



THE PROVINCE OF MPUMALANGA
DIE PROVINSIE MPUMALANGA

Provincial Gazette Provinsiale Koerant

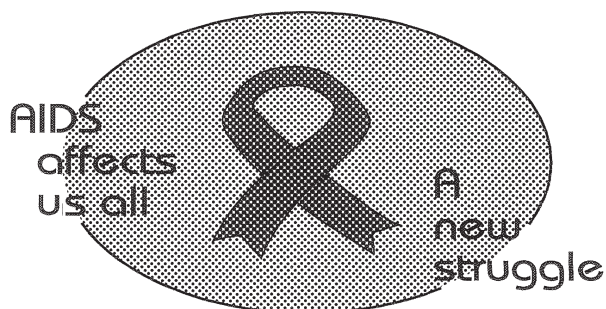
(Registered as a newspaper) • (As 'n nuusblad geregistreer)

Vol. 27

NELSPRUIT
28 FEBRUARY 2020
28 FEBRUARIE 2020

No. 3133

We all have the power to prevent AIDS



Prevention is the cure

**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

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

ISSN 1682-4518



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

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

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

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

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

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

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

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

We apologise for any inconvenience this might have caused.

Issued by GPW Communications

IMPORTANT NOTICE:

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

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

CONTENTS

	<i>Gazette No.</i>	<i>Page No.</i>
GENERAL NOTICES • ALGEMENE KENNISGEWINGS		
9 Emakhazeni Spatial Planning and Land Use Management By-Law, 2016: Erf 366, Belfast Township.....	3133	14
9 Emakhazeni Ruimtelikebeplanning en Grondgebruiksbestuur By-Wet, 2016: Erf 366, Belfast Township.....	3133	14
10 Msukaligwa Spatial Planning and Land Use Management By-law, 2016: Portion 1 of Erf 585, Ermelo	3133	15
11 Mpumalanga Gambling Act (5/1995) as amended: Application for bookmaker licence: K2019224183 (Pty) Ltd.....	3133	15
PROCLAMATION • PROKLAMASIE		
13 Emalahleni Spatial Planning and Land Use Management By-Law, 2016: Rezoning of a portion of Erf 3343, eMalahleni (was Witbank)	3133	16
14 Mbombela By-law on Spatial Planning and Land Use Management, 2015: Portion 193 and the Remaining Extent of Portion 40 of the farm, De Rust 12 JU	3133	16
15 Correction Notice: Nelspruit Amendment Scheme 1628	3133	17
PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS		
32 Mpumalanga Gambling Act (5/1995), as amended: Application for Site Operator Licence: Various applications.....	3133	18
33 Emalahleni Spatial Planning and Land Use Management By-Law, 2016: Emalahleni Amendment Scheme 2364 with Annexure.....	3133	19
33 Emalahleni Verordening op Ruimtelike Beplanning en Grondgebruik, 2016: Emalahleni Amendment Scheme 2364, with Annexure.....	3133	20
34 Mpumalanga Gambling Act (5/1995), as amended: Application for Bookmaker Licence: Surebet Sport Betting (Pty) Ltd.....	3133	21
35 Local Government: Municipal Systems Act (32/2000): Publication of Municipal By-laws for Local Municipalities in terms of the Act	3133	22
LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS		
13 Town-planning and Townships Ordinance (15/1986): Declaration of Aerorand South as an approved township: Aerorand South Township	3133	87



government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

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

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

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

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

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

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

GPW has an official email with the domain as [@gpw.gov.za](mailto:gpw@gpw.gov.za)

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

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

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

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

Fake Tenders

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

How tender scams work

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

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

OR

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

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

Protect yourself from being scammed

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

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

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

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

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

Closing times for **ORDINARY WEEKLY** 2020

MPUMALANGA PROVINCIAL GAZETTE

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

- 24 December 2019, Tuesday for the issue of Friday 03 January 2020
- 03 January, Friday for the issue of Friday 10 January 2020
- 10 January, Friday for the issue of Friday 17 January 2020
- 17 January, Friday for the issue of Friday 24 January 2020
- 24 January, Friday for the issue of Friday 31 January 2020
- 31 January, Friday for the issue of Friday 07 February 2020
- 07 February, Friday for the issue of Friday 14 February 2020
- 14 February, Friday for the issue of Friday 21 February 2020
- 21 February, Friday for the issue of Friday 28 February 2020
- 28 February, Friday for the issue of Friday 06 March 2020
- 06 March, Friday for the issue of Friday 13 March 2020
- 13 March, Friday for the issue of Friday 20 March 2020
- 20 March, Friday for the issue of Friday 27 March 2020
- 27 March, Friday for the issue of Friday 03 April 2020
- 03 April, Friday for the issue of Friday 10 April 2020
- 08 April, Friday for the issue of Friday 17 April 2020
- 17 April, Friday for the issue of Friday 24 April 2020
- 23 April, Thursday for the issue of Friday 01 May 2020
- 30 April, Friday for the issue of Friday 08 May 2020
- 08 May, Friday for the issue of Friday 15 May 2020
- 15 May, Friday for the issue of Friday 22 May 2020
- 22 May, Friday for the issue of Friday 29 May 2020
- 29 May, Friday for the issue of Friday 05 June 2020
- 05 June, Friday for the issue of Friday 12 June 2020
- 11 June, Thursday for the issue of Friday 19 June 2020
- 19 June, Friday for the issue of Friday 26 June 2020
- 26 June, Friday for the issue of Friday 03 July 2020
- 03 July, Friday for the issue of Friday 10 July 2020
- 10 July, Friday for the issue of Friday 17 July 2020
- 17 July, Friday for the issue of Friday 24 July 2020
- 24 July, Friday for the issue of Friday 31 July 2020
- 31 July, Friday for the issue of Friday 07 August 2020
- 06 August, Thursday for the issue of Friday 14 August 2020
- 14 August, Friday for the issue of Friday 21 August 2020
- 21 August, Friday for the issue of Friday 28 August 2020
- 28 August, Friday for the issue of Friday 04 September 2020
- 04 September, Friday for the issue of Friday 11 September 2020
- 11 September, Friday for the issue of Friday 18 September 2020
- 17 September, Thursday for the issue of Friday 25 September 2020
- 25 September, Friday for the issue of Friday 02 October 2020
- 02 October, Friday for the issue of Friday 09 October 2020
- 09 October, Friday for the issue of Friday 16 October 2020
- 16 October, Friday for the issue of Friday 23 October 2020
- 23 October, Friday for the issue of Friday 30 October 2020
- 30 October, Friday for the issue of Friday 06 November 2020
- 06 November, Friday for the issue of Friday 13 November 2020
- 13 November, Friday for the issue of Friday 20 November 2020
- 20 November, Friday for the issue of Friday 27 November 2020
- 27 November, Friday for the issue of Friday 04 December 2020
- 04 December, Friday for the issue of Friday 11 December 2020
- 10 December, Thursday for the issue of Friday 18 December 2020
- 18 December, Friday for the issue of Friday 25 December 2020
- 23 December, Wednesday for the issue of Friday 01 January 2021

LIST OF TARIFF RATES

FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2018

NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1008.80 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	252.20
Ordinary National, Provincial	2/4 - Half Page	504.40
Ordinary National, Provincial	3/4 - Three Quarter Page	756.60
Ordinary National, Provincial	4/4 - Full Page	1008.80

EXTRA-ORDINARY

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

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3026.32** per page.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

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

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

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

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

All notices received after the closing time will be rejected.

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

GOVERNMENT PRINTING WORKS - BUSINESS RULES

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

EXTRAORDINARY GAZETTES

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

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For National *Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
 - 8.1.5. Any additional notice information if applicable.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by “walk-in” customers on electronic media can only be submitted in *Adobe* electronic form format. All “walk-in” customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

QUOTATIONS

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

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

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

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

AMENDMENTS TO NOTICES

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

REJECTIONS

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

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

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

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

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

LIABILITY OF ADVERTISER

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

CUSTOMER INQUIRIES

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

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

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

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

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

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

PROOF OF PUBLICATION

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

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:

Government Printing Works
149 Bosman Street
Pretoria

Postal Address:

Private Bag X85
Pretoria
0001

GPW Banking Details:

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

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za

E-mail: info.egazette@gpw.gov.za

Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za

Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 9 OF 2020**NOTICE OF APPLICATION FOR AMENDMENT OF THE EMAKHAZENI LAND USE SCHEME 2010 AND IN TERMS OF SECTION 62 (1) AND CHAPTER 6 OF THE EMAKHAZENI SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2016 READ WITH THE PROVISIONS OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, ACT 16 OF 2013. EMAKHAZENI AMENDMENT SCHEME B111**

I, Laurette Swarts Pr. Pln. (831214 0079 08 9) of the firm Korsman & Associates, being the authorised agent of the owner of, Erf 366 Belfast Township, Registration Division J.T., Province of Mpumalanga, hereby give notice in terms of Section 62(1) and Chapter 6 of the Emakhazeni Spatial Planning and Land Use Management By-Law, 2016 read with the provisions of Spatial Planning Land Use Management Act, Act 16 of 2013, that I have applied to the Emakhazeni Local Municipality for the amendment of the Emakhazeni Land Use Scheme, 2010 by the rezoning of the erf described above, situated at Van Kraayenburg & Lizana Magagula Street within Belfast Township, from "Low Residential Density" to "High Residential Density" to accommodate multiple dwelling units. Particulars of the application will lay for inspection during normal office hours at the office of the Chief Town Planner, Emakhazeni Local Municipality, 25 Scheepers Street, Emakhazeni, for a period of 30 days from 21 February 2020. Objections to or representations in respect of the application must be lodged with or made in writing to the Municipal Manager at the above address or at P.O Box 17, Emakahzeni, 1100 within a period of 30 days from 21 February 2020. Address of applicant: Korsman & Associates, Private Bag X7294, Suite 293, Witbank, 1035, Phone: 013-650 0408, Fax: 086 663 6326, Email: admin@korsman.co.za
Our ref: R19272-AdvGazette.

21–28

KENNISGEWING 9 VAN 2020**KENNISGEWING VAN AANSOEK OM WYSIGING VAN DIE EMAKHAZENI GRONDGEBRUIK SKEMA, 2010 EN INGEVOLGE ARTIKEL 62(1) VAN DIE EMAKHAZENI RUIMTELIKEBEPLANNING EN GRONDGEBRUIKSBESTUUR BY-WET, 2016, SAAMGELEES MET DIE BEPALINGS VAN DIE RUIMTELIKEBEPLANNING EN GRONDGEBRUIK BESTUURSWET, WET 16 VAN 2013. EMAKHAZENI WYSIGINGSKEMA B111**

Ek, Laurette Swarts Pr. Pln. (831214 0079 08 9) van die firma Korsman & Vennote, synde die gemagtigde agent van die eienaar van Erf 366 Belfast Township, Registration Division J.T., Province of Mpumalanga, gee hiermee ingevolge Artikel 62(1) van die Emakhazeni Ruimtelikebeplanning en Grondgebruiksbestuur By-wet, 2016, saamgelees met die bepalings van die Ruimtelikebeplanning en Grondgebruik Bestuurswet, Wet 16 van 2013, kennis dat ek by die Emakhazeni Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die Emakhazeni Grondgebruik Skema 2010, deur die hersonering van die eiendom hierbo beskryf, geleë te Van Kraayenburg -en Lizana Magagulastraat in Belfast dorpsgebied, van "Lae Digtheid Residensieel" na "Hoë Digtheid Residensieel" om veelvuldige wooneenhede te akkommodeer. Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die Hoofstadsbeplanner, Scheepersstraat 25, Emakhazeni, 1100, vir 'n tydperk van 30 dae vanaf 21 Februarie 2020. Besware teen of versoë ten opsigte van die aansoek moet binne 'n tydperk van 30 dae vanaf 21 Februarie skriftelik tot die munisipale Bestuurder by bovermelde adres of by Posbus 17, Emakhazeni, 1100 ingedien of gerig word. Adres van applikant: Korsman & Vennote, Privaatsak X7294, Suite 293, Witbank, 1035, Tel: 013-650 0408 Faks: 086 663 6326, E-pos admin@korsman.co.za
Ons verwysing: R19272-AdvGazette.

