;
- 5.4 Develop a feedback mechanism that will allow the public to compliment or raise complaints about the conduct and attitudes of municipal employees and the quality, time lines and efficacy of the services they provide;

ANNEXURE "A"

- 5.5 Facilitate a rewards and recognition system commensurate with the values and principles of the Charter that focuses on individuals and teams;
- 5.6 Introduce modern and innovative procedures and systems for the delivery of services;
- 5.7 Implement information and communication technology policies and programme to support and improve the delivery of services;
- 5.8 Implement governance systems that optimise management of resources, risk management and audit management;
- 5.9 Simplify procedures and ease formalities related to access and delivery of services;
- 5.10 Implement service delivery improvement programmes;
- 5.11 Introduce systems and processes that facilitate citizens' access to municipal services;
- 5.12 Institute local government accountability and integrity systems to promote value-based societal behaviour and attitudes as a means of preventing corruption;
- 5.13 Recognise that municipal employees have the right to create or belong to associations, trade unions or any other group as provided for by applicable laws;
- 5.14 Recognise that recognised trade unions, within applicable laws, shall have the right to engage in collective bargaining;
- 5.15 Membership or non-membership of a political party shall not be used as criteria for appointment in the local government sector;
- 5.16 Provide adequate and continuous training with the duties and obligations of municipal employees as set forth herein; and
- 5.17 Maintain adequate staffing levels in order to achieve the objectives of the Charter.

Article 6

Commitment by Local Government Trade Unions and Municipal Employees

Municipal employees commit to:

- 6.1 Be faithful to the Republic, honour the Constitution and abide by the laws in the execution of duties;
- 6.2 Promote the unity and wellbeing of the South African nation in performing official duties;
- 6.3 Loyal execute the policies of government in the performance of duties;
- 6.4 Serve the public in an unbiased and impartial manner in order to create confidence in the local government sector;
- 6.5 Be polite, helpful and reasonably accessible in dealing with the public, at all times treating members of the public as customers who are entitled to receive high standards of service;
- 6.6 Have regard for the circumstances and concerns of the public in performing official duties and in the making of decisions affecting them;
- 6.7 Provide timely service towards the development and upliftment of all South Africans;

ANNEXURE "A"

- 6.8 Not unfairly discriminate against any member of the public on account of race, gender, ethnic or Social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language;
- 6.9 Not abuse their position in municipalities to promote or prejudice the interest of any political party or interest group;
- 6.10 Respect and protect every person's dignity and rights as contained in the Constitution;
- 6.11 Recognise the public's right of access to information, excluding information that is specifically protected by law;
- 6.12 Co-operate fully with other employees to advance the public interest;
- 6.13 Execute all reasonable instructions by persons officially assigned to give them, provided these are not contrary to the provisions of the Constitution and/or any other law;
- 6.14 Refrain from favouring relatives and friends in work-related activities and never abuse authority or influence other employees, nor be influenced to abuse authority;
- 6.15 Use the appropriate channels to air grievances;
- 6.16 Commit to the optimal development, motivation and utilisation of staff and the promotion of sound labour and interpersonal relations;
- 6.17 Deal fairly, professionally and equitably with other employees;
- 6.18 Be creative in thought and in the execution of duties, seek innovative ways to solve problems and enhance effectiveness and efficiency within the context of the law;
- 6.19 Not engage in any transaction or action that is in conflict with or infringes on the execution of official duties;
- 6.20 Accept the responsibility to undergo ongoing training and self-development;
- 6.21 Be honest and accountable in dealing with public funds and use the property of the municipality and other resources effectively, efficiently, and only for authorised official purposes;
- 6.22 Promote sound, efficient, effective, transparent and accountable administration;
- 6.23 Act against fraud, corruption, nepotism, maladministration and any other act which constitutes an offence, or which is prejudicial to the public interest;
- 6.24 Give honest and impartial advice, based on all available relevant information;
- 6.25 Honour the confidentiality of matters, documents and discussions, classified or implied as being confidential or secret, subject to the Protected Disclosures Act 26 of 2000;
- 6.26 Demonstrate professionalism, competency, excellence, transparency and impartiality in the performance of official duties;
- 6.27 Dress and behave in a manner that enhances the reputation of the public service when performing official duties;
- 6.28 Be punctual at work, meetings and events;
- 6.29 Under permitted circumstances, act responsibly as far as the use of alcoholic beverages or any other substance with an intoxicating effect is concerned;
- 6.30 Not use official position to obtain private gifts or benefits during the performance of official duties nor accept any gifts, donations, rewards in kind or cash, or benefits when offered as these may be construed as bribes;
- 6.31 Not use or disclose any official information for personal gain or the gain of others, subject to the Protected Disclosures Act 26 of 2000;
- 6.32 Not, without approval, undertake remunerative work outside official duties or use office equipment for such work;

ANNEXURE "A"

- 6.33 Demonstrate integrity and respect for all rules, values and established codes of conduct in the performance of official duties;
- 6.34 Declare financial interests at specified times according to prescribed laws and procedures; and
- 6.35 Declare and recuse themselves from any official action or decision-making process which may result in improper personal gain.

Article 7

Commitment to Batho Pele Principles

- 7.1 In carrying out their duties, municipal employees are guided, where applicable, possible, and with due regard to the seniority level, occupational category, training and available resources of the employee, by the following Batho Pele Principles:
 - 7.1.1 **Consultation:** Citizens should be consulted about the level and quality of the public services they receive and, wherever possible, should be given a choice regarding the services offered;
 - 7.1.2 **Service Standards:** Citizens should be told what level and quality of municipal services they will receive so that they are aware of what to expect;
 - 7.1.3 **Access:** All citizens have equal access to the services to which they are entitled;
 - 7.1.4 **Courtesy:** Citizens should be treated with courtesy and consideration;
 - 7.1.5 **Information:** Citizens should be given full, accurate information about the municipal services to which they are entitled;
 - 7.1.6 **Openness and transparency:** Citizens should be told how municipalities are run, how much they cost, and who is in charge;
 - 7.1.7 **Redress:** If the promised standard of service is not delivered, citizens should be offered an apology, a full explanation and a speedy and effective remedy; and when complaints are made, citizens should receive a sympathetic, and, where applicable / possible, a positive response; and
 - 7.1.8 **Value for money:** Municipal services should be provided economically and efficiently in order to give citizens the best value for money;

Article 8

ANNEXURE "A"

Implementation

This Charter shall come into effect on **1 January 2016** and will remain in force unless terminated or unless amended by another Charter.

Article 9

Communication and Awareness

Municipalities shall ensure that all municipal employees are informed and made aware of the contents of this Charter in a manner that is accessible to all occupational levels of employees.

THIS DONE AND SIGNED AT _____ ON THE

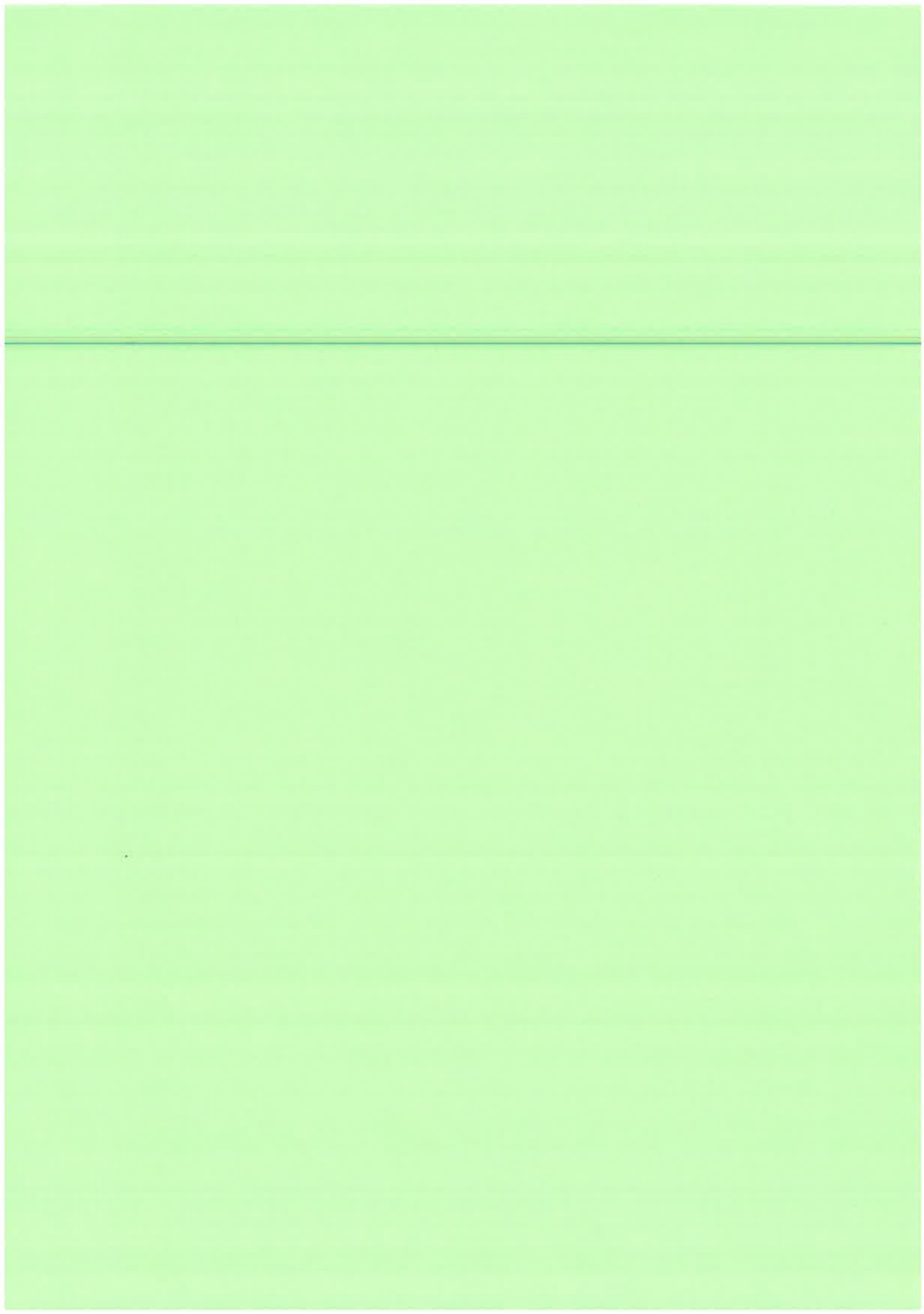
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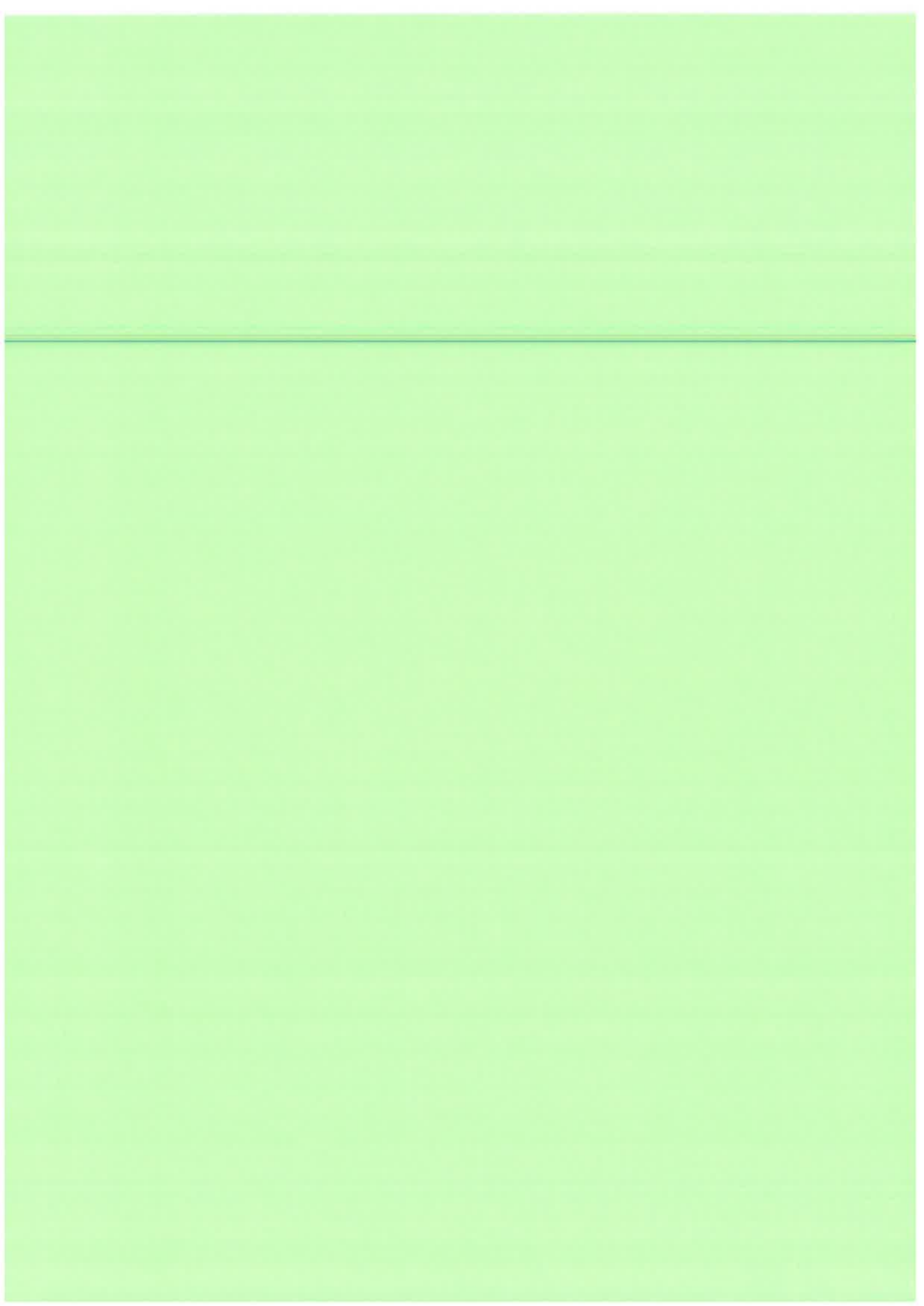
(REPRESENTING SALGA – COUNCILLOR T MANYONI)

(REPRESENTING IMATU – MR.S KHOZA)

(REPRESENTING SAMWU – MR. P MOLALENYANE)

**GENERAL SECRETARY OF THE SALGBC -
MR SS GOVENDER**







SALGA
South African Local Government Association



PROFESSIONALISATION FRAMEWORK FOR LOCAL GOVERNMENT

Framework developed in partnership with

APRIL 2013



cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA



PROFESSIONALISATION FRAMEWORK

FOR LOCAL GOVERNMENT

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1. Introduction, Strategic Focus and Background

1.1 Introduction

This Professionalisation Framework is underpinned by the SALGA National Human Resource Management and Development Strategy – A Blueprint for Local Government that was approved by its National Executive Committee on the 23rd April 2013 and the DCoG National Capacity Building Framework (NCBF) for Local Government: 2012 to 2016.

1.2 Strategic Focus

The strategic focus of this Professionalisation Framework is to assist Local Government in meeting its developmental mandate. It operates in a complex and challenging task environment. This involves, amongst other things, the efficient handling of substantial budgets, meeting a range of complex legislative requirements, interacting effectively with other spheres of government, addressing the demanding and sometimes conflicting expectations of the communities, and engaging in highly technical forms of decision-making, planning and implementation.

1.3 Background

Following a number of amendments and corrections made by SALGA, DCoG, DPSA, LGSETA, as well as a number of individuals, the Draft Concept Paper was distributed for comment, discussion and suggestions to a wide range of stakeholders with a direct involvement or interest in the area of local government. Comments received were incorporated into the revised version of the Concept Paper.

The development of this professionalisation framework has been informed by the lessons learnt from international experience and the issues and challenges identified by the Concept Paper. Some of the issues identified as barriers contributing to the perceived lack of professionalism are as follows:

- a. Appointment of staff without adequate qualifications, expertise and experience.
- b. Appropriate political interventions in the work of officials.
- c. Lack of responsiveness to community needs.
- d. Low staff morale and poor service ethic.
- e. Inadequate implementation of performance management systems.
- f. Financial irregularity.
- g. Non compliance.
- h. Malpractice and corruption.
- i. Adverse findings by the Auditor-General.

The framework for building local government professionalism will build upon initiatives already undertaken by the DPLG/CoGTA and the National Treasury in establishing

enforceable competency and performance standards for senior local government managers and financial officials, as well as the professionalisation strategies of other key role players such as SALGA, the LGSETA and local government professional bodies, particularly in the area of professional development. Despite the positive achievements of such initiatives, there seems to be little doubt that they currently fall short of providing a clear, coordinated, coherent and commonly accepted framework for professionalisation. Driven as they have been by different role players with different perspectives and priorities, and a different understanding of what professionalisation entails, they have been essentially fragmented and ad hoc. A more coherent and integrated framework for local government professionalisation is therefore clearly needed.

2. Legislative and Strategic Policy Frameworks

This Professionalisation Framework is underpinned by the following pieces of legislative and strategic policy frameworks:

2.1 The Constitution's **objects of local government** (Section 152) which are to:

- i. "Provide democratic and accountable government for local communities.
- ii. Ensure the provision of services to communities in a sustainable manner.
- iii. Promote social and economic development.
- iv. Encourage the involvement of communities and community organisations in the matters of local government.
- v. Provide a safe and healthy environment".

Also, local government must adhere to "the basic **values and principles governing public administration**" (Section 195). The principle relevant to this framework in the Constitution being:

- i. "A high standard of professional ethics must be promoted and maintained".

2.2 It should be acknowledged that in South Africa there are already existing professional bodies operating in the local government sector that are regulated through the following legislation:

- b. Health Professions Act 56 of 1974.
- c. Professional and Technical Surveyors Act 40 of 1984.
- d. National Archives and Records Service of South Africa Act, 1996.

- e. Property Valuers Profession Act 47 of 2000.
- f. Engineering Profession Act 46 of 2000.
- g. Planning Professions Act of 2002.
- h. Auditing Profession Act 26 of 2005.

This professionalisation framework targets the elected officials and appointed officials at the various occupational levels and in the various sectoral disciplines in local government.

2.3 Other legislation relevant to this framework are:

- a. Codes of Conduct in the Municipal Systems and Structures Acts.
- b. Labour Relations Act 66 of 1995.
- c. Employment Equity Act 55 of 1998.
- d. Occupational Health and Safety Act 85 of 1993.
- e. National Qualifications Framework Act 67 of 2008.
- f. Skills Development Act 97 of 1998.
- g. Skills Development Levies Act 9 of 1999.
- h. Higher Education Act 101 of 1997.
- i. Adult Basic Education and Training Act 52 of 2000.
- j. Basic Education Laws Amendment Act 15 of 2011.
- k. The Green Paper on the Post Schooling System.
- l. The White Paper on Transforming the Public Service (Batho Pele).
- m. The Promotion of Access to Information Act (PAIA)
- n. The Promotion of Administrative Justice Act (PAJA)

2.4 **The 12 outcomes** of government are as follows; with emphasis on outcome 9 (focussing on local government) and it should be noted that all outcomes take place within the municipal space:

- Outcome 1: An improved quality of basic education.
- Outcome 2: A long and healthy life for all South Africans.
- Outcome 3: All South Africans should be safe and feel safe.
- Outcome 4: Decent employment through inclusive growth.
- Outcome 5: A skilled and capable workforce to support an inclusive growth path.
- Outcome 6: An efficient, competitive and responsive economic infrastructure network.
- Outcome 7: Vibrant, equitable, sustainable rural communities with food security for all.

Outcome 8: Sustainable human settlements and an improved quality of household life.

Outcome 9: **A responsive, accountable, effective and efficient local government system** [the context of the National Capacity Building Framework] that addresses seven critical issues referred to as outputs. Outputs include:

Output 1: Develop a more rigorous, data driven and detailed segmentation of municipalities that better reflect the varied capacities and contexts within municipalities and lays the basis for differentiated approach to municipal financing, planning and support.

Output 2: Ensure improved basic services.

Output 3: Initiate ward-based programmes to sustain livelihoods.

Output 4: Contribute to the achievement of sustainable human settlements and quality neighbourhoods.

Output 5: Strengthen participatory governance.

Output 6: Strengthen the administrative and financial capability of municipalities.

Output 7: Address coordination problems and strengthen cross-departmental initiatives.

Outcome 10: Environmental assets and natural resources that is well protected and enhanced.

Outcome 11: A better Africa and a better world as a result of South Africa's contributions to global relations.

Outcome 12: An efficient and development-oriented public service and an empowered, fair and inclusive citizenship.

Indicators are annually compiled and used as measurement of progress made quarterly as part of Government's Programme of Action (GPoA).

3. Concepts related to Professionalisation

3.1 Defining a 'Profession'

Whilst there is no definitive definition of what constitutes a 'profession' as distinct from an occupation or trade, there is general agreement in the comparative sociological literature (following from the work of Carr-Saunders and Wilson, 1933, in particular) that traditionally a profession has been viewed as a vocation or full-time career that exhibits most or all of the following characteristics -

- a common body of specialised knowledge and expertise, based on the application of systematic theoretical principles, and acquired by members of the profession through prolonged education and training at the highest levels, as well as on-going professional development;
- a system for certifying that individuals possess such knowledge and expertise before being licensed or otherwise allowed to practice;
- a closed community with a strong sense of collegial responsibility and corporate solidarity (*esprit de corps*), characterised by shared norms and values;
- adherence to high ethical standards and codes of behaviour, together with provisions for the monitoring and enforcement of compliance by individual members;
- a commitment to a social ideal that prioritises service to the welfare, health and safety of citizens, communities and society as whole over the personal interests of practitioners;
- a high level of societal status, esteem and legitimacy, arising from the higher social function of the work of the profession;
- the existence of a professional body or organisation able to certify and ensure the competence of practitioners and encourage and enforce ethical standards of behaviour; and
- a broad measure of discretionary autonomy allowed to members of the profession over the management of their affairs, the development of new knowledge and the setting of standards of performance and behaviour.

3.2 Defining 'Professionalisation'

At the general level, an obvious definition of professionalisation would be the process by which a particular occupation transforms itself into a fully fledged profession, exhibiting the kinds of characteristics outlined in section 3.1 above.

3.3 Defining 'Professionalism'

'Professionalism' would refer to the competence, work practices, ethos, behaviour and attitudes typically displayed by members of such a profession.

There are particular challenges in attempting to apply traditional notions of 'professionalism' to the public sector in general and local government in particular. Moreover, there is not one

profession but many (nurses, engineers, planners, land surveyors, librarians, accountants, HR practitioners, and many more). Whilst it is expected that they all have a shared commitment to use their expertise in ways that are conducive to enhancing public welfare rather than private gain, they come from different backgrounds, with distinct educational paths, traditions and values of their own.

What this means is that there is not a "one-size-fits-all" definition of professionalism that is applicable to local government in South Africa. A more differentiated approach is therefore needed. Without stretching the meaning of the term so broadly that it loses all meaning, it is possible to identify four types of professionalism that will be promoted to improve the ability of local government to more effectively meet its constitutional mandate. These are:

- Technical professionalism.
- Managerial professionalism.
- Administrative professionalism.
- Public service professionalism.

3.4 Defining 'Professional Ethics'

Ethics in local government, as in other parts of the public sector, are particularly important. This is because public office involves a public trust, which can only be maintained if public officials acknowledge the primacy of the public interest and are able through their actions to promote public confidence in the integrity of municipal services.

In promoting improved standards of professional behaviour and conduct in local government, a particular emphasis must be placed on the observance by both elected and appointed officials of professional ethical principles and values. Such principles are of a higher moral standard than other norms and standards because they deal with normative issues of what is commonly accepted as 'right' or 'wrong,' rather than what is merely desirable. As such the principles following are mandatory for all local government officials:

- **Selflessness:** Local government officials should serve only the public interest, and should not use their official positions or authority for the advancement of the personal or financial interests of themselves, family or friends.
- **Stewardship:** Local government officials should at all times ensure that public resources for which they are responsible are administered in an efficient and effective manner, and in accordance with the law.
- **Integrity:** Holders of local government office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties. They should also not solicit or receive directly or indirectly any gift or favour that may influence the exercise of their functions, the performance of their duties, or their judgement.
- **Impartiality and Fairness:** Local government officials should be fair and impartial in the performance of their functions and, in particular, in their relations with the public. They shall at no time afford any undue preferential treatment to or improperly discriminate against any group or individual, and should treat people with respect, regardless of their race, age, religion, gender, disability or sexual orientation.

