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KWAZULU-NATAL PROVINSIE  
ISIFUNDAZWE SAKWAZULU-NATALI

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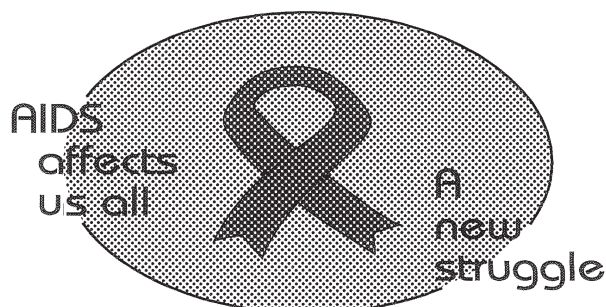
Vol: 16

PIETERMARITZBURG

26 MAY 2022  
26 MEI 2022

No: 2405

**We all have the power to prevent AIDS**



**AIDS  
HELPLINE**

**0800 012 322**

DEPARTMENT OF HEALTH

**Prevention is the cure**

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## PROVINCIAL NOTICES • PROVINSIALE KENNISGEWINGS

## PROVINCIAL NOTICE 231 OF 2022

## uMNGENI MUNICIPALITY



## MUNICIPAL NOTICE NO 12 /2022

**PUBLIC NOTICE CALLING FOR INSPECTION OF GENERAL VALUATION ROLL AND  
LODGING OF OBJECTIONS**

Notice is hereby given in terms of Section 49(1)(a)(i) of the Local Government Municipal Property Rates Act, of 2004 (Act No.6 of 2004 as amended), hereinafter referred to as the "Act", that the valuation roll for the financial years 1 July 2022 to 30 June 2027 is open for public inspection at the office of the Chief Financial Officer (Rates Department), c/o Mr. Zungu, during office hours 07:30 to 16:00 (Mondays to Fridays) from 31 May 2022 to 30 June 2022. In addition, the valuation roll will be available on the Municipal website [www.umngeni.gov.za](http://www.umngeni.gov.za)

An invitation is hereby made in terms of Section 49(1)(a)(i) of the Act that any owner of the property, or another person who so desires, should lodge an objection with the Municipal Manager in respect of any matter reflected in, or omitted from, the valuation roll within the abovementioned period.

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

The forms for lodging of objections are obtainable at the following address: Corner of Somme and Dicks Street, Howick, or on the Municipal website [www.umngeni.gov.za](http://www.umngeni.gov.za). Completed forms must be returned to The Municipal Manager, uMngeni Municipality, c/o Corner of Somme, and Dicks Street.

**The following fees will be payable on each objection lodged:**

Form A Residential	R 427.36 incl Vat
Form B Non-Residential	R 427.36 incl Vat
Form C Farms/Agricultural	R 854.74 incl Vat

Refundable if objection is upheld

For enquiries please telephone (033) 2399218; (033) 2398303  
email: [mbo.zungu@umngeni.gov.za](mailto:mbo.zungu@umngeni.gov.za), [arashna.ramcharran@umngeni.gov.za](mailto:arashna.ramcharran@umngeni.gov.za)

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**MR M HLOBA**  
**ACTING MUNICIPAL MANAGER**

**PROVINCIAL NOTICE 232 OF 2022**

**PUBLICATION OF TRANSFERS TO HOSPITALS FOR THE 2022/23  
FINANCIAL YEAR**

1. In compliance with Section 29(2)(a)(ii) of the Division of Revenue Act, 2022, the Transfers to Hospitals Budget for the Province of KwaZulu-Natal, for the 2022/23 financial year are hereby published.















**Annexure C**

**NAME of HOSPITAL: EDENDALE HOSPITAL**

**TYPE: REGIONAL**

**Hospital budget summary**

R thousand	Audited Outcome			Main Appropriation	Adjusted Appropriation 2021/22	Revised Estimate	Medium-term Estimates		
	2018/19	2019/20	2020/21				2022/23	2023/24	2024/25
<b>Receipts</b>									
Transfer receipts from national	1 161 747	1 250 374	1 194 223	1 210 106	1 298 667	1 444 214	1 335 969	1 299 620	1 289 139
Equitable share	1 116 358	1 188 367	1 077 946	1 162 082	1 250 643	1 373 456	1 262 656	1 225 064	1 215 964
Conditional grants	45 389	62 007	116 277	48 024	48 024	70 759	73 313	74 557	73 175
<i>Comprehensive HIV and Aids Grant</i>	41 205	43 310	51 104	42 546	42 546	67 172	70 091	71 231	69 677
<i>Provincial Disaster Relief Grant</i>	-	-	28 301	-	-	-	-	-	-
<i>Health Professions Training and Development Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR Capacitation and Training Grant</i>	-	15 928	31 084	955	955	909	-	-	-
<i>Health Facility Revitalisation Grant</i>	3 860	2 008	-	1 800	1 800	34	35	38	40
<i>National Health Insurance Grant</i>	-	-	5 788	2 663	2 663	2 644	3 125	3 288	3 458
<i>Social Sector EPWP Incentive Grant</i>	324	761	-	60	60	-	62	-	-
<i>EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>Human Papilloma Virus Vaccine Grant</i>	-	-	-	-	-	-	-	-	-
<i>National Tertiary Services Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR and Training grant</i>	-	-	-	-	-	-	-	-	-
Funds from Provincial Own Revenue	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	<b>1 161 747</b>	<b>1 250 374</b>	<b>1 194 223</b>	<b>1 210 106</b>	<b>1 298 667</b>	<b>1 444 214</b>	<b>1 335 969</b>	<b>1 299 620</b>	<b>1 289 139</b>
<b>Payments</b>									
<b>Current payments</b>	<b>1 137 021</b>	<b>1 219 500</b>	<b>1 174 030</b>	<b>1 207 450</b>	<b>1 296 011</b>	<b>1 413 954</b>	<b>1 325 306</b>	<b>1 288 889</b>	<b>1 278 000</b>
Compensation of employees	877 526	915 441	845 385	941 691	978 893	1 040 786	1 003 828	966 659	952 369
Goods and services	257 795	304 046	328 628	265 759	317 118	373 168	321 477	322 229	325 630
<i>of which</i>									
<i>Consultants and professional services</i>	1 330	1 220	132	174	63	61	63	66	70
<i>Maintenance and minor repairs</i>	6 191	10 875	14 477	4 121	8 611	14 534	14 825	15 596	16 407
<i>Agency &amp; support/outsourced services</i>	21 019	27 176	27 667	27 763	27 763	32 836	33 494	35 236	37 068
<i>Medical supplies</i>	86 868	87 657	97 941	88 818	119 494	119 998	98 399	103 516	108 899
<i>Medicine</i>	36 852	48 719	63 321	33 262	45 610	76 612	81 975	86 238	90 722
<i>Other (Specify)</i>	105 536	128 398	125 089	111 621	115 577	129 126	92 721	97 357	102 225
Interest and rent on land	1 700	14	16	-	-	0	1	1	1
<b>Transfers and subsidies to:</b>	<b>13 089</b>	<b>6 619</b>	<b>5 009</b>	<b>-</b>	<b>-</b>	<b>7 785</b>	<b>8 564</b>	<b>8 978</b>	<b>9 364</b>
Municipalities	-	-	-	-	-	-	-	-	-
Departmental agencies and accounts	5	5	-	-	-	-	-	-	-
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	13 084	6 614	5 009	-	-	7 785	8 564	8 978	9 364
<b>Payments for capital assets</b>	<b>11 638</b>	<b>24 255</b>	<b>15 184</b>	<b>2 656</b>	<b>2 656</b>	<b>22 476</b>	<b>2 099</b>	<b>1 753</b>	<b>1 775</b>
Buildings and other fixed structures	217	-	-	-	-	-	-	-	-
Machinery and equipment	11 421	24 255	15 184	2 656	2 656	22 476	2 099	1 753	1 775
Biological assets	-	-	-	-	-	-	-	-	-
Software and other intangible assets	-	-	-	-	-	-	-	-	-
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unallocated contingency reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Payments</b>	<b>1 161 747</b>	<b>1 250 374</b>	<b>1 194 223</b>	<b>1 210 106</b>	<b>1 298 667</b>	<b>1 444 214</b>	<b>1 335 969</b>	<b>1 299 620</b>	<b>1 289 139</b>
<b>Surplus/(deficit) before financing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing</b>									
Roll-overs	-	-	-	-	-	-	-	-	-
<i>Other (Specify)</i>	-	-	-	-	-	-	-	-	-
<b>Surplus/(deficit) after financing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>



































**Annexure C**

**NAME of HOSPITAL: ST MARYS KWAMAGWAZA HOSPITAL**

**DISTRICT**

**Hospital budget summary**

R thousand	Audited Outcome			Main Appropriation	Adjusted Appropriation 2021/22	Revised Estimate	Medium-term Estimates		
	2018/19	2019/20	2020/21				2022/23	2023/24	2024/25
<b>Receipts</b>									
Transfer receipts from national	125 618	136 435	116 063	132 699	139 094	158 067	142 975	139 109	137 992
Equitable share	113 964	121 509	95 112	114 882	119 677	142 957	127 329	123 166	122 246
Conditional grants	11 653	14 926	20 952	17 817	19 417	15 109	15 646	15 943	15 746
<i>Comprehensive HIV and Aids Grant</i>	11 630	14 383	12 230	17 743	17 743	13 240	13 687	13 910	13 607
<i>Provincial Disaster Relief Grant</i>	-	-	7 641	-	-	-	-	-	-
<i>Health Professions Training and Development Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR Capacitation and Training Grant</i>	-	-	365	-	-	0	1	1	1
<i>Health Facility Revitalisation Grant</i>	23	543	715	-	1 600	1 822	1 881	2 032	2 138
<i>National Health Insurance Grant</i>	-	-	-	-	-	-	-	-	-
<i>Social Sector EPWP Incentive Grant</i>	-	-	-	74	74	48	77	-	-
<i>EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>Human Papilloma Virus Vaccine Grant</i>	-	-	-	-	-	-	-	-	-
<i>National Tertiary Services Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR and Training grant</i>	-	-	-	-	-	-	-	-	-
Funds from Provincial Own Revenue	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	<b>125 618</b>	<b>136 435</b>	<b>116 063</b>	<b>132 699</b>	<b>139 094</b>	<b>158 067</b>	<b>142 975</b>	<b>139 109</b>	<b>137 992</b>
<b>Payments</b>									
<b>Current payments</b>	<b>124 961</b>	<b>132 714</b>	<b>114 213</b>	<b>132 527</b>	<b>138 738</b>	<b>155 293</b>	<b>142 285</b>	<b>138 414</b>	<b>137 270</b>
Compensation of employees	95 926	101 871	79 122	99 314	103 857	111 441	106 796	102 842	101 322
Goods and services	29 030	30 840	35 090	33 213	34 881	43 852	35 489	35 572	35 948
<i>of which</i>									
<i>Consultants and professional services</i>	136	81	3	7	3	23	24	25	27
<i>Maintenance and minor repairs</i>	960	2 027	2 490	911	2 705	3 253	3 319	3 492	3 673
<i>Agency &amp; support/outsourced services</i>	2 585	2 899	3 056	3 409	3 403	3 762	3 838	4 038	4 248
<i>Medical supplies</i>	2 808	3 693	4 711	4 308	4 236	9 357	7 674	8 073	8 493
<i>Medicine</i>	5 767	2 642	3 221	3 083	3 083	2 725	2 916	3 068	3 227
<i>Other (Specify)</i>	16 774	19 498	21 610	21 495	21 451	24 732	17 718	18 604	19 534
Interest and rent on land	5	3	1	-	-	-	-	-	-
<b>Transfers and subsidies to:</b>	<b>132</b>	<b>503</b>	<b>221</b>	<b>-</b>	<b>-</b>	<b>503</b>	<b>554</b>	<b>581</b>	<b>606</b>
Municipalities	-	-	-	-	-	-	-	-	-
Departmental agencies and accounts	-	-	-	-	-	-	-	-	-
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	132	503	221	-	-	503	554	581	606
<b>Payments for capital assets</b>	<b>525</b>	<b>3 218</b>	<b>1 630</b>	<b>172</b>	<b>356</b>	<b>2 270</b>	<b>136</b>	<b>114</b>	<b>116</b>
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	525	3 218	1 630	172	356	2 270	136	114	116
Biological assets	-	-	-	-	-	-	-	-	-
Software and other intangible assets	-	-	-	-	-	-	-	-	-
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unallocated contingency reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Payments</b>	<b>125 618</b>	<b>136 435</b>	<b>116 063</b>	<b>132 699</b>	<b>139 094</b>	<b>158 066</b>	<b>142 975</b>	<b>139 109</b>	<b>137 992</b>
<b>Surplus/(deficit) before financing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing</b>									
Roll-overs	-	-	-	-	-	-	-	-	-
<i>Other (Specify)</i>	-	-	-	-	-	-	-	-	-
<b>Surplus/(deficit) after financing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

