21–28

NOTICE 10 OF 2020**MSUKALIGWA LOCAL MUNICIPALITY****NOTICE OF APPROVAL OF AMENDMENT SCHEME 792**

The Local Municipality of Msukaligwa declares hereby in terms of the provisions of Section 66(5) of Msukaligwa Spatial Planning and Land Use Management By-law, 2016, has approved an amendment scheme, being an amendment of the Ermelo Town Planning Scheme, 1982, by the rezoning of the Remainder of Portion 1 of Erf 585, Ermelo from "Residential 1" to "Residential 3" for the purpose of a House and Flats.

Map 3 and the scheme clauses of the amendment scheme are filed with the Municipal Manager, Msukaligwa Local Municipality and are open for inspection at all reasonable times. This amendment is known as Ermelo Town Planning Scheme 792 and shall come into operation on date of publication of this notice.

Me G.J. MAJOLA
MUNICIPAL MANAGER

Civic Centre

Taute Street

ERMELO

2351

P.O. Box 48

ERMELO

2350

Publication date: Provincial Gazette of Mpumalanga: 28 February 2020

NOTICE 11 OF 2020

MPUMALANGA GAMBLING ACT, 1995 (ACT 5 OF 1995) AS AMENDED

APPLICATION FOR BOOKMAKER LICENCE

Notice is hereby given that K2019224183 (PTY) LTD intends submitting an application to the Mpumalanga Economic Regulator for a Bookmaker Licence at the following premises:

- 1) 13 Murray Street, Ermelo, Mpumalanga.
- 2) Stand No 2319, Main Road, Elukwatini.
- 3) 48 Mafrayi Dlodlu Street, Bethal, Mpumalanga.

The applications will be open for public inspection at the offices of the Mpumalanga Economic regulator at First Avenue, White River, South Africa 1240 from the 2nd March 2020 Attention is directed to the provisions of section 26 of the Mpumalanga Gambling Act, 1995 (Act no 5 of 1995) as amended which makes provision for the lodging of written objections in respect of the applications. Such objections should be lodged with the Chief Executive Officer, Mpumalanga Economic Regulator, First Avenue, Private Bag X9908, White River, South Africa 1240 within 30 days from the 2nd March 2020 Any person lodging written representations should indicate whether or not they wish to make oral representations when the application is heard.

PROCLAMATION • PROKLAMASIE

PROCLAMATION 13 OF 2020**EMALAHLENI LOCAL MUNICIPALITY**
NOTICE OF APPROVAL OF EMALAHLENI AMENDMENT SCHEMES 1777

The Local Municipality of Emalahleni declares hereby in terms of the provisions of Section 66 (5) of Emalahleni Spatial Planning and Land Use Management By-Law, 2016, has approved an amendment scheme, being amendments of the Emalahleni Land Use Management Scheme, 2010, by the rezoning of a portion of Erf 3343, eMalahleni (was Witbank) Extension 16 from "Residential 1" to "Business 3".

Map 3 and the scheme clauses of the amendment scheme are filed with the Municipal Manager, Emalahleni Local Municipality and are open for inspection at all reasonable times. This amendment is known as Emalahleni Amendment Scheme 1777 and shall come into operation on date of publication of this notice.

HS MAYISELA
MUNICIPAL MANAGER

Civic Centre, Mandela Street, eMALAHLENI, 1035
P.O. Box 3 eMALAHLENI, 1035

Publication date: Provincial Gazette of Mpumalanga: 28 February 2020

PROCLAMATION 14 OF 2020**PERI-URBAN AMENDMENT SCHEME 120**

It is hereby notified in terms of Section 50 of the Mbombela By-law on Spatial Planning and Land Use Management, 2015, that the City of Mbombela has approved an amendment of the Peri-Urban Town Planning Scheme, 1975, by the rezoning of Portion 193 and the Remaining Extent of Portion 40 of the farm, De Rust 12 JU from "Agricultural" to "Special" with Annexure Conditions.

Copies of the amendment scheme are filed with the Municipal Manager, Civic Centre, Nel Street, Mbombela, and are open for inspection at all reasonable times. This amendment scheme shall come into operation on date of publication hereof.

W KHUMALO
MUNICIPAL MANAGER

City of Mbombela
P O Box 45
NELSPRUIT
1200

PROCLAMATION 15 OF 2020

PROCLAMATION 11 OF 2018

CORRECTION NOTICE

NELSPRUIT AMENDMENT SCHEME 1628

The proclamation of Amendment Scheme 1628 that were published as part of proclamation notice 11 no. 33 in the Government Gazette No 2098 of 16 March 2018, is herewith withdrawn.

W KHUMALO
MUNICIPAL MANAGER

City of Mbombela
PO Box 45
NELSPRUIT
1200

PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

PROVINCIAL NOTICE 32 OF 2020**MPUMALANGA GAMBLING ACT, 1995 (ACT NO.5 OF 1995) AS AMENDED
APPLICATION FOR SITE OPERATOR LICENCE**

Notice is hereby given that the following Applicants intend on submitting application(s) to the Mpumalanga Economic Regulator (MER) for Site Operators Licences:

1. Bongie Mabunda trading as Bundene's Pub and Grill at Stand 3, Febb Trust, Phola, Mbombela, Ehlanzeni, 1242.
2. Solly Albert Mavuso trading as Ali's Restaurant at Stand B50, Boschfontein, Nkomazi, Ehlanzeni, 1331.
3. Sibusiso Peter Masina trading as Love Corner Tavern at Pharma Centre, 43A Jager Street, Ermelo, Msukaligwa, Gert Sibande, 2350.
4. Themba Ernest Khumalo trading as Ekupholeni Tavern at Stand 12/407 Ext 33, Ermelo, Msukaligwa, Gert Sibande, 2350.
5. Ingram Thomas Mashiloane trading as Mpumalanga Liquor Restaurant at Stand 540, Maviljan A, Bushbuckridge, Ehlanzeni, 1280.
6. Jeremiah Lemmy Mgwambe trading as Around the Corner at Eton Street, Stand 470, Clewer, Emalahleni, Nkangala, 1036.
7. Thami Samson Ndlovu trading as Sharp Corner Tavern at Jabulani Selepe Street, Stand 66, Bethal, Govan Mbeki, Gert Sibande.
8. Amukelani Matukane trading as Henemat Eating House at Shop 53, Henemat, Centre, Mkhuhlu, Bushbuckridge, Ehlanzeni, 1246.
9. Dumsani Heris Maduna trading as Nkandla Bar at Stand 742, Vlakbult, Nkomazi, Ehlanzeni, 1320.
10. HP Bet (Pty) Ltd of Registration Number 2018/555835/07 trading as HP Bet at Stand no. 388, Suncity AA, Mpumalanga
11. HP Bet (Pty) Ltd of Registration Number 2018/555835/07 trading as HP Bet at 1546 Kwaggafontein A, City of Thembisile Municipality, Mpumalanga

Notice is hereby given that the following Applicant intends on amending the transfer application(s) to the Mpumalanga Economic Regulator (MER) for Site Operators Licences

1. Amendment of the transfer application for site operator license for Jorinda Van der Berg trading as Andrews Restaurant at 23 Beukes Street, Hendrina, Steve Tshwete Nkangala. The application is being re-submitted as a new application.

These applications will be open for public inspection and objection at the offices of the MER from 28 February 2020

Attention is directed to the provisions of Section 26 of the Mpumalanga Gambling Act, 1995 that makes provision for the lodging of written objections or representations in respect of the applications. Such objections or representations should be lodged with the Chief Executive Officer, Mpumalanga Economic Regular, Private Bag X9908, White River, Mpumalanga, 1240, within one month from 28 February 2020.

PROVINCIAL NOTICE 33 OF 2020

NOTICE OF APPLICATION FOR AMENDMENT OF EMALAHLENI LAND USE MANAGEMENT SCHEME 2010 IN TERMS OF CHAPTER 5 & 6 IN TERMS OF EMALAHLENI SPATIAL PLANNING AND LAND USE MANAGEMENT BYLAW, 2016, READ TOGETHER WITH SPLUMA, 2013 (ACT NO. 16 OF 2013)

EMALAHLENI AMENDMENT SCHEME 2364 WITH ANNEXURE

We, EmiDoc Town Planners, being the authorized agent of the registered owner of Holding 20 Jackaroo Agricultural Holdings, hereby give notice in terms of chapter 5 and 6 of the Emalahleni Spatial Planning and Land Use Management By-Law, 2016, read together with SPLUMA, 2013, that we have applied to the Emalahleni Local Municipality of the amendment of the use management scheme known as the Emalahleni Land Use Management Scheme 2010 by the rezoning of the following property:

1. Amendment Scheme No 2364 with Annexure 843: holding 20 Jackaroo Agricultural Holding, from "Agricultural" to "Industrial 1" for light industry with an Annexure 843 for the purpose of Dwelling House

Particulars of the Application will lay for inspection during normal office hours of the chief Town Planner, third floor, Civic Centre, Mandela Avenue, Emalahleni, for a 30 days from 21 February 2020. Objections to or representation in respect of the application must be lodged with or made in writing to the Municipal Manager at the above address or at P.O Box 3, Emalahleni, 1035 within a period of 30 days from 28 February 2020.

Address of the applicant: No 09 Afzelia Court, 20 De Vos street, Langlaagte, 2092.