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- **Objectivity:** In carrying out local government business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make their choices solely according to objective criteria of merit.
- **Honesty:** Public officials should at no time improperly use local government moneys, property, services or information that is acquired in the performance of their official duties for activities unrelated to their official work. They also have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Confidentiality:** Matters of a confidential nature in the possession of local government officials should be kept confidential unless national legislation, the performance of duty or the needs of justice require otherwise.
- **Accountability and Openness:** Holders of local government office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office. They should also be open as possible, within the legal framework, about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider local government interest demands it.
- **Political Neutrality:** Appointed local government officials should maintain a strict professional detachment from partisan political activity that otherwise could impair public confidence in the impartial performance of their functions and duties. At the same time, elected political office holders should not unduly interfere with or try to influence the powers, duties and responsibilities that fall within the specific competence (knowledge and skills) of appointed public officials.
- **Respect for Others:** Local government officials should promote equity and equality by not discriminating unlawfully against any person or group.
- **Constitutional and Legal Duty:** Local government officials should uphold the constitution and law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.
- **Leadership:** Holders of local government office should promote and support these principles by leadership and example.

Source: UK Nolan Committee's Seven Principles of Public Life¹, and the UN's International Code of Conduct for Public Officials (United Nations, 2000)

¹ The seven principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These principles were established by the Committee on Standards in Public Life. The Committee, which was established in 1994, is an independent public body which advises government on ethical standards across the whole of public life in the United Kingdom.

4. Guiding Principles for Professionalisation

- 4.1 To strengthen the local government system.
- 4.2 To promote a high level of professional competence (knowledge and skills), experience, behaviour and ethics on the part of local government officials, both appointed and elected, especially those at the senior executive level (professionalism).
- 4.3 To promote professional ethics and professionalisation.
- 4.4 To promote a development-orientated approach to local government.
- 4.5 To ensure uniformity, standardisation and harmony in the approach to professionalisation, professionalism and professional ethics.
- 4.6 To align to existing constitutional, legislative and regulatory mandates and requirements, and in particular to the broader initiatives and provisions for local government capacity building contained in the Revised National Capacity Building Framework for Local Government (NCBF), 2012-16.
- 4.7 To promote equity.
- 4.8 To contribute to improved individual and institutional performance and contribute to an enabling environment.

5. Pillars of Professionalisation

5.1 Types of professionalism to be adopted for Local Government are:

a. Local Government Service Orientation

This relates to the conformance by all elected and appointed officials to high standards of professional ethics, conduct and behaviour appropriate to serving the public; as defined above.

This will be achieved through reinforcement of programmes linked to Batho Pele and the Codes of Conduct in the Municipal Systems Act and the introduction of a management of conflict of interest in by enabling financial disclosures and managing the risks of fraud and corruption in the sector.

b. Leadership and *Managerial Professionalism*

This will entail competence (knowledge and skills) and a high level of analytical ability in a wide array of areas or disciplines such as governance, strategic capability, leadership, policy analysis and development, programme and project management, human resource and financial management, change and risk management, knowledge

management, service delivery innovation, interpersonal relations, mediation, conflict management, diversity management and the display of exemplary ethical conduct.

Building a pipeline of leaders and managers at all levels to ensure professionalism will be developed through national development programmes coupled to the establishment of a purpose built SALGA Centre for Leadership and Governance.

c. Technical Professionalism

This refers to the acquisition / application of specialised / technical high level competence (knowledge and skills) in terms of the norms and standards required for a relevant occupation / profession at various levels within local government as context. This will be facilitated through various recognised statutory and non statutory professional bodies (involving Ministerial criteria to be adhered to, other than statutory requirements in the case of statutory bodies) in consultation with relevant mandated sector departments.

The recognised professional body will certify the level of competence (knowledge and skills) that will also ensure continuous professional development to enable career development and progression as well as provide annual reports on such to the Minister for CoGTA.

d. Institutional Professionalism

To promote administrative practices that ensures an effective, efficient, accountable and responsive local government system to optimise service delivery.

This will be facilitated through the introduction of proper policies, practices, processes, systems and structures to institutionalise and embed professionalisation in local government. Much like the other related pillars of professionalisation norms and standards will underpin the implementation approach at both sectoral and local levels.



What defines a Professionalisation Matrix?



5.2 A Professionalisation Matrix

The matrix following will deal with the following:

- Core aspects required to build professionalism.

- What is needed to address Individual Capacity?
- What is needed to address Institutional Capacity?
- What is needed to address Environmental Capacity?
- What is already being addressed

5.4 A Professionalisation Matrix

CORE ASPECTS REQUIRED TO BUILD PROFESSIONALISM	WHAT IS NEEDED TO ADDRESS INDIVIDUAL CAPACITY?	WHAT IS NEEDED TO ADDRESS INSTITUTIONAL CAPACITY?	WHAT IS NEEDED TO ADDRESS ENVIRONMENTAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?
1. Competence (Knowledge and skills)	<ol style="list-style-type: none"> a. Fit for positions b. Job descriptions c. Competence Frameworks for all occupations aligned to job requirements d. Personal Development Plans 	<ol style="list-style-type: none"> i. Focused Leadership ii. Competence Frameworks for all occupations iii. Workplace Skills Plans (with due consideration to institutional and environmental capacity) iv. Capacity Building Programmes addressing the institutional competence gap, such as Leadership Development v. Impact Assessments vi. Integrated systems (including ICT), policies and processes vii. Improve the employee qualifications profile viii. Knowledge Management ix. Change Management Strategy, including communication plan 	<ol style="list-style-type: none"> 1. Aligned and coherent legislation 2. Aligned and coherent policies 3. Resources 4. Coordination of capacity building 5. Political championing 6. Legislative enforcement 7. SSP to adequately reflect professional, competence gaps and profiles 8. Differentiation 	<ul style="list-style-type: none"> • TASK • TASK job designations to Organising Framework for Occupations (OFO) job designations Matrix • GAPSKILL (web based skills audit tool) • Institutional Analysis Tool using GAPSKILL data • Competence Dictionary and Profiles • Training Committees and Local Labour Forums • National Municipal Capacity Coordination and Monitoring Committee (NMCCMC) • National Capacity Building Framework (NCBF) • NCB Strategy • Draft Concept Paper on Support Integrated Capacity Building • Management of Information System (ICBMIS) • LGSETA Scarce Skills List • LGSETA SSP • PALAMA, LGSETA, Higher Education Institutions (HEIs), Further Education and Training Institutions (FETs) and service provider training programmes

CORE ASPECTS REQUIRED TO BUILD PROFESSIONALISM	WHAT IS NEEDED TO ADDRESS INDIVIDUAL CAPACITY?	WHAT IS NEEDED TO ADDRESS INSTITUTIONAL CAPACITY?	WHAT IS NEEDED TO ADDRESS ENVIRONMENTAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?
<p>2. Work Practices</p>	<p>Integrated Human Resource Management approach, including:</p> <ul style="list-style-type: none"> a. Self Management b. Professional Ethics c. Market related conditions of service d. Job descriptions e. Individual Score Cards f. HR and Personal Development practices g. Career pathing, talent management and succession planning h. Retention practices i. Self Management j. Individual Performance Management 	<p>Integrated Human Resource approach and system, including:</p> <ul style="list-style-type: none"> i. Governance and Oversight Framework ii. Focused Leadership iii. HRM Strategy within the IDP iv. Municipal Delegations v. HR Risk Management Framework vi. Remuneration Structures (Scarce Skills Retention) vii. Accurate reflection of HR Planning / Skills requirements in terms of IDP viii. Organisational Structures aligned to IDPs ix. Attraction, recruitment and retention practices - building Institutional Memory x. Induction xi. Linkage between PDP and Institutional Performance Management xii. Individual linked to Institutional Performance Management xiii. Professional body representation xiv. Monitoring and Evaluation xv. Integrated systems (including ICT), policies and processes xvi. Knowledge Management xvii. Change Management Strategy, including communication plan 	<ul style="list-style-type: none"> 1. Aligned and coherent legislation 2. Aligned and coherent policies 3. Resources 4. Professional body representation across occupations and defined roles and responsibilities for professional bodies 5. Professional and competence-based training model 6. Governance and Oversight Framework 7. Political championing 8. Legislative enforcement 9. Differentiation 	<ul style="list-style-type: none"> • IDPs including Institutional Plans • Municipal Systems Amendments • Municipal Performance Management Regulations, 2006 • MFMA Minimum Competence Levels, 2007 • South African Local Government Bargaining Council (SALGBC) Main Collective Agreement • Provincial HR Practitioners Forum • Major Municipalities HR Forum • SALGA HR Policy Handbook • SALGA HR Strategy • Drafting of Municipal HR Regulations • SALGA Councilor Induction Manual • SALGA Senior Management Induction Manual • Sector Departments Hands-on Support programmes • Municipal Infrastructure Support Agent (MISA)

PROFESSIONALISATION FRAMEWORK

CORE ASPECTS REQUIRED TO BUILD PROFESSIONALISM	WHAT IS NEEDED TO ADDRESS INDIVIDUAL CAPACITY?	WHAT IS NEEDED TO ADDRESS INSTITUTIONAL CAPACITY?	WHAT IS NEEDED TO ADDRESS ENVIRONMENTAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?
3. Ethos, behaviour and attitudes	<ul style="list-style-type: none"> a. Self Management b. Individual Performance Management 	<ul style="list-style-type: none"> i. Batho Pele programmes ii. Service Standards iii. Implementation of Codes of Conduct iv. Conducive workplace environments and sound employee relationships v. Individual and Institutional Performance Management vi. Application and management of disciplinary actions vii. Recognition and Rewards for excellent performance viii. Behaviours Charter ix. Financial Disclosure x. Change Management Strategy, including communication plan 	<ul style="list-style-type: none"> 1. Local Government Service Ethos as experienced by communities 2. Enforcement of Codes of Conduct of Professional Bodies 	<ul style="list-style-type: none"> • Ethics Management Training Programme • Whistle Blowing • Community Satisfaction Surveys • DPSA Batho Pele Forums • Municipal Systems Amendment Act • Performance Management Regulations, 2006

6. Roles and responsibilities in terms of the Professionalisation Framework

The contents of the Minister's Delivery Agreement, the draft Green Paper on Cooperative Governance and the Framework on a Differentiated Approach to Municipal Support and the proposed Support, Monitoring and Interventions Bill, 2010 are additional references with regard to the contents of this chapter.

The NCBF as an overarching framework to coordinate support, capacity building and training programmes is relevant to this professionalisation framework.

6.1 Mandatory for all Stakeholders providing Support, Capacity Building and Training Initiatives aimed at Local Government

Any stakeholder who provides and resources support, capacity building and training initiatives (which include professionalisation activities) aimed at local government will compile an Integrated Capacity Building Plan annually, indicating differentiation and reporting progress against predetermined impact (outcomes) measures on such to the National Municipal Capacity Coordination and Monitoring Committee (NMCCMC), on a quarterly basis.

6.2 National Departments

- a. The core Departments referred to in (c) to (d) below will, through the coordinating mechanism for the operationalisation of the professionalisation framework the National Municipal Capacity Coordination and Monitoring Committee (NMCCMC), establish a working relationship as members of the NMCCMC and will jointly address the following matters, at the minimum:
 - i. Address the strengthening of a local government ethos and managerial and leadership development through appropriate programmes.
 - ii. Identify professional bodies that are operating within municipal occupational categories and disciplines with a view to linking them more effectively to the development and registration of appropriate qualifications (under the HEQC and QCTO frameworks) and training and professional development programmes;
 - iii. The ongoing professional development of elected and appointed officials in the local government sector.
 - iv. Promote the professionalisation, professionalism and professional ethics of the local government sector.
 - v. Standardise and synergise the capacity building policies and systems that are aimed at promoting the professionalisation in local government.

- vi. Include professionalisation initiatives in the annual Capacity Building Plans that are to be integrated at a national level and provide quarterly progress reports on such plans.
 - vii. Monitor, evaluate and guide the implementation of the professionalisation framework.
- b. Two key partners in the professionalisation process are:
- i. The Local Government Sector Education and Training Authority (LGSETA).
 - ii. The South African Local Government Association (SALGA).
- c. There is a core of National Departments that have a direct impact on municipalities. The following departments will assist the Department of Cooperative Governance (DCoG) and the Municipal Infrastructure and Support Agent (MISA) to implement this professionalisation framework:
- i. National Treasury.
 - ii. Department of Economic Development.
 - iii. Department of Energy.
 - iv. Department of Environmental Affairs.
 - v. Department of Higher Education.
 - vi. Department of Human Settlements.
 - vii. Department of Public Service and Administration / Public Administration Leadership and Management Academy.
 - viii. Department of Rural Development and Land Reform.
 - ix. Department of Water Affairs.
- d. Other Departments that will have an important role to play are:
- i. Departments in the Presidency.
 - ii. Department of Agriculture, Forestry and Fisheries.
 - iii. Department of Public Works.
 - iv. Department of Traditional Affairs.
 - v. Department of Transport.

6.3 Provincial Departments

The Department's of Provincial Cooperative Governance / Local Governments will play a vital role in the implementation of this framework as their mandate is to support local government and they will thus assist national departments in terms of the following:

- a. Coordinate the implementation modalities / mechanisms affecting local government.
- b. Address the strengthening of a local government ethos and managerial and leadership development through appropriate programmes.
- c. Identify professional bodies that are operating within municipal occupational categories and disciplines with a view to linking them more effectively to the development and

- registration of appropriate qualifications (under the HEQC and QCTO frameworks) and training and professional development programmes;
- d. The ongoing professional development of elected and appointed officials in the local government sector.
 - e. Promote the professionalisation, professionalism and professional ethics of the local government sector.
 - f. Standardise and synergise the capacity building policies and systems that are aimed at promoting the professionalisation in local government.
 - g. Include professionalisation initiatives in the annual Capacity Building Plans that are to be integrated at a national level and provide quarterly progress reports on such plans.
 - h. Monitor, evaluate and guide the implementation of the professionalisation framework.

Other stakeholders at a provincial level that will have an important role to play in the provincial structures are the:

- i. Premiers' Offices.
- ii. Provincial Academies in the Office of the Premier.
- iii. Municipal Training Institutions.
- iv. Municipal Owned Entities.
- v. SALGA HR Forums.

Provincial quarterly meetings should be held so that they inform the NMCCMC.

6.4 Municipalities

Metros form part of the NMCCMC as they represent the majority of municipal employees who receive support, capacity building and training.

Districts should be mandated to represent their local municipalities on provincial structures, however, should the province feel comfortable with local municipalities also being represented in their structure the practice is supported.

Municipalities will need to:

- a. Implement the professionalisation framework.
- b. Identify and prioritise those occupational categories that need to be professionalised (and subsequently cascading this to other categories);
- c. Provide information on professionalisation initiatives as part of their support, capacity building and training initiatives that they are / will be exposed to annually in their Integrated Municipal Institutional Plan linked to their Integrated Development Plans to provinces.
- d. Where possible provide financial assistance towards membership fees (under criteria to be developed) to enable and encourage employees to join appropriate professional bodies in accordance with capacity building policy provisions.

Training Committees as subcommittee of the Local Labour Forums and HR Forums must be involved in the implementation of the professionalisation framework.

6.5 Professional Bodies

Professional bodies and associations can be either statutory or non-statutory and will be expected to -

- a. align their Codes of Conduct to those contained in the Municipal Systems Act and ensure that their members adhere to its provisions;
- b. promote and ensure professional development to ensure continuous professional development and life-long learning;
- c. conduct ongoing research and disseminate good practice amongst members;
- d. develop a collective and collegial ethos;
- e. set and enforce ethical work practices and behaviour;
- f. set relevant competence criteria for admission into the profession and accreditation of educational programmes;
- g. oversee the certification and licensing of professionals, and assisting national and state level authorities in the setting of legally enforceable occupational standards;
- h. ensure that the supply and demand of technical and professional competence in key sectors are met;
- i. develop a clear set of norms and standards for the relevant occupational category in the local government sector;
- j. establish minimum competence levels based on national competence frameworks and job profiles; and
- k. develop RPL procedures, through which professional bodies can assist employees in obtaining accredited qualifications after the RPL process is completed.

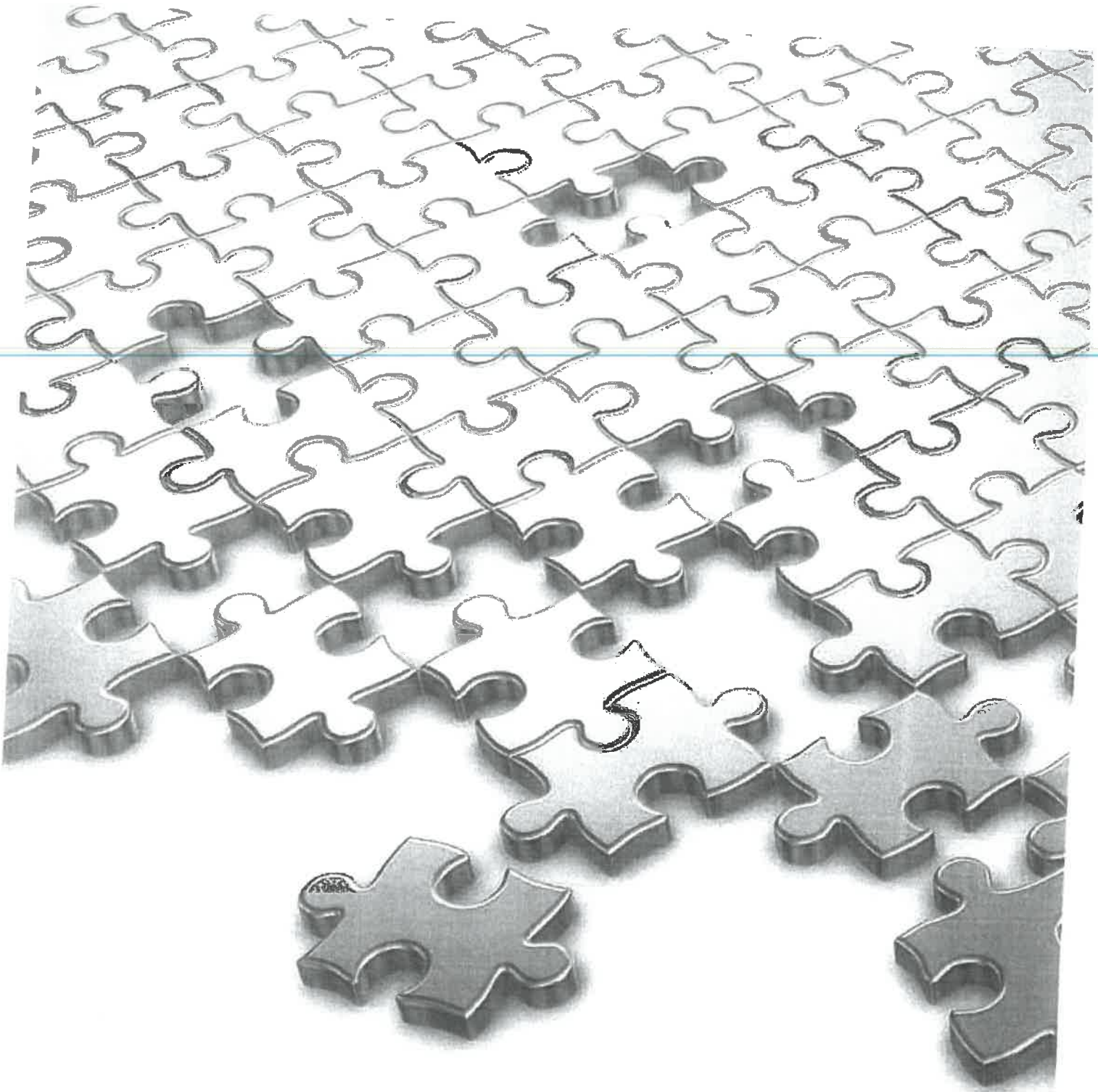
This professionalisation framework adheres to the new policy and criteria developed by SAQA (under the National Qualifications Framework Act of 2008) for recognising a professional body and registering a professional designation on the NQF as it provides a positive opportunity for professional bodies to further develop and expand their work.

The Minister for CoGTA will determine specific criteria, such as annual Business Plans and reporting requirements for those professional bodies who want to practice in the local government space.

6.6 Other Stakeholders

The following stakeholders may contribute to the implementation of the professionalisation framework:

- i. Unions active in local government.
- ii. The Development Bank of Southern Africa's (DBSA's) Vulindlela Academy.
- iii. Donors.
- iv. Parastatals.
- v. Higher and Further Education Institutions.
- vi. Other Appropriate Agencies.