## Annexure C

NAME of HOSPITAL: DUNDEE HOSPITAL

TYPE: DISTRICT

## Hospital budget summary

R thousand	Audited Outcome			Main Appropriation	Adjusted Appropriation 2021/22	Revised Estimate	Medium-term Estimates		
	2018/19	2019/20	2020/21				2022/23	2023/24	2024/25
<b>Receipts</b>									
Transfer receipts from national	206 035	230 491	225 787	234 709	243 504	308 423	252 961	246 619	245 067
Equitable share	190 004	211 547	190 871	207 271	215 266	284 671	227 782	221 335	220 228
Conditional grants	16 032	18 944	34 916	27 438	28 238	23 752	25 179	25 284	24 839
<i>Comprehensive HIV and Aids Grant</i>	13 939	17 691	20 451	26 367	26 367	22 290	23 474	23 856	23 336
<i>Provincial Disaster Relief Grant</i>	-	-	13 025	-	-	-	-	-	-
<i>Health Professions Training and Development Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR Capacitation and Training Grant</i>	-	-	1 439	-	-	-0	1	1	1
<i>Health Facility Revitalisation Grant</i>	258	1 253	-	700	1 500	1 280	1 321	1 427	1 502
<i>National Health Insurance Grant</i>	-	-	-	-	-	-	-	-	-
<i>Social Sector EPWP Incentive Grant</i>	1 835	-	-	371	371	183	383	-	-
<i>EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>Human Papilloma Virus Vaccine Grant</i>	-	-	-	-	-	-	-	-	-
<i>National Tertiary Services Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR and Training grant</i>	-	-	-	-	-	-	-	-	-
Funds from Provincial Own Revenue	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	<b>206 035</b>	<b>230 491</b>	<b>225 787</b>	<b>234 709</b>	<b>243 504</b>	<b>308 423</b>	<b>252 961</b>	<b>246 619</b>	<b>245 067</b>
<b>Payments</b>									
<b>Current payments</b>	<b>200 980</b>	<b>224 122</b>	<b>222 486</b>	<b>233 564</b>	<b>242 359</b>	<b>299 545</b>	<b>243 526</b>	<b>236 921</b>	<b>234 975</b>
Compensation of employees	161 653	171 701	161 838	172 652	181 097	211 497	182 278	175 529	172 935
Goods and services	39 327	52 420	60 647	60 912	61 262	88 048	61 248	61 392	62 040
<i>of which</i>									
<i>Consultants and professional services</i>	108	727	34	7	7	823	40	42	44
<i>Maintenance and minor repairs</i>	1 987	3 208	5 237	3 045	3 395	3 495	3 565	3 750	3 945
<i>Agency &amp; support/outsource services</i>	585	721	1 058	1 175	1 175	1 334	1 361	1 432	1 506
<i>Medical supplies</i>	7 024	9 006	12 768	14 385	14 385	30 918	25 353	26 671	28 058
<i>Medicine</i>	8 106	11 387	13 369	16 363	16 363	18 218	19 494	20 508	21 574
<i>Other (Specify)</i>	21 519	27 370	28 182	25 937	25 937	33 260	11 435	12 007	12 607
Interest and rent on land	-	-	-	-	-	-	-	-	-
<b>Transfers and subsidies to:</b>	<b>569</b>	<b>809</b>	<b>1 243</b>	<b>-</b>	<b>-</b>	<b>7 754</b>	<b>8 530</b>	<b>8 942</b>	<b>9 326</b>
Municipalities	-	-	-	-	-	-	-	-	-
Departmental agencies and accounts	-	-	-	-	-	-	-	-	-
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	569	809	1 243	-	-	7 754	8 530	8 942	9 326
<b>Payments for capital assets</b>	<b>4 486</b>	<b>5 560</b>	<b>2 057</b>	<b>1 145</b>	<b>1 145</b>	<b>1 124</b>	<b>905</b>	<b>756</b>	<b>766</b>
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	4 486	5 560	2 057	1 145	1 145	1 124	905	756	766
Biological assets	-	-	-	-	-	-	-	-	-
Software and other intangible assets	-	-	-	-	-	-	-	-	-
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unallocated contingency reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Payments</b>	<b>206 035</b>	<b>230 491</b>	<b>225 787</b>	<b>234 709</b>	<b>243 504</b>	<b>308 423</b>	<b>252 961</b>	<b>246 619</b>	<b>245 067</b>
<b>Surplus/(deficit) before financing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-0</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing</b>									
Roll-overs	-	-	-	-	-	-	-	-	-
<i>Other (Specify)</i>	-	-	-	-	-	-	-	-	-
<b>Surplus/(deficit) after financing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-0</b>	<b>-</b>	<b>-</b>	<b>-</b>































































































**Annexure C**

**NAME of HOSPITAL: HEAD OFFICE**

**TYPE: HEAD OFFICE**

**Hospital budget summary**

R thousand	Audited Outcome			Main Appropriation	Adjusted Appropriation 2021/22	Revised Estimate	Medium-term Estimates		
	2018/19	2019/20	2020/21				2022/23	2023/24	2024/25
<b>Receipts</b>									
Transfer receipts from national	-	5 018 243	7 296 366	6 962 664	8 337 312	6 134 692	6 172 545	5 806 492	8 386 945
Equitable share	-	2 242 600	2 001 723	3 812 408	5 177 074	2 855 827	2 375 937	2 622 263	4 761 891
Conditional grants	-	2 775 644	5 294 642	3 150 256	3 160 238	3 278 865	3 796 608	3 184 229	3 625 054
<i>Comprehensive HIV and Aids Grant</i>	-	1 259 645	2 127 022	1 626 878	1 680 589	1 940 978	2 075 410	1 527 132	1 966 748
<i>Provincial Disaster Relief Grant</i>	-	-	1 561 629	-	-	-	-	-	-
<i>Health Professions Training and Development Grant</i>	-	336 390	-	-	-	-	-	-	-
<i>HR Capacitation and Training Grant</i>	-	-	366 808	340 613	369 188	321 322	375 857	365 746	328 408
<i>Health Facility Revitalisation Grant</i>	-	1 162 364	1 227 378	1 168 739	1 096 935	1 000 083	1 280 612	1 265 850	1 302 851
<i>National Health Insurance Grant</i>	-	-	-	-	-500	-	48 919	24 365	25 859
<i>Social Sector EPWP Incentive Grant</i>	-	241	-	231	231	1 599	2 915	-	-
<i>EPWP Incentive Grant</i>	-	10 313	10 903	12 689	12 689	13 843	11 736	-	-
<i>Human Papilloma Virus Vaccine Grant</i>	-	5 676	-	-	-	-	-	-	-
<i>National Tertiary Services Grant</i>	-	1 015	902	1 106	1 106	1 041	1 159	1 136	1 188
<i>HR and Training grant</i>	-	-	-	-	-	-	-	-	-
Funds from Provincial Own Revenue	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	-	5 018 243	7 296 366	6 962 664	8 337 312	6 134 692	6 172 545	5 806 492	8 386 945
<b>Payments</b>									
<b>Current payments</b>	-	3 318 728	4 769 856	4 936 390	6 440 632	4 732 526	4 209 830	3 678 029	6 073 950
Compensation of employees	-	1 282 951	1 111 424	1 422 397	2 915 986	1 362 999	878 654	918 669	2 678 010
Goods and services	-	2 035 248	3 658 059	3 513 526	3 524 179	3 369 130	3 331 012	2 759 191	3 395 766
<i>of which</i>									
<i>Consultants and professional services</i>	-	179 166	234 847	155 967	156 549	83 082	69 901	73 536	77 360
<i>Maintenance and minor repairs</i>	-	532 555	1 828 298	1 053 545	912 647	703 914	717 993	755 329	794 606
<i>Agency &amp; support/outsourced services</i>	-	178	1 031	31 414	31 554	2 309	89 257	93 898	98 781
<i>Medical supplies</i>	-	108 613	79 591	78 489	41 039	90 494	60 081	63 205	66 492
<i>Medicine</i>	-	54 262	669 065	364 006	485 890	765 778	828 332	871 405	916 718
<i>Other (Specify)</i>	-	1 160 472	845 228	1 830 105	1 896 500	1 723 554	1 565 448	1 643 720	1 725 906
Interest and rent on land	-	530	373	467	467	397	164	169	174
<b>Transfers and subsidies to:</b>	-	254 687	114 717	447 104	379 150	110 049	162 419	177 042	176 514
Municipalities	-	6 244	5 273	17 452	7 452	8 775	22 659	32 979	24 330
Departmental agencies and accounts	-	22 043	-	-	-	-	24 380	25 450	26 594
Non-profit institutions	-	-	-	59 205	5 149	-	-	-	-
Households	-	226 400	109 444	370 447	366 549	101 274	115 380	118 613	125 590
<b>Payments for capital assets</b>	-	1 444 828	2 411 792	1 579 170	1 517 559	1 292 101	1 800 296	1 951 421	2 136 481
Buildings and other fixed structures	-	928 325	2 218 868	1 049 853	929 682	905 859	1 196 960	1 318 544	1 445 562
Machinery and equipment	-	516 503	192 925	529 317	587 877	386 242	603 336	632 877	690 919
Biological assets	-	-	-	-	-	-	-	-	-
Software and other intangible assets	-	-	-	-	-	-	-	-	-
<b>Payments for financial assets</b>	-	-	0	-	-29	17	-	-	-
<b>Unallocated contingency reserve</b>	-	-	-	-	-	-	-	-	-
<b>Total Payments</b>	-	5 018 243	7 296 366	6 962 664	8 337 312	6 134 692	6 172 545	5 806 492	8 386 945
<b>Surplus/(deficit) before financing</b>	-	-	0	-	-	-	-	-0	-0
<b>Financing</b>									
Roll-overs	-	-	-	-	-	-	-	-	-
<i>Other (Specify)</i>	-	-	-	-	-	-	-	-	-
<b>Surplus/(deficit) after financing</b>	-	-	0	-	-	-	-	-0	-0



## Annexure C

NAME of HOSPITAL: NON GOVERNMENTAL ORG

TYPE: NGO

## Hospital budget summary

R thousand	Audited Outcome			Main Appropriation	Adjusted Appropriation 2021/22	Revised Estimate	Medium-term Estimates		
	2018/19	2019/20	2020/21				2022/23	2023/24	2024/25
<b>Receipts</b>									
Transfer receipts from national	-	82 652	92 934	34 648	85 483	86 121	97 147	99 960	103 247
Equitable share	-	48 959	51 173	13 818	64 653	58 486	68 627	70 976	74 895
Conditional grants	-	33 694	41 761	20 830	20 830	27 635	28 520	28 984	28 352
<i>Comprehensive HIV and Aids Grant</i>	-	33 694	38 851	20 830	20 830	27 635	28 520	28 984	28 352
<i>Provincial Disaster Relief Grant</i>	-	-	2 910	-	-	-	-	-	-
<i>Health Professions Training and Development Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR Capacitation and Training Grant</i>	-	-	-	-	-	-	-	-	-
<i>Health Facility Revitalisation Grant</i>	-	-	-	-	-	-	-	-	-
<i>National Health Insurance Grant</i>	-	-	-	-	-	-	-	-	-
<i>Social Sector EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>Human Papilloma Virus Vaccine Grant</i>	-	-	-	-	-	-	-	-	-
<i>National Tertiary Services Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR and Training grant</i>	-	-	-	-	-	-	-	-	-
Funds from Provincial Own Revenue	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	-	82 652	92 934	34 648	85 483	86 121	97 147	99 960	103 247
<b>Payments</b>									
<b>Current payments</b>	-	82 383	36 519	34 648	34 648	32 664	35 099	35 182	35 554
Compensation of employees	-	-	-	-	-	-	-	-	-
Goods and services	-	82 383	36 519	34 648	34 648	32 664	35 099	35 182	35 554
<i>of which</i>									
<i>Consultants and professional services</i>	-	-	-	-	-	-	-	-	-
<i>Maintenance and minor repairs</i>	-	-	-	-	-	28	29	31	32
<i>Agency &amp; support/outsourced services</i>	-	-	-	-	-	-	-	-	-
<i>Medical supplies</i>	-	138	42	64	64	73	61	64	68
<i>Medicine</i>	-	28 795	36 471	34 584	34 584	32 400	34 669	36 472	38 368
<i>Other (Specify)</i>	-	24	6	-	-	162	340	357	375
Interest and rent on land	-	-	-	-	-	-	-	-	-
<b>Transfers and subsidies to:</b>	-	-	56 415	-	50 835	53 458	62 048	64 778	67 693
Municipalities	-	-	-	-	-	-	-	-	-
Departmental agencies and accounts	-	-	-	-	-	-	-	-	-
Non-profit institutions	-	-	56 415	-	50 835	53 458	62 048	64 778	67 693
Households	-	-	-	-	-	-	-	-	-
<b>Payments for capital assets</b>	-	269	-	-	-	-	-	-	-
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	-	269	-	-	-	-	-	-	-
Biological assets	-	-	-	-	-	-	-	-	-
Software and other intangible assets	-	-	-	-	-	-	-	-	-
<b>Payments for financial assets</b>	-	-	-	-	-	-	-	-	-
Unallocated contingency reserve	-	-	-	-	-	-	-	-	-
<b>Total Payments</b>	-	82 652	92 934	34 648	85 483	86 121	97 147	99 960	103 247
<b>Surplus/(deficit) before financing</b>	-	0	-	-	-	-	-	-	-
<b>Financing</b>									
Roll-overs	-	-	-	-	-	-	-	-	-
<i>Other (Specify)</i>	-	-	-	-	-	-	-	-	-
<b>Surplus/(deficit) after financing</b>	-	0	-	-	-	-	-	-	-