Email: emidoc.trp@gmail.com. Cell; 079 733 5272

PROVINSIALE KENNISGEWING 33 VAN 2020

KENNISGEWING VAN AANSOEK OM WYSIGING VAN EMALAHLENI GRONDGEBRUIKSBESTUURSKEMA 2010 INGEVOLGE HOOFSTUK 5 & 6 INGEVOLGE EMALAHLENI RUIMTELIKE BEPLANNING EN GRONDGEBRUIKBESTUUR, 2016, LEES SAAM MET SPLUMA, 2013 (WET NO. 16 VAN 2013)

EMALAHLENI AMENDMENT SCHEME 2364 WITH ANNEXURE

Ons, EmiDoc Stadsbeplanners, synde die gemagtigde agent van die geregistreerde eienaar van Holding 20 Jackaroo Agricultural Holdings, gee hiermee kennis in terme van hoofstuk 5 en 6 van die Emalahleni Verordening op Ruimtelike Beplanning en Grondgebruik, 2016, saamgelees met SPLUMA, 2013, dat ons by die Emalahleni Plaaslike Munisipaliteit aansoek gedoen het om die wysiging van die gebruiksbestuurskema, bekend as die Emalahleni Grondgebruikbestuurskema 2010, deur die hersonering van die volgende eiendom:

1. Wysigingskema 2364 met Aanhangsel 843: besit van 20 Jackaroo Landbouhoewes, van "Landbou" na "Nywerheid 1" vir ligte nywerheid met 'n Aanhangsel 843 vir die doel van Dwelling House

Besonderhede van die aansoek le ter insae gedurende gewone kantoorure van die Hoof Stadsbeplanner, derde vloer, Burgersentrum, Mandelarylaan, Emalahleni, vir 'n tydperk van 30 dae vanaf 21 Februarie 2020. Besware teen of vertoe ten opsigte van die aansoek moet ingedien word. binne 'n tydperk van 30 dae vanaf 28 Februarie 2020 by die Munisipale Bestuurder by bovermelde adres of by Posbus 3, Emalahleni, 1035, ingedien of gerig word.

Adres van applikant: Afzelia Hof 09, De Vosstraat 20, Langlaagte, 2092.E-pos: emidoc.trp@gmail.com. Sel; 079 733 5272

PROVINCIAL NOTICE 34 OF 2020**1) Mpumalanga Gambling Act, 1995 (Act No5 of 1995) As Amended
Application for Bookmaker Licence**

Notice is hereby given that Surebet Sport Betting (Pty) Ltd , Registration Number: 2019/211113/07 trading as Surebet intends on submitting an application to the Mpumalanga Economic Regulator (MER) for a Bookmaker Licence at: D4590, Stand No 1964, Schoemansdal, Mpumalanga Province

These applications will be open for public inspection at the Mpumalanga Economic Regulator at First Avenue, White River, South Africa, 1240, from 28 February 2020.

Attention is directed to the provisions of the Mpumalanga Gambling Act, 1995 (Act no.5 of 1995) as amended, which makes provision for the lodging of written objections in respect of the applications. Such objections or representations should be lodged with the Chief Executive Officer, Mpumalanga Economic Regulator, Private Bag X9908, White River, Mpumalanga, 1240, within the aforementioned public inspection period.

**2) Mpumalanga Gambling Act, 1995 (Act No5 of 1995) As Amended
Application for Bookmaker Licence**

Notice is hereby given that Surebet Sport Betting (Pty) Ltd , Registration Number: 2019/211113/07 trading as Surebet intends on submitting an application to the Mpumalanga Economic Regulator (MER) for a Bookmaker Licence at: 1127 Beach Road, Kabokweni, 1245, Mpumalanga Province

These applications will be open for public inspection at the Mpumalanga Economic Regulator at First Avenue, White River, South Africa, 1240, 28 February 2020.

Attention is directed to the provisions of the Mpumalanga Gambling Act, 1995 (Act no.5 of 1995) as amended, which makes provision for the lodging of written objections in respect of the applications. Such objections or representations should be lodged with the Chief Executive Officer, Mpumalanga Economic Regulator, Private Bag X9908, White River, Mpumalanga, 1240, within the aforementioned public inspection period.

**3) Mpumalanga Gambling Act, 1995 (Act No5 of 1995) As Amended
Application for Bookmaker Licence**

Notice is hereby given that Surebet Sport Betting (Pty) Ltd , Registration Number: 2019/211113/07 trading as Surebet intends on submitting an application to the Mpumalanga Economic Regulator (MER) for a Bookmaker Licence at: Shop No 50, Dayizenza Plaza, Portion 2, M'Timba Farm, R538 Masoyi Road, Hazyview, 1242, Mpumalanga Province

These applications will be open for public inspection at the Mpumalanga Economic Regulator at First Avenue, White River, South Africa, 1240, 28 February 2020.

Attention is directed to the provisions of the Mpumalanga Gambling Act, 1995 (Act no.5 of 1995) as amended, which makes provision for the lodging of written objections in respect of the applications. Such objections or representations should be lodged with the Chief Executive Officer, Mpumalanga Economic Regulator, Private Bag X9908, White River, Mpumalanga, 1240, within the aforementioned public inspection period.

PROVINCIAL NOTICE 35 OF 2020**MPUMALANGA DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS****PUBLICATION OF MUNICIPAL BY- LAWS FOR LOCAL MUNICIPALITIES IN TERMS OF THE
LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT (ACT NO. 32 OF 2000)**

I, Mandla Jeffrey Msibi, in my capacity as Member of the Executive Council responsible for Co-operative Governance and Traditional Affairs, in the Mpumalanga Province, hereby publish municipal by-laws Victor Khanye local municipality, in terms of Section 13 (a) and (b) of the Local Government: Municipal Systems Act (Act No. 32 of 2000)

The municipal by-laws are concerning the following matter, namely:

Victor Khanye Local Municipality

1. Standing Rules and Orders

Given under my hand at Mbombela, on 14/02/ 2020



MR MJ MSIBI (MPL)

MEC: DEPARTMENT OF CO-OPERATIVE GOVERNANCE
AND TRADITIONAL AFFAIRS

STANDING RULES AND ORDERS**MUNICIPAL NOTICE**

The Victor Khanye Local Municipality adopted Standing Rules and Orders By-Laws at its meeting held on 21 July 2016 in terms of Section 156 (2) of the Constitution of the Republic of South Africa (Act 108 of 1996) read with Section 31 (2) of the Local Government: Municipal Structures Act, 1998 and hereby publishes the By-Laws in terms of Section 13 (a) of the Local Government: Municipal Systems Act, 2000 to come into effect on the date of publication hereof in the Mpumalanga Provincial Gazette.

TABLE OF CONTENTS

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

20.	Failure or refusal to exercise powers or discharge duties by Chairperson at meeting or hearing	21
21.	Status of Chairperson at meeting	22
22.	Presiding at the first Council meeting after a general election	22
23.	Presiding at Council meetings	22
24.	Presiding at Council meetings when position of Speaker is vacant	23
25.	Presiding at Mayoral Committee meetings	23
26.	Presiding at Section 79 - Committee or other Committee meetings	23
27.	Presiding at public meetings of voters and public hearings	23
	Part 6: Conduct of persons at meetings	24
28.	Conduct of members of public at Council or Committee meetings	24
29.	Recording of proceedings at meetings	24
30.	Conduct of Councillors during meetings	25
31.	Dress code	26
32.	Person speaking to address Chairperson	27
33.	Councillor to sit while speaking	27
34.	Duration and reading of speeches	27
35.	Councillor to speak only once	27
36.	Relevance	28
37.	Councillor's right to information	28
38.	Personal explanation, point of order, point of privilege and clarification	28
39.	Right of Municipal Manager to have advice recorded in minutes	28
	Part 7: Adjournment and continuation of meetings	29
40.	Quorum and adjournment of meeting in the absence of a quorum	29
41.	Adjournment of meeting before it completed its business	30
42.	Continuation of adjourned meeting	30
43.	Temporary adjournment of meeting	30
	Part 8: Agendas and minutes of meetings	31
44.	Only matters included in agenda are dealt with	31
45.	Minutes of meetings and summary of evidence at hearings	31
46.	Declaration of personal and pecuniary interest	32
	Part 9: Deputations, petitions, objections and representations	32
47.	Deputations	32
48.	Attendance of Council meeting by Auditor-general	32
49.	Petitions	32
50.	Objections and representations	33
	Part 10: Questions	33
51.	Questions of which notice had been given	33
52.	Questions during meetings	34
	Part 11: Motions	34
53.	Motion to be in written form	34
54.	Submission and limitation of motions	34
55.	Withdrawal and amendment of motions	34

Part 12: Subject matter and consideration of motions and proposals	35
56. Right of introducer of motion to speak and reply	35
57. Motion or proposal regarding budget	35
58. Motion or proposal regarding by-laws	35
59. Eligible proposals	35
60. Amendment of motion or proposal	35
61. Referring matter back	36
62. Deferring consideration of matter	37
63. Suspending debate	37
64. Putting matter to vote	38
65. Proceeding to next business	39
Part 13: Applications by Councillors and Traditional Leaders	39
66. Interest in Council business	39
67. Disclosure of declared interests	39
68. Resignation of Councillors and vacancies in offices	40
Part 14: Full-time Councillors	41
69. Designation of full-time councillors	41
70. Report of Municipal Manager with regard to full-time Councillors	41
71. Applications by full-time Councillors to undertake other paid work	41
73. Powers, Functions and Duties of Council Whip	42
The Council Whip executes the powers, functions and duties delegated or assigned to him or her by the Council.	42
CHAPTER 3	42
LANGUAGE POLICY OF COUNCIL	42
74. Determination of language policy	42
75. Differentiation between languages for different purposes	42
76. Factors to be taken into account	42
77. Review of language policy	42
CHAPTER 4	43
ORDER OF BUSINESS AT MEETINGS	43
78. Order of business at Ordinary Council meetings	43
79. Order of business at first Council meeting after general election of Councillors	44
80. Order of business at Committee meetings	44
VOTING AND DECISION-MAKING	45
81. Public meetings or public hearings of voters	45
82. Decision only taken in certain circumstances	45
83. Voting at Council and Committee meetings	45
84. When division is called	46
CHAPTER 6	47
REMOVAL OF OFFICE-BEARERS FROM OFFICE	47
86. Removal of Speaker	47
87. Removal of Executive Mayor from office	48

88. Removal of members of Section 79 - Committee or other Committees	48
89. Removal from office of Chairperson of Section 79 - Committee or other Committees	48
CLOSING OF MEETINGS	49
90. Circumstances that must be present to close meeting	49
91. Procedure for closing meetings	49
92. Rules governing closed meetings	49
93. Opening closed meeting	50
94. Supplying information to media	50
CHAPTER 8	51
APPLICATION OF CODE OF CONDUCT	51
95. Investigating suspected breaches of code	51
97. Implementing result of vote	54
98. Effect of appeal on resolution	54
99. Breaches of Rules of Order or legislation relating to privileges and immunities	54
CHAPTER 9	55
DISSOLUTION OF COUNCIL	55
100. Conditions for dissolution	55
101. Procedure for considering dissolution of council	55
CHAPTER 10	56
COMMITTEES	56
Part 1: Section 79-committees and other committees	56
102. Report of Municipal Manager before establishment of Committee	56
103. Consideration of Municipal Manager's report	56
104. Determining size of committee	56
105. Election system and election of members of committee	57
106. Term of Committee and filling of vacancies	57
107. Quorum and decision-making	57
108. Making decision to establish office of Executive Mayor	57
109. Report of Municipal Manager about Executive Mayor	58
110. Considering municipal manager's report	58
111. Establishment of mayoral committee	58
112. Term of Mayoral Committee and filling of vacancies	58
113. Quorum and decision-making	58
Part 3: Ad hoc committees	58
114. Establishment and disestablishment of ad hoc committees	58
115. Terms of reference of ad hoc committees	59
116. Removal from office of members of ad hoc committees	59
CHAPTER 11	59
REPORTS	59
117. Reports of Executive Mayor and Section 79-Committees	59
118. Delivery of reports of committees	59
119. Submission of Committee reports	59