7. Implementation Plan

The implementation plan following is divided into three templates to address the following in terms of individual, institutional and environmental capacity areas that need to be addressed; referred to in item 5.3 (the professionalisation matrix):

- What is already being addressed?
- Gaps that need to be addressed?
- A committee will set up of all key stakeholders to determine the way forward as well as who will lead and timelines who will address

7.1 Professionalisation Implementation Plan

a. Addressing Individual Capacity

WHAT IS NEEDED TO ADDRESS INDIVIDUAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	PROPOSED WAY FORWARD	WHO WILL LEAD AND TIMELINES?
<p>To address Competence:</p> <p>a. Fit for positions</p> <p>b. Job descriptions</p> <p>c. Competence Frameworks for all occupations aligned to job requirements</p> <p>d. Personal Development Plans</p>	<p>TASK</p> <p>i. TASK job designations to Organising Framework for Occupations (OFO) job designations Matrix</p> <p>ii. GAPSKILL (web based skills audit tool)</p> <p>iii. Institutional Analysis Tool using GAPSKILL data</p> <p>iv. Competence Dictionary and Profiles</p> <p>v. Training Committees and Local Labour Forums</p> <p>vi. National Municipal Capacity Coordination and Monitoring Committee (NMCCMC)</p> <p>vii. National Capacity Building Framework (NCBF)</p> <p>viii. NCB Strategy</p> <p>ix. Draft Concept Paper on Support</p> <p>x. Integrated Capacity Building Management of Information System (ICBMIS)</p> <p>xi. LGSETA Scarce Skills List</p> <p>xii. LGSETA SSP</p> <p>xiii. PALAMA, LGSETA, Higher Education Institutions (HEIs), Further Education and Training Institutions (FETs) and service provider training programmes</p>	<p>At municipal level:</p> <p>1. Implement job descriptions, OFO, competence profiles and PDPs (GAPSKILL)</p> <p>2. Promote professionalism</p> <p>3. Determine which staff do not fit their position</p> <p>4. Determine which staff do not yet have job descriptions</p> <p>5. Determine which staff's TASK job designations are not linked to the OFO</p> <p>6. Determine whether each municipal staff member understands the Competence Frameworks and how it aligns to Personal Development Plans (PDP)</p> <p>7. Determine which staff members do not have PDPs – update the GAPSKILL</p> <p>8. Determine which staff members belong to Professional bodies</p>	<p>A committee will set up of all key stakeholders to determine the way forward as well as who will lead and timelines</p>	

WHAT IS NEEDED TO ADDRESS INDIVIDUAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	PROPOSED WAY FORWARD	WHO WILL LEAD AND TIMELINES?
<p>To address work practices: Integrated Human Resource Management approach including:</p> <ul style="list-style-type: none"> a. Self Management b. Professional Ethics c. Market related conditions of service d. Job descriptions e. Individual Score Cards f. HR and Personal Development practices g. Career pathing, talent management and succession planning h. Retention practices 	<ul style="list-style-type: none"> i. IDPs including Institutional Plans ii. Municipal Systems Amendments iii. Municipal Performance Management Regulations, 2006 iv. MFMA Minimum Competence Levels, 2007 v. South African Local Government Bargaining Council (SALGBC) Main Collective Agreement vi. Provincial HR Practitioners Forum vii. Major Municipalities HR Forum viii. SALGA HR Policy Handbook ix. SALGA HR Strategy x. Drafting of Municipal HR Regulations xi. SALGA Councillor Induction Manual xii. SALGA Senior Management Induction Manual xiii. Sector Departments Hands-on Support programmes xiv. xix. Municipal Infrastructure Support Agent (MISA) 	<p>At municipal level:</p> <ol style="list-style-type: none"> 1. Determine the required numbers and competence (knowledge and skills) to deliver the IDP and compile an HR plan and organisational structure to achieve such 2. Integrate the HRM strategy with the IDP's Institutional Plan 3. Implement good, strategic and integrated HR practices and systems 4. Promote self management and professional ethics of elected and appointed officials 5. Request support from stakeholders where needed and influence policy making 6. An overarching committee to coordinate a holistic and systemic approach to individual, institutional and environmental capacity 	<ul style="list-style-type: none"> • Compulsory Induction programmes 	

WHAT IS NEEDED TO ADDRESS INDIVIDUAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	PROPOSED WAY FORWARD	WHO WILL LEAD AND TIMELINES?
<p>To address behaviour, attitude and ethos</p> <ul style="list-style-type: none"> a. Self Management b. Individual Performance Management 	<ul style="list-style-type: none"> i. Ethics Management Training Programme ii. Whistle Blowing iii. Community Satisfaction Surveys iv. DPSA Batho Pele Forums v. Municipal Systems Amendment Act vi. Performance Management Regulations, 2006 	<p>National, provincial and associated institutions (which include professional bodies):</p> <ol style="list-style-type: none"> 1. Determine which municipalities have implemented Batho Pele and service standards and provide support where needed 2. Determine which municipalities are implementing Codes of Conduct and addressing non compliance and promote it 3. Promote Ethics Management and anti-corruption training 4. Determine how citizen's surveys improve service delivery 		

7.2 Addressing institutional capacity

WHAT IS NEEDED TO ADDRESS INSTITUTIONAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	WHO WILL LEAD AND TIMELINES?
<p>To address competence:</p>	<p>TASK</p> <p>i. TASK job designations to Organising Framework for Occupations (OFO) job designations Matrix</p> <p>ii. GAPSKILL (web based skills audit tool)</p> <p>iii. Institutional Analysis Tool using GAPSKILL data</p> <p>iv. Competence Dictionary and Profiles</p> <p>v. Training Committees and Local Labour Forums</p> <p>vi. National Municipal Capacity Coordination and Monitoring Committee (NMCCMC)</p> <p>vii. National Capacity Building Framework (NCBF)</p> <p>viii. NCB Strategy</p> <p>ix. Draft Concept Paper on Support</p> <p>x. Integrated Capacity Building Management of Information System (ICBMIS)</p> <p>xi. LGSETA Scarce Skills List</p> <p>xii. LGSETA SSP</p> <p>xiii. PALAMA, LGSETA, Higher Education Institutions (HEIs), Further Education and Training Institutions (FETIs) and service provider training programmes</p>	<p>National, provincial and associated institutions:</p> <ol style="list-style-type: none"> Promote leadership and management development and professional ethics Promote technical and administrative professionalism Determine which municipalities do not yet have job descriptions Determine which TASK job designations are not linked to the OFO Determine which municipal occupations need norms and standards Determine which municipal occupations need competence frameworks Determine each municipal functional units capacity gaps and whether it is aptly addressed in the WSP Determine which occupations need Learning Programme / Qualifications development / review aligned to Competence Frameworks Determine which Professional bodies are active in the municipality Profile Training Committees and Local Labour Forums and ensure their functionality Promote and overarching committee that coordinates individual, institutional and environmental capacity Consult on LGSETA Scarce and Critical Skills List - Revise the LGSETA Sector Skills Plans and scarce skills schedules Promote integrated HR practices Track improvements in the municipal qualifications profile and impact of skills development Facilitate improved integrated ICT systems Facilitate Knowledge Management to share good practices Promote change management practices, including sufficient communication practices 	<p>A committee will set up of all key stakeholders to determine the way forward as well as who will lead and timelines</p>
<p>a. Focused Leadership</p>			
<p>b. Competence Frameworks for all occupations</p>			
<p>c. Workplace Skills Plans (with due consideration to institutional and environmental capacity)</p>			
<p>d. Capacity Building Programmes addressing the institutional competence gap, such as Leadership Development</p>			
<p>e. Impact Assessments</p>			
<p>f. Integrated systems (including ICT), policies and processes</p>			
<p>g. Improve the employee qualifications profile</p>			
<p>h. Knowledge Management</p>			
<p>i. Change Management Strategy, including communication plan</p>			

WHAT IS NEEDED TO ADDRESS INSTITUTIONAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	PROPOSED WAY FORWARD	WHO WILL LEAD AND TIMELINES?
<p>To address work practices, i.e. Integrated Human Resource practices, including:</p> <p>a. Governance and Oversight Framework</p> <p>b. Focused Leadership</p> <p>c. Induction</p> <p>d. Linkage between PDP and Institutional Performance Management</p> <p>e. Institutional Performance Management</p> <p>f. HRM Strategy within the IDP</p> <p>g. Organisational Structures</p> <p>h. Monitoring and Evaluation</p> <p>i. Integrated systems (Including ICT), policies and processes</p> <p>j. Building Institutional Memory</p> <p>k. Knowledge Management</p> <p>l. Municipal Delegations</p> <p>m. HR Risk Management Framework</p> <p>n. Remuneration Structures (Scarce Skills Retention)</p> <p>a. Accurate reflection of HR Planning / Skills requirements in terms of IDP</p> <p>b. Change Management Strategy, including communication plan</p>	<p>i. IDPs including Institutional Plans</p> <p>ii. Municipal Systems Amendments</p> <p>iii. Municipal Performance Management Regulations, 2006</p> <p>iv. MFMA Minimum Competence Levels, 2007</p> <p>v. South African Local Government Bargaining Council (SALGBC) Main Collective Agreement</p> <p>vi. Provincial HR Practitioners Forum</p> <p>vii. Major Municipalities HR Forum</p> <p>viii. SALGA HR Policy Handbook</p> <p>ix. SALGA HR Strategy</p> <p>x. Drafting of Municipal HR Regulations</p> <p>xi. SALGA Councillor Induction Manual</p> <p>xii. SALGA Senior Management Induction Manual</p> <p>xiii. Sector Departments Hands-on Support programmes</p> <p>xiv. Municipal Infrastructure Support Agent (MISA)</p>	<p>At municipal level:</p> <ol style="list-style-type: none"> Determine the required numbers and competence (knowledge and skills) to deliver the IDP and compile an HR plan to achieve such Compile an organisational structure to address IDP requirements Integrate the HRM strategy with the IDP's Institutional Plan Practice good, strategic and integrated HR practices Promote self management and professional ethics Promote good and integrated individual and institutional performance practices National, provincial and associated institutions: Develop Governance and Oversight Framework 8. Monitor the submission of HR policies for Council approval and their implementation 10. Implement an Induction Programme for Councillors and staff 11. Strengthen HR Practitioners Forums and Training Committees 12. Align individual and institutional capacity gaps when identifying programme to address such 13. Facilitate improved integrated ICT systems 14. Facilitate Knowledge Management to share good practices 15. Promote change management practices, including sufficient communication practices 16. Facilitate the development of HR Risk Management Frameworks 17. Promote sound retention practices 		

WHAT IS NEEDED TO ADDRESS INSTITUTIONAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	PROPOSED WAY FORWARD	WHO WILL LEAD AND TIMELINES?
<p>To address behaviour, attitude and ethos:</p> <ul style="list-style-type: none"> a. Batho Pele programmes b. Service Standards c. Change Management Strategy, including communication plan d. Individual and Institutional Performance Measurement e. Application and management of disciplinary actions f. Recognition and Rewards for excellent performance g. Behaviour's Charter h. Financial Disclosure i. Codes of Conduct j. Conducive workplace environments and sound employee relationships 	<ul style="list-style-type: none"> i. Ethics Management Training Programme ii. Whistle Blowing iii. Community Satisfaction Surveys iv. DPSA Batho Pele Forums v. Municipal Systems Amendment Act vi. Performance Management Regulations, 2006 	<p>At municipal level:</p> <ul style="list-style-type: none"> 1. Implement Batho Pele 2. Design, implement and communicate service standards to the community 3. Implement Codes of Conduct and address non compliance 4. Promote Ethics Management and non corrupt practices 5. Use citizen's surveys to improve service delivery 		

7.3 Addressing Environmental Capacity

WHAT IS NEEDED TO ADDRESS ENVIRONMENTAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	PROPOSED WAY FORWARD	WHO WILL LEAD AND TIMELINES?
<p>To address competence:</p> <ul style="list-style-type: none"> a. Aligned and coherent legislation b. Aligned and coherent policies c. Resources d. Coordination of capacity building e. Political championing f. Legislative enforcement g. SSP to adequately reflect professional, competence gaps and profiles h. Differentiation 	<p>TASK</p> <ul style="list-style-type: none"> i. TASK job designations to Organising Framework for Occupations (OFO) job designations Matrix ii. GAPSKILL (web based skills audit tool) iii. Institutional Analysis Tool using GAPSKILL data iv. Competence Dictionary and Profiles v. Training Committees and Local Labour Forums vi. National Municipal Capacity Coordination and Monitoring Committee (NMCCMC) vii. National Capacity Building Framework (NCBF) viii. NCB Strategy ix. Draft Concept Paper on Support x. Integrated Capacity Building Management of Information System (ICBMIS) xi. LGSETA Scarce Skills List xii. LGSETA SSP xiii. PALAMA, LGSETA, Higher Education Institutions (HEIs), Further Education and Training Institutions (FETs) and service provider training programmes 	<p>At municipal level:</p> <ol style="list-style-type: none"> 1. Appoint a political champion to implement professionalisation framework 2. National, provincial and associated institutions 3. Finalise regulations and ensure alignment across stakeholder regulations 4. NMCCMC report to sector departments to improve their participation linked to municipal occupations 5. NMCCMC to monitor resource allocation to professionalisation 6. Implementation of the NCBF, NCB Strategy and ICBMIS in 2013/2014 7. Ensure the coordination of the development of learning programmes so that a learning framework aligned to the competence framework can be developed i.e. development of local government curriculum, and related training material and adequate learner support mechanisms 8. SSP to reflect implementation of professionalism 9. NMCCMC to determine differentiation related to professionalism 	<p>A committee will set up of all key stakeholders to determine the way forward as well as who will lead and timelines</p>	

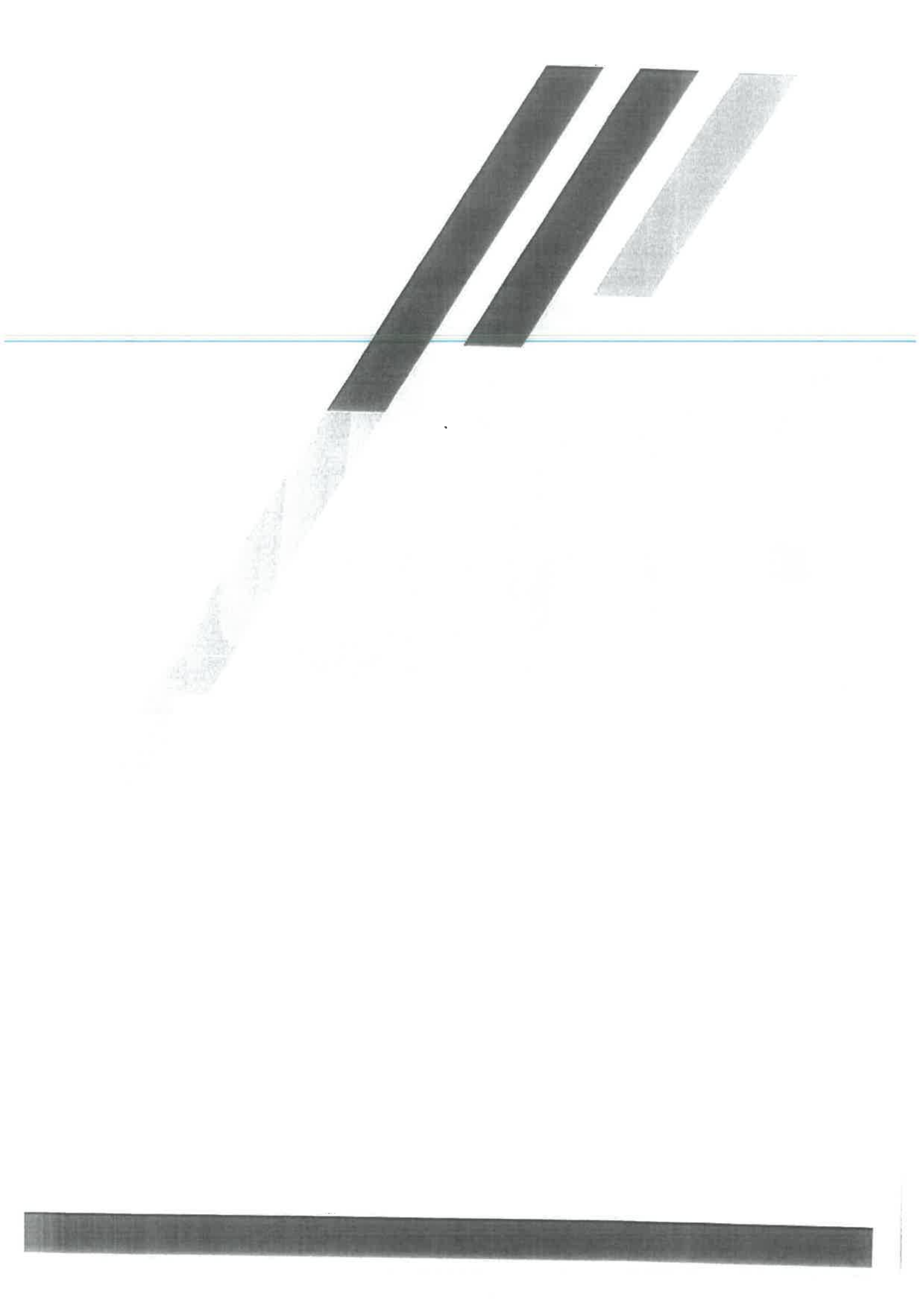
WHAT IS NEEDED TO ADDRESS ENVIRONMENTAL CAPACITY?	WHAT IS ALREADY BEING ADDRESSED?	GAPS THAT NEED TO BE ADDRESSED?	PROPOSED WAY FORWARD	WHO WILL LEAD AND TIMELINES?
<p>To address work practices:</p> <ul style="list-style-type: none"> a. Aligned and coherent legislation b. Aligned and coherent policies c. Resources d. Professional body representation across occupations and defined roles and responsibilities for professional bodies e. Professional and competence-based training model f. Governance and Oversight Framework g. Political championing h. Legislative enforcement i. Differentiation 	<ul style="list-style-type: none"> i. IDPs including Institutional Plans ii. Municipal Systems Amendments iii. Municipal Performance Management Regulations, 2006 iv. MFMA Minimum Competence Levels, 2007 v. South African Local Government Bargaining Council (SALGBC) Main Collective Agreement vi. Provincial HR Practitioners Forum vii. Major Municipalities HR Forum viii. SALGA HR Policy Handbook ix. SALGA HR Strategy x. Drafting of Municipal HR Regulations xi. SALGA Councillor Induction Manual xii. SALGA Senior Management Induction Manual xiii. Sector Departments Hands-on Support programmes xiv. Municipal Infrastructure Support Agent (MISA) 	<ul style="list-style-type: none"> 1. Monitor the implementation of the main collective agreement 2. Finalise the regulation setting the uniform, integrated HR norms and standards and systems for all municipal employees, to amongst others cascade performance management systems to all levels 3. Monitor and enforce compliance with all Regulations 4. Align stakeholder policies across stakeholders, e.g. GAPSKILL and WSPs and amend the Treasury Minimum Competency Requirements and ensure compliance where applicable 	<ul style="list-style-type: none"> i. Ethics Management Training Programme ii. Whistle Blowing iii. Community Satisfaction Surveys iv. DPSA Batho Pele Forums v. Municipal Systems Amendment Act vi. Performance Management Regulations, 2006 	<ul style="list-style-type: none"> 1. Determine whether current practices propose will aptly address professional ethics
<p>To address behaviour, attitudes and ethos:</p> <ul style="list-style-type: none"> a. Local Government Service Ethos as experienced by communities b. Enforcement of Codes of Conduct of Professional Bodies 	<ul style="list-style-type: none"> i. Ethics Management Training Programme ii. Whistle Blowing iii. Community Satisfaction Surveys iv. DPSA Batho Pele Forums v. Municipal Systems Amendment Act vi. Performance Management Regulations, 2006 	<ul style="list-style-type: none"> 1. Determine whether current practices propose will aptly address professional ethics 	<ul style="list-style-type: none"> i. Ethics Management Training Programme ii. Whistle Blowing iii. Community Satisfaction Surveys iv. DPSA Batho Pele Forums v. Municipal Systems Amendment Act vi. Performance Management Regulations, 2006 	<ul style="list-style-type: none"> 1. Determine whether current practices propose will aptly address professional ethics

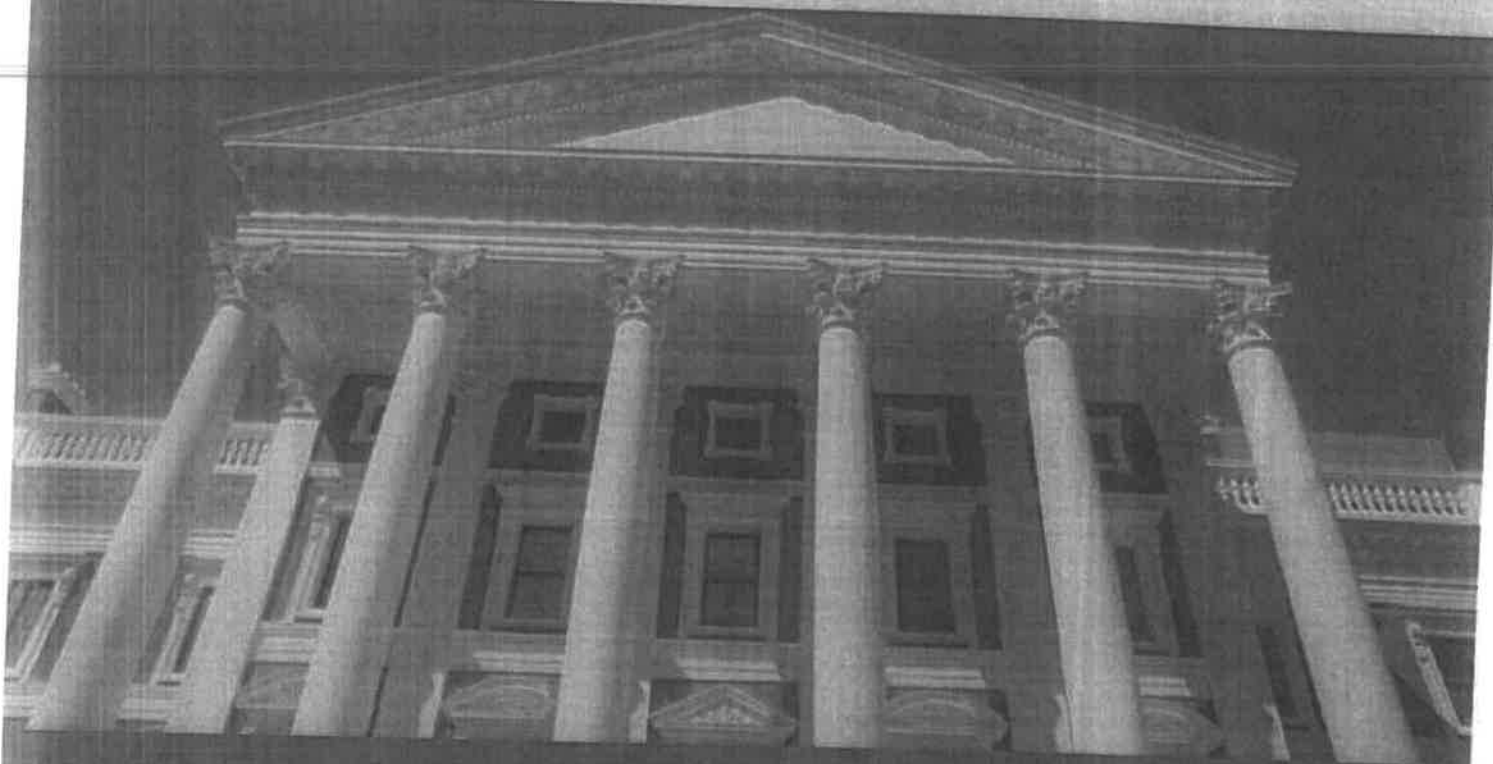
7.4 Critical Success Factors for Implementation

- a. Well-coordinated and clearly communicated at all levels.
- b. Feasible and practical to implement, taking account of differences in the individual, institutional and environmental capacity of municipalities.
- c. Accompanied by appropriate levels of national and provincial support.
- d. Effectively resourced.
- e. Capable of enforcement in the case of non-compliance.
- f. Effectively monitored and reviewed.

8. Conclusion

This professionalisation framework will be subjected to an annual review which will be put in place to ensure that lessons learnt are incorporated to improve it.





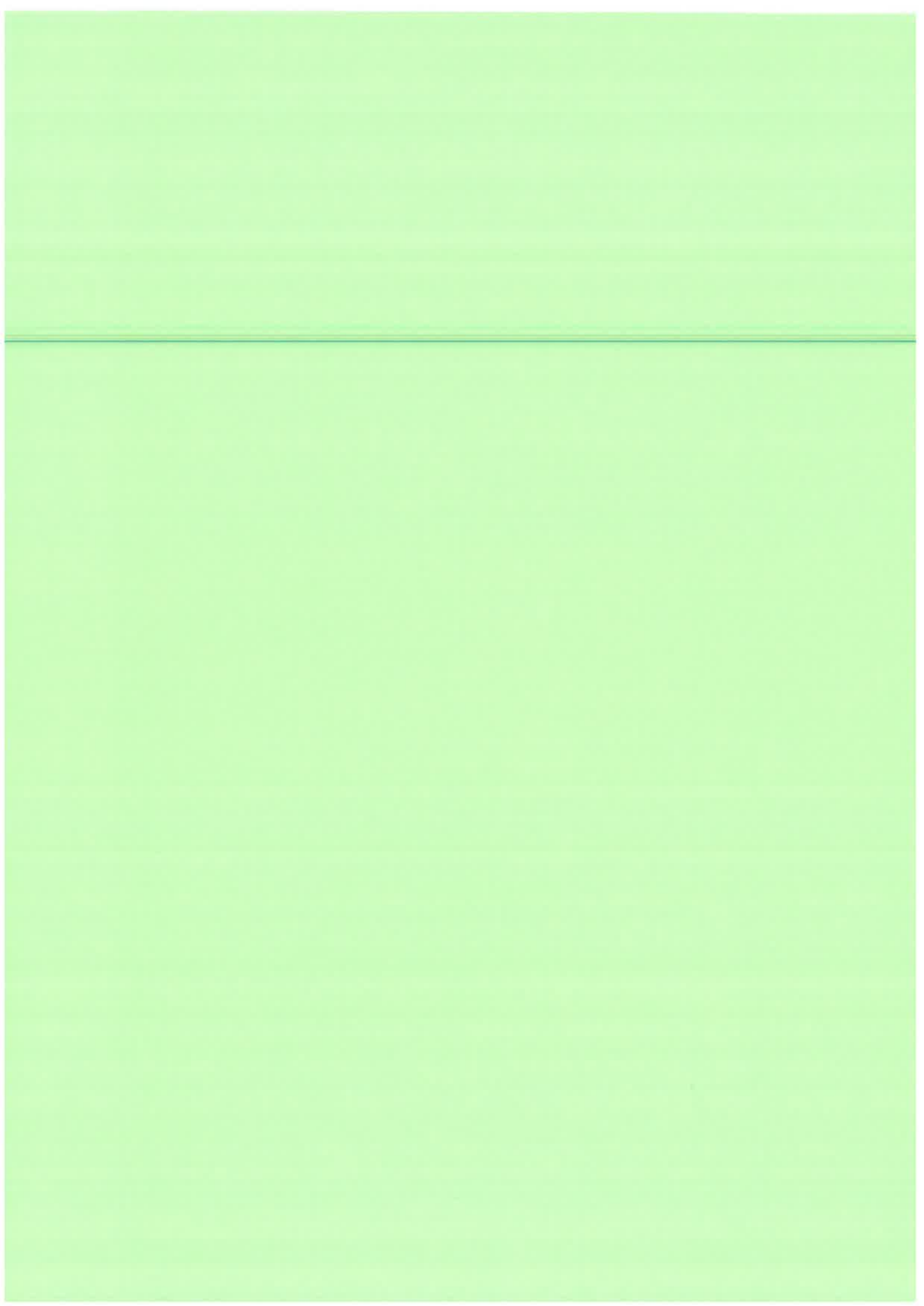
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NDLAMBE MUNICIPALITY
CORPORATE SERVICES



STAND-BY, SHIFT AND NIGHT WORK ALLOWANCE
POLICY

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1 DEFINITIONS

- *Emergency work* means any work to be done without delay in respect of the interruption of essential services, arising from fire, an accident, a mishap, a storm, an epidemic, an act of violence, failure of equipment or machinery or any other unforeseen event. Emergency work excludes the performance of routine maintenance work outside normal working hours.
- *Night Work* means work performed between 18h00pm and 06h00am the next day.
- *Overtime* means the time worked by an employee which is in excess to the employee's ordinary hours of work.
- *Shift allowance* means a non-pensionable allowance which is payable to employees who do shift work on a regular basis.
- *Stand-by service* means the period determine by the employer during which an employee shall be on the alert for a call-out in the event that they are required to present themselves for duty.
- *Structured overtime* means planned and/or programmed overtime determined and/ or approved by the employer including Council, Committee and official meetings of which minutes are to be kept that continues or scheduled after normal working hours.