## Annexure C

NAME of HOSPITAL: OTHER SERVICES

TYPE: OTHER SERVICES

## Hospital budget summary

R thousand	Audited Outcome			Main Appropriation	Adjusted Appropriation 2021/22	Revised Estimate	Medium-term Estimates		
	2018/19	2019/20	2020/21				2022/23	2023/24	2024/25
<b>Receipts</b>									
Transfer receipts from national	-	445 340	334 799	381 861	393 122	392 729	424 712	413 078	410 209
Equitable share	-	437 750	333 586	381 013	392 274	391 818	423 459	411 756	408 855
Conditional grants	-	7 590	1 213	848	848	911	1 253	1 322	1 354
<i>Comprehensive HIV and Aids Grant</i>	-	5	6	123	123	488	504	513	502
<i>Provincial Disaster Relief Grant</i>	-	-	590	-	-	-	-	-	-
<i>Health Professions Training and Development Grant</i>	-	2 080	-	-	-	-	-	-	-
<i>HR Capacitation and Training Grant</i>	-	-	-	-	-	-	-	-	-
<i>Health Facility Revitalisation Grant</i>	-	5 505	617	725	725	424	749	809	852
<i>National Health Insurance Grant</i>	-	-	-	-	-	-	-	-	-
<i>Social Sector EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>Human Papilloma Virus Vaccine Grant</i>	-	-	-	-	-	-	-	-	-
<i>National Tertiary Services Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR and Training grant</i>	-	-	-	-	-	-	-	-	-
Funds from Provincial Own Revenue	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	-	445 340	334 799	381 861	393 122	392 729	424 712	413 078	410 209
<b>Payments</b>									
<b>Current payments</b>	-	434 641	331 213	379 969	391 203	389 793	416 187	405 315	402 252
Compensation of employees	-	321 231	224 556	287 641	287 652	279 288	300 915	289 773	285 490
Goods and services	-	113 407	106 655	92 328	103 551	110 505	115 271	115 541	116 761
<i>of which</i>									
<i>Consultants and professional services</i>	-	11	-	1	6	-	-	-	-
<i>Maintenance and minor repairs</i>	-	20 590	25 807	10 796	19 373	18 272	18 638	19 607	20 627
<i>Agency &amp; support/outsourced services</i>	-	11 595	436	306	3 193	3 394	3 463	3 643	3 833
<i>Medical supplies</i>	-	280	307	154	218	400	329	346	364
<i>Medicine</i>	-	37	39	158	158	51	55	58	61
<i>Other (Specify)</i>	-	80 894	80 065	80 913	80 603	88 387	92 786	97 425	102 297
Interest and rent on land	-	3	2	-	-	0	1	1	1
<b>Transfers and subsidies to:</b>	-	3 941	3 319	367	367	2 748	3 023	3 169	3 305
Municipalities	-	-	-	-	-	-	-	-	-
Departmental agencies and accounts	-	-	-	-	-	-	-	-	-
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	-	3 941	3 319	367	367	2 748	3 023	3 169	3 305
<b>Payments for capital assets</b>	-	6 758	267	1 525	1 552	187	5 502	4 594	4 652
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	-	6 758	267	1 525	1 552	187	5 502	4 594	4 652
Biological assets	-	-	-	-	-	-	-	-	-
Software and other intangible assets	-	-	-	-	-	-	-	-	-
<b>Payments for financial assets</b>	-	-	-	-	-	1	-	-	-
Unallocated contingency reserve	-	-	-	-	-	-	-	-	-
<b>Total Payments</b>	-	445 340	334 799	381 861	393 122	392 729	424 712	413 078	410 209
<b>Surplus/(deficit) before financing</b>	-	0	-	-	-	-	-	-	-
<b>Financing</b>									
Roll-overs	-	-	-	-	-	-	-	-	-
<i>Other (Specify)</i>	-	-	-	-	-	-	-	-	-
<b>Surplus/(deficit) after financing</b>	-	0	-	-	-	-	-	-	-



**Annexure C**

**NAME of HOSPITAL: PRIMARY HEALTH CARE**

**TYPE: PHC**

**Hospital budget summary**

R thousand	Audited Outcome			Main Appropriation	Adjusted Appropriation 2021/22	Revised Estimate	Medium-term Estimates		
	2018/19	2019/20	2020/21				2022/23	2023/24	2024/25
<b>Receipts</b>									
Transfer receipts from national	-	7 963 500	7 105 085	8 102 103	8 166 101	7 939 150	8 605 223	8 433 256	8 422 557
Equitable share	-	4 993 777	4 506 598	4 955 846	4 997 488	5 543 150	5 299 721	5 082 235	5 142 119
Conditional grants	-	2 969 723	2 598 486	3 146 257	3 168 613	2 396 000	3 305 502	3 351 021	3 280 438
<i>Comprehensive HIV and Aids Grant</i>	-	2 929 522	2 471 461	3 122 814	3 125 350	2 362 391	3 263 490	3 316 539	3 244 163
<i>Provincial Disaster Relief Grant</i>	-	-	117 572	-	-	-	-	-	-
<i>Health Professions Training and Development Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR Capacitation and Training Grant</i>	-	-	5 815	-	-	383	7 704	8 105	8 526
<i>Health Facility Revitalisation Grant</i>	-	34 107	3 033	14 548	34 368	23 608	24 364	26 314	27 683
<i>National Health Insurance Grant</i>	-	-	576	-	-	41	60	63	66
<i>Social Sector EPWP Incentive Grant</i>	-	4 705	30	8 895	8 895	9 577	9 884	-	-
<i>EPWP Incentive Grant</i>	-	-	-	-	-	-	-	-	-
<i>Human Papilloma Virus Vaccine Grant</i>	-	1 389	-	-	-	-	-	-	-
<i>National Tertiary Services Grant</i>	-	-	-	-	-	-	-	-	-
<i>HR and Training grant</i>	-	-	-	-	-	-	-	-	-
Funds from Provincial Own Revenue	-	-	-	-	-	-	-	-	-
<b>Total receipts</b>	<b>-</b>	<b>7 963 500</b>	<b>7 105 085</b>	<b>8 102 103</b>	<b>8 166 101</b>	<b>7 939 150</b>	<b>8 605 223</b>	<b>8 433 256</b>	<b>8 422 557</b>
<b>Payments</b>									
<b>Current payments</b>									
Compensation of employees	-	4 293 179	3 738 245	4 473 209	4 499 781	4 740 693	4 883 817	4 702 981	4 633 457
Goods and services	-	3 401 920	3 123 170	3 379 585	3 410 029	2 898 888	3 454 493	3 462 572	3 499 110
<i>of which</i>									
<i>Consultants and professional services</i>	-	938	22	-	-	245	251	264	278
<i>Maintenance and minor repairs</i>	-	90 572	67 341	44 909	73 410	69 660	71 054	74 749	78 636
<i>Agency &amp; support/outsourced services</i>	-	7 379	9 505	9 612	10 116	11 041	11 262	11 848	12 464
<i>Medical supplies</i>	-	70 836	86 767	67 165	69 833	79 459	65 157	68 545	72 110
<i>Medicine</i>	-	2 417 482	2 149 593	2 438 065	2 433 662	1 832 002	1 960 243	2 062 176	2 169 409
<i>Other (Specify)</i>	-	814 713	809 942	819 834	823 008	906 481	1 346 526	1 413 852	1 484 545
Interest and rent on land	-	93	72	-	-	53	17	18	19
<b>Transfers and subsidies to:</b>	<b>-</b>	<b>242 537</b>	<b>220 859</b>	<b>234 843</b>	<b>235 058</b>	<b>271 420</b>	<b>255 467</b>	<b>258 143</b>	<b>280 310</b>
Municipalities	-	222 892	199 352	234 843	234 843	244 277	241 889	243 909	265 464
Departmental agencies and accounts	-	25	-	-	-	-	6	6	7
Non-profit institutions	-	-	-	-	-	-	-	-	-
Households	-	19 619	21 507	-	215	27 142	13 572	14 228	14 839
<b>Payments for capital assets</b>	<b>-</b>	<b>25 771</b>	<b>22 738</b>	<b>14 466</b>	<b>21 233</b>	<b>28 015</b>	<b>11 429</b>	<b>9 542</b>	<b>9 662</b>
Buildings and other fixed structures	-	-	-	-	-	-	-	-	-
Machinery and equipment	-	25 771	22 738	14 466	21 233	28 015	11 429	9 542	9 662
Biological assets	-	-	-	-	-	-	-	-	-
Software and other intangible assets	-	-	-	-	-	-	-	-	-
<b>Payments for financial assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>81</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unallocated contingency reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Payments</b>	<b>-</b>	<b>7 963 500</b>	<b>7 105 085</b>	<b>8 102 103</b>	<b>8 166 101</b>	<b>7 939 150</b>	<b>8 605 223</b>	<b>8 433 256</b>	<b>8 422 557</b>
<b>Surplus/(deficit) before financing</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing</b>									
Roll-overs	-	-	-	-	-	-	-	-	-
<i>Other (Specify)</i>	-	-	-	-	-	-	-	-	-
<b>Surplus/(deficit) after financing</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

**MUNICIPAL NOTICES • MUNISIPALE KENNISGEWINGS**

**MUNICIPAL NOTICE 140 OF 2022**

COMMITTED TO SERVICE DELIVERY



**STANDING RULES AND ORDERS  
FOR THE MEETINGS OF THE  
COUNCIL AND ITS COMMITTEES**

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Standing rules and orders for the meetings of the council and its committees | KwaDukuza Local Municipality

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## **MUNICIPAL NOTICE**

The municipal council for **KwaDukuza Municipality** adopted the following bylaws at its meeting held on 17 **November 2021** in terms of section 165 (2) of the Constitution of the Republic of South Africa (Act No. 108 of 1996) read with section 31 (2) of the Local Government: Municipal Structures Act, 1998 and hereby publishes the bylaws 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 Provincial Gazette.

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## **STANDING RULES AND ORDERS FOR THE MEETINGS OF THE COUNCIL AND ALL ITS COMMITTEES**

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## 1. Application of rules

- 1.1 The rules of order contained herein apply to all meetings of the municipal council and any other committee of the municipal 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 the rules for such a structure. These rules also applies inclusive of virtual meetings together with the supplementary rules of order for virtual meetings (Annexure A).
- 1.2 The rules are aimed at allowing free, open, and constructive debate during meetings. The rules are encouraged and promote freedom of expression in such a manner that orderly debate is ensured within the time constraints of time allocated to meetings.
- 1.3 The rules endeavor to create the opportunity for councilors serving in council structures to air their view on any matter of public importance.
- 1.4 The rules of order are applicable to:
  - 1.4.1 All councillors.
  - 1.4.2 Traditional Leaders participating in Council and its committees in terms of section 81 of the Municipal Structures Act;
  - 1.4.3 Any municipal official of the municipality; and
  - 1.4.4 Any member of the public while present in the council chamber and precinct.

## 2. Definitions

The following terms and phrases used in these rules shall have the meaning assigned to them hereunder:

“**Act**” means Local Government Municipal Structures Act, 1998 (Act 117 of 1998)/ Local Government Municipal Structures Amendment Act, 2021 (Act 03 of 2021)

“**Committee**” shall mean any committee established in the municipality, including committees established in terms of section 79 and 80 of the Structures Act;

“**Constitution**” shall mean the Constitution of the Republic of South Africa, 1996;

“**Council**” shall mean the municipal council for the **KwaDukuza Municipality**.

“**Councillor**” shall mean a member of the municipal 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.

“**Designated Peace Officer**” means a law enforcement officer of the City who has been declared a peace officer in terms of section 334 of the Criminal Procedure Act, 1977 (Act 51 of 1977), acting when on duty and properly identified and trained to keep order during council meetings.

“**Electronic Communications Act**” means the Electronic Communications and Transactions Act, No. 25 of 2002.

“**Electronic communication**” has the meaning ascribed thereto in terms of the Electronic Communications Act.

“**Electronic signature**” has the meaning ascribed thereto in terms of the Electronic Communications Act.

“**Executive Committee**” shall mean the committee appointed in terms of section 42 (2) of the Structures Act.

“**In Committee**” shall mean the part of the meeting of the municipal 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 being transacted.

“**In writing**” includes an electronic communication

“**Mayor**” shall mean the Mayor of the municipality as elected in terms of section 48 of the Structures Act;

“**Meeting**” means any Municipal Council meeting regulated or imposed in terms of section 29 of the Act.

“**Meeting Place**” means the venue where a particular meeting of Council takes place.

“**Member**” shall mean a councillor serving in the municipal council of the municipality; “**Motion**” shall mean a matter submitted by a member in accordance with 28 below; Municipality” shall mean KwaDukuza Municipality.

“**Municipal Manager**” means the person appointed in terms of Section 54A of the Act and as mentioned in the Local Government: Municipal Structures Act No. 117 of 1998 and regulations.

“**Party Whip**” means a member designated by the leadership of a party to oversee and guide the conduct of its members in relation to Rules of Order of Council and the dignity and business of Council as well as to perform the functions described in Rule 16 of the Rules of Order.

“**Point of order**” shall mean a point raised by a councillor during the council meeting

and shall only relate to a matter of procedure and provided for in the rules of order.

“**Political Party**” means a political party registered in terms of the Electoral Act, 1998;

“**Privilege**” shall mean the right of freedom of speech for councillors in council and committee meetings, subject to the rules of order of any ruling of the Speaker in terms thereof as well as the right not to be held liable for civil or criminal proceedings

for anything they said, produced or submitted to the Council or Committee;

“**Procedural motion**” shall mean a matter raised by a member at a meeting in terms of section 28;

“**Quorum**” means the minimum number of members required to be in attendance at a meeting to duly constitute same for decision-making. Quorum is determined by the number of seats. As a result, quorum does not change if a vacancy is declared because that vacancy will be filled.

“**Report**” shall mean any item appearing on the agenda for consideration by the

council or a committee.

“**Senior managers**” shall mean the persons appointed by the council as the municipal manager and all managers directly accountable to the municipal manager as approved on the official organisational structure of the municipality

“**sign**” also includes an electronic signature.

“**Speaker**” shall mean the person as elected in terms of section 36 of the Act.

“**Sub-committee**” means any other committee, other than the executive committee / portfolio committees appointed by the council or the executive committee;

“**Systems Act**” shall mean the Local Government: Municipal Systems Act, 2000;

“**Traditional Leader**” shall mean a Traditional Leader identified by the MEC to participate in the proceedings of a municipal council in terms of section 81 of the Act;

“**Whip of the Council/Chief Whip**” shall mean the person elected as the Whip of the Council in terms of section 41A of the Municipal Structures Amendment Act, 2021.