120.	Considering Committee report	59
121.	Reports on state of budget	60
122.	Report on unauthorised expenditure	60
123.	Information statement on intended debt	61
124.	Financial report	61
125.	Report about virement	61
126.	Report on inability to comply with reporting requirements or other duty	61
127.	Reporting about performance	62
	CHAPTER 12	62
	DELEGATED POWERS	62
128.	Reporting on exercise of delegated powers	62
129.	Review of decisions under delegated powers	62
	EXERCISE OF POWERS	63
130.	Exercising of Powers	63
	CHAPTER 14	64
	MISCELLANEOUS PROVISIONS	64
131.	Revocation of by-laws	64
132.	Short title and commencement	64

CHAPTER 1**APPLICATION, INTERPRETATION AND DEFINITIONS OF COUNCIL STANDING RULES AND ORDERS****1.1. Application**

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

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

1.5. Interpretation

- 1.5.1 any interpretation of these Rules and Orders must be made having had due regard to the supremacy of the Constitution of the Republic of South Africa, national, provincial and municipal legislation, the rule of law and the rules of natural justice.
- 1.5.2 the ruling of the Speaker or Chairperson with regard to the interpretation of these rules and orders at a meeting of the Council or Committee of Council shall be final and binding, subject to Rules 1.2.5 and 1.2.6.
- 1.5.3 the ruling of the Speaker or Chairperson of any of these rules and orders must be recorded in the minutes of the Council or Committee of Council.
- 1.5.4 the Municipal Manager must keep a register of the rulings and legal opinions.
- 1.5.5 any Councillor may request the Municipal Manager, in writing within five (5) days from a ruling made in terms of 1.2.2, to obtain clarity on the interpretation and ruling. The Municipal Manager must thereafter report to the Council or Committee of Council.
- 1.5.6 the Council or Committee of Council may, after consideration of the report in terms of Rule 1.2.5 confirm, amend or substitute the ruling of the Speaker or a Chairperson subject to any rights which any third party have accrued as a result of the ruling and all decisions effecting the rights of others must be in writing and reasons must be recorded of such decisions.

1.6. Definitions

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

- “Administration”** (a) as an entity means the municipal manager and the other employees of the council, or
(b) as a functional activity, includes management and means the tasks that employees perform to enable the council to make and implement policies and by-laws;
- “Agenda”** means a list of matters to be considered at a meeting including reports regarding such matters;
- “Audit Report”** means any report submitted to the council by or on behalf of the Auditor-general with regard to the auditing of the council’s annual financial statements and accounting records;
- “Authorised Official”** means an official of the municipality who has been duly authorised to administer, implement and enforce the provisions of this rules or order;
- “By-Law”** means legislation passed by the municipal council and gazetted by the Government Printers;
- “Chairperson”** means a Councillor elected in a permanent or acting a capacity to control and conduct any meeting of a council committee;
- “Code of Conduct”** means the code of conduct for Councillors contained in Schedule 1 of the Local Government: Municipal Systems Act;
- “Committee”** means any Committee established in the municipality, including Committees established in terms of Section 79 or 80 of the Structures Act, including any Committee established in terms of these Rules and Orders,
- “Constituency”** means, for the purpose of a public hearing –
(a) a political party that contested a general election for councillors in the municipal area; and
(b) any readily identifiable group of residents in the municipal area whether they are organised or not, that share common economic or social interests or conditions;
- “Constituency Meeting”** means a meeting of the residents within a ward in the municipal area contemplated in terms of these rules of order;
- “Constitution”** means the Constitution of the Republic of South Africa Act;
- “Contact Details”** means a physical address, postal address, electronic mail address, telephone number, and facsimile number and cellular phone number;
- “Continuation Meeting”** means a council or committee meeting held in terms of rule 42 herein to complete the unfinished business standing over from a meeting that was adjourned in terms of these rules of order;

“Council”	means the Council of the Municipality established in terms of Section 23 of the Local Government: Municipal Structures Act;
“Councillor”	means an elected or appointed member of the Council;
“Council Resolution”	means the recorded and written decision and/or finding of a Council;
“Council Whip”	means a Councillor appointed as Chief Whip of the Council;
“Day”	shall mean a day that is not a public holiday, Saturday or Sunday, and for the calculation of days the first day will be excluded and the last day included;
“Deputation”	means a person or group of persons who wish to appear personally before the Council or a Committee of the Council in order to address the Council or Committee of the Council.
“Division of Vote”	means that every Councillor present shall be obliged to record his/her vote for or against the Motion or proposal, abstention from the vote is not allowed and such vote shall be taken separately by name and recorded in the minutes;
“Employee”	means an employee of the Council;
“Executive Mayor”	means the Councillor elected by the Council as Executive Mayor in terms of Section 55 of the Local Government: Municipal Structures Act;
“In Committee”	means the part of the meeting of Council where the meeting will be closed and members of the public and press, and such Municipal Officials as determined by the Speaker, excluding the Municipal Manager, will be excluded from the meeting, based on the nature of the business transacted;
“Senior Manager”	means an employee of the Council appointed by the Council as Manager of a department or departments in terms of Section 57 of the Local Government: Municipal Systems Act and includes an employee acting in the stead of such a Manager;
“Mayoral Committee”	means the Committee consisting of Councillors appointed by the Executive Mayor in terms of Section 60 of the Local Government: Municipal Structures Act;
“MEC”	means the member of the Executive Council of the Mpumalanga Province responsible for local government;
“Member”	means a Councillor serving in the Municipal Council of the Municipality;
“Municipal Assets”	means any movable, immovable, corporeal, incorporeal, tangible and intangible property to which the municipality holds title;
“Motion”	means a matter submitted by a Member in writing in accordance with Rule 53 herein;
“Motion of Sympathy” or congratulations”	means a written motion of sympathy or congratulations submitted to the Municipal Manager at least six (6) hours before an ordinary Council or Committee meeting in respect of the death of a Councillor; Employee, community leader, provincial or national disaster, or of an outstanding achievement by a Councillor, Employee, community leader or an exceptional event at provincial or national level;

“MPAC”	means Municipal Public Accounts Committee, an Oversight Committee of Council established in terms of Section 79 of the Local Government: Municipal Structures Act with its terms of reference approved by Council through a Council Resolution;
“Municipal Area”	means the area of jurisdiction of the Council as demarcated in terms of the Local Government: Municipal Demarcation Act, 1998 (Act 27 of 1998);
“Municipal Manager”	means the head of administration and Accounting Officer appointed by the Council in terms of Section 54 A of the Local Government: Municipal Systems Act and includes any Employee of the Council who acts in her or his stead;
“Newspaper”	means a registered newspaper that circulates within the Municipal Area and that had been determined as a newspaper of record;
“Official Announcement”	means any announcement made by the Chairperson of a meeting and which may only relate to the governance, administration or management of, or in the conditions in the area of jurisdiction of the municipality or in respect of an event of provincial or national importance;
“Petition”	means a written statement, proposal or grievance addressed to the Council or an office-bearer or employee of the Council and signed by more than five (5) residents within the Municipal Area or a part thereof;
“Point of Order”	means the pointing out of any deviation from or anything contrary to, the conduct and/or any other irregularity in the proceedings of a meeting;
“Precinct”	means the Council Chamber and all other places of a meeting, the areas to which the public are allowed access and all other venues where the meetings of Council of Committee of Council are held.
“Procedural Motion”	shall mean a matter raised by a member at a meeting in terms of Rule 53 below;
“Proposal”	means a draft resolution submitted in writing by a councillor during a debate and is duly seconded on any matter at a meeting of the council or any structure of the council;
“Public”	includes the media and means any person residing within the Republic of South Africa;
“Public Hearing”	means a meeting arranged by the Council or Executive Mayor to solicit the views and opinions of members of the public and specific constituencies on a matter affecting the interests of the residents within the Municipal Area;
“Public Holiday”	means a public holiday contemplated in the Public Holidays Act, 1994 (Act 36 of 1994);
“Public meeting of Voters”	means a meeting of which public notice had been given and which is open for all voters registered in the municipal segment of the national common voters’ roll relating to the council;
“Report”	means any item appearing on the agenda for consideration by the Council or Committee;

"Question"	means a question in terms of rules 51 or 52 asked during a meeting of the council or any of its structures;
"Quorum"	means the minimum number of Councillors and other members of 50% plus 1, if any, that must be present at a meeting before it may commence or continue with its business;
"Sargent-at-arms"	means a person in the full time employment of the Municipality and/or a Peace Officer in the full time employment of the Municipality entrusted to assist the Speaker to maintain order during Council meetings assisted by Municipal Officials in the VIP Protection Unit of the Municipality and by any such staff members as the Speaker may direct;
"Sec 79- Committee"	means a committee of Council contemplated and established by Council in terms of Section 79 of the Local Government: Municipal Structures Act for purposes of carrying out effective and efficient performance of any of its functions or the exercise of any of its powers;
"Sec 80- Committee"	means a Committee of Council established by Council in terms of Section 79 of the Local Government: Municipal Structures Act to assist the Executive Committee and the Executive Mayor;
"Speaker"	means the Councillor elected as a Chairperson of the Council in terms of Section 36 of the Local Government: Municipal Structures Act and includes any Councillor who had been elected by the Council as acting Speaker during the temporary incapacity or absence of the Speaker;
"Structures Act"	means the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);
"Sub – Committee"	means any other Committee, other than the Executive Committee/Mayoral Committee or Committee appointed by the Council or the Executive Committee;
"Systems Act"	means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
"Table"	means to submit a report or any official document to the Council or a Committee of Council for consideration at a meeting of the Council or Committee of Council of which notice has been given in terms of these Rules and Orders;
"Traditional Authority"	means the authority of a community within the municipal area that traditionally observes a system of customary law recognised in terms of a law; and
"Traditional Leader"	means the leader of a traditional authority that had been identified by the MEC in terms of section 81 (2) of the Local Government: Municipal Structures Act to participate in the proceedings of the council.
"Traditional Leadership Act"	means the Traditional Leadership and Governance Framework Act 41 of 2003.
"Whip"	means a Chief Whip of each political party.

In every rule, unless the contrary indicates otherwise or appears from the context therein words importing the masculine gender shall include the females and words importing the singular shall include the plural and vice versa.

CHAPTER 2**GENERAL PROVISIONS RELATING TO MEETINGS****Part 1: Determination of time and venue of meetings****2. Days and venues of meetings**

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

3. Determination of venue and time of ordinary council meeting

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

4. Determination of time and venue of special council meetings

- (1) The Council shall hold its special meetings at 10:00 hours in the morning.
- (2) The Speaker may at the request of the Executive Mayor and/or upon a request in writing of a quorum of the Councillors of the Municipality, call a Special Council, provided that all Councillors were given at least forty eight (48) hours' notice prior to the date and time set for the meeting.
- (3) In the event the Speaker fails and/or refuses to call a Special Council when requested in accordance with Rule 4 (2) above, then 25% of the total number of Councillors can request that such meeting be convened.
- (4) A request to call a special meeting must set out the matter to be dealt with at that Special Council meeting and no business may be dealt with at a special Council meeting other than that specified in the notice convening a special Council meeting.