2 LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and regulations:

- The Basic Conditions of Employment Act, 1997 (Act no 75 of 1997)
- Labour Relations Act, 1995 (Act No. 65 Of 1995)
- Municipal Systems Act 32 of 2000
- All collective agreements as amended from time to time, concluded in the South

African Local Government Bargaining Council (SALGBC)

3 OBJECTIVES

To provide guidelines for the administration and remuneration of shift, night and standby work as provided for in the applicable legislation and Collective Agreements.

4 APPLICABILITY

This Policy is applicable to all employees of the Municipality excluding:

- The Municipal Manager.
- Section 56 Managers and other Managers reporting directly to the Municipal Manager.
- Employees who work less than 24 hours in a month.

5 STAND-BY ALLOWANCE

5.1 Standby Conditions

- 5.1.1. Persons providing essential services will be required to do standby duty from time to time during which the person must be available should their services be needed.
- 5.1.2. An employee must be authorised by the manager or his/ her nominee and HR to be eligible for stand-by allowance payment.
- 5.1.3. An employee shall be eligible for stand-by allowance calculated in accordance to the Collective Agreements.
- 5.1.4. When an employee is placed on stand-by, it is expected that s/he will be within a reasonable radius that will enable him/ her to be readily available for duty when called out.
- 5.1.5. Should the employee on stand-by duty not be called out s/he will still be eligible for stand-by allowance payment as determined in accordance to the Collective Agreement.
- 5.1.6. In the event that an employee is called out after his / her normal working

hours s/he shall become entitled to an overtime rate calculated in accordance to this policy for hours worked and (plus) also be eligible for stand-by allowance in accordance to the Collective Agreements unless the employee is above the threshold.

5.1.7. An employee on Standby must:

- Be available for active service outside normal working hours
- Be available telephonically for the full period of Stand By
- Be able to attend to call outs within 30 minutes.
- The employee shall not be committed on other personal activities other than being on stand-by.

5.2 Payment of standby allowance

5.2.1 The standby allowance shall be calculated based on the daily salary rate of the employee.

a) Formula:

$$\frac{\text{Annual Salary}}{250} = \text{daily salary}$$

$$\frac{\text{Daily Salary}}{8} = \text{daily standby allowance}$$

5.2.2 If the employee is required to standby on Saturdays, the employer shall pay the employee one and half times the normal standby allowance rate with e exception of employees above the threshold.

5.2.2 If the employee is required to be on standby on Sunday and on a Public Holiday, the employee shall be paid double the amount of the normal standby allowance rate with the exception of employees above the threshold.

5.3 The role of the Line Manager is to:

- 5.3.1 Based on valid reasons, analyze the need for an employee(s) to be on standby and make recommendations to the Head of Department and the HR Department.
- 5.3.2 Responsible for drafting a standby schedule on a monthly basis and ensure that the schedule is approved by the Head of the Department before any employee is assigned on standby duty.
- 5.3.3 All Managers are responsible for ensuring that approved standby claims are submitted to Pay Office and that employees are reimbursed timeously;
- 5.3.4 Ensure fair and equitable administration of remuneration of standby allowance
- 5.3.5 Consider budget and availability of funds;
- 5.3.6 Assist employees in the completion of forms for standby allowance;
- 5.3.7 Maintain accurate and up-to-date records of employees' remuneration of standby allowance for audit purposes, when required; and
- 5.3.8 Evaluate standby allowance in an equitable and non-prejudicial manner and ensure that they are considered only as a last resort.

6 NIGHT WORK ALLOWANCE

6.1 *Night work conditions*

- 6.1.1 Night work is applicable to an employee who is required to work some or all of his / her work duty hours between 18h00pm and 06h00am the next day.
- 6.1.2 The municipality shall ensure that transportation is available for night work employees between their place of residence and the workplace at the commencement and conclusion of the night work hours.
- 6.1.3 An employee who works at night shall be paid a night work allowance.
- 6.1.4 The municipality must inform the employee in writing if it is required that the employee work on a regular basis at night between 18h00pm and

06h00am the next day.

- 6.1.5 An employee paid a night work allowance shall not be entitled to a shift work allowance.
 - 6.1.6 The need for having employees available on a readiness basis must be dictated by the possibility that situations could arise which could lead to losses, interruptions in service delivery and risks to the safety of persons and property.
 - 6.1.7 The need for having officials on standby need not be of a continuous nature. The duration of a standby arrangement can be dictated by seasonal occurrences, job requirements or a once- off occurrence.
 - 6.1.8 Standby Allowance will only be paid when submitted with the schedule approved by the Head of Department.
 - 6.1.9 Provision must be made for funds in the medium-term expenditure framework.
 - 6.1.10 An employee is entitled to a night work allowance when he/she is permitted or required by the Employer in terms of Section 17 (2a) of the BCEA and approved by the Municipal Manager or his delegate to perform night-work.
- 6.2 Payment of night work allowance
- 6.2.1 The night work allowance shall be calculated as per the Collective Agreement. This amount will be increased annually with salary increases.

7 SHIFT WORK ALLOWANCE

- 7.1 A shift allowance will be paid to an employee who is involved in continuous process work where operations are running on a 24 hours 7days a week system. This will include emergency / essential services employees.
- 7.2 A shift allowance shall be paid in terms of the Collective agreement.
- 7.3 If the employee's shift falls on a Sunday and on a Public Holiday, the employee shall be paid double the amount of the normal shift work allowance rate.

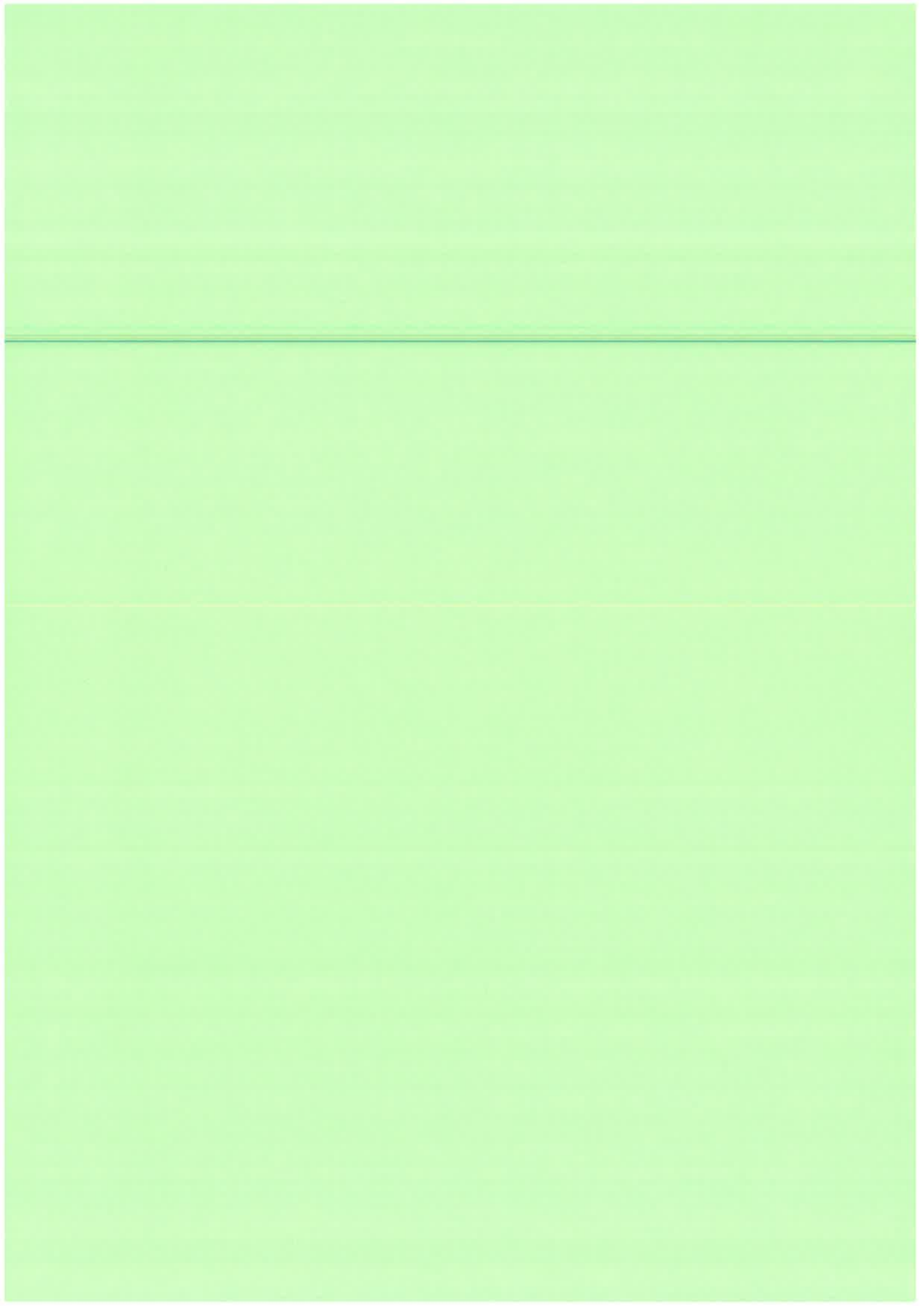
- 7.4 In order for an employee to be paid a shift allowance, the supervisor must motivate shift work for the employee(s) for recommendation by the Director and approval by the Municipal Manager.

8 EMERGENCY WORK

- 8.1 Emergency personnel shall work for a 45 working week
- 8.2 An emergency work employee may be required to perform emergency work that cannot be performed during normal working hours.
- 8.3 Any additional hours of work over and above the 45 hours per week shall be deemed to be overtime.

9 POLICY REVIEW

This policy will be reviewed as per the review processes of the Bargaining Council Collective Agreement reviews on employee wages and benefits.



NDLAMBE LOCAL MUNICIPALITY



PROMOTION, TRANSFER, SECONDMENT, AND ACTING APPOINTMENT POLICY

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1. PREAMBLE

The Municipality views the promotion, transfer, and secondment of employees as an important human resource tool to improve performance and to attain employee satisfaction. In addition, allowing employees to act in higher positions also maintains service delivery while exposing employees to skill enhancement.

2. PURPOSE

- 2.1 To ensure that employees are promoted, seconded and transferred appropriately and in line with operational requirements of the Municipality.
- 2.2 To ensure promotion of employees for higher positions and salary levels in line with the Municipality's strategies of succession planning, career management, staff retention, performance enhancement, and employment equity.
- 2.3 To ensure that promotion is based on knowledge of the job, abilities, skills, aptitude, experience, performance, and the evaluation of the incumbent's post.
- 2.4 To regulate the secondment or temporary assignment of employees to and across the Municipality's offices, sections, operating areas, and subsidiaries in line with the operational requirements, ill-health, or to fill vacancies.
- 2.5 To regulate the transfer of employees to and across the Municipality's offices, sections, operating areas, and subsidiaries in line with the operational requirements, ill-health, or to fill vacancies.
- 2.6 To provide management with a standard framework for allowing employees to act in higher positions
- 2.7 To provide management with a standard framework for paying an acting allowance to employees acting in higher positions

3. SCOPE

This policy applies to all employees of the Municipality.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act 108 of 1996
- Municipal Systems Act 32 of 2000
- Municipal Structures Act 117 of 1998
- Municipal Finance Management Act 56 of 2003
- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998

- Local Government: Regulations on appointment and conditions of employment of senior managers, dated 17 January 2014
- Local Government: Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2016 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)
- Basic Conditions of Employment Act 75 of 1997

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation, or as defined and / or explained in the Glossary of the Human Resources Policies Manual.

6. PROBLEM STATEMENT

In some instances staff are not compatible in their original placement therefore movement is necessary for operational efficiency.

7. POLICY PROVISIONS

7.1 Promotion

7.1.1 Promotion in the Municipality shall happen in two ways:

7.1.1.1 Notch progression within the same post grading on the criteria set out in the remuneration policy, or by resolution of the Municipal Council

7.1.1.2 Upgrading of the post the staff member occupies through job evaluation

7.1.1.3 Appointment to a post in the Municipality that is higher than the one the staff member previously occupied

7.1.2 The promoted staff member shall not forfeit his or her years of service and the benefits that accrue from those years of service.

7.2 Transfers

7.2.1 The Municipality may transfer any staff member in its service to any equivalent post in the Municipality or, subject to Section 197 of the Labour Relations Act, to an equivalent post in another municipality.

7.2.2 A staff member shall only be transferred –

7.2.2.1 if the staff member requests or consents, in writing, to the transfer;
or

7.2.2.2 in the absence of consent, if the transfer is fair taking into consideration-

- a. the operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements
- b. written representations from the staff member prior to the proposed transfer; and
- c. the extent to which the interests and circumstances of the staff member may be fairly accommodated.

7.2.3 The salary and other conditions of service of a staff member shall not be adversely affected by a transfer without the consent in writing of that staff member.

7.2.4 A staff member shall not be transferred to a position at a level which is lower than the staff member's current post level.

7.2.5 The Municipal Manager shall consider all expenses associated with the transfer envisaged and approve or decline the request on his / her sole discretion.

7.2.6 The Letter of Transfer shall state all conditions of the transfer, including expenses that the Municipality shall cover.

7.3 Secondment of Municipal staff to another municipality

7.3.1 The Municipality may second a staff member with the relevant competencies to act in a post that is vacant in another municipality.

7.3.2 The Municipality shall conclude a written agreement regarding the secondment with the staff member, and another municipality where the staff member is being seconded to, that specifies –

7.3.2.1 the party responsible for the costs of secondment

7.3.2.2 the duration of the secondment, which shall not in each case exceed a period of twelve months

7.3.2.3 the person to whom the seconded staff member shall report to

7.3.2.4 the place at which the seconded staff member shall work; and

7.3.2.5 the new job description of the seconded staff member.

7.3.3 The employee on secondment shall return to their substantive position after the secondment, on the same conditions of service, irrespective of the level at which they operated during the secondment.

7.4 Secondment of other government employees to the Municipality

7.4.1 The Municipality may request national or provincial government, another municipality or any employer as they case may be, to second a person with the relevant competencies to act in a vacant post for a specified period or until such time that a suitable candidate has been appointed.

7.4.2 The Municipality shall conclude a written agreement regarding the secondment with the national or provincial government, another municipality or any employer as they case may be, and the employee to be seconded, that specifies –

7.4.2.1 the party responsible for the costs of secondment

7.4.2.2 the duration of the secondment, which shall not in each case exceed a period of twelve months

7.4.2.3 the person to whom the seconded staff member shall report to

7.4.2.4 the place at which the seconded staff member shall work; and

7.4.2.5 the new job description of the seconded staff member.

7.4.3 The Municipality shall inform the MEC responsible for local government of any such secondment and the terms and conditions associated with that secondment.

7.4.4 Absorption should be considered only in exceptional circumstances where a genuine need arises. This applies particularly to situations where a staff member has been in a position for an extended time without receiving the associated benefits attached to the position. It is essential that such approvals are granted by the Council to ensure fairness and equity.

7.5 Acting appointment

7.5.1 An acting appointment may be made to a funded post in order to ensure that the disruption of services is minimised.

7.5.2 Unless indicated otherwise in the appointment to the acting post, a staff member of the Municipality who is acting in a higher post shall continue to perform the duties of the post that the staff member ordinarily occupies during the acting period.

7.5.3 A person acting in a higher post has no right or expectation to be appointed to that post.

7.5.4 A staff member may only act in a post that is equivalent to or one grade higher than the post that the staff member ordinarily occupies.

7.5.5 The appointment to act in a post shall be –

7.5.5.1 with the consent of the staff member

7.5.5.2 in writing; and

7.5.5.3 authorised by the Municipal Manager or the person to whom this function is delegated.

7.5.6 The staff member appointed to act in a post shall have the requisite competencies to be able to perform the duties associated with the post.

7.5.7 In selecting a person to act in a post, the following shall be considered –

7.5.7.1 the relevant requirements of the post and that person's performance

7.5.7.2 the Municipality's developmental needs; and

7.5.7.3 the Municipality's employment equity policy and plan.

7.5.8 A person may only be appointed in an acting position for a period not exceeding three months. The Municipal Manager may extend the acting period for a further period of three months, if there is a justifiable reason to do so. Any further extensions made by the Municipal manager shall not exceed a period of one year.

7.5.9 The leave status of the acting employee shall remain unchanged, though they shall not be allowed to take leave of absence unless:

7.5.9.1 it is an unplanned leave (e.g. sick leave); or

7.5.9.2 acting in a post where the permanent incumbent is on extended leave

7.5.10 The acting employee shall be informed about his or her performance during the acting period in line with the Performance Management Policy.

7.6 Roles and responsibilities

The Municipal Manager or his / her delegated assignee(s) accept overall

responsibility for the implementation and monitoring of the policy. The financial implications related to implementing this policy shall be qualified and quantified by Human Resource Management Unit.

8. POLICY MONITORING AND EVALUATION

8.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.

8.2 Non-compliance to the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Code of Conduct.

8.3 Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

9. POLICY APPROVAL

OPEN NDLAMBE COUNCIL MEETING

HELD ON WEDNESDAY, 15 APRIL 2026

**REPORT DATED 10 MARCH 2026 FROM THE
MUNICIPAL MANAGER TO THE COUNCIL: PUBLIC
PARTICIPATION PROCESS - PROPOSED ACQUISITION
UNREGISTERED PUBLIC PLACE ERF 2709
KENTON-ON-SEA: ESTATES SECTION**

ANNEXURE C.10



M.E.H. SÜLTER & SON Inc.

Professional Land Surveyors / Professionele Landmeters
Township & Property Consultants / Dorps- en Eiendomsraadgewers
Sectional Title Surveyors / Deeltitlelopometers
3D Scanning and Data Modelling / 3D Skandering en Datamodellering

Medical Centre
15A Milner Street
Grahamstown 6139

Tel: 046-6224441
Cell: 082-6549849
072-7976479

E-mail: peter@surveyec.co.za
kyle@surveyec.co.za

Our Reference / Ons verwysing: KEN-2708 TO 2710

Your Reference / U verwysing:

Date: 23rd October 2025

Att: Shirley Boshoff

The Manager
Ndlambe Municipality
P.O. Box 13
PORT ALFRED, 6170

Dear Madam,

Proposed purchase of public place 2709 Kenton-on-Sea, subdivision, re-zoning and consolidation with adjoining erven 2708 & 2710 Kenton-on-Sea

The owners of erven 2708 and 2709 Kenton-on-Sea have asked us to make an application, on their behalf, to purchase the public place between their two erven.

The owners of erven 2708 and 2710 intend to apply to close, subdivide, re-zone and consolidate the subdivided portions with their erven. Please see attached plan for details.

Please see attached:-

- 1) Ndlambe Municipality land acquisition form
- 2) Motivation report
- 3) Plan to show the proposal
- 4) Google aerial view
- 5) Photos
- 6) Special Powers of Attorney and Trust Resolution from the two affected owners

Kindly put this to Council to obtain their approval so that we can submit a formal application to the Town Planning Department.

Please acknowledge receipt of this letter and advise us if you require anything further at this stage.

Yours faithfully,

M. E. H. Sülter & Son Inc.

KEN-2709mm2

Directors: P.B. Sulter B.Sc. Survey, Pr.L. (S.A.G.C.) Dip. Proj. Management and K. van Niekerk B.Sc. Geomatics, Pr.L. (S.A.G.C.)
Assisted by: L. Biyase (Land Surveyor-in-training)

Reg. No. 2014/003435/21

“A curse upon him who moves his neighbour’s boundary stone”: the people shall say ‘Amen’” – Deuteronomy 27:17

MOTIVATION REPORT
FOR THE PROPOSED PURCHASE OF PUBLIC PLACE 2709 KENTON-ON-SEA

APPLICATION:

This application is for the subdivision of public place 2709 Kenton-on-Sea, the closure, subdivision and re-zoning of the public place and consolidation of the subdivided portions with the adjoining erven 2708 and 2710 Kenton-on-Sea.

THE APPLICANT:

The applicants are Messrs. M.E.H. Sulter & Son, Professional Land Surveyors, on behalf of the owner of erf 2708 (Warren Family Trust) and erf 2710 (Rui Alexandre Franco).

LOCALITY OF PROPERTY:

The property is situated in Alfred Road Kenton-on-Sea as indicated on the attached locality plan.

DETAILS OF PROPERTY:

Public place 2709 is 238 Square meters in extent and vests in the Ndlambe Municipality. Public Place 2709 has no title deed as the erf still forms part of the parent erf 1111. The public place will vest in the Ndlambe Municipality and a "vesting transfer" would first have to take place.

TOPOGRAPHY:

Public place 2709 "dips" from the Alfred Street boundary to the rear boundary and is covered in trees and dense bush. The drop is quite significant from the road to the bottom boundary of the erf, almost 1:4, and would require a significant investment to build a public walkway especially one that could accommodate disabled people.

ACCESS TO THE PROPERTIES:

Access to the public place is via Alfred Road.

THE EXISTING LAND USE AND ZONING:

The relevant public place is vacant and not used.

EXISTING ZONING:

Open Space Zone 1 (OSZ1).

THE PROPOSAL:

Public place 2709 was created in 1994. The original layout was planned in around 1937 and this 6.30m strip was no doubt intended as a thoroughfare to the main road.

By consolidating the portions of public place with the adjoining properties the owners will not only enhance

their existing erven but relieve the municipality of any responsibility of maintaining the land.

Section 66(g) of the Spatial Planning and Land Use Management By-Laws (2015) states that the closed public places or roads should be consolidated with the adjoining erven.

The land in question would be too small to keep as a separate entity, and this is certainly not the intention of the prospective purchasers.

~~It is intended to close, subdivide (in half), re-zone and consolidate the portions of public place with the adjoining erven as shown on the accompanying subdivision and consolidation plan.~~

CONCLUSION:

As can be seen from the attached photos, the area is covered in bush and has never been used.

The public place is not used by the public. If, for some reason, the thoroughfare was required, it would cost a substantial amount due to the gradient of the erf.

The sale of the land will benefit the Ndlambe Municipality financially through the selling price and increased rates and taxes once the consolidated erven are registered in the Deeds Office.

There will be no additional burden on the services as no additional land units are being created.

We require Councils approval so that the application can be submitted for the closure, subdivision, re-zoning and consolidation of the properties.