### 3. Meeting of council open to public

- 3.1 The Municipal Council shall conduct its business in an open manner and every meeting of the council and all committees, including the executive committee / mayoral committee 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 Systems Act.
- 3.2 The Council will deal In Committee when discussing any of the following matters:
  - 3.2.1 a trade secret or confidential commercial information of any supplier of the municipality or any person rendering a service to the municipality;
  - 3.2.2 personal and private information of any councilor or an employee of the municipality;
  - 3.2.3 the intention of the municipality to purchase or acquire land or buildings;
  - 3.2.4 the price a municipality may offer for the purchase or acquisition of land or buildings;
  - 3.2.5 any report addressing legal proceedings that the municipality is involved in or contemplating instituting or defending;
  - 3.2.6 disciplinary proceedings or proposed disciplinary proceedings against any employee;
  - 3.2.7 any matter that might not be disclosed in terms of legislation;
  - 3.2.8 consideration of the minutes of previous In Committee discussions.
- 3.3 A councilor may, when an item in the agenda is put to order, other than a



matter referred to in 3.2 above, and provided it is not a matter that is required in law to be dealt with in open council, propose with motivation, that the matter be further dealt with In Committee. The ruling of the Speaker in this regard will be final and no further discussion will be allowed.

#### **4. Council meetings**

The Council shall hold an ordinary meeting for the transaction of business not less than once in every three months / monthly.

#### **5. Special council meetings**

- 5.1 The Speaker may at any time of own accord and shall, upon request in writing of a majority of the councilors of the municipality, call a special meeting of the council, provided that no such special meeting shall take place unless all councilors were given at least 48 hours' notice prior to the date and time set for the meeting.
- 5.2 In the event where the Speaker or Acting Speaker fails and/or refuses to call a special meeting when requested in accordance with 5.1 above, the Municipal Manager of the municipality may call the meeting.
- 5.3 In the event both the Speaker or Acting Speaker and the Municipal Manager or Acting Municipal Manager failed to call a special or ordinary meeting when requested in accordance with 5.1 above, a person designated by the MEC for local government in the province, may call and chair the meeting.

#### **6. Service of notices to members and notices of council meetings to the public.**

- a. At least 5 days before any ordinary meeting of the council or its committees and at least forty eight hours before any special meeting of the council or its committee , a notice to attend the meeting, specifying the business proposed to be transacted thereat and signed by the Municipal Manager or Chief Operations Officer, or in their absence by council delegated Executive Director or in 5.2 above, shall be left or delivered to an accessible distribution point within the municipality as determined by the council from time to time / sent be electronic mail or short service messages (SMS) to an address or cellphone number provided by the councilor as his/her official address / mail address.
- b. The councilor is obliged to provide within 7 days after first council meeting, his contact details, which council will use to notify him or her and send

notices of the meeting including electronic agenda and where to collect the printed copy of the agenda if it is required.

- c. All councilors must inform the speaker of any change of his contact details within three days of such change.
- d. Further to the above, Municipal Manager must ensure that a public notice of meetings of municipal councils, including the special meetings is issued, in the manner that is being determine time to time by Council.

## **7. Non-service of notices**

- 7.1 Accidental omission to serve on any councilor a notice of meeting shall not invalidate the proceedings of that meeting.
- 7.2 A councilor may request an investigation or an explanation regarding the non-receipt of a notice to attend a meeting. This request must be done through the Office of the Speaker or Whip of the Council.

## **8. Urgent Matters**

- 8.1 No business shall be transacted at a meeting of the council or any committee other than that specified in the agenda relating thereto, except any matters which the relevant chairperson considers urgent and the said chairperson has ruled the matter to be urgent.
- 8.2 The Municipal Manager may raise matters which in his / her discretion is urgent, for decision by the council. A matter will be deemed urgent when the decision required, if delayed, would prejudice the Council and / or its operations.
- 8.3 The Speaker or chairperson of the meeting will determine an appropriate time when the Municipal Manager may raise urgent matters and the time available for discussion thereof; Provided that the Speaker may rule that the matter is not urgent as defined in 8.2 above.

## 9. Conduct at meetings

The Speaker or the chairperson of the meeting in the event of a meeting other than a council meeting shall:

1. Maintain order during meetings.
2. Ensure compliance with the Code of Conduct for Councilors during meetings.
3. Ensure that meetings are conducted in accordance with the rules.
4. Ensure that members conduct themselves in a dignified and orderly manner during meetings.
5. Ensure that members of the public attending meetings are seated in areas designated for that purpose.
6. 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.
7. Ensure that any councilor or member of the public refusing to comply with the ruling of the Speaker or chairperson leaves the meeting.
8. Ensure that the Whip of each political party represented in the municipal council as well as the Whip of Council maintains discipline during any meeting.

## 10. Interpretation of rules

- 10.1 The ruling of the Speaker or the chairperson in the event of a meeting other than a council meeting, with regard to the application and interpretation of the rules as well as other procedural matters not dealt with in the rules shall be final and binding: Provided that the Speaker / chairperson may be required to provide reasons for a ruling.
- 10.2 Any ruling made by the Speaker must be made having due regard to the provisions of the Constitution, national and provincial legislation, municipal by-laws and policies, the rule of law and the rules of natural justice.
- 10.3 Any interpretation and ruling made by the Speaker should be registered by the Municipal Manager or his or her nominee (ED: Corporate Services) in such register kept for this purpose by the Municipal Manager or his or her nominee (ED: Corporate Services) and kept for safekeeping similar to the agendas and minutes of all meetings.

## 11. Quorum and acts of council

- 11.1 A majority of the councilors must be present at a meeting of the council before any matter may be considered and / or voted on.
- 11.2 In the event of no quorum for a meeting, the meeting must be suspended

for no more than 20 minutes, and if at the end of the said period there is still no quorum, the Speaker or chairperson may suspend the meeting for such a period he/she deems fit and thereafter adjourn the meeting to another date, time and/or venue.

## 12. Reports

- 12.1. The Council may not take any decision unless it has before it sufficient information as determined by the Speaker to take an informed decision. Except in exceptional circumstances, such information must be in a written report.

## 13. Decisions and Voting

- 13.1. Subject to 13.3 below, all matters will be decided by a majority of councilors present at the meeting.
- 13.2. Before a formal vote is taken on any matter before the Council, the Speaker shall cause the bells to be rung for a period of 1 minute, after which all doors shall be closed, and no member or other person shall be allowed to enter or leave the chamber.
- 13.3. Any matter referred to in section 160(2) of the Constitution shall be decided on by a majority of the councilors in the municipal council.
- 13.4. 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 councilor'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 a casting vote.
- 13.5. If the Speaker or chairperson of a meeting asks the meeting if it is in agreement with the recommendations and if it is not opposed by any member present, the recommendations are adopted.
- 13.6. 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 secret ballot.
- 13.7. The Municipal Manager or an official designated by him 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 councilor a ballot paper bearing the official mark or logo of the municipal council, and having the alternates to be voted for clearly depicted thereon, substantially in accordance with the following:

**KWADUKUZA MUNICIPAL LOGO**

Date:.....

Proposal or motion to be voted for	Councilor’s vote (X) : For or against
1.	
2.	

- 13.8. The municipal manager shall collect all the ballot papers and count same in the presence of a representative from each party represented on the council or committee and present at such meeting.
- 13.9. The Speaker or chairperson shall thereupon declare the motion carried or lost, and it shall be entered upon the minutes.
- 13.10. 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.
- 13.11. A member may abstain from voting without leaving the chamber.
- 13.12. A member may request that his/her support / dissent / abstention be recorded in the minutes of the meeting.

**14. When councilors may not attend and participate in the proceedings of the council, mayoral committee / executive committee, portfolio committee or sub- committee**

A councilor shall-

- 14.1. Disclose to the council, or to any committee of which that councilor is a member, any direct personal or private business interest that the councilor, or the spouse, partner or business associate of that councilor may have in any matter before the council or the committee;
- 14.2. Withdraw from the proceedings of the council or committee meeting when the matter is being considered by the council or committee, unless the council or the committee decides by resolution, that the councilor’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 the deliberation and vote on the matter taking place, subject always to the ruling of the Speaker or chairperson on the time to be allowed for such an address.
- 14.3. A councillor who, or whose spouse, partner or business associate or close

family member, acquires or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose full particulars of the benefit of which the councilor is aware at the first meeting of the council or committee of the council at which it is possible for the councilor to make a disclosure.

- 14.4. This provision does not apply to an interest or benefit which a councilor, or a spouse, partner or business associate or close family members, has or acquired in common with other residents and ratepayers of the municipality.

#### **15. Walkout**

If a councilor or group of councilors leave any meeting in protest, and the remainder of the councilors constitute a quorum the business of the meeting shall be proceeded with.

#### **16. Count out**

If during any sitting of the council or any committee, the attention of the Speaker or chairperson is called to the number of members 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 11 above.

#### **17. Adjourned meetings**

The council or a committee may adjourn a meeting to any date or hour, but no business shall be transacted at any adjourned meeting except such as was set out in the notice for the meeting of which it is an adjournment.

#### **18. Notice of adjourned meeting**

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, except under the circumstances contemplated in 34 below.

#### **19. Chairperson of meetings**

- 19.1 At every meeting of the council the Speaker, or if he/she is not present, an Acting Speaker shall be the chairperson. An acting Speaker may be elected by the majority of councilors present at any meeting of the council where the Speaker is not present.
- 19.2 The Mayor shall chair meetings of the Executive Committee if not present, the Deputy Mayor or if the Deputy Mayor is also not available, any other

councilor appointed by a majority members of the executive committee in attendance.

19.3 The chairperson appointed by the Council shall chair meetings of the portfolio committees.

19.4 The person so nominated by the council, Executive Committee or committee shall chair meetings of committees and sub- committees; Provided that where no such person was nominated the members present may elect their own chairperson.

**20. Agenda**

20.1 Subject to 20.2 and 20.3 below, all meetings must be conducted in accordance with the order in which matters appear on the agenda and only matters which appear on the agenda may be debated.

20.2 The Speaker or chairperson may, after considering a duly motivated request, change the order of matters appearing on the agenda.

20.3 The Speaker or chairperson may, after considering a duly motivated request, direct that a matter be moved between the confidential and open parts of the agenda.

**21. Business at council meetings**

The order of business at every ordinary meeting of the council, the executive committee or a committee is as follows:

Council	Executive Committee	Committee
<ul style="list-style-type: none"> <li>• Prayer</li> <li>• Notice convening the meeting</li> <li>• Signing of the</li> </ul>	<ul style="list-style-type: none"> <li>• Prayer</li> <li>• Notice of Meeting</li> <li>• Signing of Attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Prayer</li> <li>• Notice convening the meeting</li> <li>• Signing of the register</li> <li>• Declaration of</li> </ul>

<p>register</p> <ul style="list-style-type: none"> <li>• Declaration of Pecuniary Interest</li> </ul> <p>a) Cllrs</p> <p>b) Staff Members</p> <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Councillors Leave of Absence</li> </ul> <p>a) Applications</p> <p>b) Granted</p> <ul style="list-style-type: none"> <li>• Official Announcements</li> <li>• Confirmation of Minutes</li> </ul> <p>a) Corrections of the minutes</p> <p>b) Matters arising from minutes</p> <ul style="list-style-type: none"> <li>• Outstanding matters</li> <li>• Business of the day</li> <li>• Closure</li> </ul>	<p>Register</p> <ul style="list-style-type: none"> <li>• Declarations of Pecuniary Interest/Other Forms of Interest</li> </ul> <p>a) Cllrs</p> <p>b) Staff Members</p> <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Councillors Leave of Absence</li> </ul> <p>a) Granted</p> <p>b) Applications</p> <ul style="list-style-type: none"> <li>• Official Announcements)</li> <li>• Matters for Information from Cllrs/Officials</li> <li>• b) Presentations</li> <li>• Clean Administration</li> <li>• Minutes</li> <li>• a) Confirmation</li> <li>• b) Matters Arising</li> <li>• Outstanding Matters</li> <li>• Business of the Day</li> <li>• Closure</li> </ul>	<p>Pecuniary Interest</p> <p>c) Cllrs</p> <p>d) Staff Members</p> <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Councillors Leave of Absence</li> </ul> <p>c) Applications</p> <p>d) Granted</p> <ul style="list-style-type: none"> <li>• Official Announcements</li> <li>• Presentations</li> <li>• Clean Administration</li> <li>• Confirmation of Minutes</li> </ul> <p>c) Corrections of the minutes</p> <p>d) Matters arising from minutes</p> <ul style="list-style-type: none"> <li>• Outstanding Matters</li> <li>• Business of the day</li> <li>• Closure</li> </ul>
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**22. Leave of absence**

22.1. Applications for leave of absence from any council or committee meeting must be submitted to the Speaker signed by the member applying for leave.

22.2. All applications for leave must be submitted at least 12 hours before the



starting time of the meeting.

22.3. The Speaker or chairperson shall grant leave at his or her discretion, and the Speaker is at liberty to reject such application for leave of absence.

22.4. Leave will be deemed to have been granted if a councilor has been delegated to attend a meeting or engagement on behalf of the council.

### **23. Minutes to be kept and confirmation thereof**

23.1. 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 Executive Director: Corporate Services. The Municipal Manager or his delegated relevant Executive Director shall be responsible for the correctness of the same, and the minutes of every meeting shall be confirmed at the next ordinary meeting.

23.2. Minutes of the proceedings of every meeting of the council or a committee shall be word processed or typed and printed, and shall if confirmed, be signed at the next ensuing ordinary meeting by the chairperson. Minutes shall be bound and kept secure.