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

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

6. Determination of venue and time of special committee meetings

- (1) The Speaker or the Executive Mayor, as the case may be, in consultation with the Municipal Manager and after consultation with the Chairperson of a Section 79 - Committee or other Committee, may convene a special meeting of the Section 79 - Committee or other committee concerned at a venue, time and place so determined.
- (2) The Speaker or Executive Mayor must, in consultation with the Municipal Manager, if a majority of the members of a Section 79 - Committee or other Committee who are Councillors requests him or her in writing to convene a special Section 79 - Committee or other Committee meeting convene such special 79 - Committee meeting or other Committee on a date set out in the request and at a time and venue so requested.
- (3) As soon as the date, time and meeting of such special committee meeting has been determined as provided for in rule 6 (2), the Chairperson of the relevant committee must be informed thereof.
- (4) A request to convene a special Section 79 - Committee or other committee meeting must set out the matter to be dealt with at such special meeting and no business other than that specified in the notice convening a special meeting may be dealt with at such meeting.

7. Determination of time and venue of public meetings

- (1) The Speaker, in consultation with the municipal manager, must convene a public meeting of voters within the municipal area in terms of a council resolution.

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

8. Meeting using telecommunications or video conferencing facilities

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

9. Public hearings

- (1) The Council or the Executive Mayor may, in consultation with the Municipal Manager, at any time convene a public hearing on any matter affecting the interests of the residents within the municipal area.
- (2) Whenever a public hearing is to be convened, the Council or the Executive Mayor must, in consultation with the Municipal Manager and subject to Rule 9 (3), determine the date, time and venue of such hearing.
- (3) If more than one public hearing is to be held at different venues in the municipal area or with different constituencies at different venues, the Council or Executive Mayor, in consultation with the Municipal Manager, must determine a schedule of hearings setting out the different venues and dates for those hearings.
- (4) No public hearing may be convened on the same day as a Council meeting.
- (5) The Council or Executive Mayor convening a public hearing must determine the subject matter of that hearing and may identify the constituencies that must be specifically invited to attend or to make representations at the hearing and supply their particulars to the Municipal Manager.
- (6) Any person invited, attending or participating in a public hearing, does so at his or her own cost except for exceptional circumstances where transport is provided by the Council.

Part 2: Notice of meetings

10. Notice of Council and Committee meetings

- (1) Unless otherwise provided in these rules, the Municipal Manager must give notice of at least seventy two (72) hours in writing of the date, venue and time for holding of an ordinary meeting -
 - (a) of the Council, including a continuation meeting in terms of Rule 42, to every Councillor, Traditional Leader if necessary and members of the Top Management; and

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

11. Notice of public meetings and public hearings

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

12. Councillors to supply Municipal Manager with contact details

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

Part 3: Attendance of meetings and hearings**13. Absence from meetings**

- (1) A Councillor or Traditional Leader must, at least six (6) hours before the meeting, lodge with the Speaker in the case of Council, the Executive Mayor in the case of a Mayoral Committee or with the Municipal Manager in the case of a Committee written application for leave of absence from the whole or any part of the Council, Mayoral Committee or Committee meeting or hearing concerned and, at the same time, furnish reasons for his or her application for leave of absence, if he or she –

- (a) is unable to attend a meeting or hearing of which notice had been given;
 - (b) is unable to remain in attendance at a meeting or hearing; or
 - (c) will arrive after the stipulated time for a meeting or hearing.
- (2) A Councillor or Traditional Leader who did not apply for leave of absence in terms of Rule 13 (1) and who was absent from a Council, Mayoral Committee or Committee meeting or hearing or a part thereof must, after that Council, Mayoral Committee or Committee meeting or hearing and within five (5) working days, lodge with the Speaker, Executive Mayor or Municipal Manager a written application for leave of absence from that Council, Mayoral Committee or Committee meeting or hearing and such an application for leave of absence must state the reasons for the late submission of the application and the reasons for his or her absence from the Council, Mayoral Committee or Committee meeting or hearing.
- (3) The Municipal Manager or his/her delegated official must read in to the record any application for leave of absence.
- (4) An application in terms of Rules 13 (1) or 13 (2) is considered and granted or refused by –
 - (a) the Speaker in the case of a Council meeting or public hearing;
 - (b) the relevant Chairperson in the case of any other Committee meeting.
 - (c) the Executive Mayor in the case of the Mayoral Committee.
- (5) Whenever an application for leave of absence in terms of Rules 13 (1) or 13 (2) was refused –
 - (a) the relevant functionary must supply the reasons for the refusal; and
 - (b) the Municipal Manager must immediately after the meeting or hearing in writing inform the Councillor or Traditional Leader concerned accordingly and supply the reasons for the refusal.
- (6) A Councillor or Traditional Leader is deemed absent without leave from the meeting concerned if:–
 - (a) he or she fails to apply in terms of Rule 13 (1) or 13 (2) and he or she is absent from a meeting or hearing he or she is required to attend;
 - (b) his or her application for leave of absence has been refused and he or she is absent from the meeting he or she is required to attend;
 - (c) his or her application for leave of absence has been refused and he or she does not appeal in terms of Rule 14;
 - (d) his or her appeal has been turned down; or
 - (e) he or she did not sign the attendance register contemplated in Rule 17(1); and
- (7) A Councillor delegated by the Council to attend to other official duties at the time of a meeting he or she is required to attend, is deemed to have been granted leave of absence for the meeting he or she is required to attend.
- (8) The Municipal Manager must keep a record of all cases in terms of Rule 13 (6) and must submit a written report thereon to the Speaker at least once every three (3) months.

- (9) A Councillor who has failed to attend Council and did not serve a late application in terms of Rule 13 (2) or a Councillor whose appeal has been turned down shall be fined R500 (Five Hundred Rand) deducted against his/her monthly salary and/or allowance.
- (10) Female Councillors shall have be entitled to apply and take four (4) months maternity leave (NB: calendar days), the application of which shall be lodged with the Speaker who shall after approval thereof, report of such in the next ensuing Council that maternity leave has been granted to the said Councillor, with the effective and termination date mentioned in Council.

14. Appeal against refusal of application for leave of absence

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

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

- (1) Whenever a report submitted to the speaker in terms of Rule 13 (8) identifies a –
 - (a) Councillor that had been absent without leave of absence from three (3) or more consecutive Council meetings or three (3) or more consecutive committee meetings which that Councillor was required to attend; or
 - (b) a Traditional Leader that had been absent without leave of absence from three or more Council meetings which such Traditional Leader was required to attend,
 - (c) the Speaker must in writing report the matter to the Council at the first ordinary Council meeting next ensuing, and must, in the case of a Traditional Leader, also report the matter in writing to the traditional authority represented by that Traditional Leader.
- (2) The Council must consider the report of the Speaker and must give the Councillor or Traditional Leader concerned an opportunity to state his or her case. As soon as a Councillor or Traditional Leader has stated his or her case, he or she must leave the meeting whilst the Council considers the matter.
- (3) If, after consideration of the matter, the Council –
 - (a) finds that the Councillor was absent without good reasons, the Executive Mayor must, in writing, request the MEC to remove the Councillor from the Council in terms of the Code of Conduct applicable to Councillors; or

- (b) finds that the reason for the absence from any of the meetings was a good reason, the Council may issue a formal warning to the Councillor or Traditional Leader and determine the period during which the warning will be valid.
- (4) A Councillor ceases to be a Councillor in this regard on the date that the MEC informs the Executive Mayor that the Councillor has been removed from office.

16. Who may attend meetings

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

17. Attendance register

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

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

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

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

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

- (1) The Chairperson of a meeting must –
 - (a) ensure that the meeting or hearing at which he or she presides is conducted in accordance with these Standing Rules of Order;
 - (b) when requested to do so, interpret these Standing Rules of Order;
 - (c) reject any motion, proposal or question which in his or her opinion –
 - (i) may lead to the discussion of a matter already contained in the agenda for that meeting;
 - (ii) contains unnecessary tactless, incriminating, disparaging or improper suggestions;
 - (iii) may encourage, engender, advocate or aggravate hatred, discrimination, exclusion, restriction, ridicule, contempt or preference based on colour, descent, race, ethnicity, gender or religion so as to cause harm, hostility, degradation, violence or which insults, degrades, defames or encourages abuse of any racial, ethnic, gender or religious group, through the uttering of words, whether in writing or orally, or the performance of deeds;
 - (iv) contains unwelcome suggestions, innuendoes, remarks or hints of a sexual nature, sexual advances, comments with sexual overtones, sex-related jokes or insults or unwelcome graphic comments of another person's body;
 - (v) contains threatening, abusive or insulting language towards an employee which causes that employee harassment, alarm or distress due to any alleged, suspected or proven act, omission or statement by that employee in the exercise

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

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

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

- (1) Whenever a Councillor or Traditional Leader who attended a meeting or hearing is of the opinion that the Chairperson at that meeting or hearing failed or refused to exercise any of his or her powers or to discharge any of his or her duties properly, he or she may direct a written allegation against the Chairperson concerned to the Municipal Manager.
- (2) An allegation in terms of Rule 20 (1) must quote the relevant rule or convention that had been breached or not fulfilled and must state to what extent it had been breached or not fulfilled.
- (3) The Municipal Manager must submit the allegation to –
 - (a) the Speaker in the case of an allegation against the Executive Mayor;
 - (b) the Speaker in the case of an allegation against the Chairperson of a Section 79-Committee or other committee;
 - (c) the Council in the case of an allegation against the Speaker;and send a copy thereof to the councillor against whom the allegation had been made.

- (4) The relevant functionary or the council, as the case may be, must in consultation with the municipal manager, determine the time and place of the hearing when the matter will be considered, provided that in a case referred to in –
 - (a) Rule 20 (3) (b), the municipal manager must, after receipt of the allegation, include the matter in the agenda of the next mayoral committee meeting;
 - (b) Rules 20 (3) (a) or 20 (3) (c), the municipal manager must, after receipt of the allegation, include the matter in the agenda of the next ordinary council meeting.
- (5) The Municipal Manager must inform the Councillor who made the allegation and the Councillor against whom the allegation had been made of the time and place where the matter will be heard.
- (6) At the hearing the Councillor making the allegation and the Councillor against whom the allegation had been made must have the opportunity to state his or her case, to call witnesses, to examine any documents submitted and to cross examine any witness.
- (7) After the matter had been heard the Speaker, Executive Mayor or the Council, as the case may be, must make a ruling as to the most probable version of the event and make a finding.
- (8)
 - (a) Should it be found that an allegation against the Speaker was true, the Council must decide an appropriate penalty,
 - (b) Whenever the Speaker finds that an allegation against the executive mayor was true, he or she must submit his or her finding to the Council and recommend an appropriate penalty.
 - (c) Whenever the Executive Mayor finds that an allegation against the Chairperson of a Section 79 - Committee or other committee was true he or she must submit his or her finding to the Council and recommend an appropriate penalty.
- (9) An appropriate penalty may include a formal warning or reprimand, and whenever a formal warning is issued, the Council, the Executive Mayor or the Speaker, as the case may be, must determine the period during which the warning is valid.