P.B. Sülter

Professional Land Surveyor

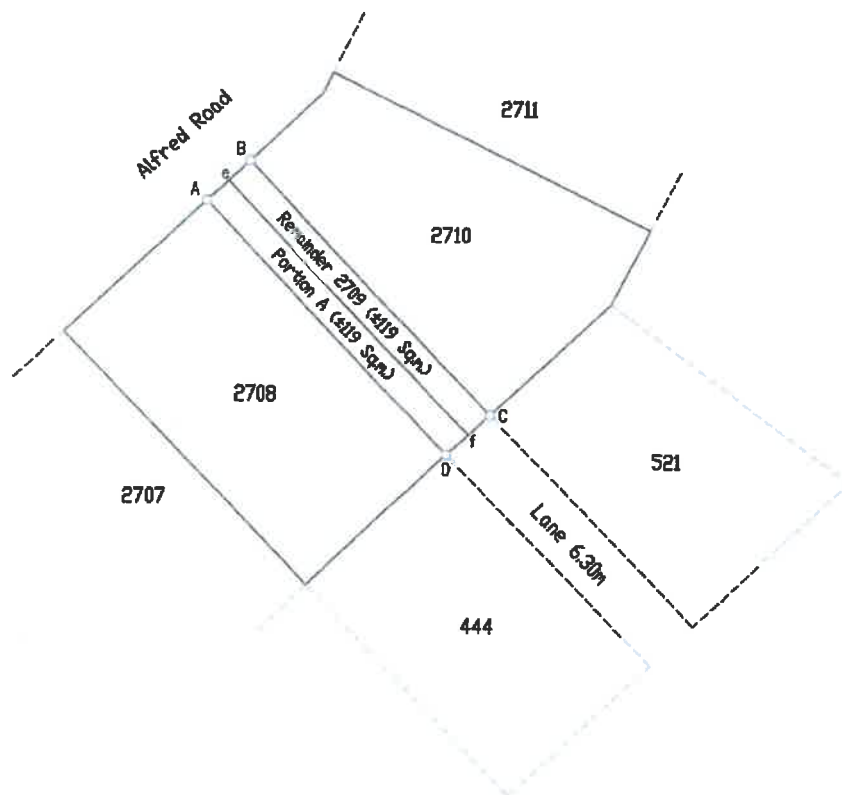
October 2025

Subdivision & Consolidation Plan
Showing
Subdivision of erf 2709 and consolidation of the subdivided
portions with adjoining erven 2708 and 2710 Kenton-on-Sea
Scale: 1/500 (A3)



Notes:

- 1) The figure ABCD represents a passage 6.30m wide being erf 2709.
- 2) It is proposed to deduct Portion A (Figure AefD) and consolidate it with erf 2708.
- 3) It is proposed to consolidate the Remainder erf 2709 (Figure eBCf) with erf 2710.



Date: October 2025



M.E.H. SULTER & SON INC.

Professional Land Surveyors
 Township & Property Consultants
 Sectional Title Practitioners
 3D scanning & data modelling

Medical Centre
 15A Miner Street
 Grahamstown
 6139

Tel: 046-622 4441
 e-mail: peter@surveyec.co.za

P.J. Sulter BSc SURVEY PRACTICE Registration
 K. van Niekerk BSc GEOMATICS PRACTICE

(PA-1709 PLAN)
 File: PA-1709

ERF 2709 KENTON-ON-SEA – GOOGLE VIEW



PUBLIC PLACE 2709 KENTON-ON-SEA

VIEW FROM ALFRED ROAD



VIEW FROM KENTON ROAD




SPECIAL POWER OF ATTORNEY

I being, the registered owner of erf 2710 Kenton-on-Sea do hereby appoint Peter Sulter, of M.E.H. Sulter & Son Land Surveyors in Grahamstown, to make an application, to the relevant authorities, to apply to subdivide a portion of public place 2709 Kenton-on-Sea and to close, re-zone and consolidate the subdivided portion of public place 2709 with the adjoining erf 2710.

I further authorise Peter Sulter to sign all and whatsoever applications, in this regard, to the Ndlambe Municipality on my behalf.

Signed at Kenton-on-Sea this 16th day of October 2025.


.....

**RUI ALEXANDRE AGOSTINHO ARVELA FRANCO
OWNER**


.....
WITNESS

Warren Family Trust
152/2020(E)

Andrew Warren – CELL: 082 398 0285

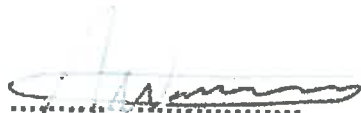
Alfred Road, Kenton-on-Sea
andrew@capefrontier.com

TRUST RESOLUTION

It was resolved that an application be made, to the relevant authorities, to apply to subdivide a portion of public place 2709 Kenton-on-Sea and to close, re-zone and consolidate the subdivided portion of public place 2709 with the adjoining erf 2708.

That Peter Sulter, of M.E.H. Sulter & Son Land Surveyors in Grahamstown, be authorised to sign all and whatsoever applications, in this regard, to the Ndlambe Municipality on behalf of the owners.

Signed at Kenton-on-Sea this 16th day of October 2025.


.....
ANDREW WARREN
TRUSTEE


.....
HELENA WARREN
TRUSTEE

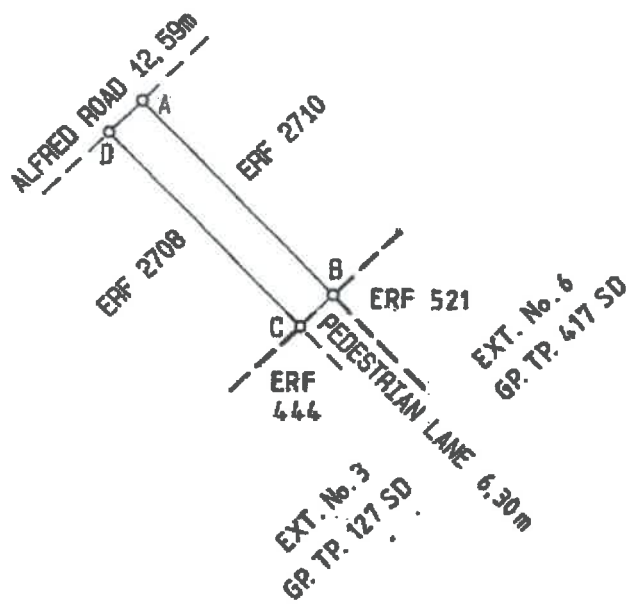

.....
WERNER DE JAGER
INDEPENDENT TRUSTEE

SIDES Metres	ANGLES IN DIRECTION	Constant	CO-ORDINATES Y System L ^o 27° X		
				Y	X
				0, 00	+3700000, 00
AB	37, 79	315 45 10	A	+30 278, 05	+28 145, 76
BC	6, 30	45 45 10	B	+30 251, 68	+28 172, 83
CD	37, 79	135 45 10	C	+30 256, 19	+28 177, 22
DA	6, 30	225 45 10	D	+30 282, 56	+28 150, 15
		Δ No. 72 BATHS		+31 259, 22	+27 553, 74
		Δ No. 73 BATHS		+28 529, 00	+26 771, 69

S.S. No. 9296-94
 Approved
J.S. [Signature]
 Surveyor-General
 Date: 1994-11-09

Beacons

A, B, D - 15mm IRON PEGS
 C - 20mm IRON PEG



Scale: 1/1000

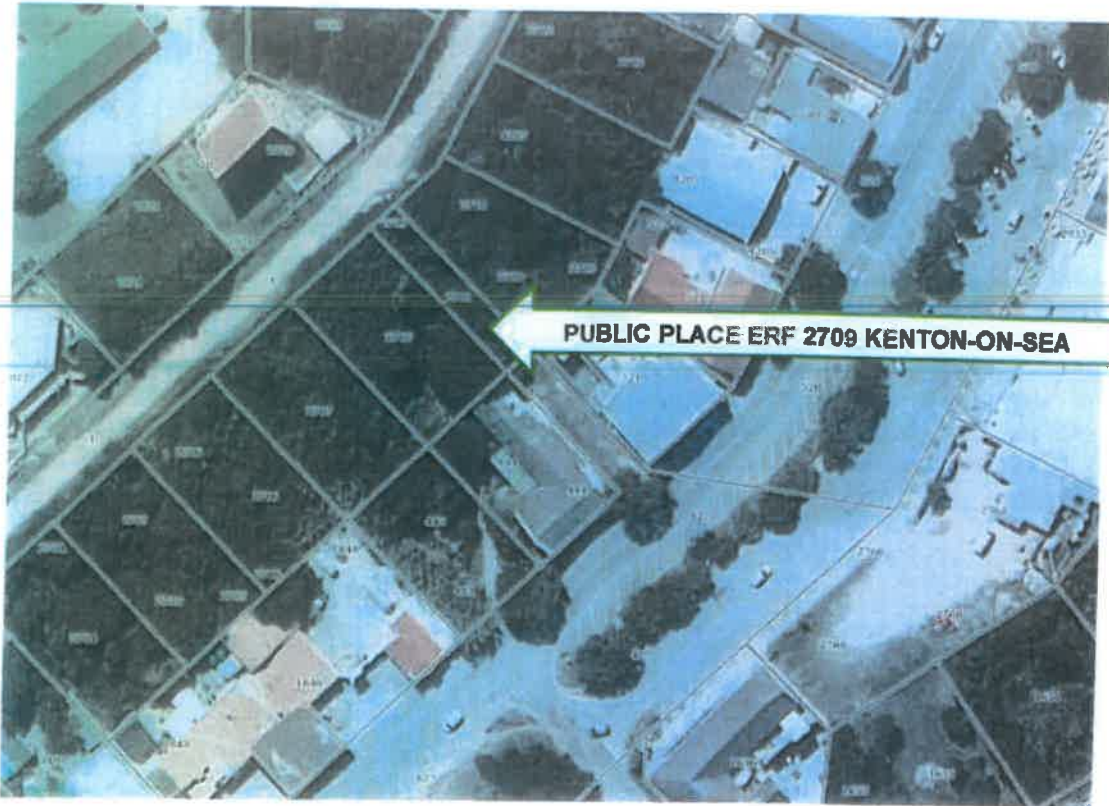
The figure A B C D represents 238 square metres of land being
ERF 2709 KENTON-ON-SEA (PUBLIC PLACE)

Situate in Kenton-on-Sea Township; in the Municipality of Kenton-on-Sea
 Administrative District of Bathurst
 PROVINCE OF THE CAPE OF GOOD HOPE
 August
 Surveyed in March - April 1994, by me

[Signature]

R.J.Hemsley
 (PLS 0258) Professional Land Surveyor

This diagram is annexed to No. Dated i.f.o Registrar of Deeds	The original diagram is	File No. 310376/1
	No. Transfer/Grant No.	S.R.No. 3012/94
	annexed to	Comp. BP-6CB/Z24 (2180)
		Gen. Plan: TP14LD



LOCALITY PLAN NO. PUBLIC PLACE ERF 2709/KENTON-ON-SEA

OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**REPORT DATED 10 MARCH 2026 FROM THE
MUNICIPAL MANAGER TO COUNCIL:
REQUEST TO PURCHASE PORTIONS OF
ERVEN 335 AND
2135 PORT ALFRED: ESTATES SECTION**

ANNEXURE C.11

DETAILS OF THE REQUEST

The aforementioned applicant appeals to the Municipality to consider the purchase of land, as stated above, the following information is presented in support of the request: see inserted diagram drawn by Peter Sulter

1. The intended use of the property will be as follows:

The owner of the property Erf 3688 a general residential zone as per the Port Alfred town planning scheme regulations 1983 as amended, that is encroaching on erf 3688 and erf 335 known as beach road Port Alfred

2. The property's cottage will be utilised as follows:

The unit consisting of 1 bedrooms, a small kitchen, a bathroom 40 square metres that was used by developer during the construction of the development as a servants ablution area. [please refer to the inserted photos].

3. Further alterations will be as follows:

The owner also seeks to relax the street building line from five metres to three metres adjacent to Beach Road to legalise. The existing Boma (patio) that was approved in 25/09/1984 plan no 83/11/193B [please refer to the inserted site plan].

4. Motivation:

The specific reason for the letters is to get closure to the Agenising situation that we can't get no answers.

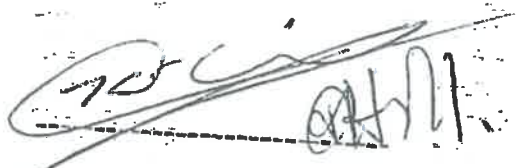
5. Conclusion:

The owner has had official's from the Ndlambe municipalities to do an inspection of the situation

MOTIVATION FOR PURCHASE OF PORTION OF ERF 335 AND ERF 2135 (KNOWN
AS BEACH ROAD PORT ALFRED

FEBRUARY 2025 | 3

Kind Regards

A handwritten signature in black ink, appearing to be 'A.M.', written over a horizontal dashed line.

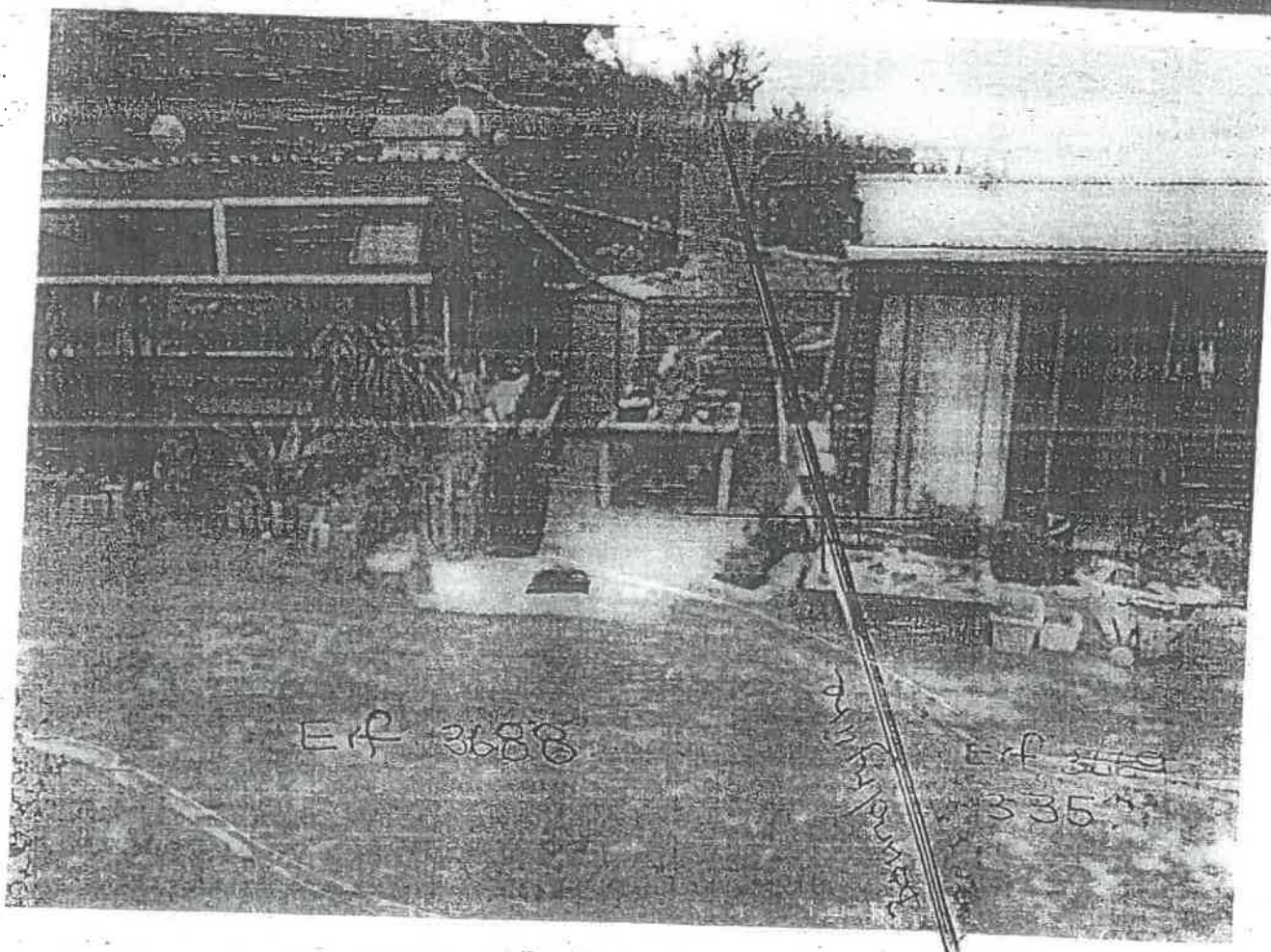
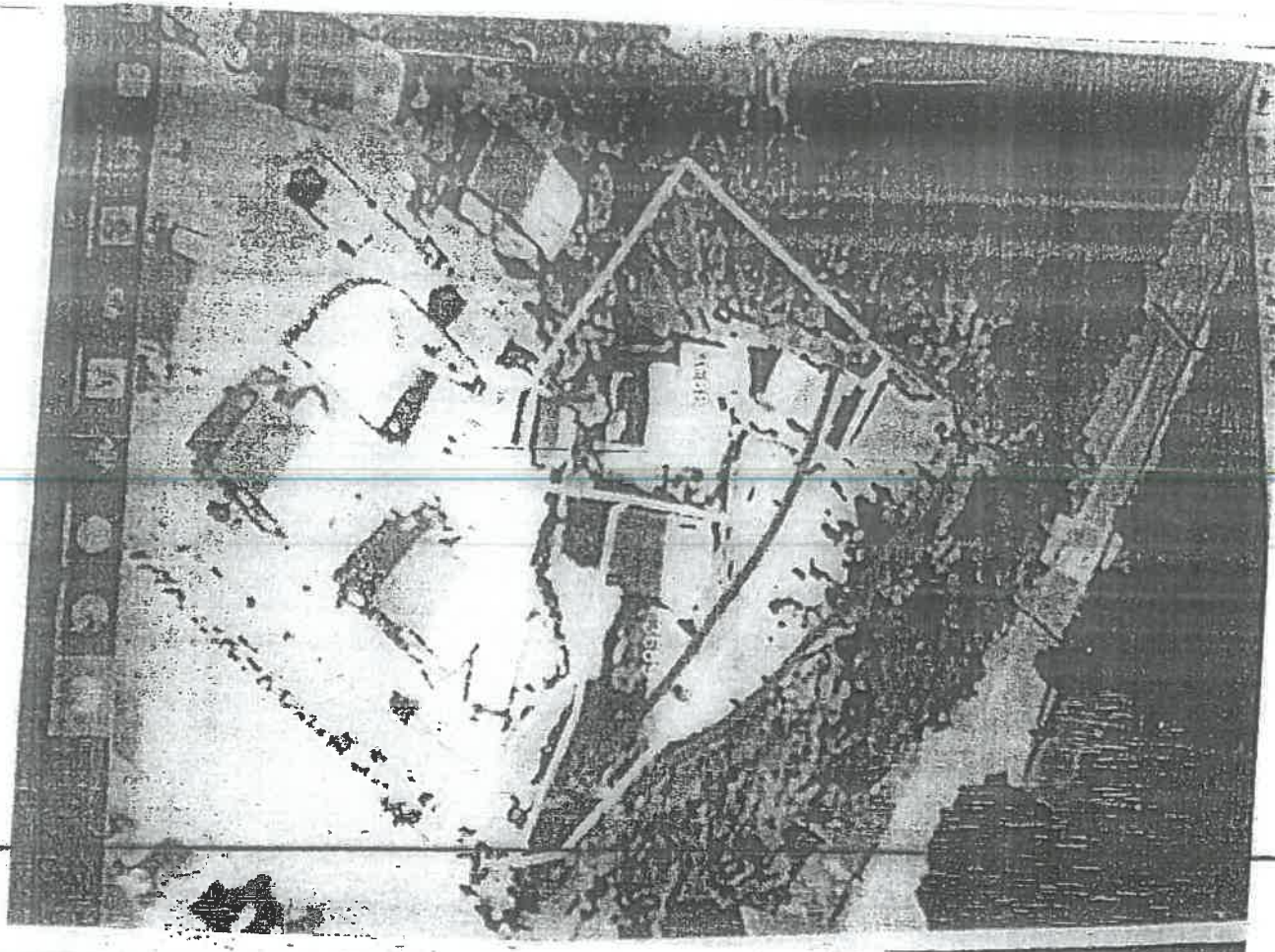
Applicant's Signature

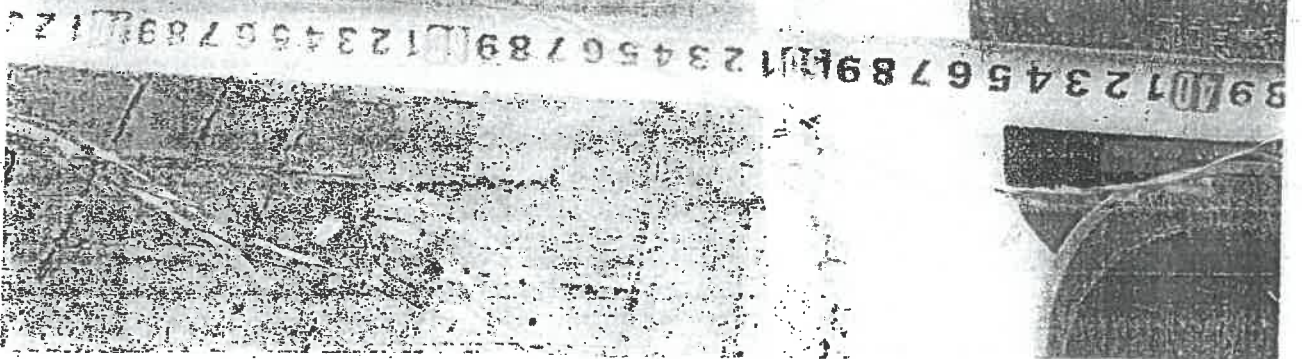
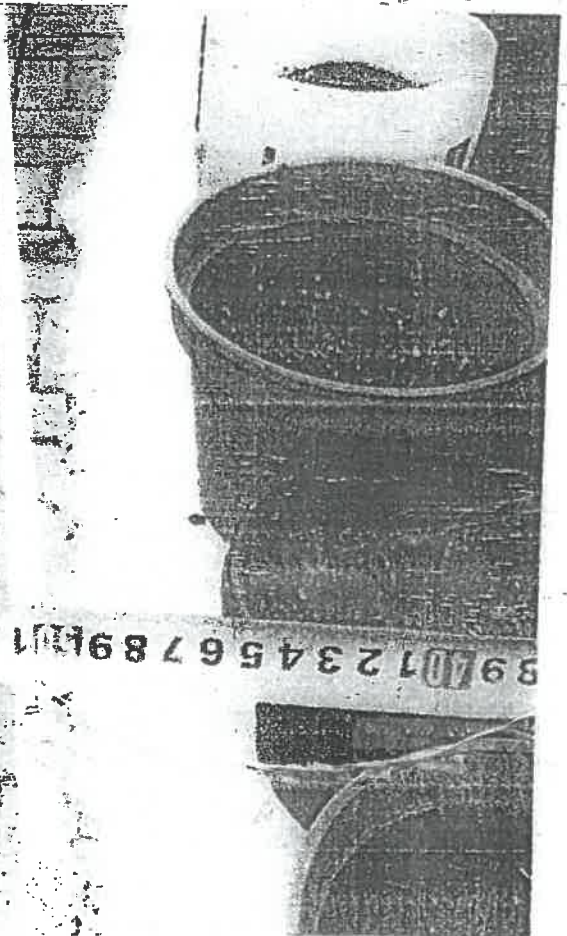
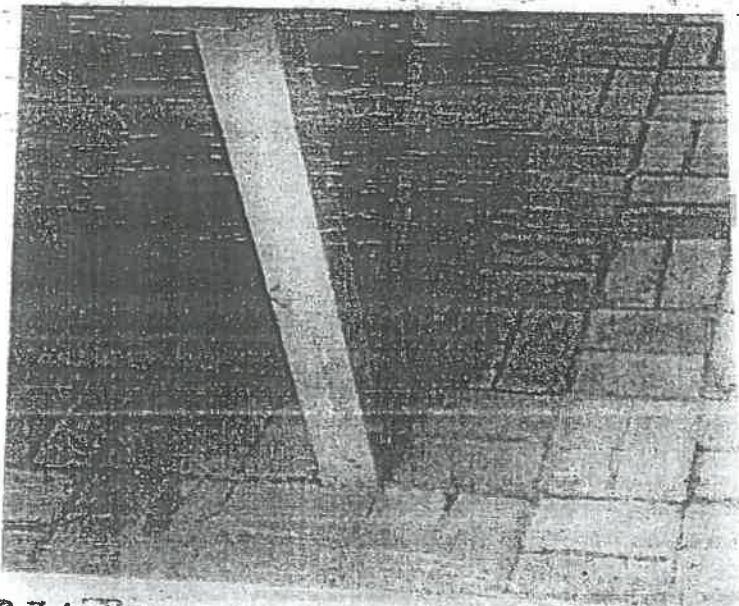
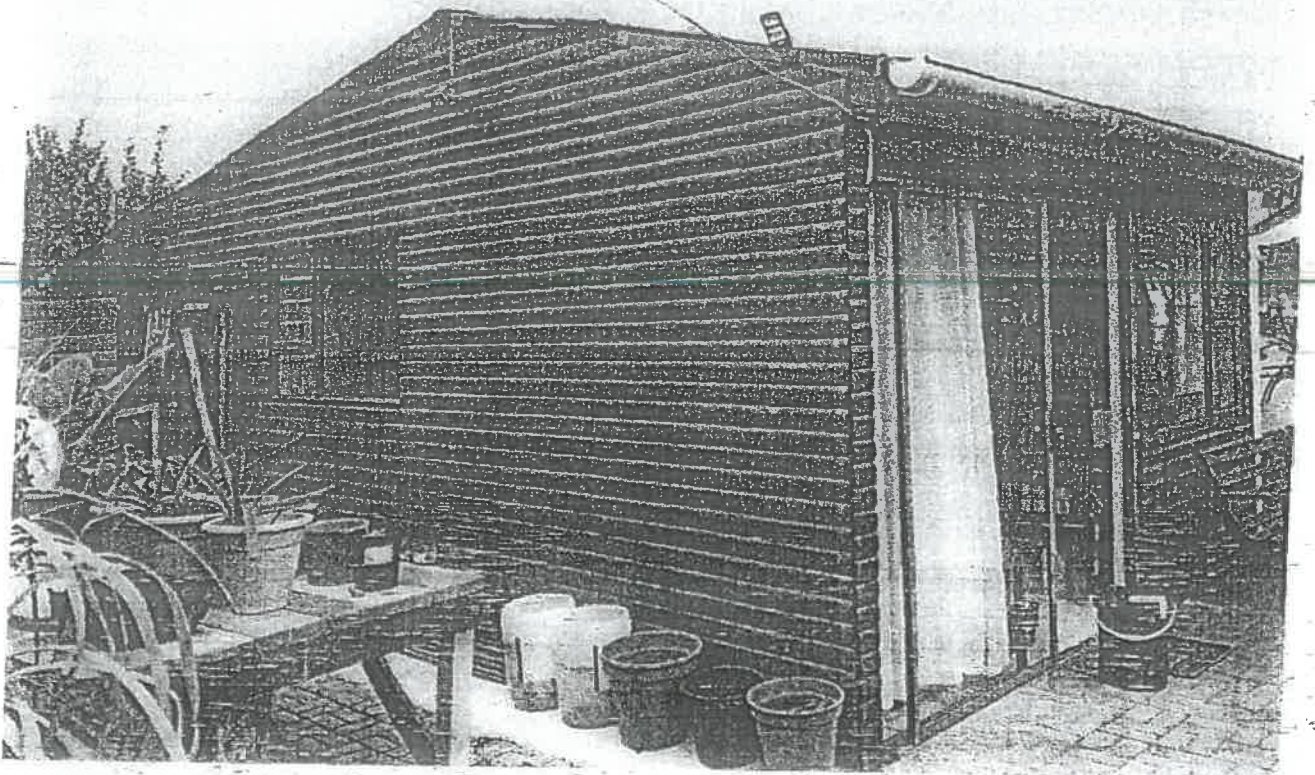
30/04/2025