23.3. The Municipal Manager must ensure that the minutes reflect the names of the members that attended the meeting, those that are absent and those that have been granted leave of absence.

### **24. No discussion on minutes under confirmation of minutes**

No motion or discussion shall be allowed upon the confirmation of the minutes, except as to its accuracy.

### **25. Petitions to be written, typed or printed**

Petitions, which must be clearly written, typed or printed, must be signed by not less than three citizens and must be couched in respectful language and presented to the office of the Municipal Manager who shall, if he/she deems it necessary, bring the matter before the executive committee of council and attention of the Speaker.

### **26. Deputations to submit memorandum**

Deputations wishing to be received by the executive committee shall be required, in the first instance to send a duly motivated memorandum in writing requesting

same, and the Municipal Manager shall bring the memorandum before the executive committee, which it may authorize, if it sees fit to receive the deputation, and to report to the council forthwith.

## **27. Reception of deputations**

A deputation wishing to address the executive committee / mayoral committee shall not exceed five in number, but only one member thereof shall be at liberty to address the committee (except in reply to questions from members of the committee) and only for a period not exceeding ten minutes. The committee shall not further consider the matter until the deputation shall have withdrawn itself from the meeting.

## **28. Moving a report**

The Speaker or chairperson shall move the recommendation contained in a report unless he/she shall have previously stated his/her disagreement with it. The chairperson of a committee or other member presenting a report may withdraw or amend any section with the consent of the committee, only if it has been established that a particular item or items in the original report was or were incorrectly recorded or it has been established that it would be in the best interest of the council not to adopt a recommendation or a part or parts thereof.

## **29. Motions**

- 29.1. No matter shall be brought before the council or a committee by any member of the council except upon a notice of motion, which shall be in writing and signed by the member giving the notice as well as the member seconding it: Provided that a person who has a personal electronic mail address from where he or she can be identified by the Municipal Manager, can submit such motion by electronic mail.
- 29.2. Any notice of motion shall be submitted to the Speaker or chairperson before 12:00, ten days prior to the meeting of the council or committee.
- 29.3. A motion shall lapse if the member who submitted the motion is not present at the meeting where the motion is to be debated.
- 29.4. A member submitting a motion shall introduce such a motion and shall have the right of reply thereto.
- 29.5. When a member introduces a motion which is intended to rescind or amend a resolution passed by the council in the preceding three months or which has

- the purport as a motion that was not supported within the three preceding months shall not be entertained.
- 29.6. When dealing with motions the motion shall be read out together with the number thereof and the name of the mover.
- 29.7. The Speaker or chairperson shall ascertain which motions are unopposed and these shall be passed without debate and thereafter the opposed motions shall be called in accordance with the order of the agenda.
- 29.8. All notices of motion shall be dated and numbered as received by the Municipal Manager, and shall be entered on the agenda paper in the order in which it was received, save and except that notices of amendment to motions shall be entered immediately after such notice of motion, irrespective of the time at which the notice shall have been received.
- 29.9. No member shall have more than two notices of motion on the same agenda at the same time.
- 29.10. Before any notice of motion is placed on the agenda paper it shall be submitted to the Municipal Manager who must obtain the written technical input from the various heads of department of the municipality, if it is required, and, who, if he/she be of the opinion that it is *ultra vires* existing legislation, shall cause the giver of the notice to be so informed. The giver of the notice shall however, have the right to appeal to a sub-committee comprised of the Speaker Mayor and Whip of the Council, who shall review the matter and decide whether or not such notice of motion be placed on the agenda paper.
- 29.11. A motion affecting the making or amending of a by-law, shall be submitted to the Speaker for a report before the council passes a resolution in this regard.
- 29.12. The Speaker may disallow a motion which:
- 29.12.1. May lead to discussions of a matter already dealt with on the agenda
  - 29.12.2. Addresses a matter where the Council has no jurisdiction
  - 29.12.3. Addresses a matter where a decision of a judicial or quasi-judicial body is pending
  - 29.12.4. Has not been seconded
  - 29.12.5. If passed, would be contrary to the law.
- 29.13. The mover with the consent of the seconder may withdraw a motion or amendment.
- 29.14. The Speaker or chairperson may call upon any mover of an amendment to a motion to reduce the same to writing, and, after signing it, to hand it to the Municipal Manager to read the amendments for the meeting to either adopt or

reject such amendment.

- 29.15. Except upon the recommendation of the committee to which the council has delegated powers or duties to deal with the particular subject matter, no resolution passed at any meeting of the council shall be revoked or altered at any subsequent meeting unless notice of motion so to revoke or alter such resolution shall have been given to the Municipal Manager at least seven days before such subsequent meeting and the Municipal Manager shall, at least two days before such subsequent meeting, have forwarded a copy of such notice of motion to each councillor.

### **30. Precedence of the Speaker**

30.1 During the sitting of the council or a committee, members, except lady Members and members in traditional, cultural or religious headdress shall have their heads uncovered.

30.2 When speaking, councillors shall be seated, but at all times, address their speech to the Speaker or chairperson.

30.3 Whenever the Speaker or chairperson speaks, any member then speaking or offering to speak must be silent in order for the Speaker to be audible and speak without interruption.

### **31. Relevance**

A member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

### **32. Irrelevance, tedious repetition, unbecoming language, and breach of order**

32.1 The Speaker or chairperson must call the attention of the member, referred by title and name, to irrelevant, tedious repetition, unbecoming language, or any breach of order on the part of a member, and shall direct such member, if speaking, to discontinue his/her speech until the member has come to order. Such direction shall be regarded as the first warning.

32.2 The Speaker or chairperson shall direct a member to apologize or withdraw an allegation if it is unbecoming or injures or impairs the dignity or honour of a member or officer of the Council.

32.3 Upon two warnings and a final warning during the deliberations of a Council meeting, the Speaker or chairperson shall inform the member that he/she will not be given an opportunity to be heard further at that particular meeting. The member will however be allowed to vote on any matter that is subject to

a vote.

32.4 The member must be alerted of each warning.

32.5 If a member fails to comply with the Speaker's direction under paragraph 28.3 above, the provisions of Rule 29 shall apply and the Speaker may decide to take disciplinary action against such member in terms of the Code of Conduct for Councilors.

### 33. Councilor to speak once only

Except for otherwise provided for in these rules, no speaker shall speak more than once on any recommendation, motion or proposal, provided that the Mayor or a member may reply in conclusion of a debate, but shall confine him / her to answering to previous speakers and shall not introduce any new matter into the debate.

### 34. Debate management

34.1. Time allocated to each political party or interest group will be determined by the Speaker.

34.2. At least 24 hours before the meeting, the whip of each political party or interest group represented in the municipality will provide the Speaker or chairperson with a list indicating which items on the agenda are to be debated.

34.3. At least 12 hours before the meeting, the whip of each political party or interest group represented in the municipality will provide the Speaker or chairperson with a list indicating which members will speak on which item included in the agenda.

34.4. The Speaker will determine the allocation of time per item and inform the whips of the speaking time allowed to each member included in the list, based on the principle in 32.1 above.

34.5. Each political party or interest group represented in the municipality has the right to speak on each item on the agenda.

### 35. Length of speeches

35.1 No speech shall exceed **three (3)** minutes in length without the consent of the Speaker. This period shall exclude consecutive translation time required.

35.2 The Speaker or the chairperson shall be entitled to, at any time, to set,

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.

35.3 The time limits shall be at the sole discretion of the Speaker or chairperson guided by the principles of fairness, democracy, efficiency and good governance.

### **36. Disorderly conduct of councilor and the duty of the chairperson**

36.1 If at any meeting of the council or committee a councilor conducts himself or herself in an improper fashion, behaves in an unseemly manner or persistently obstructs business to be carried out or challenges the ruling of the Speaker or chairperson on any point of order or declines to withdraw an expression when required to do so by the speaker or chairperson or indulges in tedious repetition or unbecoming language or commits any breach of these rules, the chairperson shall direct such councilor to conduct himself or herself properly and, if speaking, to discontinue his/her speech and resume his/her seat, is he/she was standing.

36.2 In the event of persistent disregard of the directions of the Speaker or chairperson, the Speaker or chairperson shall direct such councilor to retire from the venue where the meeting is being held for the remainder of the meeting, and shall, if necessary, cause him/her to be ejected there from.

36.3 The Speaker or a chairperson may exclude from a meeting, for such period of time during the meeting as he/she may deem fit, any member who has so committed an act of misconduct or behaved in an unseemly manner or persistently obstructed the business of the meeting or disregarded the authority of the chair, provided that a formal process will be initiated after the conclusion of the meeting.

36.4 Where a councilor refuses to retire or in the event of more than one councilor having to be ejected from the meeting, and such councilor/s refuse/s to leave the meeting, the Speaker shall request the Designated Peace Officer to facilitate the removal of such councilor/s from the chamber. If this cannot be done orderly, the chairperson of a meeting may adjourn proceedings for a period not exceeding 15 minutes, in order for the relevant councilors to retire or to be ejected from the venue of the meeting. If, at the resumption of proceedings, the councilor/s have not left / been ejected, the meeting may be adjourned for another 10 minutes to address the situation. The chairperson may rule that after the second adjournment the meeting will re-convene at another venue and any councilor/s ordered to retire or so evicted or ordered to be evicted will be refused entry to the alternative venue. The Sargent at Arms of the council will ensure that such

councilor/s do/es not enter such an alternative venue.

### **37. Obstruction by persons other than councilors**

Any person, other than a councilor, who misconducts himself or herself, behaves in an unseemly manner or interrupts the proceedings of the council or any committee at any meeting shall, if the Speaker or chairperson so directs, be removed from the Chamber or the venue where the meeting is being held. If the person refuses to leave, the Designated Peace Officer will be responsible to remove such person from the meeting. The chairperson may exclude such person from further admittance to the council chamber or the meeting venue for such period as it may be deemed fit.

### **38. Points of order and personal explanation**

38.1 Any member, regardless of whether he/she addressed the Council on the matter under debate or not, may:

38.1.1 raise a point of order

38.1.2 raise a point of personal explanation at the end of the debate

38.2 Any point of order or personal explanation will not constitute a speech and will therefore not affect the right of any member to speak on a particular item, provided that the member will not be allowed to spend more than 2 (two) minutes on the point of order or personal explanation.

38.3 Any member contemplated in 36.1 shall be entitled to be heard and the councilor speaking at the time shall remain silent until a ruling has been made by the Speaker or chairperson.

38.4 The ruling of the Speaker or chairperson on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion.

38.5 Any member will only be allowed to raise one point of order and one point of personal explanation during the council meeting. Only one point of order on the same matter will be allowed.

38.6 Any member persisting in a point of order or personal explanation after a ruling has been made by the Speaker will be subject to the provision of point 34 above.

### **39. Points of clarity**

39.1 For the purpose of this Rule:

- 39.1.1 A point of clarity means the explanation of some material part of a member's speech which has not been understood or which contains incorrect assertions during the course of the debate but not once the debate has closed.
- 39.1.2 Any point of clarity shall not constitute a speech and therefore not affect the right of any member to speak on a particular item, provided that a member who addresses the Speaker on a point of clarity shall not be permitted to address the Speaker for longer than 1 minute on such point of clarity;
- 39.1.3 Any member, whether he/she addressed the Council on the matter under debate or not, may rise/raise his/her hand on a point of clarity at the end of the debate.
- 39.1.4 A member contemplated in Rule 32.1.3, shall be entitled to be heard forthwith, and the member speaking at the time shall remain silent and be seated, until a ruling has been made by the Speaker.
- 39.1.5 The ruling of the Speaker on the admissibility of a point of clarity shall be final and shall not be open to discussion.

#### 40. Questions

- 40.1 Any member may submit a question requiring a written reply from any political office bearer, the municipal manager or senior manager of the municipality, concerning any matter related to the effective performance of the functions of the municipality and the exercise of its powers, provided that a written notice of such a question has been submitted to the Speaker or chairperson and the municipal manager at least 10 (ten) days prior to the council or committee meeting and the political office bearer and the municipal manager shall ensure that the member receive a written reply at the meeting.
- 40.2 If after the question has been replied to, a member is of the opinion that the reply is not clear or satisfactory, he or she may, with the permission of the Speaker or chairperson, request a follow up question.
- 40.3 All questions duly given notice of and all responses submitted shall be recorded in the minutes of the meeting.
- 40.4 No member may re-submit a question relating to any matter if that question was considered during the previous 3 months.
- 40.5 A question shall not contain any arguments, expression of opinion or inferences, accusations, epithets or controversial, ironical or offensive expression of hypothetical cases or seek legal opinion.
- 40.6 A member will be limited to one oral and one written question per Council



meeting.

#### **41. Reports and investigations:**

- 41.1.1 A question shall not be asked seeking information in relation to an investigation that is underway, other than to determine the status of that investigation i.e. initiated, ongoing, close to completion or completed.
- 41.1.2 A question shall not be asked regarding the contents of any report resulting from a confidential or forensic investigation unless the disclosure of information necessary to answer such question is in accordance with the policy regarding the release of information contained in such a report.
- 41.1.3 A question shall not be asked in relation to matters that are legally privileged, that are the subject of ongoing legal proceedings or that are confidential, or if the disclosure of information necessary to answer such a question would result in the breach of the rights of, or a duty owed to, a third party.
- 41.1.4 No questions regarding matters on the confidential agenda will be permitted.
- 41.1.5 A question shall not refer to more than one subject and shall be brief and concise.
- 41.1.6 Answers shall be communicated in writing to members within 2 months from the date of receipt of such questions.

#### **42. Terms of reference of sub-committees**

Upon the appointment of any sub-committee the council a committee shall specifically determine the terms of reference of such sub-committee and shall fix the quorum of such sub-committee. The council's standing rules and orders shall apply to all sub-committees.