21. Status of Chairperson at meeting

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

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

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

23. Presiding at Council meetings

- (1) The Speaker presides, with due regard for the provisions of these Standing Rules and Orders, at every Council meeting where he or she is present.

- (2) Whenever the Speaker is absent from or unable to preside at or during any part of a Council meeting, the Council must elect an acting speaker in terms Section 41 of the Local Government: Municipal Structures Act.

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

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

25. Presiding at Mayoral Committee meetings

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

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

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

27. Presiding at public community meetings and public hearings

- (1) The Speaker presides at public meetings of voters and any public hearing convened by the Council, with due regard to the provisions of Rule 27 (2).
- (2) The Executive Mayor presides at public hearings convened by him or her.
- (3) Whenever the councillor designated in terms of Rules 27 (1) or 27 (2) is absent from or unable to preside at or during any part of a public meeting of voters or constituency meeting or a public

- hearing, the Councillors present at such meeting or hearing must elect from amongst their number a Chairperson for the meeting or hearing for the duration of that Councillor's absence or inability.
- (4) The Municipal Manager or his/her delegate presides over the election of a Chairperson in terms of Rule 27 (3).

Part 6: Conduct of persons at meetings

28. Conduct of members of public at Council or Committee meetings

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

29. Recording of proceedings at meetings

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

30. Conduct during Council meetings

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

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

31. Dress code

- (1) The Council may by means of a policy prescribe a dress code for Councillors, Traditional Leaders, Media, Members of the Public and Officials attending meetings.
- (2) However Councillors, Traditional Leaders, Media, Members of the Public and Municipal Officials attending Council or Council Committee meetings shall pending passing of a resolution mentioned in 31 (1) above, be dressed formally and/or dress in traditional regalia.
- (3) No any other wear, clothing and/or regalia not mentioned in Rule 31 (1) and (2) shall be allowed in a Council and Committee meeting.
- (4) Notwithstanding the provisions of any resolution passed in accordance with Rule 31 (1) above, no Councillor shall be allowed to wear any clothing or accessories containing political paraphernalia to any meeting.
- (5) The Speaker or the Chairperson of the Council Committee may order any Councillor to leave the meeting if that Councillor is dressed in clothing or accessories containing political paraphernalia to any meeting contrary to Rule 31 (4).
- (6) The Councillor ordered to leave the meeting in terms of Rule 31 (5) shall be marked absent from the said meeting and fined R500 (Five Hundred Rand) deducted against his/her monthly salary and/or allowance.

32. Person speaking to address Chairperson

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

33. Councillor to sit while speaking

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

34. Duration and reading of speeches

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

35. Councillor to speak only once

- (1) A Councillor or Traditional Leader may speak only once on a matter, unless permission to speak more than once is granted by the Speaker or Chairperson of the meeting concerned.
- (2) The introducer of a motion or proposal may reply in conclusion of the debate, but must confine his or her reply to answering previous speakers.

- (3) The Council may allow the Executive Mayor or the Chairperson of a Section 79 - Committee or other Committee, as the case may be, to make an explanatory statement prior to the consideration of any particular matter in the report of the Executive Mayor or Section 79 - Committee or other Committee or during the discussion of such report in reply to a specific question.

36. Relevance

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

37. Councillor's right to information

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

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

38. Personal explanation, point of order and clarification

- (1) A Councillor or a Traditional Leader may, at any time during a meeting, whether or not he or she participated in a debate underway, rise –
 - (a) on a point of order only once per matter in the event of a departure from these Rules of Order or any law;
 - (b) to explain any part of his or her speech that may have been misunderstood; or
 - (c) to request that any part of a speech that he or she may have misunderstood be explained.
- (2) A Councillor or Traditional Leader referred to in Rule 38 (1) must be heard forthwith.
- (3) The ruling of the Chairperson of the meeting on a point of order or a personal explanation is, subject to Rule 19 (2), final and may not be discussed.

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

- (1) The Chairperson at a meeting must give the Municipal Manager an opportunity to address that meeting on any matter before the meeting in order to advise the meeting as to the eligibility of any proposal or motion before the meeting.

- (2) The Municipal Manager has the right to have his or her advice regarding any motion or proposal which may –
 - (a) cause unauthorised expenditure; or
 - (b) be beyond the authority of the Council, recorded in the minutes of the meeting where the advice was given.

Part 7: Adjournment and continuation of meetings

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

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

41. Adjournment of meeting before it completed its business

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

42. Continuation of adjourned meeting

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

43. Temporary adjournment of meeting

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

Part 8: Agendas and minutes of meetings**44. Only matters included in agenda are dealt with**

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

45. Minutes of meetings and summary of evidence at hearings

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

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

46. Declaration of personal and pecuniary interest

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

Part 9: Deputations, petitions, objections and representations

47. Deputations

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

48. Attendance of Council meeting by Auditor-general

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

49. Petitions

- (1) A Councillor or Traditional Leader must submit in writing a petition received by him or her to the Municipal Manager within three (3) days after receiving such.
- (2) The Municipal Manager must inform the Speaker of any petition he or she has received including the petition received in terms of Rule 49 (1) above.

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

50. Objections and representations

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

Part 10: Questions

51. Questions of which notice had been given

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

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

52. Questions during meetings

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

Part 11: Motions

53. Motion to be in written form

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

54. Submission and limitation of motions

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

55. Withdrawal and amendment of motions

- (1) With due regard for any provisions to the contrary in these Standing Rules of Order, the introducer of a motion may, at any time before the motion is put to order at a meeting, withdraw it, and such withdrawn motion lapses without further discussion.
- (2) The introducer of a motion may, during a meeting where the motion is considered, request permission to amend the motion, which permission must be granted or denied without discussion.

Part 12: Subject matter and consideration of motions and proposals**56. Right of introducer of motion to speak and reply**

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

57. Motion or proposal regarding budget

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

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

58. Motion or proposal regarding by-laws

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

59. Eligible proposals

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

60. Amendment of motion or proposal

- (1) A proposal that a motion or proposal (hereafter the "original motion") be amended, may only be made by a councillor or traditional leader during his or her speech on the original motion provided that provision was made on the speakers list as per Rule 34 (1).
- (2) No Councillor or Traditional Leader may make more than one proposal for the amendment of the same original motion.
- (3) A proposal in terms of Rule 60 (1) must be relevant to the original motion and the chairperson must clearly repeat it to the meeting before it is put to the vote.

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

61. Referring matter back

- (1) A proposal that a motion or proposal (hereafter the "original motion") be referred back, may only be made by a councillor or traditional leader during his or her speech on the original motion provided that provision was made on the speakers list as per Rule 34 (1).
- (2) A proposal in terms of Rule 61 (1) may only be made during a council meeting in the case of a recommendation by the executive mayor.
- (3) If a proposal in terms of Rule 61 (1) had been made –
 - (a) no other proposal may be made until its introducer had addressed the meeting;
 - (b) the councillor or traditional leader who made the proposal may address the meeting for a period as determined by the speakers list as per Rule 34 (1) on his or her proposal, but he or she has no right of reply; and
 - (c) the seconder may not address the meeting on the proposal.
- (4) (a) When a proposal in terms of Rule 61 (1) had been made and after its introducer had spoken in terms of Rule 61 (3), the introducer of the original motion may address the meeting on that proposal for a period of one (1) minute despite any other provisions to the contrary contained in these Rules of order without diminishing from his or her right to reply should that proposal be rejected.

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

62. Deferring consideration of matter

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

63. Suspending debate

- (1) Any Councillor or Traditional Leader may at the end of a speech about the original motion propose that the debate be suspended, however, no councillor or traditional leader may move or second more than one proposal that a debate be suspended during any meeting.
- (2) The Councillor or Traditional Leader who made the proposal in terms of Rule 63 (1) may address the meeting for a period as determined by the speakers list as per Rule 34 (1) on his or her proposal, but he or she has no right of reply, and the seconder may not address the meeting on the proposal.

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

64. Putting matter to vote

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

65. Proceeding to next business

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

Part 13: Applications by Councillors and Traditional Leaders**66. Interest in Council business**

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

67. Disclosure of declared interests

- (1) The Municipal Manager must compile a register of the financial interests of Councillors and traditional leaders declared in terms of the code of conduct.

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

68. Resignation of Councillors and vacancies in offices

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

Councillor elected to an office in terms of this rule serves for the un-expired term of his or her predecessor.

Part 14: Full-time Councillors

69. Designation of full-time councillors

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

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

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

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

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

Part 15: Traditional Leaders

72. Traditional Leaders

- (1) Only Traditional Leaders identified by the MEC for Local Government in the Province and in accordance with Schedule 6 and by notice in the Provincial Gazette may, participate in the proceedings of Council;

- (2) The number of Traditional Leaders that may participate in the proceedings of Council may not exceed more than 20% of the total number of Councillors in that Council;
- (3) Before Council takes a decision on any matter affecting the area of the traditional authority, the leader of that authority must be allowed to express a view on the matter.
- (4) A Traditional Leader who is entitled to participate in the proceedings of Council is entitled to the payment of out of pocket expenses which should be determined by Council.

Part 16: Council Whip

73. Powers, Functions and Duties of Council Whip

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

CHAPTER 3

LANGUAGE POLICY OF COUNCIL

74. Determination of language policy

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

75. Differentiation between languages for different purposes

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

76. Factors to be taken into account

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

77. Review of language policy

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

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

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

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

78. A Order of Business at a Special Council meeting

- a) Notice of Meeting
- b) Opening and Welcome

- c) Application for Leave of Absence
- d) Reports of the Executive Mayor
- e) Closure

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

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

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

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

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

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

80. A Order of business at a Special Mayoral Committee

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

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

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

82. Decision only taken in certain circumstances

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

83. Voting at Council and Committee meetings

- (1) Subject to 83 (3) below, all matters will be decided by a majority of Councillors present at the meeting.
- (2) Before a formal vote is taken on any matter before the Council, the Speaker shall cause the bells to be run for a period of one (1) minute, after which all doors shall be closed and no member or other person shall be allowed to enter or leave the chamber.
- (3) Any matter referred to in Section 160 (2) of the Constitution shall be decided on by a majority of the Councillors in the Municipal Council.
- (4) If on any question there is an equality of votes, the Speaker or Chairperson of the Committee may exercise a casting vote in addition to that particular Councillor's deliberative vote, provided that the casting of such vote shall fall within the ambit of the powers duly delegated to the relevant committee, provided that for those matters listed in Section 160 (2) of the Constitution there will be no provision for are adopted.
- (5) In the event of there being opposition to a recommendation, the proposal to be decided upon will be done by means of voting, either by show of hands or if requested and approved by the Speaker or Chairperson, by way of way of secret ballot.