Date

REQUEST TO PURCHASE LAND FOR THE USE OF EXISTING COTTAGE

Name of the Applicant:	Mr K.A. Hill Mrs E.A HILL
Location of Property:	Erf 3688 potion of 3669 known as Port Alfred Sands Oriole Road Port Alfred
Description of Property:	The property is known Erf 3688 potion of 3669 known as Port Alfred Sand Beach Road Port Alfred is utilizing and maintain it including cutting the grass and fence the structure since 2007.the reason to fence the cottage was due to the vagrants' and theft of the structure materials. It was fixed and we replaced the external wood work damages by due the vagrancy's which cost us about R175 00.00
Requested:	That the portion of land +- 410 sqm can be purchased and including portion off the land 2135 and 335 to be consolidated to erf 3688 port alfred .
Present Zoning:	Single Residential Zone





Port Alfred Sands Home Owners Association

9 September 2025

1 Ondole Road

Port Alfred

6170

Ndlambe Municipality

Causeway Street

Port Alfred

6170

To KA & EA Hill

RE: Erf 335 Port Alfred

Port Alfred Sands Homeowners Association hereby grant permission to KA & EA Hill to negotiate with Ndlambe Municipality the owner of Erf 335 Port Alfred, to purchase a portion of erf 335 on which a wooden cottage is located and utilized as a dwelling by Mr KA Hill and Mrs E A Hill.

The sale of Erf 335 will not have any cost implications for the Port Alfred Sands homeowners, as all costs incurred will be carried by Mr. KA Hill and Mrs. E A Hill.

Sincerely



Ronnie Van Rooyen

2025-09-12

Chairperson

Port Alfred Sands Homeowners Association



Historical imagery <

25 Apr 2012 >



Layers

Google

100%

Data attribution

older

25/04/2012

**APPRAISEMENT
OF
PROPOSED PURCHASE OF PORTIONS OF
MUNICIPAL OWNED LAND
ERVEN 335 AND 2135
PORT ALFRED**

**AS AT THE
3RD DAY OF FEBRUARY 2026**



**PREPARED BY
JOHN MUIRHEAD B.Sc.
APPRAISER**

OF

**JOHN MUIRHEAD & ASSOCIATES
APPRAISERS AND VALUATORS**

Port Alfred, 6170

Email: johnphil@imagnet.co.za

CELL. 082 800 6596



JOHN MUIRHEAD & ASSOCIATES APPRAISERS & VALUATORS

P. O. BOX 534
PORT ALFRED
6170
TEL: 082 8006 596
P/FAX.: 046 6243460
johnphil@imaginnet.co.za



APPRAISEMENT

I, JOHN IAN MUIRHEAD, PAST PRINCIPAL OF PAM GOLDING PROPERTIES PORT ALFRED AND KENTON ON SEA, DULY APPOINTED APPRAISER TO THE SUPREME COURT, IN TERMS OF SECTION 6 (1) OF THE ADMINISTRATION OF ESTATES ACT 1965 (ACT 66 OF 1956).

PRESENT THE FOLLOWING APPRAISEMENT.

DEFINITION OF OPEN MARKET VALUE:

FAIR OPEN MARKET VALUE IS DEFINED AS THE PRICE AT WHICH A PROPERTY MIGHT BE EXPECTED TO SELL, ASSUMING A TRANSACTION BETWEEN A WILLING SELLER AND A WILLING, ABLE AND INFORMED BUYER AND THAT REASONABLE TIME IS AVAILABLE FOR SUCH TRANSACTION.

AMONGST OTHER TYPES OF VALUATIONS, SUCH AS INSURANCE, COST, NET INCOME CAPITALIZATION, TURNOVER AND FORCED SALES, OPEN MARKET VALUE IS MOST READILY ACCEPTABLE TO THIRD PARTIES AND MORE PARTICULARLY THE COURTS.

PURPOSE OF APPRAISEMENT:

THE PRESENT OWNERS OF ERF 3688 PORT ALFRED BEING NR, K. E. HILL AND MRS. E. A. HILL PURCHASED THE SUBJECT PROPERTY (ERF 3688 PORT ALFRED).

DATE OF PURCHASE BEING THE 4TH APRIL 2016.

ENCROACHMENT OF COTTAGE BEING ERECTED IN 2007.

THE PROPERTY BEING IN AN ESTATE KNOWN AS "PORT ALFRED SANDS."

IT NOW HAS A HOME OWNERS ASSOCIATION.

THE PROPERTY IS AND WAS IMPROVED WITH A PREFABRICATED COTTAGE.

SUBSEQUENT TO THE PURCHASE IT HAS BEEN ESTABLISHED THAT THE COTTAGE ENCROACHES ON ERF 335, BEING BEACH ROAD, PORT ALFRED AND PORTION OF ERF 2135 PORT ALFRED, BEING ORIOLE ROAD, PORT ALFRED.

THE FOLLOWING IS NOTED:

THERE IS NO ACCESS TO THE SUBJECT COTTAGE OTHER THAN FROM THE DWELLING SITUATED ON ERF 3688 PORT ALFRED.

THE OWNERS OF ERF 3688 WISH TO RECTIFY THIS MATTER, AS THE PRESENT SITUATION WOULD MAKE THE FUTURE SALE OF THE PROPERTY PROBLEMATIC.

TO RECTIFY THE MATTER AN EXTENT OF LAND OF APPROXIMATELY 410 SQ. M. BEING PART OF ROAD RESERVES 2135 (ORIOLE ROAD) AND ERF 335 (BEACH ROAD). NEEDS TO BE CONSOLIDATED WITH ERF 3688 PORT ALFRED.

VALUE OF 410 Q. M OF ROAD RESERVES:

IN ARRIVING AT FAIR OPEN MARKET VALUE OF THE SUBJECT PORTION OF APPROXIMATELY 410 SQ. M., THE FOLLOWING IS NOTED.

I.

THE ENCROACHING COTTAGE HAS NO ACCESS TO ANY ROAD, DUE TO TOPOGRAPHY AND ELEVATED SITUATION.

ACCESS VIA IMPROVEMENTS ON ERF 3688 PORT ALFRED, BEING IN A GATED COMMUNITY



COTTAGE SITUATED ON ENCROACHMENT ERVEN 2135 AND 335 PORT ALFRED.

FAIR VALUE IN THE ABOVE CIRCUMSTANCES BEING PLACED AT AN AMOUNT OF R105 000.00

THIS VALUE BEING IN ACCORDANCE WITH MUNICIPAL VALUE OF THE ROADS IN QUESTION.

THE PROPOSED SUB DIVISION AND CONSOLIDATION WILL HAVE NO NEGATIVE EFFECT ON ANY OTHER LAND IN CLOSE PROXIMITY.

CONCLUSION:

THE VALUE OF AN AREA OF APPROXIMATELY 410 SQ. M. OF ROAD RESERVE ERVEN 335 AND 2135 PORT ALFRED IS PLACED AT AN AMOUNT OF:

R105 000.00 (ONE HUNDRED AND FIVE THOUSAND RAND).

THE ABOVE BEING ONLY TO RECTIFY THE PRESENT SITUATION.

SIGNED AT PORT ALFRED THIS 3RD DAY OF FEBRUARY 2026,

**JOHN MUIRHEAD B.Sc.
APPRAISER**

LIMITING CONDITIONS.

THIS APPRAISEMENT HAS BEEN PREPARED IN ACCORDANCE WITH THE CLIENTS INSTRUCTION, AS WELL AS THE QUALIFICATIONS AND ASSUMPTIONS DETAILED IN THE REPORT.

IT IS FOR THE USE OF THE INSTRUCTING PARTY ONLY IN THE CONTEXT OF THE PURPOSE OF THE APPRAISEMENT STATED HEREIN. NEITHER THE WHOLE NOR PART OF THIS APPRAISEMENT OR CERTIFICATE OR ANY REFERENCE THERETO MAY BE INCLUDED IN ANY PUBLISHED DOCUMENT, CIRCULAR OR STATEMENT, OR PUBLISHED IN ANY WAY WITHOUT THE APPRAISERS WRITTEN CONSENT OF THE FORM AND THE CONTEXT IN WHICH IT MAY APPEAR. NO RESPONSIBILITY IS ACCEPTED TO ANY THIRD PARTY WHO MAY USE OR RELY ON THE WHOLE OR ANY PART OF THE CONTENTS OF THIS APPRAISEMENT.

THE STATEMENT OF FACT CONTAINED IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THE CONCLUSIONS REACHED ARE BASED ON MY PERSONAL, UNBIASED ANALYSIS, OPINIONS AND DEDUCTIONS. ALL INFORMATION FURNISHED BY OUTSIDE SOURCES IS ASSUMED TO BE RELIABLE, AND HAS BEEN VERIFIED WHEREVER POSSIBLE, BUT NO WARRANTY IS GIVEN FOR ITS ACCURACY. ALL IMPROVEMENTS ARE ASSUMED TO BE IN ACCORDANCE WITH ACCEPTED AND PRESCRIBED STANDARDS UNLESS OTHERWISE STATED.

WITH REGARD TO VALUES FOR NEW REPLACEMENT COSTS AND INSURANCE PURPOSES, NO RESPONSIBILITY IS ACCEPTED WHERE MATERIALS, FINISHES, STANDARDS AND METHODS OF CONSTRUCTION HAVE BEEN DISCONTINUED OR ARE NOT AVAILABLE ON THE SOUTH AFRICAN MARKET. THIS APPRAISEMENT PROVIDES FOR PRESENTLY AVAILABLE AND ACCEPTABLE EQUIVALENTS OF SIMILAR STANDARDS. NO RESPONSIBILITY IS ASSUMED BEYOND THE PERIOD OF INSURANCE IN THE EVENT OF THE APPRAISEMENT BEING USED IN PERPETUITY BY ESCALATING IT EACH YEAR BY A STANDARD PERCENTAGE. THE APPRAISEMENT TAKES NO REGARD OF DEPRECIATION OR DEFECTS AND NO STRUCTURAL INVESTIGATION WAS UNDERTAKEN.

NO WARRANTIES ARE GIVEN REGARDING ANY DIMENSION AND / OR EXACT POSITION OF PEGS AND/ OR BOUNDARIES AND THE APPRAISER CAN IN NO WAY BE HELD RESPONSIBLE FOR ANY DISCREPANCIES THAT MAY OCCUR REGARDING THE SITUATION OF PEGS AND /OR BOUNDARIES OR ENCROACHMENTS.

AS PREVAILING ECONOMIC, SOCIAL AND POLITICAL CONDITIONS CHANGE FROM TIME TO TIME IT MUST BE BOURNE IN MIND THAT THIS MARKET VALUATION IS BASED ON CONDITIONS AT THE TIME OF PREPARING THIS REPORT.

NO RESPONSIBILITY IS ACCEPTED FOR CONFLICTS IN LAW, SUCH AS BETWEEN THE CONSTITUTION, EXPROPRIATION ACT AND OTHER LEGISLATION THAT HAVE NOT BEEN RESOLVED BY THE GOVERNMENT.

SIGNED AT PORT ALFRED THIS.....DAY OF2026.

.....
J. I. MUIRHEAD.

**MINUTES OF THE WARD 10 COMMITTEE MEETING HELD ON WEDNESDAY, 18
FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBER, PORT ALFRED**

W10M011/02/2026

**REPORT DATED 04 FEBRUARY 2026 FROM THE DIRECTORATE INFRASTRUCTURAL
DEVELOPMENT SERVICES TO THE WARD 10 COMMITTEE: REQUEST TO PURCHASE
PORTIONS OF ERVEN 335 AND 2135 PORT ALFRED: ESTATES SECTION**

RECOMMENDATIONS TO THE COMMITTEE

- a) **THAT** the formal application dated 30 April 2025 submitted by Mr. K E & E A Hill, owners of Erf 3688 Port Alfred, **BE NOTED**.
 - b) **THAT** the letter dated 09 September 2025 from the Port Alfred Sands Homeowners Association, confirming that Erf 3688 Port Alfred forms part of the Homeowners Association and granting permission to the registered owners, Mr. K E and Ms. E A Hill, to apply to the Ndlambe Municipality for the acquisition of portions of Erven 335 and 2135 Port Alfred on which the wooden cottage encroached upon, **BE NOTED**.
 - c) **THAT** approval **BE GRANTED** for the acquisition and regularisation of 410 m² of municipal land, being a portion of Erf 335, (Beach Road) Port Alfred, as well as a portion of unutilized public street, Remainder Erf 2135 (Oriole Road) Port Alfred situated between Erven 335 and 3688, encroached upon by a wooden cottage, and depicted as a triangular shape on "LOCALITY PLAN PTNS OF ERVEN 335 & 2135 PA, subject to the following conditions:
 - i) The purchase price is set at R105,000.00 (VAT inclusive) in accordance with the valuation dated 03 February 2026.
 - ii) The applicant must submit and obtain approval of all required town planning applications in terms of the Ndlambe Municipal Spatial Planning and Land Use Management By-Laws, 2015, within three (3) months of accepting the conditions of sale.
 - iii) The sale shall only proceed upon successful approval of the town planning application.
 - iv) Written acceptance of all conditions must be provided prior to finalisation of the transaction.
-

**MINUTES OF THE WARD 10 COMMITTEE MEETING HELD ON WEDNESDAY, 18
FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBER, PORT ALFRED**

- d) THAT it BE NOTED that comments from relevant municipal directorates and external stakeholders will be obtained during the town planning process to confirm that no municipal services will be adversely affected.
- e) THAT it BE NOTED that Clause 9.6.1 of the Ndlambe Municipality Land Disposal Policy permits the direct alienation of non-viable property.
-
- f) THAT it BE NOTED that all costs relating to advertising and valuation have been borne by the applicant.
- g) THAT it BE NOTED that no objections were received in response to Notice No. 273/2026, published on 08 January 2026.
- h) THAT it BE NOTED that the disposal will generate additional rates and taxes, providing a financial benefit to the Municipality.
- i) THAT it BE NOTED that Erven 335 and 2135 are registered in the name of the Ndlambe Municipality under Deed of Grant No. G3/1992 and Title Deed No. T2269/1996, respectively.
- j) THAT the historical aerial image dated 25 April 2012, confirming the existence of the wooden structure, BE NOTED.

The meeting was adjourned at 11:55.

LOCALITY PLAN SHOWING ERF 3688 PORT ALFRED – CLOSURE AND PURCHASE OF ERF 2135 & 335 PORT ALFRED AND CONSOLIDATION WITH ERF 3688 PORT ALFRED



It is proposed to subdivide approximately 410 sqm off Erf 2135 and Erf 335 and Consolidate it onto Erf 3688 Port Alfred. The two roads will formally need to be closed and then subdivision can take place.

LOCALITY PLAN: PTNS OF ERVEN 335 & 2135 PA



STRAIGHT RUN

Wherever there's a need in greater Kentson, it's often the Kentson-based Periwinkle Trust that steps up. Now in its 15th year, the organisation partners with Rotary Kentson-on-Sea which implements projects in the area. The Periwinkle Bowls Day, and the Periwinkle Golf Day are the organisation's two biggest annual fundraising events. This year's Periwinkle Bowls Day on December 20 filled all three of the Kentson Bowling Club's greens with 36 teams of four (144 bowlers). This year's theme was ... you guessed it ... 'Go wild!'. The games were followed by the auctioning of various donated items.

Picture: SUE MACLENNAN

GOLF WEEKLY

ROYAL PORT ALFRED GOLF CLUB WEEKLY RESULTS

Wednesday December 31
SPONSOR: RPAGC
COMPETITION: 2 ball alliance
 No of players: 63
 1st: Doc Watson & Rob Dowding – 50
 2nd: Mario Small & Morne Combrink – 50
 3rd: Gavin Yeats & Andrew Gunn – 47
 Best Gross: Meelek De Sousa – 71
 Best Nett: Rob Dowding – 68
 Nearest the Pins: 6th: Sponsor Moolfontein Quarry; Roger Gauntlett
 8th: Sponsor Juan Pretorius
 Architecture: Rhogan Agocs
 11th: Sponsor Bram's @ The 19th: Roger Gauntlett
 13th: Sponsor Fishways/Debonairs: Chris Dandridge
 The Finest Drive 18th: Sponsor: The Firm: Max Heinzelmann
 Bram's @ The 19th Nearest far 2 on the 1st: Meelek De Sousa
 Two Clubs: 6th: Andrew Agocs
 8th: Paul Dos Santos, Warren Solz & Rhogan Agocs
 13th: Chris Dandridge

ROYAL PORT ALFRED GOLF CLUB RESULTS

Saturday January 3
SPONSOR: RPAGC
COMPETITION: Individual Stableford
 No of players: 74
 1st: Meelek De Sousa – 38
 2nd: Sonia Reynolds – 38
 3rd: Dave Painting – 37
 Best Gross: Meelek De Sousa – 69
 Best Nett: Meelek De Sousa & Sonia Reynolds – 70
 Nearest the Pins: 6th: Sponsor Moolfontein Quarry; Meeka De Sousa
 8th: Sponsor Juan Pretorius Architecture; Simon Du Plessis
 11th: Sponsor Bram's @ The 19th: Meelek De Sousa
 13th: Sponsor Fishways/Debonairs: Frans Kruger
 The Finest Drive 14th: Sponsor The Firm: Warren Solz
 Bram's @ The 19th Nearest for 2 on the 1st: Morgan Westcott
 Two Clubs: 6th: Shirley Hery, Liam Bray, Lyte Rowe & Meelek De Sousa
 8th: Greg Schlupe, Gary Bray & Mika Bladen
 11th: Gary Bray, Meelek De Sousa, Ian Moncur & Dob Dowling
 13th: Dave Painting

FORT ALFRED MIXED RESULTS

January 3
 Number of players: Ladies – 2, Men – 5
 Results 1st: Fanie Smit, B-L & Heather Van Harmelen – 77
 2nd: Craig Harebottle, Jane Spriggs &

James Weisters – 70
 Best Nett: Fanie Smit – 72
KCB
Tuesday December 30
 A holiday field of 46 players were greeted by sunshine and an easterly wind that intensified during the morning, as they were drawn in two 3-balls and ten 4-balls to contest an Alliance Stableford 2-scores-to-count, with a bonus point for a "sandy", a par from a bunker.

Jens dropped as Brian Hayward, Bruce Carlyon, Wayne Harris and Andy Stambrooks dove-tailed in perfection to post a winning 92 points.
 Arnie Schultz, Derek Cooper, Andy Manson and Keith Rugg in second on 85 points also had no close challengers. There were no close skirmishes in the battle for the Hamer & Sukkel as Peter Sinclair, Andrew White, Paul dos Santos and Peter Longhurst traded punches among themselves to compose 70 points and nestle against the trophy at prize-giving.

Doc Kidson and Mike Stadler both birdied the par three 8th and the 2-club pool carried over.

Scoring was difficult in the wind but both John Abbott and Brian Hayward shared honours with individual 68 nets as players of the day.

Friday January 2
 Another glorious day weatherwise as 44 players were drawn in one 3-ball and ten 4-balls, one joining the ranks without a handicap, to contest an Alliance Stableford 2-scores-to-count with a bonus point available for a "sandy", a par from a bunker.

Initially the field crept along, with holidaymakers not under any undue pressure, but Bruce Carlyon, Jenny Ralph, Gabi Hausmann and Paul Fryer contained themselves during the pace of play to eventually finish on a winning 96 points.


Ian Kidson, Paul dos Santos, visitor Helekies Sieberagen, and Andries Pienaar, found that their 92 points was only able to secure second place.

The battle for Hamer & Sukkel ended in a stalemate between John Abbott, John Dell, Mike Keston and Heinz Czepluch, alongside Jimmy van

Rensburg, Benji McGarvie, Maureen McGarvie and Donald McGarvie, with both covets finishing on 81 points. Jenny Ralph, Derek Cooper and Benji McGarvie birdied the par three 8th; Helekies Sieberagen and Mike Stadler birdied the par three 6th; as Heinz Czepluch brought recompense to his covet with his birdie on the par three 11th to capture the carryover 2-club pool.

William Verhage returned an individual 79 gross as Bruce Carlyon returned an individual 78 gross.

Good scoring to support the conditions saw Fanie Smit and Steve Kennedy return individual 70 nets; Jenny Ralph, Len Bohmen and Daan Skibbert return individual 69 nets; Gabi Hausmann shoot an individual 68 net; Keith Rugg shoot an individual 67 net; as player of the day Bruce Carlyon shot an individual 66 net.


NDLAMBE MUNICIPALITY
PORT ALFRED
PROPOSED USE OF MUNICIPAL VACANT LAND – ERF 2003, FREESTONE TOWNSHIP, BATHURST

Notice is hereby given in terms of Section 21(a) of the Local Government: Municipal Systems Act, 2000, that the Ndlambe Municipal Council has approved the initiation of a public participation process regarding a request from Entandweni Development Centre to use vacant municipal land, Erf 2003, Freestone Township, Bathurst, measuring 1,902 m², for the purpose of constructing a multi-purpose community social welfare centre for the benefit of the Ward 5 community.

A locality plan may be inspected during normal office hours at the Ndlambe Municipal Offices, Causeway, Port Alfred, or requested via email from the Directorate: Infrastructural Development (Attention: Ms S. Boshoff at sboshoff@ndlambe.gov.za). The plan is also available on the municipal website.

Written comments or objections regarding the proposed development must be submitted to the Municipal Manager, Ndlambe Municipality, Causeway, Port Alfred, 6170, or via email to sboshoff@ndlambe.gov.za, by Thursday, 29 January 2025.