#### **43. Council may increase or restrict powers**

With the exception of the Executive Committee whose functions are determined in terms of the Structures Act, and the committees whose functions and powers are determined in terms of Section 80 of the Structures Act by the Executive Committee, the council may at any time extend, withdraw or modify the duties and powers of a committee or sub-committee appointed in terms of Section 79 of the Structures Act.

#### **44. Minutes of Executive Committee, committees and sub-committees**

Every committee, including the Executive Committee, except when specifically exempted from this provision by a resolution of the council or the executive committee in view of the sensitivity, confidentiality or otherwise of the subject matter of a particular meeting and provided the final resolution or recommendation is duly recorded in writing, shall record minutes of its proceedings and cause the same to be duly kept by the Executive Director Corporate Services. At every ordinary meeting of a committee the unconfirmed minutes shall be taken as read, with a view to confirmation, provided that a copy of such minutes shall have been sent to each member of the committee twenty four hours previously. No discussion shall be allowed upon the minutes, except as to their accuracy save at portfolio committees and even then at the sole discretion of the chairperson.

#### **45. Inspection of minute books by councilors**

The minutes of every council or committee shall be open for inspection by every member of the council during office hours; provided the demands of duties of the registry and secretariat staff is taken into account.

#### **46. Non-attendance of members of committees**

46.1 Should any member of a committee fail to attend three consecutive meetings of the same committee of which he or she is a member, without leave of absence having been granted as contemplated in 22 above, he/she shall be required to submit a motivation for such absence and if the Speaker are not satisfied with such explanation, it shall be reported to the municipal council that the councilor is deemed to have forfeited his/her seat on such committee, and such forfeiture shall be reported to the council or the executive committee to the end that the vacancy may be filled by the executive committee.

#### **47. Members of council attending committee meetings of which they are not members**

47.1 Members of the municipal council may attend the meeting of any committee that they are not a member of but will in all instances be granted the status of an observer and will not be allowed to participate or vote at such meetings.

47.2 The provisions of 43 will not be applicable to the Municipal Public Accounts Committee (MPAC) and members of the executive will be requested to attend the MPAC meeting and the request for attendance will specify the matters

that the member of the executive will be expected to address the MPAC on.

47.3 The rules with regard to agendas as set out above will also be applicable to requests to attend MPAC and address it.

#### **48. Information to be obtained from municipal manager or the head of department concerned**

Subject to the provisions of 37 above, members of the council who desire to obtain from any official of the council information with regard to the administrative work of the council, which is not accessible to the general public, should address their enquiries firstly to the Municipal Manager and then to the relevant senior manager.

#### **49. Information to the press or other media: In-committee discussions**

49.1 The Mayor, the Speaker and the Municipal Manager in their discretion may, on application being made to him/her by any registered newspaper, radio station, television service or internet publisher, supply to such media or its representative, information and reports relating to the work of the municipality.

49.2 In view of the Municipal Manager, the Speaker or the Mayor being the authorized channel through which the media may receive information and reports, members of the council are therefore expected to refrain from sending to the media documents or information supplied to them with a view to their consideration by the council or any committee: Provided that this clause shall not be construed as abrogating a councilors individual constitutional right to make press statements which reflect his/her own personal or political view and not that of the council, further provided however, that no discussion that took place in-committee may be conveyed to the public or the press except by the Mayor, Speaker or Municipal Manager.

49.3 Chairpersons of committees must liaise with the Mayor and Municipal Manager for the publication of any information relating to committee and the Municipal Manager shall arrange, if approved, the publication of the relevant information.

#### **50. Suspension of standing orders**

No standing order shall be suspended without the vote of a majority of the members of the council or of three-fourths of the members present and a motion duly seconded to suspend the standing orders shall be put without debate.

#### **51. Legal defense and indemnification of councilors and officers of the council**

The council may determine the circumstances in which it will undertake the defence of or pay the legal costs or the total costs and the amount in respect of any legal proceedings, whether civil or criminal, a councilor or an official may have against any person, body, organisation or institution arising from the councilor's or official's capacity as a councilor or official of the Municipality.

**52. Speaker may refer matters for legal advice**

The Speaker shall be entitled, within the framework of the approved operational budget of the municipality and subject to the supply chain management policy, to refer any matter pertaining to the council and its proceedings, for legal opinion to the council's legal advisors both internal and external. The Municipal Manager shall determine the appropriate person to provide such opinion.

**53. Activities prohibited within the council chamber or a meeting venue and the use of the council chamber by other persons or institutions**

- a. The decorum of the council chamber as the official seat of governance of the Municipality shall at all times be respected and adhered to by any person or institution using the facilities.
- b. The following activities are strictly prohibited from being conducted within the confines of the council chamber or a meeting venue of the council or its committees by any person:
  - i. Having a cellular telephone that is not on silent mode and speaking on a cellular phone during the meeting;
  - ii. Consuming any food or drink in his/her possession, excluding water provided at the meeting.
- c. Caucus meetings of the various political parties may be held in the chamber provided it is booked with the official responsible for the chamber and council support prior to the meeting, and subject to such bookings to be on a rotational basis for all the parties.
- d. The use of the council chamber by any other person or institution, other than a recognized committee, body of or person in the employ of the Municipality shall be subject to the approval by the Speaker in consultation with the Municipal Manager or ED: Corporate Services, and at all times subject to the availability thereof in terms of the council's calendar of use, and the purpose for which it is applied for. Applications for use shall be made in writing to the Speaker who shall confer with the Director Corporate Services in making the venue available in writing.

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#### 54. Ward committees

The council may by resolution determine the rules of procedure for the election of ward committees, the procedures at meetings, and the reporting rules.

#### 55. Sanctions and offences

Any person who willfully contravenes any provision of these rules shall be guilty of an offence and shall be subject to the following sanctions imposed by the council:

- a. Having a fine imposed by the council as determined by it from time to time for the categories of offences as approved by it by resolution from time to time;
- b. Be suspended from the attendance of council or committee meetings as the council may determine for such a period as the council may by resolution determine from time to time for the categories of offences as determined by it.

#### 56. Dress code

- a. The Council may by resolution prescribe a dress code for councilors and traditional leaders attending meetings.
- b. Notwithstanding the provisions of any resolution passed in accordance with 56 (a) above, no councilor shall be allowed to wear any clothing or accessory containing party political paraphernalia to any meeting.

### ANNEXURE A : SUPPLEMENTARY RULES OF ORDER FOR KWADUKUZA MUNICIPALITY COUNCIL AND ITS COMMITTEE VIRTUAL MEETINGS

NB: THESE RULES ARE SUPPLEMENTARY TO THE EXISTING STANDING RULES AND ORDERS FOR KWADUKUZA MUNICIPAL COUNCIL.

INDEX TO THE RULES OF ORDER REGULATING THE CONDUCT OF VIRTUAL MEETINGS OF THE MUNICIPAL COUNCIL OF KWADUKUZA MUNICIPALITY

RULE		PAGE No.
1	DEFINITIONS	
2	APPLICATIONS OF THE RULES	
3	INTERPRETATION	

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4	NOTICE AND VENUE OF MEETING	
5	PUBLIC NOTICE OF VIRTUAL MEETING	
6	QUORUM	
7	DECISIONS AND VOTING	
8	DEBATE MANAGEMENT	
9	NOTICE OF MOTION	
10	AMENDMENTS TO RECOMMENDATIONS PROPOSED AT THE MEETING	
11	REMOVAL OR EXCLUSION OF COUNCILLORS	
12	FACILITATION OF PUBLIC AND MEDIA INVOLVEMENT	
13	PRIVILEGES	

## 1. DEFINITION OF THESE RULES

*Rules of Order*’ means the Rules of Order Regulating the Conduct of meeting of KwaDukuza council and its committees

*These Rules*’ means the *Rules of Virtual Meetings* adopted by Council for the conduct of virtual meetings

*Virtual meetings*’ mean meetings of Council conducted by any form of supported by the KwaDukuza ICT department to which Councilors have access.

## 2. APPLICATION OF THE RULES

- a. The *Rules of Order* remain in operation and are supplemented by these Rules in order to provide for virtual meetings of Council and its committees.

## 3. INTERPRETATION

- a. A reference in the Rules to a meeting of the Council is not limited to a meeting of members all of whom, or any of whom, are present in the same place and any reference to a “*place*” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- b. Any reference in the Rules to being “present” at a meeting, includes being present through remote attendance.
- c. A member in remote attendance attends a meeting when such member is able at that time of a meeting to link into the digital platform on the day of the meeting and to:
  - i. hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
  - ii. hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
  - iii. be so heard and, where practicable, be seen by any other members of the public attending the meeting.

- d. The presence of a member in terms of sub-rule 3.3 shall be deemed to be evidence for the attendance register.
- e. A requirement in the Rules of Procedure that a meeting be open to the public, is satisfied if –
  - i. the meeting is streamed live on the website or official social media pages of the Council; or
  - ii. The minutes of the meeting are recorded and made available on the website of the Council as soon as practicable after the meeting.

#### **4. NOTICE AND VENUE OF MEETING**

- a. The Municipal Manager shall issue a notice and agenda for a virtual meeting, which must include the date and time of the meeting;
- b. All documents of the meeting shall be distributed by electronic means to which members have access; and
- c. The venue of a virtual meeting shall be deemed to be Municipal venues identified for such meetings in KwaDukuza Municipality.

#### **5. PUBLIC NOTICE OF VIRTUAL MEETING**

- a. The Municipal Manager must give notice to the public of each virtual meeting of the Municipal Council.
- b. A public notice of the municipal council virtual meeting must :-
  - i. state that the meeting is virtual and that there is no physical meeting location;
  - ii. describe how members of the public can access the record of the meeting, and
  - iii. provide a phone number or email address where members of the public can obtain additional information on how the municipality conducts the meeting and get assistance in locating such record of meeting.

#### **6. QUORUM**

- a. In a virtual meeting:-
  - i. the quorum requirements shall be those as determined in the Rules of Order; and;
  - ii. members who have accessed the meeting via the secure link sent to their



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email address shall be deemed present for the purposes of establishing a quorum, taking a decision or voting on a matter.

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## **7. DECISIONS AND VOTING**

The Speaker or Chairperson of the committee must announce the commencement of voting and the agenda item being voted on before any vote is taken.

- a. Members shall be entitled to cast their votes electronically, by voice or by having their vote recorded by their whips.
- b. The voting procedure to be followed per meeting will be predetermined and directives will be announced in the meeting by Speaker or Chairperson of the committee.
- c. Only members who are present when a vote is called shall be permitted to vote, and the results of a vote will be announced and, where possible, the names of members and how they voted will be recorded in the minutes of Proceedings. Members must ensure that their votes are correctly recorded.

## **8. DEBATE MANAGEMENT**

- a. Debate will be managed by the Speaker or Chairperson of the committee and only those councilors present at the meeting will be enabled to exercise a right to speak at the meeting.
- b. Points of order or clarity must be texted into the debate via the instant messaging tool and the relevant party whip will be enabled to raise these on behalf of the councilor or member.
- c. Microphones must be muted at all times unless called on by the Speaker or Chairperson of the committee to speak.

## **9. NOTICE OF MOTION**

- a. A member submitting a motion shall be given an opportunity to provide only a brief summary of the motion and should not read the full extent thereof as reflected in the agenda.

## **10. AMENDMENTS TO RECOMMENDATIONS PROPOSED AT THE MEETING**

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- a. The Speaker or Chairperson of the committee must request the administration to present the amendment proposed by a councilor on screen for consideration and once legally verified will call for a seconder.
- b. The conditions set up in the main rules of order applies.

## 11. REMOVAL OR EXCLUSION OF COUNCILORS

The Speaker or Chairperson of the Committee may prevent councillors from speaking via the virtual platform if in breach of Rules and of the main Rules of Order of Meetings of the Municipal Council of KwaDukuza Municipality which these rules are annexured into.

## 12. FACILITATION OF PUBLIC AND MEDIA INVOLVEMENT

- a. The Media must have access to the municipality digital platform to access open proceedings.
- b. Whenever the Council decides to exclude the public and media from a virtual meeting, electronic access to the meeting must be suspended in order to close all or part of the meeting to the public and media
- c. Minutes of all open meetings will be made available on the municipality's official website.
- d. Public participation and access to virtual proceedings must be made possible in a manner that is consistent with a participatory and representative democracy and a virtual meeting must be live streamed, wherever possible.

## 13. PRIVILEGES

- a. Councilors enjoy the same privileges which they ordinarily enjoy in physical Council proceedings.

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### **NB: Not part of Rules but some virtual meeting protocols to be observed:**

- (a) Dress appropriately
- (b) Positioning of your camera to ensure a professional background
- (c) Do not eat or drink while speaking
- (d) Ensure you are sitting in a quiet and secure environment (confidential)

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- meetings)with no or minimal background noise
- (e) Do not carry on side conversations
- (f) Do not make distracting sounds i.e. avoid typing on your keyboard, turn off all soundson your phone
- (g) Speak clearly do not shout
- (h) If you cannot hear someone adjust volume
- (i) Do not interrupt other speakers

19-26

**MUNICIPAL NOTICE 142 OF 2022****MUNICIPAL NOTICE: 094 OF 2022****APPOINTMENT OF MEMBERS TO THE JOINT MUNICIPAL PLANNING TRIBUNAL FOR THE RAY NKONYENI AND UMUZIWABANTU MUNICIPALITIES IN TERMS OF SECTION 35(1) OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT NO. 16 OF 2013)**

Notice is hereby given that the Ray Nkonyeni Municipality (RNM) together with the Umuziwabantu Municipality (UM) appoints the following persons as members of the Joint Municipal Planning Tribunal (established in terms of Section 34(1) of the Spatial Planning and Land Use Management Act, 2013 Act No 16) in terms of Section 35(1) of the said Act and that the Joint Municipal Planning Tribunal is in a position to commence operation.