- (6) The Municipal Manager or an official designated by him or her shall count the votes and declare to the Chairperson the result of the divisions. In the event of a secret ballot, the Municipal Manager shall hand to each Councillor a ballot paper bearing the official mark or logo of the Municipal Council, and having the alternates to be voted for clearly depicted thereon.
- (7) The Municipal Manager shall collect all the ballot papers and account same in the presence of a representative from each party represented on the Council or Committee and present at such meeting.
- (8) The Speaker or the Chairperson shall thereupon declare the motion carried or lost, and it shall be entered upon in the minutes.
- (9) The number of members voting will be recorded, and the general result of the vote. The outcome of the voting will be announced by the Speaker.
- (10) A member may abstain from voting without leaving the chamber.
- (11) After the Speaker or the Chairperson has declared the result of a vote a Councillor may demand –
 - (a) that his or her vote against the decision be recorded; or
 - (b) a division.
- (12) An entry of the declaration of the result of a vote in the minutes of a meeting is conclusive evidence of the result of the vote.

84. When division is called

- (1) When a division is called in terms of Rule 83 (11), the Speaker shall accede thereto and a bell shall be rung for at least one minute whereupon all entrances to the venue of the meeting must be closed and no Councillor may leave or enter the venue after the entrances had been closed until the result of the division was declared.
- (2) Immediately thereafter the Chairperson of the meeting must repeat the motion or proposal, put the motion or proposal to the vote and take the vote of each Councillor separately.
- (3) The Chairperson must declare the result of the vote after all the Councillors had been polled.
- (4) When a division is called, every councillor must vote for or against the proposal or motion in respect of which the division had been called.
- (5) A Councillor who called for a division may not leave the venue of the meeting until the result of the vote had been declared.
- (6) An entry of the declaration of the result of a vote in the minutes of a meeting is conclusive evidence of the result.

85. Equality of votes

- (1) Unless a specific majority had been prescribed in respect of any matter or when expressly stated otherwise in these Rules of Order, the chairperson at a meeting may cast a casting vote where there is an equality of votes on any question in addition to his or her deliberative vote.

- (2) Should there be an equality of votes after a division had been called and the chairperson refuses to use his or her casting vote, the matter must be referred back to the executive mayor.
- (3) In all cases other than those mentioned in rules 85(1) and 85(2) where there is an equality of votes and the chairperson refuses to use his or her casting vote, the matter must be referred back to the executive mayor.

CHAPTER 6

REMOVAL OF OFFICE-BEARERS FROM OFFICE

86. Removal of Speaker

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

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

87. Removal of Executive Mayor from office

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

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

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

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

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

CHAPTER 7

CLOSING OF MEETINGS

90. Circumstances that must be present to close meeting

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

91. Procedure for closing meetings

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

92. Rules governing closed meetings

- (1) When a meeting is closed in terms of Rule 91, the provisions of these Standing Rules and Orders apply to that meeting.

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

93. Opening closed meeting

- (1) A Councillor may, at any time during a meeting that is closed, propose that the meeting proceed in public.
- (2) No seconder is required for a proposal in terms of Rule 93 (1).
- (3) Despite anything to the contrary in these Rules of Order, only the introducer of the motion may speak on the proposal provided that provision was made on the Speakers list as per Rule 34 (1) and must during his or her speech state the reasons for the proposal.
- (4) The chairperson at the meeting, if he or she does not reject the proposal, must subject the proposal to the vote immediately after the introducer has spoken.
- (5) If the proposal is carried, the meeting immediately resumes in public.

94. Supplying information to media

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

CHAPTER 8

APPLICATION OF CODE OF CONDUCT

95. Investigating suspected breaches of code

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

(4) Warnings

(a) Informal oral warnings

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

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

(b) Formal warning

- (i) Where the Rules and Ethics Committee, is of the option that the interests of justice will best be served by issuing a formal warning to a councillor for

an infringement, such sanction shall, after confirmation by the Municipal Council, be –

- (aa) expressed in writing; and
 - (bb) served on the Councillor concerned and on the party whip.
- (ii) Where, as a result of repeated infringements, Rules and Ethics Committee, is of the opinion that the interests of justice will best be served by issuing a formal final warning to a Councillor, such sanction shall after confirmation by the Council-
- (aa) be expressed in writing;
 - (bb) state that in the event of the Councillor infringing against the Councillor's Code of Conduct or these Standing Rules, Rules and Ethics Committee shall consider advising the Municipal Council to request the suspension or removal of such councillor in terms of the Councillor's Code of Conduct; and
 - (cc) be served on the Councillor concerned and on the party whip,

(5) Formal reprimand

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

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

(6) Suspension

- (a) Where the Rules and Ethics Committee is of the opinion that the interests of justice will best be served by the suspension of a Councillor from the Municipal Council or a period for an infringement, the Rules and Ethics Committee shall so report to the Municipal Council and the Municipal Council shall report thereupon to the MEC for Local Government in terms of the Councillors code of conduct.
- (b) In the event of the MEC for Local Government imposing any suspension of a Councillor for a period in terms of the Councillor's Code of Conduct -
 - (i) the Councillor shall be suspended without any remuneration during such period; and
- (c) A suspension shall be regarded as a sanction more serious than a formal final warning or formal reprimand.

(7) Civil fines

- (a) Where the Rules and Ethics Committee, is of the opinion that the interests of justice will best be served for an infringement listed in the Councillors Code of Conduct in Schedule 1 of the Local Government: Municipal Systems Act and/or in these

Standing Rules and Orders by imposing a civil fine on that Councillor, such sanction shall be -

- (i) **expressed in writing; and**
- (ii) **served on the Councillor concerned and on the party whip;**
- (b) **Where provision is made in these Standing rules for the fining of any councillor, and a councillor is fined, the Municipality may deduct such fine from any monies as may be owing to the councillor by the Municipality or recover such fine as a civil debt.**

(8) Expulsion

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

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

- (1) **The Speaker must vacate the chair during any Council meeting when a report in terms of Rule 95 is put to order.**
- (2) **Whenever the Speaker vacates the chair in terms of Rule 96 (1), the Municipal Manager must preside over the debate on the report.**
- (3) **The proceedings in terms of Rule 96 (2) may not be closed to the public and the media.**
- (4) **After the Chairperson of the Rules and Ethics Committee has introduced his or her report, the Municipal Manager must allow the Councillor or Traditional Leader concerned to reply to the allegations and findings.**
- (5) **As soon as the Councillor or Traditional Leader concerned has spoken, the matter is debated in terms of these rules.**
- (6) **Despite any provisions to the contrary in these Rules of Order, the Councillor or Traditional Leader concerned has a right to –**
 - (a) **reply to all the allegations made during the debate before the speaker replies;**
 - (b) **examine any documents submitted by the Speaker or any other Councillor or Traditional Leader and submit documents in his or her defence; and**
 - (c) **call witnesses and to cross-examine any witness called by the speaker.**
- (7) **With due regard for the provision of Rules 34 and 35 the chairperson of the Rules and Ethics Committee must, after the debate had been exhausted, reply and propose –**

- (a) that the report, findings and recommendation be accepted; or
 - (b) that the report and findings and a different recommendation be accepted.
- (8) A proposal in terms of Rule 96 (7) need not be seconded.
- (9) After the proposal in terms of Rule 96 (7) had been made, the municipal manager must put the proposal to the vote.
- (10) If the proposal in terms of Rule 96 (7) is –
 - (a) defeated, the matter is discontinued; or
 - (b) carried, the municipal manager must forthwith implement the resolution.

97. Implementing result of vote

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

98. Effect of appeal on resolution

- (1) If the Councillor or traditional leader concerned appeals against the finding or the penalty imposed by the council or against both such finding and penalty as described in Rule 97 (1) before the Municipal Manager had deducted the fine, the Municipal Manager must defer the matter until the result of the appeal is known.
- (2) If the Councillor or Traditional Leader concerned appeals before the Municipal Manager could submit an application in terms of Rule 97 (2), the Municipal Manager must defer the matter until the result of the appeal is known.

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

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

CHAPTER 9

DISSOLUTION OF COUNCIL

100. Conditions for dissolution

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

101. Procedure for considering dissolution of council

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

- (4) Despite any provisions to the contrary in these Rules of Order, the municipal manager presides over the debate of the petition, recommendation, resolution or motion, as the case may be.
- (6) The proposal is carried if two-thirds of the Councillors of the Council vote in favour of such proposal.
- (7) If the proposal is carried, the council is dissolved and all Councillors must vacate their seats immediately.

CHAPTER 10 COMMITTEES

Part 1: Section 79-committees and other committees

102. Report of Municipal Manager before establishment of Committee

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

103. Consideration of Municipal Manager's report

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

104. Determining size of committee

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

105. Election system and election of members of committee

- (1) The members of the Committee who are Councillors must be elected according to a system that ensures that the parties and interests reflected in the Council are fairly represented in that committee.
- (2) The Speaker or Executive Mayor, as the case may be, may not be elected as a member of the committee.
- (3) Immediately after the council determined the election system in terms of Rule 105 (1), the Council must elect the members of the Committee.

106. Term of Committee and filling of vacancies

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

107. Quorum and decision-making

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

Part 2: Executive Mayor

108. Making decision to establish office of Executive Mayor

- (1) The council must, at its first meeting after a general election of councillors, immediately after it elected the speaker, consider whether or not to elect an executive mayor.

- (2) The council takes a decision in terms of rule 108(1) only after it considered a report of the municipal manager in terms of rule 109.

109. Report of Municipal Manager about Executive Mayor

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

110. Considering Municipal Manager's report

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

111. Establishment of Mayoral Committee

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

112. Term of Mayoral Committee and filling of vacancies

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

113. Quorum and decision-making

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

Part 3: Ad hoc committees

114. Establishment and disestablishment of ad hoc committees

- (1) The council may at any time establish an ad hoc committee to deal with or advise it with regard to a particular matter.

- (2) An ad hoc committee ceases to exist when –
 - (a) it furnishes its final report to the council; or
 - (b) the council disestablishes it.

115. Terms of reference of ad hoc committees

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

116. Removal from office of members of ad hoc committees

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

CHAPTER 11

REPORTS

117. Reports of Executive Mayor and Section 79-Committees

- (1) The Executive Mayor must, at every ordinary Council meeting, submit a report on his or her decisions and recommendations on the matters considered by him or her.
- (2) The Executive Mayor must, at every ordinary Council meeting, submit a report and recommendations on the matters, if any, considered by a Section 79 Committee.
- (3) The Municipal Manager may, in exceptional circumstances and with due regard to Section 55 of the Local Government: Municipal Systems Act, submit reports to the council for consideration.