NOTICE NUMBER: 275/2025
ADVOCATE. R DUMEZWENI
MUNICIPAL MANAGER


Help Guide

BIKES & E-BIKES SALES & SERVICE
 QUALIFIED TECHNICIAN

The Cycle Asylum
 All Brands - Collect & Deliver
 Tel: 046 624 8358 | 072 727 7382

DSTV

Volcanik
 Tel: 046 624 3630

ELECTRICIAN

DN Electrical
 Devon Nicholson: 084 058 2222

ESTATE AGENTS

RE/MAX Kowie
 Tel: 046 624 1110

FINANCE AND TAX

Roelof Siegers CA(SA)
 Cell: 082 772 6713

GAS SUPPLIES & SERVICES


LP Gaz Port Alfred
 Tel: 046 624 8070 | 072 188 2633

Kowie Gas
 Cell: 083 227 2438

Gas Wize
 Cell: 084 504 0761

TYRES

Supa Quick
 Tel: 082 455 9071


NDLAMBE MUNICIPALITY
PORT ALFRED
PROPOSED PURCHASE OF PORTIONS OF MUNICIPAL OWNED LAND - ERVEN 335 AND 2135 PORT ALFRED

Notice is hereby given in terms of Section 21(a) of the Local Government: Municipal Systems Act, 2000, that the Ndlambe Municipal Council approved a public participation process regarding a request by Mr K. E. Hill and Ms E. A. Hill, owners of Erf 3688, Oriole Road, Port Alfred, to purchase portions of municipal-owned land.

The proposal involves approximately 410 m² of land, comprising a portion of Erf 335, Beach Road (currently encroached upon by a wooden cottage) and a portion of Public Street Erf 2135 (Oriole Road), situated between Erven 335 and 3688, currently unutilised. The purpose of the proposed purchase is to consolidate the land with Erf 3688 Port Alfred.

A locality plan may be inspected during normal office hours at the Ndlambe Municipal Offices, Causeway, Port Alfred, or requested via email from the Directorate: Infrastructural Development (Attention: Ms S. Boshoff at sboshoff@ndlambe.gov.za). The plan is also available on the municipal website.

Written comments or objections must be submitted to the Municipal Manager, Ndlambe Municipality, Causeway, Port Alfred, 6170, or via email to sboshoff@ndlambe.gov.za, by Thursday, 29 January 2025.

NOTICE NUMBER: 273/2025
ADVOCATE. R DUMEZWENI
MUNICIPAL MANAGER

In the estate of the late: **Ann Green**
 Identity number: 351112 0108 18 1
 Date of death: 19-11-2022
 Marital status: Widow
 Last address: 1 Damant Lodge, Southwell Road, Port Alfred
 Estate number: 1158/2023

The First and Final Liquidation and Distribution Account in the above-named estate will lie for inspection at the offices of the Master of the High Court, Grahamstown and the Magistrate, Port Alfred for a period of 21 days from 9 January 2026.

Name and address of the executor or agent of the estate:
 Roy Treco Horatio Hart
 Netteltons Attorneys
 118A High Street
 Grahamstown, 6139
 Tel. 0460227149
 E-mail: tra@netteltons.co.za

NDLAMBE MUNICIPALITY
Port Alfred



PO Box 13, Port Alfred 6170
Tel: (046) 624 1140
Fax: (046) 624 2669
portalfred@ndlambe.gov.za
http://www.ndlambe.co.za

RESOLUTION

**MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31
OCTOBER 2025 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.**

NCM016/10/2025

**REPORT DATED 15 OCTOBER 2025 FROM THE MUNICIPAL MANAGER TO THE
COUNCIL: PUBLIC PARTICIPATION PROCESS: REQUEST TO PURCHASE PORTIONS OF
ERVEN 335 AND 2135 PORT ALFRED: ESTATES SECTION**

COUNCIL RESOLVED

- a) **THAT** the formal application dated 30 April 2025 submitted by the owners, Mr. K E & E A Hill of Erf 3688 Port Alfred, **BE NOTED**.
- b) **THAT** the letter dated 09 September 2025 from the Port Alfred Sands Homeowners Association, confirming that Erf 3688 Port Alfred forms part of the Homeowners Association and granting permission to the registered owners, Mr. K E and Ms. E A Hill, to apply to the Ndlambe Municipality for the acquisition of portions of Erven 335 and 2135 Port Alfred, **BE NOTED**.
- c) **THAT** the letter dated 09 September 2025 from the Port Alfred Sands Homeowners Association, granting permission to the owners of Erf 3688, Port Alfred to apply to the Ndlambe Municipality to acquire portions of Erven 335 and 2135, **BE NOTED**.
- d) **THAT** approval **BE GRANTED** for the initiation of a **public participation process**, in accordance with the Municipal Systems Act (MFMA), for the proposed regularisation and disposal of approximately 410 m² of municipal land, being a portion of Erf 335 Port Alfred, located in Beach Road, currently encroached upon by a wooden cottage as well as a portion of Public Street Erf 2135 Port Alfred (known as Oriole Road) situated between Erven 335 and 3688, which is currently unutilized and depicted as a triangular shape on LOCALITY PLAN PTNS OF ERVEN 335 & 2135 PA.

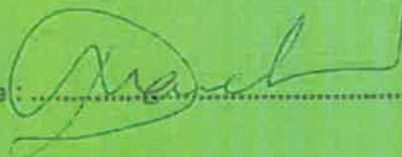
Signature

Date :

18/12/2025

- e) THAT the public participation process BE CONDUCTED subject to the following conditions:
- All costs associated with public notices, administrative processing, and land surveying shall be borne by the applicant (owner of Erf 3013).
 - The process shall include publication in local print media, posting on municipal notice boards, and the website of the Ndlambe Municipality.
 - Upon conclusion of the public participation process, a comprehensive report, inclusive of all objections, comments, and representations, shall be submitted to the relevant Ward Committee and Council for final consideration.
- f) THAT it BE NOTED that Erven 335 and 2135 is currently registered in the name of the Ndlambe Municipality under Deed of Grant No. G3/1992 and T2269/1996, respectively.
- g) THAT the Historical Image dated 25 April 2012 showing the existence of the wooden structure, BE NOTED.
- h) THAT it BE NOTED that the affected land qualifies as non-viable property in terms of Clause 9.6.1 of the Land Disposal Policy and therefore may be disposed of via a direct sale (out-of-hand) to the adjacent landowner, subject to compliance with statutory requirements.

Signature:



Date:

N.V.M
18/12

18/12/2025

OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**REPORT DATED 09 MARCH 2026 FROM THE
MUNICIPAL MANAGER TO COUNCIL:
REQUEST TO PURCHASE PORTIONS OF
REMAINDER ERF 1 PORT ALFRED:
ESTATES SECTION**

ANNEXURE C.12

27 May 2025

Municipal Manager
Ndlambe Municipality
Department : Estates
PO Box 13
Port Alfred
6170

Attention : Shirley Boshoff

ROYAL PORT ALFRED GOLF CLUB : PURCHASING PORTIONS OF ERF 1, PORT ALFRED

We hereby submit an application on behalf of the registered owners, Royal Port Alfred Golf Club, for the purchasing of portions of Erf 1, Port Alfred.

The Royal Port Alfred Golf Club, established in 1907 and granted royal status in 1924, is situated on land historically associated with early 1820 settler farms. The golf course, renowned for its scenic views and undulating terrain, has evolved over time, with its layout and boundaries potentially overlapping or encroaching upon Erf 1, Port Alfred.

M.EH Sulter & Son Inc. Land Surveyors surveyed the boundaries of the golf course and measured the areas of Erf 1, Port Alfred affected by the golf course. Refer to attached plans.

It is the intention of the RPAGC to purchase the affected portions of Erf 1, Port Alfred and submit an application to the Ndlambe Municipality for the closure of the public place, subdivision of Erf 1, rezoning and consolidation of all the relevant properties.

Hereto attached the following :

- ▶ Application form
- ▶ Locality Plan
- ▶ Aerial View Plan
- ▶ Erven comprising the Golf Course and portions of Erf 1, Port Alfred (shaded in green)
- ▶ Surveyed areas of Erf 1, Port Alfred

I trust that you will find the above in order and that this application be considered favourably. If any further information is needed, please do not hesitate to contact our office.

Kind Regards



Mirinda de Beer TRP (SA) PR.PLN A/1037/1998, SACPLAN
Professional Town & Regional Planner

LOCALITY



ROYAL PORT ALFRED GOLF COURSE



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Mirinda de Beer
TOWN & REGIONAL PLANNERS

082 896 2686

mirinda@mdlbtownplanner.co.za



Plan showing areas of erven comprising
the Royal Alfred Golf Course
in Port Alfred
Scale: 1/2 000 (@A1)

T. N



(GOLF COURSE AREA)
REF: RA-GOLF COURSE

M.E.H. SULTER & SON INC.
Professional land surveyors
Boundary & Property Consultants
National Field Measurements
30 Manning and Building Extension Building

Head Office
125 Oliver Road
Singapore
Tel: 338-1111
Fax: 338-1112

Sole Agents, PORT ALFRED BRANCH
10, Van Staden Street, PORT ALFRED
Tel: 338-1111
Fax: 338-1112

APPRAISEMENT

FAIR OPEN MARKET VALUE
OF

PORTIONS OF REMAINDER
ERF 1 PORT ALFRED
NDLAMBE MUNICIPALITY

AS AT THE
20TH JANUARY 2026



PREPARED BY
JOHN MUIRHEAD B.Sc.
APPRAISER



OF

JOHN MUIRHEAD & ASSOCIATES
APPRAISERS AND VALUATORS

Port Alfred, 6170

Email: johnphil@imagnet.co.za

CELL. 082 800 6596

JOHN MUIRHEAD & ASSOCIATES APPRAISERS & VALUATORS

P. O. BOX 534
PORT ALFRED
6170
TEL: 082 8006 596
P/FAX: 046 6243460
johaphil@imaginet.co.za



APPRAISEMENT

I, JOHN IAN MUIRHEAD, PAST PRINCIPAL OF PAM GOLDING PROPERTIES PORT ALFRED AND KENTON ON SEA, DULY APPOINTED BY THE MINISTER OF JUSTICE AS AN APPRAISER, PRESENT THE FOLLOWING APPRAISEMENT.

DEFINITION OF OPEN MARKET VALUE:

OPEN MARKET VALUE IS DEFINED AS THE PRICE AT WHICH A PROPERTY MIGHT BE EXPECTED TO SELL, ASSUMING A TRANSACTION BETWEEN A WILLING SELLER AND A WILLING, ABLE AND INFORMED BUYER AND THAT REASONABLE TIME IS AVAILABLE FOR SUCH TRANSACTION. AMONGST OTHER TYPES OF VALUATIONS, SUCH AS INSURANCE COST, NET INCOME CAPITALIZATION, TURNOVER AND FORCED SALES, OPEN MARKET VALUE IS MOST READILY ACCEPTABLE TO THIRD PARTIES AND MORE PARTICULARLY THE COURTS.

PURPOSE OF APPRAISEMENT.

I HAVE BEEN REQUESTED TO PLACE FAIR OPEN MARKET FOR THE PROPOSED PURCHASE OF PORTIONS OF THE REMAINDER OF ERF 1, MEDOLINO LANE, PORT ALFRED.

IN EXTENT: APPROXIMATELY 15.2425 HECTARES.

THE SUBJECT PROPERTY BEING UNIMPROVED LAND. THE SUBJECT LAND BEING INCORPORATED IN THE ROYAL PORT ALFRED GOLF COURSE, PORT ALFRED SINCE CONCEPTION OF THE GOLF COURSE.

PREAMBLE:

THE SUBJECT PROPERTY HEREIN BEING VALUED BEING UTILIZED AS PART OF THE ROYAL PORT ALFRED GOLF COURSE

THIS ARRANGEMENT HAS EXISTED SINCE THE INCEPTION OF THE ROYAL PORT ALFRED GOLF COURSE, GOING BACKWARDS IN TIME APPROXIMATELY 100 YEARS.

FOR EASY RECOGNITION THE SUBJECT LAND IS MARKED WITH GREEN IN THE DOCUMENT HEREWITH.

THE PROPERTY IS CURRENTLY ZONED AS "TRANSPORT 1"

VALUE OF SUBJECT PROPERTY:

1.

THE PROPERTY:

THE PROPOSED PORTION OF LAND MEASURING APPROXIMATELY 15.2425 HECTARES IS PRESENTLY UTILIZED AS PART OF INFRASTRUCTURE ROYAL PORT ALFRED GOLF COURSE.

IT HAS NO ALTERNATIVE USAGE.

SINCE INCEPTION THE ROYAL PORT ALFRED GOLF COURSE HAS BEEN RESPONSIBLE FOR THE UPKEEP OF THE SUBJECT PROPERTY.

IT IS NOTED THAT THERE IS NO ALTERNATIVE USAGE FOR THE SUBJECT PROPERTY WHICH CAN ONLY REMAIN AS PART OF THE EXISTING GOLF COURSE.

CONCLUSION:

THE PRESENT MUNICIPAL VALUE OF R93 000.00 IS NOTED.

TAKING ALL THE ABOVE INTO CONSIDERATION, NOTING THAT THERE IS NO ALTERNATIVE USAGE, THE VALUED HEREIN PLACED ON THE SUBJECT LAND OF:

R93 000.00 IS CONSIDERED FAIR AND REASONABLE VALUE AS AT THE PRESENT TIME.

WHICH SUM I CONSIDER FAIR AND REASONABLE VALUE AS AT THE 20TH JANUARY 2026, CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

SIGNED AT PORT ALFRED THIS 20TH JANUARY 2026.

JOHN MUIRHEAD. B.Sc.
APPRAISER.

LIMITING CONDITIONS.

THIS APPRAISEMENT HAS BEEN PREPARED IN ACCORDANCE WITH THE CLIENTS INSTRUCTION, AS WELL AS THE QUALIFICATIONS AND ASSUMPTIONS DETAILED IN THE REPORT.

IT IS FOR THE USE OF THE INSTRUCTING PARTY ONLY IN THE CONTEXT OF THE PURPOSE OF THE APPRAISEMENT STATED HEREIN. NEITHER THE WHOLE NOR PART OF THIS APPRAISEMENT OR CERTIFICATE OR ANY REFERENCE THERETO MAY BE INCLUDED IN ANY PUBLISHED DOCUMENT, CIRCULAR OR STATEMENT, OR PUBLISHED IN ANY WAY WITHOUT THE APPRAISERS WRITTEN CONSENT OF THE FORM AND THE CONTEXT IN WHICH IT MAY APPEAR. NO RESPONSIBILITY IS ACCEPTED TO ANY THIRD PARTY WHO MAY USE OR RELY ON THE WHOLE OR ANY PART OF THE CONTENTS OF THIS APPRAISEMENT.

THE STATEMENT OF FACT CONTAINED IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THE CONCLUSIONS REACHED ARE BASED ON MY PERSONAL, UNBIASED ANALYSIS, OPINIONS AND DEDUCTIONS. ALL INFORMATION FURNISHED BY OUTSIDE SOURCES IS ASSUMED TO BE RELIABLE, AND HAS BEEN VERIFIED WHEREVER POSSIBLE, BUT NO WARRANTY IS GIVEN FOR ITS ACCURACY. ALL IMPROVEMENTS ARE ASSUMED TO BE IN ACCORDANCE WITH ACCEPTED AND PRESCRIBED STANDARDS UNLESS OTHERWISE STATED.

WITH REGARD TO VALUES FOR NEW REPLACEMENT COSTS AND INSURANCE PURPOSES, NO RESPONSIBILITY IS ACCEPTED WHERE MATERIALS, FINISHES, STANDARDS AND METHODS OF CONSTRUCTION HAVE BEEN DISCONTINUED OR ARE NOT AVAILABLE ON THE SOUTH AFRICAN MARKET. THIS APPRAISEMENT PROVIDES FOR PRESENTLY AVAILABLE AND ACCEPTABLE EQUIVALENTS OF SIMILAR STANDARDS. NO RESPONSIBILITY IS ASSUMED BEYOND THE PERIOD OF INSURANCE IN THE EVENT OF THE APPRAISEMENT BEING USED IN PERPETUITY BY ESCALATING IT EACH YEAR BY A STANDARD PERCENTAGE. THE APPRAISEMENT TAKES NO REGARD OF DEPRECIATION OR DEFECTS AND NO STRUCTURAL INVESTIGATION WAS UNDERTAKEN.

NO WARRANTIES ARE GIVEN REGARDING ANY DIMENSION AND / OR EXACT POSITION OF PEGS AND/ OR BOUNDARIES AND THE APPRAISER CAN IN NO WAY BE HELD RESPONSIBLE FOR ANY DISCREPANCIES THAT MAY OCCUR REGARDING THE SITUATION OF PEGS AND /OR BOUNDARIES OR ENCROACHMENTS.

AS PREVAILING ECONOMIC, SOCIAL AND POLITICAL CONDITIONS CHANGE FROM TIME TO TIME IT MUST BE BOURNE IN MIND THAT THIS MARKET VALUATION IS BASED ON CONDITIONS AT THE TIME OF PREPARING THIS REPORT.

NO RESPONSIBILITY IS ACCEPTED FOR CONFLICTS IN LAW, SUCH AS BETWEEN THE CONSTITUTION, EXPROPRIATION ACT AND OTHER LEGISLATION THAT HAVE NOT BEEN RESOLVED BY THE GOVERNMENT.

SIGNED AT PORT ALFRED THIS.....DAY OF.....2026.

.....
J. I. MUIRHEAD.

AERIAL VIEW PLAN



ROYAL PORT ALFRED GOLF COURSE



COPYRIGHT RESERVED

Mirinda de Beer Town & Regional Planners makes no warranty of any kind, expressed or implied, with regard to the data and shall not be held liable in any event for any, incidental or consequential damages in connection with or arising out of the use of this data. The data remains the sole property of the client and may only be used for the purposes of a project with the prior written approval of the client.

**MINUTES OF THE WARD 10 COMMITTEE MEETING HELD ON WEDNESDAY, 18
FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBER, PORT ALFRED**

W10M009/02/2026

**REPORT DATED 23 JANUARY 2026 FROM DIRECTORATE INFRASTRUCTURAL
DEVELOPMENT SERVICES TO THE WARD 10 COMMITTEE: REQUEST TO PURCHASE
PORTIONS OF REMAINDER ERF 1 PORT ALFRED: ESTATES SECTION**

COMMITTEE RECOMMENDED:

- a) THAT it **BE NOTED** that the property is not required for the provision of basic municipal services, as such services already exist in the surrounding area.
- b) THAT the request dated 27 May 2025 from Mirinda de Beer Town & Regional Planners on behalf of the Royal Port Alfred Golf Club, to purchase the encroachments measuring 15.2454 hectares of Remainder of Erf 1, Medolino Lane, Port Alfred, currently zoned as Transport 1 (indicated in green hatching on the plan titled "Plan Showing Area of Erven Comprising the Royal Alfred Golf Course in Port Alfred), **BE APPROVED**, subject to the following conditions:
- i) The selling price is R93,000.00 (VAT Inclusive), as per the property valuation dated 20 January 2026.
 - ii) The applicant must submit a formal application to the Town Planning Section, in line with the Ndlambe Municipality Spatial Planning and Land Use Management By-Law, 2016, within three (3) months of acceptance of the conditions.
 - iii) The sale shall proceed only upon successful approval of the town planning application.
 - iv) The applicant must confirm acceptance of all conditions in writing.
- c) THAT it **BE NOTED** that input from relevant directorates and external stakeholders will be solicited during the town planning process to determine if any municipal services will be affected.
- d) THAT it **BE NOTED** that the applicant has borne the costs related to the valuation.
- e) THAT it **BE NOTED** that the user department was exempted from conducting a public participation process in terms of Council Resolution NCM017/10/2025 dated 31 October 2025, as the affected land is already utilized as a golf course.
- f) THAT it **BE NOTED** that the sale will generate additional rates and taxes, benefiting municipal revenue.
-

**MINUTES OF THE WARD 10 COMMITTEE MEETING HELD ON WEDNESDAY, 18
FEBRUARY 2026 AT 10H00 IN THE COUNCIL CHAMBER, PORT ALFRED**

- g) **THAT it BE NOTED** that finalisation of the purchase of the encroached portions is critical for the continued operation of the establishment.
- h) **THAT it BE NOTED** that Remainder Erf 1, Port Alfred is registered in the name of the National Government of the Republic of South Africa, under Deed of Transfer No. T557/1863.
-
- i) **THAT it BE NOTED** that in terms of Section 77(1) of the Ndlambe Municipality Spatial Planning and Land Use Management By-Law, 2016, and Section 122 of Ordinance 20 of 1974, ownership of land designated as a public street vest in the municipality upon confirmation of subdivision.

NDLAMBE MUNICIPALITY
Port Alfred



13, Port Alfred 6170
(046) 624 1140
Fax: (046) 624 2669
portal@ndlambe.gov.za
<http://www.ndlambe.co.za>

RESOLUTION

MINUTES OF AN OPEN NDLAMBE COUNCIL MEETING HELD ON FRIDAY, 31
OCTOBER 2025 AT 10H00 IN THE COUNCIL CHAMBERS, CAMPBELL STREET,
PORT ALFRED.

NCM017/10/2025

REPORT DATED 16 OCTOBER 2025 FROM THE MUNICIPAL MANAGER TO THE
COUNCIL: REQUEST TO PURCHASE PORTIONS OF REMAINDER ERF 1 PORT ALFRED:
ESTATES SECTION

COUNCIL RESOLVED

- a) **THAT** the formal application dated 27 May 2025, submitted by Marinda de Beer Town & Regional Planners on behalf of the Royal Port Alfred Golf Club, for the purchase of portions of the Remainder of Erf 1, Medolino Lane, Port Alfred, measuring approximately 15.2454 hectares, currently zoned as Transport 1 (indicated in green hatching) as depicted on the plan titled "*Plan Showing Areas of Erven Comprising the Royal Alfred Golf Course in Port Alfred*", reference number REF: PA-GOLF COURSE, BE NOTED.
- b) **THAT** it **BE APPROVED** that the user department be exempted from conducting a public participation process as per Sections 16 and 17 of the Municipal Systems Act and the Municipal Finance Management Act (MFMA), on the grounds that the matter is not expected to generate public interest, given that the land is already being used as a golf course and no substantive change in use is proposed.
- c) **THAT** it **BE NOTED** that a comprehensive report shall be submitted to the relevant Ward Committee for consideration prior to submission to Council for a final decision.
- d) **THAT** it **BE NOTED** that Remainder Erf 1, Port Alfred is registered in the name of the National Government of the Republic of South Africa, under Deed of Transfer No. T557/1863.
- e) **THAT** it **BE NOTED** that in terms of Section 77(1) of the Spatial Planning and Land Use Management By-Laws, 2015, and Section 122 of Ordinance 20 of 1974, ownership of land

Signature

Date :

18/12/2025

designated as a public street or public place vests in the municipality upon confirmation of subdivision.

- f) THAT it BE NOTED that Council X Runell requested for the public participation to be conducted on this property and he **opposed** the approval of the recommendations on the item particularly number (b) above in relation to the approval of the user department to be exempted from conducting a public participation process as per Sections 16 and 17 of the Municipal Systems Act and the Municipal Finance Management Act (MFMA).

Signature :



Date :

18/12/2025

OPEN NDLAMBE COUNCIL MEETING
HELD ON WEDNESDAY, 15 APRIL 2026

**REPORT DATED 10 MARCH 2026 FROM THE
MUNICIPAL MANAGER TO COUNCIL:
REQUEST FOR REMOVAL OF RESTRICTIVE
TITLE DEED CONDITION FOR ERF 4162,
KENTON-ON-SEA (FORMERLY A PORTION
OF ERF 1111 CONSOLIDATED WITH ERF 1076):
ESTATES SECTION**

ANNEXURE C.13

16 February 2026

The Director: Planning and Development
Ndlambe Local Municipality
47 Campbell Street,
Port Alfred, 6170

ATTENTION: Ms. Shirley Boshoff

RE: REQUEST FOR REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS 2E(i), 2E(ii) AND 2E(iii) FOR ERF 4162, KENTON-ON-SEA (FORMERLY A PORTION OF ERF 1111 CONSOLIDATED WITH ERF 1076)

Reference is made to the above-mentioned property and the council resolution dated 23 July 2019 allowing for the acquisition of the remainder of Erf 1111, adjoining erf 1076, Kenton-on-Sea, annexed hereto as Appendix 1 for ease of reference.