**External Members:**

Dr K.H Mchunu- Registered Profession Planner  
Ms F.N Mkhize- Admitted Attorney and Conveyancer  
Mr C. A Vez Esteves- Professional Engineer.

**Internal Members:**

Mr Khetha.Zulu- HOD Development Planning Services  
Mr Ravy Naidoo- Senior Manager Building Control  
Ms Nelisiwe Sithole- Manager Town Planning  
Ms Lindelwa Cebisa- Building Control Officer  
Mr Bradley Moodley Senior Accountant Credit Control.  
Ms Neli Thabatha- HOD Corporate Services and/or RNM Manager Estates  
Mr Lungelo Ngcobo-Manager Town Planning-Umuziwabantu Municipality

**Government Representatives:**

Environmental Officer - Department Economic Development, Tourism and Environmental Affairs

**SM MBILI****MUNICIPAL MANAGER**

P.O. Box 5

PORT SHEPSTONE, 4240

## MUNICIPAL NOTICE 143 OF 2022



**DR NKOSAZANA DLAMINI-ZUMA MUNICIPALITY  
PUBLIC NOTICE  
DRAFT BUDGET AND TARIFFS OF CHARGES FOR 2022/2023**

Notice is hereby given in terms of Chapter 4 the Municipal Systems Act, No. 32 of 2000, read with Section 22 of the Municipal Finance Management Act, No. 56 of 2003 and in terms of Section 16(1) of the MFMA that states that the Municipal Council must for each financial year approve an annual budget before the start of the financial year.

The Honorable Mayor of Dr Nkosazana Dlamini Municipality tabled the Draft Budget for 2022/2023 to the Municipality's council meeting that was held on the **28<sup>th</sup> March 2022**.

The 2022/2023 Draft Budget, tariffs for all charges and budget related policies would be available for public and state holders viewing at our offices, Main Street Creighton, 32 Arbuckle Street Himeville, Municipal Libraries and on the website at [www.ndz.gov.za](http://www.ndz.gov.za), Twitter: NDZMunicipality and on our Facebook: Dr Nkosazana Dlamini-Zuma Municipality.

DESCRIPTION	2022/2023 DRAFT BUDGET	2023/2024 BUDGET YEAR	2024/2025 BUDGET YEAR
<b>REVENUE</b>			
Property Rates	43 682 517	45 604 548	47 650 645
Service Charges	4 171 848	4 355 410	4 551 403
Licences and Permits	852 950	890 479	929 660
Fines	324 668	338 953	352 867
Government Grants and Subsidies	205 819 000	199 418 000	210 853 000
Interest Earned -External Investments	5 594 256	5 840 404	6 097 382
Other Revenue	4 279 175	4 467 459	4 664 027
<b>Total Revenue</b>	<b>264 724 415</b>	<b>260 915 254</b>	<b>275 099 986</b>

EXPENDITURE			
Employee related costs	84 428 693	88 143 556	92 021 872
Councillors' remuneration	11 556 648	12 065 141	12 596 007
Programmes	11 712 241	12 227 580	12 765 822
General expenditure	39 050 552	38 183 833	39 863 921
Repairs and maintenance	11 398 253	11 899 776	12 423 366
Other expenditure	65 052 158	67 914 453	70 902 689
<b>Total Operating Expenditure</b>	<b>222 208 571</b>	<b>229 684 239</b>	<b>239 475 079</b>

CAPITAL EXPENDITURE			
Municipal Infrastructure Grant	30 558 000	31 783 000	33 086 000
Other Expenditure	64 332 098	20 713 149	21 513 113
<b>Total Capital Expenditure</b>	<b>94 890 098</b>	<b>52 496 149</b>	<b>54 599 113</b>
Integrated National Electrification Grant	6 352 000	8 000 000	11 494 000
<b>TOTAL BUDGET (OPEX+CAPEX)</b>	<b>317 098 669</b>	<b>282 180 389</b>	<b>294 074 192</b>

**DR NDZ DRAFT TARIFFS OF CHARGES FOR 2022/2023**

Notice is hereby given in terms of the Local Government Municipal Systems Act No. 32 of 2000 and Section 14(1) and (2) of Local Government Municipal Property Rates Act No.6 of 2004, that the Council resolved by way of Council Resolution number 2022/03/043 to note proposed rates on property reflected in the schedule below, Draft Budget and Tariffs of charges of the Dr Nkosazana Dlamini Zuma Municipality for 2022/2023 in terms of the Local Government Municipal Finance Management Act No. 56 of 2003.

Goods /Service	Dr Nkosazana Dlamini Zuma Municipality Tariffs 2021/2022	Dr Nkosazana Dlamini Zuma Municipality Tariffs 2022/2023
RAT01: RESIDENTIAL PROPERTIES	1,75	1,75
RAT02: BUSINESS, COMMERCIAL, INDUSTRIAL PROPERTIES	2,79	2,79
RAT03: AGRICULTURAL PROPERTIES	0,44	0,44
RAT04: PUBLIC SERVICE PURPOSES	1,75	1,75
RAT05: PUBLIC SERVICE INFRASTRUCTURE	0,44	0,44
RAT06: PUBLIC BENEFIT ORGANISATION	0,44	0,44
RAT08: TOURISM & HOSPITALITY	2,79	2,79
RAT10: RESIDENTIAL SMALL HOLDING	1,75	1,75
RAT12: VACANT LAND	1,75	1,75
UNAUTHORISED USE OF RESIDENTIALLY ZONED PROPERTIES	-	5,25
UNAUTHORISED USE - BUSINESS, COMMERCIAL, INDUSTRIAL PROPERTIES	-	8,37
MULTIPURPOSE*	*	*
<p><b>*Multiple properties will be rated according to the multiple purposes as defined in the Act. This is defined as properties that have multiple use categories; however, all the categories will be billed on the same stand and account.</b></p>		
<b>REFUSE REMOVAL</b>		
Government Housing	729	764
Residential Properties	4 334	4 542
Residential Properties: Creighton, Bulwer and Donnybrook	1 424	1 492
Tourism & Hospitality Urban properties	4 334	4 542
Agriculture & Residential smallholding properties	4 334	4 542
Bulk Refuse	102 278	107 187
<b>Goods /Service</b>		
<p>Business and other properties are billed for the sum of the business within each Centre/Mall/Property.</p>		

CONTINUES ON PAGE 130 OF BOOK 2

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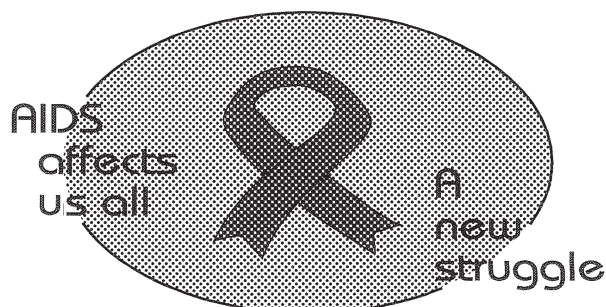
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**PART 2 OF 2**

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<b><u>Business &amp; Other properties</u></b>		
Commercial	5 672	5 944
Large	22 128	23 190
"Significant volume of waste and difficult to handle"		
Medium	10 948	11 474
Small	5 358	5 615
Garden Refuse (per load)	285	299
<b><u>Illegal Dumping</u></b>		
All illegal dumping will be charge R3 000 as a fine	3 000	5 000,00
<b><u>Use of Dr Nkosazana Dlamini Zuma Municipality by private customers</u></b>		
<b>If scale is used Dr Nkosazana Dlamini Zuma Municipality will use recycling scaling tariffs per kilogram</b>		
Private dumping (per load sorted)	326	342
Private dumping (per load unsorted)	543	569
<b>ROAD ENDOWMENTS</b>		
1. 90-200 sqm	2 133	2 235
2. 201 – 400 sqm	4 266	4 471
3. 401 – 800 sqm	7 464	7 822
>801 sqm	10 663	11 175
<b>CEMETERY</b>		
1 Indigent burial fee	312	327
2 burial fees	833	873
3 ashes burial fee	104	109
4 cemetery fees	1 039	1 089
<b>Grave reservation is valid for 10 years unless renewed.</b>		
<b>HALL HIRE ALL FORMER KSM</b>		
1 Funerals (R18 per hour)	149	156
2 Contests (R31 per hour)	257	269

3 Functions (R72 per hour)	597	626
4 Deposit	532	558
<b>Creighton Hall</b>		
<b>Deposit R500,00</b>		
Functions (R154 per hour)	1 272	1 333
Commercial Use (R123 per hour)	1 015	1 064
<b>Goods /Service</b>		
Governmental Use (R123 per hour)	1 015	1 064
Concerts (R154 per hour)	1 272	1 333
Rehearsal (R31 per hour)	257	269
Functions (R154 per hour)	1 272	1 333
Religious Services Whole Day (R102 per hour)	843	883
Religious Services Sunday Mornings (R21 per hour)	176	184
<b>Bulwer Hall</b>		
<b>Deposit R1 000,00</b>		
Commercial Use (R406 per hour)	3 363	3 524
Commercial Use/Associations (R307 per hour)	2 545	2 667
Governmental Use (R307 per hour)	2 545	2 667
Concerts (R406 per hour)	3 357	3 518
Rehearsal (R50 per hour)	421	441
Functions (R307 per hour)	2 545	2 667
Religious Services Whole Day (R211 per hour)	1 747	1 831
Religious Services Sunday Mornings (R102 per hour)	843	883
<b>Bulwer Library Facility Room</b>		
<b>Deposit R500,00</b>		
Commercial Use (R21 per hour)	176	184
Government Departments (R21 per hour)	176	184
<b>Other Community Halls</b>		
<b>Deposit R100.00</b>		
Weddings (R86 per hour)	712	746
Commercial Use (R86 per hour)	712	746
<b>Goods /Service</b>		
Governmental Use (R43 per hour)	357	374
Concerts (R35 per hour)	286	300

Rehearsal (R9 per hour)	71	74
Functions (R86 per hour)	712	746
Religious Services Whole Day (R17 per hour)	142	149
Religious Services Sunday Mornings (R14 per hour)	114	119
<b>PERMITS</b>		
1 Vendor permits	91	95
2 Taxi permits	500	500
<b><u>LIBRARIES</u></b>		
1 Photocopy – A3 per copy	11	12
2 Photocopies – A4 per copy	6	6
Faxing	10	10
<b><u>PLOT CLEARING</u></b>		
1 Firebreaks / Plot clearing	1 325	1 389
<b><u>SPECIAL REMOVAL</u></b>		
1 Rubble collection per load	591	619
<b><u>VALUATION</u></b>		
1 Valuation roll/ supplementary per electronic copy	364	381
2 Valuation roll / supplementary roll per electronic copy	380	398
3 Valuation appeal / reasoning fee	183	192
<b><u>CLEARING CERTIFICATE</u></b>		
1 Certificate cost	122	128
<b><u>MISCELLANEOUS CHARGES</u></b>		
1. Refuse Bags (20's)	41	43
2. Refuse Bags (50's)	80	84
3. Photocopies – A3 per copy	22	23
4. Photocopies – A4 per copy	6	6
5. Photocopies – AO per copy	145	152
Tender Document	454	476
Quotes document	166	174
<b><u>BUILDING CONTROL CHARGES</u></b>		

Erecting a building prior to local authority's approval (charge per day as per NBR)		
Failing to comply with notice prohibiting erection of a building (charge per day as per NBR)	136	100
Occupying a building prior to issue of certificate by local authority	2 029	3 000
Hinder or obstructs any building officer etc	3 029	5 000
Failing to maintain any mechanical equipment or service installation in connection with a building condition	1 014	1 063
Failing to comply with notice to comply with regulation	3 037	3 183
Perform trade of plumbing without being trained plumber etc.	1 081	1 133
Carry out of plumbing work by a person other than a trained plumber, or exempted person	1 014	3 000
Trained plumber cases or permits non-trained plumber to practice the trade of plumbing etc.	1 014	3 000
No notice given of intention to erect or demolish a building	1 014	3 000
<b>Goods /Service</b>		
No notice given that trenches/drains are ready for inspections	1 014	3 000
Construction of foundation before approval of trenches and excavations	2 029	4 000
Owner backfills or enclose drainage installation before inspection, testing and approval	1 014	2 500
Using of building for purpose other than the purpose on the approved plan or for a purpose which causes a change in the class of occupancy	3 037	-
Deviates from approved plan	1 014	1 063
Fails to cease work after notification of Council to do so	3 037	3 183
Fails to comply with Notice to erect building in accordance with regulation	1 014	1 063
Failing to provide protection of the edge of a balcony, bridge, flat roof or similar place	1 520	1 593
Access to swimming pool not controlled	1 520	3 000
Demolishing a building without permission from Local Council	152	159
Leaving a building in cause of demolition in a state dangerous to the public or any adjoining property	3 038	3 184
Fail to erect a fence, hoarding or barricade	2 024	2 126
Fail to confine any work of erection or demolition within the boundaries of site	1 014	1 063
Fails to observe conditions imposed by Local Authority	1 014	1 063
Construct any pit latrine without the permission of the local Authority	1 014	1 063
<b>Goods /Service (THIS FALLS UNDER BUILDING CONTROL CHARGES)</b>		