118. Delivery of reports of committees

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

119. Submission of Committee reports

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

120. Considering Committee report

- (1) When a report in terms of Rule 117 is considered, the Speaker must –
 - (a) put the matters contained in that report not disposed of by the Executive Mayor in terms of his or her delegated or statutory powers, one after the other; and
 - (b) there after allow a discussion of the matters disposed of by the Executive Mayor in terms of his or her delegated or statutory powers.
- (2) The Speaker may alter the sequence of the matters dealt with in a committee report at his or her own discretion.
- (3) The section of a report referred to in Rule 120 (1) (b) is considered in terms of Rule 129.
- (4) The report and recommendation of the Executive Mayor on a matter is deemed proposed and seconded.
- (5) When a recommendation referred to in Rule 120 (4) is adopted, it becomes a council resolution.
- (6) During the consideration of a matter in terms of Rule 120 (4) –
 - (a) the Executive Mayor may speak for five (5) minutes on any matter contained in such report despite any other provisions to the contrary herein contained; and
 - (b) a Councillor may demand that his or her opposition to a recommendation or resolution be recorded in the minutes.
- (7) The Executive Mayor may at any time during the debate on a matter –
 - (a) request that the matter be withdrawn and referred back to the Executive Mayor for further consideration; or
 - (b) amend a recommendation contained in such report
- (8) Permission in terms of Rule 120 (7) must be granted or denied without discussion.
- (9) A matter that is withdrawn in terms of Rule 120 (7) lapses without further discussion.
- (10) Despite anything to the contrary herein contained, the executive mayor may conclude the debate on the matter; provided that the Executive Mayor may designate a member of the mayoral committee to conclude such debate provided further, that in concluding such debate the executive mayor or the designated member of the mayoral committee may only speak for one (1) minute.

121. Reports on state of budget

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

122. Report on unauthorised expenditure

- (1) The Municipal Manager must, when a committee or a councillor of the Council contemplates taking a resolution that may result in unauthorised expenditure, advise that Committee or Councillor of the reasons why the expenditure may be unauthorised.

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

123. Information statement on intended debt

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

124. Financial report

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

125. Report about virement

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

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

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

- (4) Whenever the reasons for the inability arise from a lack of co-operation from any manager or other employee of the Council, the Municipal Manager must make appropriate recommendations to prevent such an occurrence in future.

127. Reporting about performance

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

CHAPTER 12 DELEGATED POWERS

128. Reporting on exercise of delegated powers

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

129. Review of decisions under delegated powers

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

Committee to conclude such debate provided further, that in concluding such debate the Executive Mayor or the designated member of the Mayoral Committee may only speak for two (2) minutes.

CHAPTER 13

EXERCISE OF POWERS

130. Exercising of Powers

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

CHAPTER 14

MISCELLANEOUS PROVISIONS

131. Revocation of by-laws

The following By- Laws are hereby repealed and revoked:

Victor Khanye Local Municipality Council Standing Rules and Orders promulgated in Government Gazette 1497 dated 25 January 2008.

132. Short title and commencement

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

Municipal Manager
Victor Khanye Local Municipality
Corner Samuel Road and Van der Walt Street
DELMAS
2210

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 13 OF 2020**STEVE TSHWETE LOCAL MUNICIPALITY****DECLARATION OF AERORAND SOUTH AS AN APPROVED TOWNSHIP**

In terms of Section 111 (1) of the Town Planning and Township Ordinance, 1986 (Ordinance No.15 of 1986) the Steve Tshwete Municipality hereby declares AERORAND SOUTH Township to be an approved Township subject to the conditions set out in the schedule attached hereto.

SCHEDULE

CONDITIONS UNDER WHICH THE APPLICATION FOR TOWNSHIP ESTABLISHMENT IN TERMS OF THE PROVISIONS OF THE TOWN PLANNING AND TOWNSHIPS ORDINANCE 15 OF 1986, (CHAPTER IV, SECTION 107) ON PORTION 341 OF THE FARM MIDDELBURG TOWN AND TOWNLANDS 287-JS, PROVINCE OF MPUMALANGA BY STEVE TSHWETE MUNICIPALITY (HEREINAFTER REFERRED TO AS THE TOWNSHIP APPLICANT) AND BEING THE REGISTERED OWNER OF THE LAND, HAS BEEN APPROVED.

1. CONDITIONS TO BE COMPLIED WITH IN TERMS OF SECTION 111 OF ORDINANCE NO. 15 OF 1986 PRIOR TO THE DECLARATION OF THE TOWNSHIP AS APPROVED TOWNSHIP

(1) GENERAL

The township applicant shall be responsible to ensure that:

- i.) The relevant Amendment Scheme in terms of Section 125 of Ordinance 15 of 1986 has been prepared and that the Amendment Scheme could be published simultaneously with the declaration of the township as approved township.
- ii.) The township applicant shall comply with the requirements of Section 72, 75 and 110 of the Town Planning and Townships Ordinance No. 15 of 1986.

2. CONDITIONS OF ESTABLISHMENT

(1) NAME

The name of the township shall be Aerorand South.

(2) LAYOUT / DESIGN

The township shall consist of erven as indicated on the SG Plan no. 1141/2009, dated 13 August 2009.

(3) DISPOSAL OF EXISTING CONDITIONS OF TITLE

All erven shall be made subject to existing conditions and servitudes, if any, including the reservation of rights to minerals.

(4) REMOVAL, REPOSITIONING, MODIFICATION OR REPLACEMENT OF EXISTING MUNICIPAL SERVICES

If, by reason of the establishment of the township, it should become necessary to remove, reposition, modify or replace any existing municipal services, the cost thereof shall be borne by the township applicant.

(5) REMOVAL, REPOSITIONING, MODIFICATION OR REPLACEMENT OF EXISTING TELKOM PLANT

If, by reason of the establishment of the township, it should become necessary to remove, reposition, modify or replace any existing Telkom plant, the cost thereof shall be borne by the township applicant.

(6) REMOVAL, REPOSITION, MODIFICATION OR REPLACEMENT OF EXISTING ESKOM POWER LINES

If, by reason of the establishment of the township, it should become necessary to remove, reposition, modify or replace any existing power lines of ESKOM, the cost thereof shall be borne by the township applicant.

3. CONDITIONS TO BE INCLUDED IN THE STEVE TSHWETE TOWN PLANNING SCHEME, 2004 IN TERMS OF SECTION 125 (1) OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE No. 15 of 1986

(3.1) Use Zone: Residential 1

Erven 3 – 13, 14 – 20, 26 – 27, 30 – 86, 89 – 120, 123 – 207, 211, 216, 218 – 246, 253 – 261, 265 – 267, 272 – 331, 334 – 351, 354 – 367, 378 – 406, 409 – 572, 576 – 590, 595 and 596, 601 – 617.

The erven shall be zoned “Residential 1” in accordance with the Steve Tshwete Town Planning Scheme, 2004.

(3.2) Use Zone: Residential 2

Erven 121

- i.) The erf shall be zoned “Residential 2” in accordance with the Steve Tshwete Town Planning Scheme, 2004.
- ii.) The housing density applicable to the erven shall be 20 dwelling units per hectare.

(3.3) Use Zone: Residential 3

Erf 122

- i.) The erf shall be zoned “Residential 3” in accordance with the Steve Tshwete Town Planning Scheme, 2004.
- ii.) The housing density applicable to the erf shall be 70 dwelling units per hectare.

(3.4) Use Zone: Institutional**Erven 88 and 87**

The erven shall be zoned "Institutional" in accordance with the Steve Tshwete Town Planning Scheme, 2004.

(3.5) Use Zone: Municipal**Erven 1 and 2**

The erven shall be zoned "Municipal" as prescribed by the Steve Tshwete Town Planning Scheme, 2004.

(3.6) Use Zone: Special**Erven 3 – 4, 247 – 252, 262 and 264, 208 – 210, 212 – 215, 217, 256, 308, 332, 333, 352 - 353, 368 - 377, 407 and 408.**

- i.) The erven shall be zoned "Special" for residential and park purposes in accordance with the Steve Tshwete Town Planning Scheme, 2004.
- ii.) The housing density applicable to the erven shall be one (1) dwelling house per erf.

(3.7) Use Zone: Special**Erf 268**

- i.) The erven shall be zoned "Special" for block of flats and park purposes in accordance with the Steve Tshwete Town Planning Scheme, 2004.
- ii.) The housing density applicable to the erven shall be 70 dwelling units per hectare.

(3.8) Use Zone: Special**Erf 269**

- i.) The erven shall be zoned "Special" for townhouses and park purposes in accordance with the Steve Tshwete Town Planning Scheme, 2004.
- ii.) The housing density applicable to the erven shall be 20 dwelling units per hectare.

(3.9) Use Zone: Special**Erven 270 and 271**

- i.) The erven shall be zoned "Special" for institutional and park purposes in accordance with the Steve Tshwete Town Planning Scheme, 2004.

(3.10) Use Zone: Public Open Space

Erven 21 - 25, 28 and 29, 573 – 575, 591 – 594, 597 – 600, 618 – 623.

The erven shall be zoned "Public Open Space" in accordance with the Steve Tshwete Town Planning Scheme, 2004.

3. CONDITIONS TO BE COMPLIED WITH BEFORE THE ERVEN IN THE TOWNSHIP BECOME REGISTRABLE**(1) INSTALLATION AND PROVISION OF SERVICES**

- (a) The township applicant shall install and provide internal engineering services to the township, to the satisfaction of the local authority.
- (b) The local authority shall ensure that sufficient capacity of external engineering services exist to deliver the appropriate level of services to the township.
- (c) The township applicant shall ensure that storm water run-off is efficiently disposed of, to the satisfaction of the local authority.

4. CONDITIONS OF TITLE**(1) ALL ERVEN**

The erven are subject to –

- (a) Building line servitude(s) in accordance with the provisions of the ruling town planning scheme, provided that with the written consent of the local authority such servitude may be dispensed with.
- (b) No buildings or other structures shall be erected within the aforesaid servitude area and no large-rooted trees shall be planted within the area of such servitude or within 1 metre thereof.
- (c) The Local Authority shall be entitled to deposit temporarily on the land adjoining the aforesaid servitude such material as may be excavated by it during the course of the construction, maintenance or removal of such sewerage mains and other works as is, in its discretion, may deem necessary and shall further be entitled to reasonable access to the said land for the aforesaid purpose, subject to any damage done during the process of the construction, maintenance or removal of such sewerage mains and other works being made good by the Local Authority.

5. ERVEN SUBJECT TO SPECIAL CONDITIONS

Erven 40, 41, 60, 61, 72 – 75, 78 – 80, 83 – 88, 125 – 128, 131 – 133, 136 – 140, 143, 144, 147, 196, 209, 210, 213, 214, 217, 269 – 271, 370 – 372, 375, 376, 408, 432, 445, 446, 449, 450, 452 – 454, 457 – 459, 462 – 464, 467 – 473, 490 – 492, 495 – 497, 500 – 502, 505 – 507, 510 – 512, 539 – 542, 545 – 547, 550 – 552, 555, 556, 558, 559, 583, 584, 617 – 621.

Ingress to and egress from the erven abutting along the boundaries of the 20m and 30m wide road reserves shall not be permitted.

STEVE TSHWETE MUNICIPALITY**STEVE TSHWETE AMENDMENT SCHEME 661**

The Steve Tshwete Municipality hereby, in terms of the provisions of Section 125 (1) of the Town Planning and Township Ordinance No. 15 of 1986, declares that it has approved Amendment Scheme 661, being an amendment of the Steve Tshwete Town Planning Scheme, 2004, comprising the same land as included in the township of Aerorand South.

Map 3 and the Scheme Clauses of the Amendment Scheme are filed with the Municipal Manager, Steve Tshwete Municipality, corner of Walter Sisulu and Wanderers Streets, Middelburg and are open for inspection at all reasonable times.

This amendment is known as Steve Tshwete Amendment Scheme 661

B KHENISA
MUNICIPAL MANAGER

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