The purpose of this letter is to formally request the removal of restrictive Conditions e(i) and e(ii) which restrict the construction of buildings, boundary walls and driveways on the acquired portion of former public open space, being a portion of Erf 1111, Kenton-on-Sea.

These conditions hinder any form of development that the owner proposes and have become redundant and no longer serve a practical or planning purpose, for the reasons set out below.

Erf 1111, Kenton-on-Sea was consolidated with Erf 1076, Kenton-on-Sea to form Erf 4162, Kenton-on-Sea, which is now registered as a single cadastral unit. As a result of this consolidation, Erf 1111 no longer exists as an individual erf, and the land formerly described as public open space now forms an integral part of the consolidated residential property.

The restrictive conditions in question were imposed specifically to regulate development on the acquired portion of Erf 1111 while it existed as a separate entity for the purposes of Public Open Space. Following the approved rezoning and consolidation, these conditions are no longer applicable in their original context and effectively place an unnecessary and unreasonable limitation on the lawful use and development of the consolidated property.

Furthermore, the continued enforcement of Conditions e(i) and e(iii) prevents the owner from exercising normal ownership rights over the consolidated erf, despite the land being zoned and utilised as part of a residential property. Any future development on Erf 4162, Kenton-on-Sea will remain subject to the applicable zoning controls, land use scheme provisions and development management processes of the Ndlambe Local Municipality, ensuring that orderly development and municipal oversight are maintained.

In light of the above, it is respectfully requested that Council consider and approve the removal of restrictive Conditions e(i) and e(ii), as they are rendered obsolete by the approved consolidation and no longer align with the current cadastral and planning status of the property.

TSHANI CONSULTING C.C.

Trusting the above is to your satisfaction, and should you have any queries thereto, please do not hesitate to contact the undersigned.

Yours faithfully



Nashin Ramgopal

 9 Princes Road, Vincent, East London, 5271

 Postnet Suite 98, Private Bag X9063, East London, 5200

 +27 43 722 1198

 +27 86 435 7631

 info@tshani.co.za

 www.tshani.co.za

 Tshani Consulting CC

 @TshaniCC

APPENDICES

APPENDIX 1:

COUNCIL RESOLUTION



NDLAMBE MUNICIPALITY

PORT ALFRED

Causeway
P O Box 13
Port Alfred
6176

Phone: (048) 624 2668
Fax: (048) 624 2668
portalfred@ndlambe.co.za
<http://www.ndlambe.co.za>

Please address all correspondence to The Municipal Manager.

Our Ref: 7/2/1/1 - 39971
Your Ref:

23 July 2019

Enquiries: Shirley Boshoff

M E H Sülter & Son Professional Land Surveyors
Medical Centre
15A Milner Street
GRAHAMSTOWN
6139

Dear Sir,

PROPOSED ACQUISITION OF PORTION OF PUBLIC PLACE REMAINING OF ERF 1111 ADJOINING ERF 1076 KENTON-ON-SEA

We have pleasure in informing you that the Executive Committee at its meeting held on 20th of June 2019, Council Resolution ECM033/06/2019, resolved inter alia:-

- "a) THAT the request from M E H Sülter & Son Professional Land Surveyors on behalf of the owner of Erf 1076, Westbourne Road, Kenton-On-Sea to purchase a portion of Remainder Public Place Erf 1111 adjacent Erf 1076 as depicted on Locality Plan No. Rem/Public Place 1111/Kenton-On-Sea and Sketch Plan No. (KEN1076PL), ± 760 m² in extent, **BE APPROVED**, subject to the following conditions:
- The selling price is R145 000.00 as per the valuation dated 21st of June 2018.
 - Telkom and Eskom services are protected by means of servitude, if applicable.
 - All the costs associated with the transaction are borne by the applicant.
 - Environmental Impact be conducted, if applicable.
 - The walkway from River / Westbourne Road to the Bushman's river which is located on the south boundary of remainder of the Public Place is not infringed upon in any way.
 - No indigenous bush is removed from the property.
- b) THAT the applicant firstly indicates the acceptance of the above conditions in writing before the transaction is proceeded with.
- c) THAT it **BE APPROVED** that the applicant first lodge a formal application with the Town Planning Section for the permanent closure, subdivision, consolidation and rezoning in terms of Sections 73, 59, 68 and 71 of the Spatial Planning and Land Use Management By-Laws on acceptance of (b) above.
- d) THAT it **BE APPROVED** that the sale of the portion only be commenced with on the approval of condition (c) above.
- e) THAT it **BE APPROVED** that the following special conditions be incorporated into the Certificate of Consolidated Title:

Ndlambe Municipality incorporating Port Alfred, Bathurst, Kenton on Sea, Boesmansriviermond, Alexandria, Seafeld, Boknes, Cannon Rocks, and Surrounding Rural areas

SBoshoff

- The property only be utilized for a drive-way, and no other purposes whatsoever.
- No building to be constructed on the property.

Your written acceptance as per condition (b) above before or on the 30th of July 2019 will be very much appreciated.

Yours faithfully



N. VITHI-MASIZA

DIRECTOR: INFRASTRUCTURAL DEVELOPMENT

APPENDIX 2:

TITLE DEED

CLARK_LAING Inc
136
 043 721 1556

Fee Endorsement		Office Fee
Amount		
Purchase Price/Value	R	R
Mortgage Capital Amt.	R	R
ALL OTHER REGISTRATIONS		
Reason For Exemption	Category Exemption	Exempt i.t.o Sec/Reg Act/Proc

419.00

Prepared by me,

CONVEYANCER
 WENDY LYNN PENNACCHINI(83876)

ARTIKEL 40(3) WET 47 VAN 1937 SECTION 40(3) ACT 47 OF 1937
VERBIND MORTGAGED
 ID: *448 91/2003 CN*
 VIR FOR *€ 1 000 000,00*

BC

23 FEB 2024

REGISTRAR/REGISTRAR

T 3495 *day*

CERTIFICATE OF CONSOLIDATED TITLE

Issued under the provisions of Section 40 of the Deeds Registries Act 1937 (No. 47 of 1937).

WHEREAS

STAND 1076 KENTON-ON-SEA CC
REGISTRATION NUMBER 1997/017/10/23

has applied for the issue of a Certificate of Consolidated Title under the provisions of Section 40 (3) of the Deeds Registries Act 1937.

VIR ENDOSSEMENT KYK BLADSY
 FOR ENDORSEMENTS SEE PAGE *8*

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AD

AND WHEREAS it is the registered owner of :-

1. REMAINDER ERF 1076 KENTON-ON-SEA
NDLAMBE LOCAL MUNICIPALITY
DIVISION OF BATHURST
PROVINCE OF THE EASTERN CAPE

—HELD by Deed of Transfer Number T53432/1997CTN—

2. ERF 4152 (PORTION OF ERF 1111) KENTON-ON-SEA
IN THE AREA OF NDLAMBE LOCAL MUNICIPALITY
ADMINISTRATIVE DISTRICT OF BATHURST
PROVINCE OF THE EASTERN CAPE

HELD by Deed of Transfer Number T 3489 12024 (3)

3. ERF 4159 (PORTION OF ERF 1077) KENTON-ON-SEA
IN THE AREA OF NDLAMBE LOCAL MUNICIPALITY
ADMINISTRATIVE DISTRICT OF BATHURST
PROVINCE OF THE EASTERN CAPE

HELD by Deed of Transfer Number T 3490 12024 (10)

which have been consolidated into the land hereinafter described;

NOW THEREFORE in pursuance of the provisions of the said Act, I, the Registrar of Deeds, King Williams Town do hereby certify that the said

**STAND 1076 KENTON-ON-SEA CC
REGISTRATION NUMBER 1997/017110/23**

It's Successors in Title or Assigns are the registered owners of

**ERF 4162 KENTON-ON-SEA
IN THE AREA OF NDLAMBE LOCAL MUNICIPALITY,
DIVISION OF BATHURST,
PROVINCE OF THE EASTERN CAPE**

**IN EXTENT 1891 (One Thousand Eight Hundred and
Ninety One) SQUARE METRES**

**AS WILL MORE FULLY APPEAR from diagram
S.G. Number 1623/2021**

1. INsofar as the figure A B C p q L M N on Diagram SG No. 1623/2021 hereunto annexed is concerned;
- A. SUBJECT to such conditions as are referred to in Certificate of Township Title Number T14156/1937CTN save in so far as these may have since lapsed or been cancelled.
- B. SUBJECT FURTHER to the servitude endorsement dated 9 September 1929 endorsed on Deed of Transfer Number T8365/1924 relating to an Order of the Water Court (Water Court District No. 10) dated 5th, 6th and 7th December 1927.

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C. SUBJECT FURTHER to the following conditions contained in Deed of Transfer Number T1042/1938 imposed by the Administrator when approving of the Kenton-On-Sea Township, and subject to amendment or alteration by the Administrator of the Cape of Good Hope under the provisions of Section 18(3) of Ordinance No. 33 of 1934, which conditions apply to the property hereby transferred by reason of the Administration Minute AF. 9/1/1 dated 14 May 1962 referred to in the Endorsement dated 1 November 1962 on Certificate of Consolidated Title Number T16032/1962CTN.

(a) As being in favour of the Registered Owner of any Erf in the Township:-

1. That this erf be used for residential purposes only.
2. That only one dwelling, together with such outbuildings as are ordinarily required to be used therewith be erected on this erf.
3. That no more than half the area of this erf be built upon.
4. That no building or structure or any portion thereof except boundary walls and fences shall be erected nearer than 4,72 metres to the street line which forms a boundary of this erf. No such building or structure shall be situated within 1,57 metres of the lateral boundary common to any adjoining erf, provided that an outbuilding not exceeding 3,05 metres in height, measured from the floor to the wall plate, may be erected in such a position that the distance between it and any buildings, situate on this or any adjoining erf, except another such building, is not less than 3,15 metres.

(b) As being in favour of the Administrator:-

5. That this erf not be subdivided except with the consent in writing of the Administrator.

(c) As being in favour of any local authority that may hereafter be constituted for the Township:-

6. That the owner of this erf shall be obliged to allow drainage or sewerage of any other erf to be conveyed over this erf if deemed necessary by the local authority that may hereafter be constituted for the Township, and in such manner and in such position as may be reasonably required by the aforesaid local authority.

D. SUBJECT FURTHER as regards the Remainder of the figures A x y E and x B C D y on Diagram Number 3997/1962 attached to Certificate of Consolidated Title Number T16032/1962(CTN) to the following conditions contained in the said Deed of Transfer Number T1042/1938(CTN) as being in favour of the Registered Owner of any Erf in the Township:-

7. That no dwelling shall be erected on this erf unless provisions are made above ground for the storage of rain water, the said storage to have a capacity of not less than 9100 litres and provided further that no shallow well shall be constructed or sunk within 31,49 metres of any existing pit privies.

S.M

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2. **INSOFAR as the figure C D E F G p on Diagram SG No. 1623/2021 hereunto annexed is concerned**
- A. **SUBJECT to such conditions as are referred to in Deed of Transfer No. T8365/1924 save in so far as these may have since lapsed or been cancelled.**
- B. **SUBJECT to the servitude referred to in the Servitude Endorsement dated the 9th September 1929 on Deed of Transfer NO. T8365/1924 CTN relating to an Order of the Water Court (Water Court District No. 10) dated 5th, 6th and 7th December 1927.**
- C. **SUBJECT to condition that the withinmentioned property being 110,8244 Hectares is subject to an expropriation of an area measuring 2212,50 square metres in favour of the Administrator of the Cape Province, which area has been expropriated in terms of Section 130 of Ordinance Number 15/1952 read with Section 7 of Ordinance 28 of 1960 (See Expropriation Notice R/D 17/205 dated 13th June 1969 filed as Caveat EX 642/70).**
- D. **SUBJECT to the condition that the land hereby conveyed having been laid out as a township called Kenton-on-Sea remains subject to the provision of Ordinance No. 33 of 1934 and the public places forming part of the land hereby conveyed and the right of owners or erven and of other persons to such public places are not affected by this transfer.**
- E. **SUBJECT to the following conditions imposed by and in favour of Ndiambe Local Municipality, created in Deed of Transfer Number T /2024, reading as follows:**
- i. that no building or structure shall be constructed on the acquired portion of the public open space (a portion of Erf 1111 Kenton-on-Sea) at any given point and this condition may not be removed.
 - ii. That no boundary wall shall be constructed on the acquired portion of the public open space (a portion of Erf 1111 Kenton-on-Sea)
 - iii. That no driveway shall be erected on the acquired portion of the public open space (a portion of Erf 1111 Kenton-on-Sea)
 - iv. The owners of the Erf shall without compensation, be obliged to allow gas mains, electricity, telephone and television cables and /or wires and main and/or other waterpipes and the sewage and drainage including stormwater and/or other waterpipes and the sewage and drainage including stormwater of any other Erf or erven to be conveyed across this Erf, and surface installations such as mini-substations, meter kiosks and service pillars to be installed thereon if considered necessary by the local authority in such manner and position as may from time to time be reasonable required. This shall include the right of access to the Erf at any reasonable time for the purpose of constructing, altering, removing or inspecting any works connected with the above.

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- v. The owners of the Erf shall be obliged, without compensation, to received such material or permit such excavation on the Erf, as may be required to allow use of the full width of the street and provide a safe and proper slope to its bank owing to difference between the levels of the street as finally constructed and the Erf, unless he/she elects to build retaining walls to the satisfaction of and within a period to be determined by the local authority.

3. INsofar as the figure H J K q on Diagram SG No. 1623/2021 hereunto annexed is concerned

1. SUBJECT to such conditions as are referred to in Certificate of Township Title Number 14156 dated 31st December 1937 save in so far as these may have since lapsed or been cancelled.
2. SUBJECT FURTHER to the Servitude Endorsement dated 9th September, 1929 endorsed on Deed of Transfer Number 8365 dated 12th September, 1924 relating to an Order of the Water Court (Water Court District No. 10) dated 5th, 6th and 7th December 1927.
3. SUBJECT FURTHER to the following conditions contained in Deed of Transfer Number 1042 dated 8th February, 1938 imposed by the Administrator when approving of the Kenton-On-Sea Township, and subject to amendment or alteration by the Administrator of the Cape of Good Hope under the provisions of Section 18(3) of Ordinance No. 33 of 1934 (which conditions apply to the property hereby transferred by reason of the Administrator's Minute A.F.9/1/1 dated 14th May 1962, referred to in Endorsement dated 1 November 1962 on Certificate of Consolidated Title Number 16032/1962CTN:

(a) As being in favour of the Registered Owner of any Erf in the Township:-

1. That this erf be used for residential purposes only.
2. That only one dwelling together with such outbuildings as are ordinarily required to be used therewith be erected on this erf.
3. That no more than half the area of this erf be built upon.
4. That no building or structure or any portion thereof except boundary walls and fences shall be erected nearer than 4,72 metres to the street line which forms a boundary of this erf. No such building or structure shall be situated within 1,57 metres of the lateral boundary common to any adjoining erf, provided that an outbuilding not exceeding 3,05 metres in height measured from the floor to the wall plate may be erected in such a position that the distance between it and any buildings, situate on this or any adjoining erf, except another such building, is not less than 3,15 metres.

(b) As being in favour of the Administrator:-

5. That this erf not be subdivided except with the consent in writing of the Administrator.

(c) As being in favour of any local authority that may hereafter be constituted for the Township:-

6. That the owner of this erf shall be obliged to allow drainage or sewerage of any other erf to be conveyed over this erf if deemed necessary by the local authority that may hereafter be constituted for the Township, and in such manner and position as may be reasonably required by the aforesaid local authority.

4. SUBJECT FURTHER to the following conditions contained in Deed of Transfer Number 1042 dated 6th February 1938 as being in favour of the Registered Owner of any Erf in the Township:-

7. That no dwelling shall be erected on this erf unless provisions are made above ground for the storage of rain water, the said storage to have a capacity of not less than 9100 litres and provided further that no shallow well shall be constructed or sunk within 31,49 metres of any existing pit privies.

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AND that by virtue of these presents the said

**STAND 1076 KENTON-ON-SEA CC
REGISTRATION NUMBER 1997/017110/23**

It's successors in title or assigns, now is and henceforth shall be entitled thereto, conformably to local custom, the State, however reserving its rights. _____

IN WITNESS WHEREOF, I, the said Registrar, have subscribed to these Presents and have caused the Seal of Office to be affixed thereto

THUS DONE AND EXECUTED at the Office of the Registrar of Deeds, King Williams Town on the

25 FEB 2024

q.q.


Registrar of Deeds

S.m 7

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Page Number 8
Deed Number 1004


ARTIKEL 40(5)(a) WET 47 VAN 1937 SECTION 40(5)(a) ACT 47 OF 1937
VERBIND MORTGAGED
B 4812/2018
VIR FOR R 2 200 000,00
23 FEB 2024
REGISTRATEUR/REGISTRAR

ARTIKEL 40(5)(a) WET 47 VAN 1937 SECTION 40(5)(a) ACT 47 OF 1937
VERBIND MORTGAGED
B 95544/2005GN
VIR FOR R 730 000,00
23 FEB 2024
REGISTRATEUR/REGISTRAR

ARTIKEL 40(5)(a) WET 47 VAN 1937 SECTION 40(5)(a) ACT 47 OF 1937
VERBIND MORTGAGED
B 35207/1997GN
VIR FOR R 480 000,00
23 FEB 2024
REGISTRATEUR/REGISTRAR

M.E.H. SULTER & SON
LAND SURVEYORS
(KEN4162DS1)

CLARK_LAING Inc
136
043 721 1558

SIDES metres	ANGLES of DIRECTION	CO-ORDINATES Y System: WG. 27° X		S.G.No. 1623/2021
		Constants : +30 000,00	+3720 000,00	
AB 4,77	318 23 50	A + 1 044,82	+ 8 977,83	Approved  for SURVEYOR GENERAL 2022-01-06 <u>SHEET NO. 1</u> <u>OF 2 SHEETS</u>
BC 12,98	342 58 30	B + 1 041,65	+ 8 981,40	
CD 12,65	359 08 30	C + 1 037,85	+ 8 993,81	
DE 7,12	28 30 10	D + 1 037,66	+ 9 006,45	
EF 11,85	38 50 00	E + 1 041,06	+ 9 012,71	
FG 23,85	49 35 30	F + 1 048,49	+ 9 021,94	
GH 55,34	141 54 40	G + 1 066,65	+ 9 037,40	
HJ 11,70	262 55 30	H + 1 100,79	+ 8 993,85	
JK 3,25	321 54 00	J + 1 089,18	+ 8 992,41	
KL 22,16	262 55 30	K + 1 087,17	+ 8 994,96	
LM 14,49	227 17 40	L + 1 065,18	+ 8 992,24	
MN 3,10	315 34 10	M + 1 054,53	+ 8 982,41	
NA 10,15	228 01 20	N + 1 052,36	+ 8 984,62	
BATH 5 No. 72		△ + 1 294,79	+ 7 846,92	
BATH 7 No. 74		△ + 3 379,64	+ 6 093,71	

Description of beacons:

- A,B,D,E,F,G,H,J,K.....20mm iron peg
- C,L.....Nail in wooden decking decking
- M.....12mm hole in concrete fence post
- N.....12mm hole in concrete

CERTIFIED COPY FOR REGISTRATION
 FOR SURVEYOR GENERAL: *P.B. Sulter*
 DATE: 18-01-2022

The figure A B C D E F G H J K L M N
represents 1 891 Square metres of land being,
Erf 4162 Kenton-on-Sea

and comprises:-

- 1) The figure A B C p q L M N representing Remainder Erf 1076 Kenton-on-Sea
Diagram No. 3997/1962 D/T: 1962, 16032
- 2) The figure C D E F G p representing Erf 4152 Kenton-on-Sea
Diagram No. 1619/2021 D/T:
- 3) The figure H J K q representing Erf 4159 Kenton-on-Sea
Diagram No. 1620/2021 D/T:

situated in the Ndlambe Municipality
Administrative District of Bathurst
Province of the Eastern Cape
Surveyed in July 2019 to October 2021
by me,

P.B. Sulter
P.B. SULTER
Land Surveyor 0786

EXEMPT FROM PROVISIONS OF SECTIONS 66(1)(d)
 OF THE SPLUMA BY-LAW:
 Ndlambe MUNICIPALITY 2016
 DATE 2021-10-19

This diagram is annexed to
No. *12*
Dated **3495**
i.f.o. *P.P.* **23 FEB 2021**
Registrar of Deeds

The original diagrams are
as quoted above

File: S/10376/1
S.R. No. 588/2021
Comp.: BP-608/224 (2180)

LPI 0080004

Erf 4162 Kenton-on-Sea

M.E.H. SULTER & SON
LAND SURVEYORS
(KEN4162DS2)

CLARK_LAING Inc
136
043 721 1556



Erf 4162 Kenton-on-Sea
situated in the Ndlambe Municipality
Administrative District of Bathurst
Province of the Eastern Cape

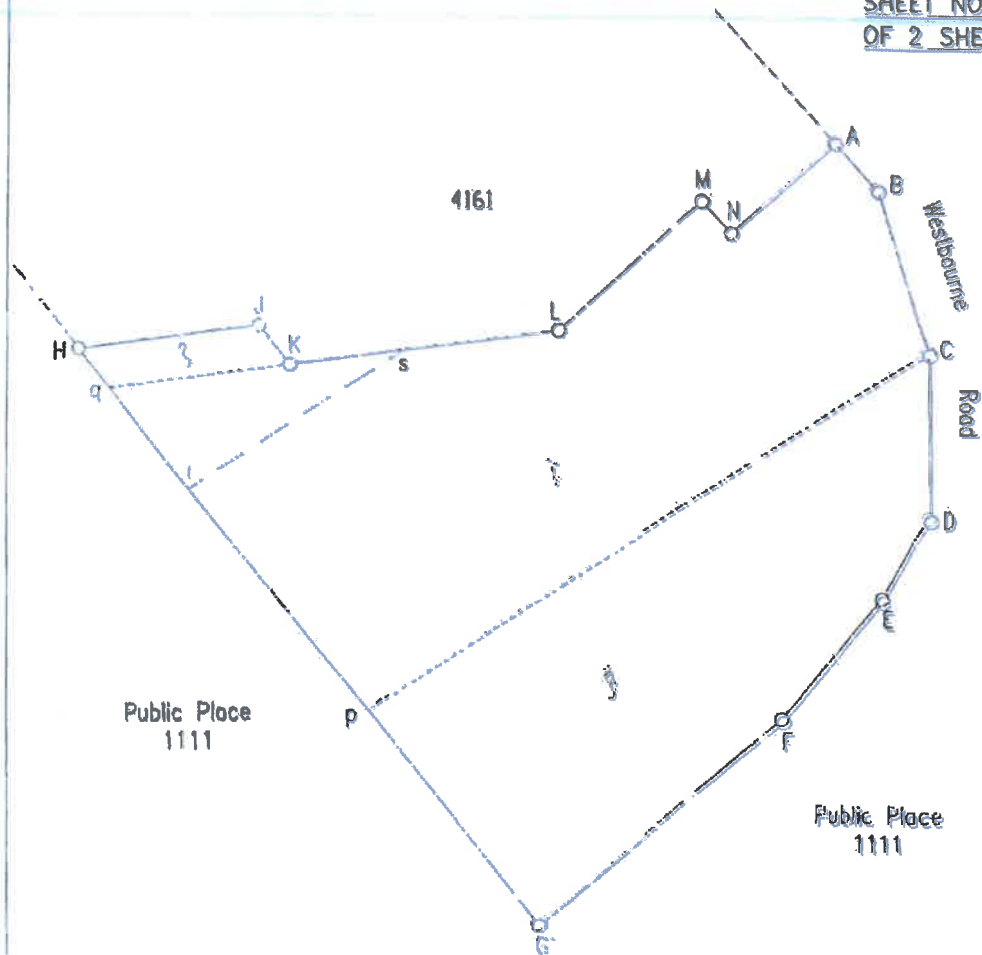
S.G.No.
1623/2021

Approved

for
SURVEYOR
GENERAL

2022-01-06

**SHEET NO.2
OF 2 SHEETS**



Scale: 1/500

Surveyed in July 2019 to October 2021
by me,

P.B. SULTER
Land Surveyor 0786

CERTIFIED COPY FOR REGISTRATION
FOR SURVEYOR GENERAL...
DATE: 18-01-2022