Fail to observe conditions imposed to Local Authority	1 014	1 063
Fail to limit dust arising from work etc.	1 014	1 063
Failing to comply with a notice to cut into or lay open work or to carry out tests	1 014	1 063
Failing to comply with a notice to remove rubble, rubbish and/or debris from a building site	1 014	1 063
Failing to comply with a notice to remove surplus material and matter from the site or land or public street or arising from building or demolition work	1 014	1 063
Erecting or demolishing a building without providing sanitary facilities for employees	1 014	1 063
Fail to provide drainage installation	1 014	1 063
Fail to lay, alter or extend any drain etc.	3 038	3 184
Permit sewerage to enter any street	3 038	3 184
Permit sewerage to enter any river etc.		
Cause or permit storm water to enter any drainage installation on any site	1 014	1 063
Discharge or cause discharge of any water from a swimming pool etc. or any public street etc.	1 014	1 063
<b>Goods /Service</b>		
Fail to seal opening permanently disconnected drain	1 014	1 063
<b>INDUSTRIAL/COMMERCIAL (THIS FALLS UNDER BUILDING CONTROL CHARGES)</b>		
Interfere with any sewer or connecting sewer		
Fail to seal opening to piper or drain etc.	1 014	1 063
Fail to notify municipality of disconnecting of any drainage installation	1 014	1 063
Interfere with any sewer or connecting sewer	1 840	1 928
Break into or interfere with any drainage installation etc.	1 840	1 928
Put into use any drainage installation before inspection etc.	2 025	2 122
Construct any pit latrine without the permission of the municipality	1 014	1 063

Fail to provide sufficient fire extinguishers etc.	2 025	2 122
Cause or permit any escape route to be rendered less effective etc.	2 025	2 122
<b>TOWN PLANNING</b>		
Copies of Document A4 (per page)	6	6
Copies of Document A3 (per page)	11	12
Copies of Document A2 (per page)	22	23
<b>Goods /Service</b>		
Copies of Document A1 (per page)	44	46
<b>TOWNSHIPS</b>		
Establishment of a Township	4 733	4 960
Extension of a Township	4 733	4 960
Amendment of Cancellation of a general plan of a township	4 733	4 960
Extension of the validity of time for an approved township	893	936
Amendment to a layout plan	1 577	1 653
Phasing of approved layout	3 839	4 023
Cancellation of phasing of layout	2 878	3 016
<b>LAND USE SCHEMES</b>		
Adoption of a land use scheme	4 733	4 960
Amendment of a land use scheme	4 733	4 960
Development situated outside of a scheme	32 084	33 624
Adding a new area into a scheme	2 878	3 016
Residential	2 119	2 221
Commercial <5000m2	5 780	6 057
Commercial >5000m2	7 676	8 044
Infrastructure	917	961
<b>USE RIGHTS</b>		
Rezoning property size >500m2	1 918	2 010
5000m2 - 5ha	3 838	4 022
5 ha to 10ha	5 758	6 034
<b>Goods /Service</b>		

>10ha	11 509	12 061
Rezoning	1 904	1 995
Special consent	1 577	1 653
all sites less than 300m2 within councils' jurisdiction	671	703
All other special consent land uses as indicated in all schemes/site development plan	38 389	40 232
Cancellation of consent	3 838	4 022
<b>Municipal Land to other use</b>		
Home Business	481	504
Issue of a zoning Certificate	58	61
<b>RESTRICTIVE CONDITIONS</b>		
Removal of restrictive conditions of title	2 142	2 245
All sites less than 300m2 within Council's jurisdiction	383	401
All other special consent land uses as indicated in all schemes	576	604
<b>SUBDIVISION AND CONSOLIDATIONS</b>		
Subdivision basic fee	952	998
Subdivision per erven in addition to basic fee	95	100
Amendment of existing subdivision	613	642
Consolidation	952	998
Consolidation – 5 or more stands in addition to basic fee	95	100
<b>Goods /Service</b>		
<b>RELAXATIONS</b>		
Building line relaxation	405	424
Building line relaxation Middle/higher cost houses	934	979
Building line relaxation Lower cost houses	4 156	4 355
Relaxation of a height restriction	405	424
Municipal servitude	213	223
all sites less than 300m2 within councils' jurisdiction	673	705
Residential sites more than 300m2	480	503
Non-residential sites	1 054	1 105
<b>CLOSURE OF PUBLIC SPACE</b>		
Permanent closure		
Temporary Closure – Street (exclude funeral)	1 904	1 995
Temporary closure – Park	286	300
<b>OTHER FEES</b>		
Preparation of Service Level Agreements	1 510	1 582



Minimum charge that can be imposed by Municipal Court	37 348	39 141
<b>Goods /Service</b>		
Social Housing Max. 50 m2 (Council Project)		
Minor Building Works (as per MBW schedule)	646	677
Minimum Plan fee for architectural area ≤ 100 m2	657	689
Building Plan Applications: Architectural Area Of:		
≥ 100m <sup>2</sup> to ≤ 1000m <sup>2</sup>	-	18,00
≥ 1000 m <sup>2</sup>	-	12,00
Amended plans with no increase in floor area	647	678
Re-submission of lapsed plans without any alterations	647	678
Swimming pools (only)	399	418
Boundary Wall Exceeding 1.80 M in height (above NGL)	227	238
Retaining Walls up to 1.80 M in height (above NGL)	227	238
Retaining Walls Exceeding 1.80 M in height (above NGL)	227	238
Preliminary plans for comment (25 % of applicable fee)		
<b>INSPECTIONS:</b> Per inspection	302	316
Re-inspection fees (on request)	366	384
Temporary buildings for each 6-month period during construction phase onsite used, with Council approval (maximum 18 months)	2 267	2 376
<b>Goods /Service</b>		
<b>POUND FEES</b>		
Transport fee	AA- Rates	
All-inclusive pound fee which includes a. the pound fees b. a tending fee c. dipping or spraying fees d. wound dressing costs and fees e. medication costs and fees f. veterinarian fees	R17/day or part thereof for any pig, sheep or goat R54/day or part thereof for any other animal	R18/day or part thereof for any pig, sheep or goat R56/day or part thereof for any other animal
<b>Vehicle pound</b>		

<b>OUTDOOR ADVERTISING</b>			
<p><b>ALL APPLICATIONS SHALL BE IN TERMS OF THE DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY'S OUTDOOR ADVERTISING POLICY AND BY-LAWS. ALL FEES LISTED BELOW ARE GUIDING FEES. OUTDOOR ADVERTISING WILL BE GOING OUT ON TENDER AND FEES MAY VARY ONCE A SERVICE PROVIDER IS APPOINTED</b></p>		2021/22 (INCL VAT)	2022/23 (INCL VAT)
(a)	Non-permanent signs		
	(i) General advertisements of a commercial nature:		

	(aa)	Up to 50 posters, or part thereof (R19.00 each)	R1 237	R1 296
	(bb)	Each poster thereafter, an additional	R26	R27
	(cc)	Refundable deposit (refer to note below)	R572	R599
(ii)	<b>General advertisements for awareness campaigns with no commercial content or logo:</b>			
	(aa)	Up to 50 posters, or part thereof (R8.90 each)	R580	R608
	(bb)	Each poster thereafter, an additional	R14	R15
	(cc)	Refundable deposit (refer to note below)	R342	R358
(iii)	<b>General advertisements for non-profit organizations (subject to the submission of an NPO certificate from the relevant authority - e.g., government)</b>			
	(aa)	Up to 50 posters, or part thereof (R1.20 each)	R78	R82
	(bb)	Each poster thereafter, an additional	R3	R3
	(cc)	Refundable deposit (refer to note below)	R342	R358
(iv)	<b>Election advertisements, per party/per candidate:</b>			
	(aa)	Posters	R1 557	R1 632
	(bb)	Refundable deposit (refer to note below)	R914	R958
(v)	<b>Non-election advertisements/general promotions:</b>			
	(aa)	Application fee	R1 556	R1 631

VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)			2021/22 (INCL VAT)	2022/23 (INCL VAT)
				(bb)
	(vi)	<b>Banners:</b>		
	(aa)	Per banner	R331	R347

	(bb)	Refundable deposit (refer to note below)	R228	R239
(vii)	<b>Flags:</b>			
	(aa)	Per banner	R331	R347
	(bb)	Refundable deposit (refer to note below)	R228	R239
(vii)	<b>Advertising vehicles</b>			
	(aa)	Per vehicle	R3 385	R3 547
	(bb)	Refundable deposit (refer to note below)	R571	R598
(viii)	<b>Private sale signs</b>			
	(aa)	Application fee	R820	R859
	(bb)	Refundable deposit (refer to note below)	R342	R358
(ix)	<b>Construction signs</b>			
	(aa)	Application fee	R834	R874
	(bb)	Refundable deposit (refer to note below)	R342	R358

**NOTE: Deposits paid will be refunded provided that all posters and banners have been removed to the satisfaction of the Municipality's Building Inspectorate.**

VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)			2021/22 (INCL VAT)	2022/23 (INCL VAT)
			(i)	Application fee - first 5sqm
(ii)	Additional - per sqm	R116	R122	
(iii)	Monthly display fee per sign	R85	R89	
(iv)	Annual display fee per sign	R775	R812	

**Due dates for rates and refuse**

- 1.1 That the final date for payment of annual rates be fixed at 28 September 2022 with a 3.2% discount for full payment upfront.
- 1.2 That rates and refuse are payable over a period of twelve equal instalments with the first instalments payable on or before the last day of August 2022. Thereafter each monthly instalment must be paid on or before the last working day of each month. Interest/penalties will accrue at 18% per annum, straight-line, if an instalment is not paid by the last working day of the month, and a flat 10% collection charge will be charged on any monthly instalments that fall two months into arrears, in terms of the Council's Credit Control and Debt Collection Policy

- 1.3 All other tariffs of charges for services rendered by the municipality will be increased by 4,8% unless other increase below 4,8% has been indicated in this document or budget document.
- 1.4 Full details of the Council resolution and rebates, reductions and exclusions specific to each category of owners of properties or owners of a specific category of properties as determined through criteria in the municipality's rates policy are available for inspection on the municipality's offices, website ([www.ndz.gov.za](http://www.ndz.gov.za)) and all public libraries.

The municipality will assist those who require assistance in the determination of rates payables. **Budget and Rates related enquiries should be directed to:** The Office of the Municipal Manager for the **attention of:** The Chief Financial Officer Mr K.M.B. Mzimela, on e-mail: [mzimelam@ndz.gov.za](mailto:mzimelam@ndz.gov.za).

**Mr NC Vezi**

**Municipal Manager**

**Dr Nkosazana Dlamini Zuma Municipality**

**MUNICIPAL NOTICE 144 OF 2022****AMAJUBA DISTRICT DRAFT SPATIAL DEVELOPMENT FRAMEWORK (SDF)**

Notice is hereby given in terms of Section 20 (3) (a) and (b) of the Spatial Planning and Land Use Management Act (SPLUMA) 2013 (Act 16 of 2013) known as SPLUMA and read together with Section 28 (3) of the Municipal Systems Act of 2000, that the Amajuba District Municipality has prepared a draft Spatial Development Framework (SDF).

The Spatial Development Framework is a long-term forward planning strategic and policy framework which spatially provides the direction regarding the growth and development path of the municipality. The SDF is the key component of the Integrated Development Plan (IDP) as stated in section 26 (e) of the Municipal Systems Act of 2000 which the municipality is obliged to adopt. It will also be used as a policy framework tool to guide decision making, aimed at the creation of sustainable, integrated and economically viable settlements.

A Draft Spatial Development Framework Report has been prepared for Amajuba District Municipality, and public comments or inputs are requested on the Draft SDF. The Draft SDF can be accessed from the district municipal website ([amajuba.gov.za](http://amajuba.gov.za)) and hard copies will lie open for inspection during normal office hours for 30 days from date of publication of this notice at the Amajuba District Municipality Offices, B9356, Amajuba Building, Section 1, Madadeni, Newcastle, 2940.

Any comment/representation/objection in respect of the Draft SDF may be submitted in writing for the attention of Mr. M Ndaba, (034 329 7200) or [mthokozisin@amajuba.gov.za](mailto:mthokozisin@amajuba.gov.za) on or before the 30<sup>th</sup> of June 2022. Any enquiries may also be directed to the above persons. Should you fail to lodge comments/ representation/ objections to the above persons by the said date, it will not be considered.

MR MARK DURHAM: SPATIAL PLANNING MANAGER, AMAJUBA DISTRICT MUNICIPALITY: B9356, AMAJUBA BUILDING, SECTION 1, MADADENI, NEWCASTLE, 2940.

**UHLAKA LOKUTHUTHUKISWA KWESIFUNDA SASE-AMAJUBA (SDF)**

Isaziso sinikeziwe ngokweSigaba 20(3)(a) kanye(b) soMthetho WokuHlelwa Kwezindawo kanye nokuphathwa kokusetshenziswa komhlaba (SPLUMA) 2013 (uMthetho we-16 wezi-2013) owaziwa nge-SPLUMA futhi ufundwe kanye nesigaba 28(3) we-Municipal Systems Act ka-2000, wokuthi uMasipala wesifunda saseMajuba ulungise uhloko lweSpatial Development Framework (SDF).

Uhloko lokuthuthukiswa kwendawo luwuhloko lwesu lokuhlela phambili lwesikhathi eside kanye nohloko lwenqubomgomo oluhlinzeka ngomkhombandlela mayelana nendlela yokukhula kanye nentuthuko kamasipala. I-SDF iyinxenye esemqoka yohlelo lwentuthuko edidiyelwe (IDP) njengoba kushiwo esigabeni 26 (e) soMthetho wezinhlalo zomasipala wezi-2000 umasipala okuphoqeleke ukuthi uwamukele. Izophinde isetshenziswe njengethuluzi lohloko lwenqubomgomo lokukhomba indlela ekuthathweni kwezinqumo, okuhloswe ngayo ukwakhiwa kwezindawo zokuhlala ezisimeme, ezididiyelwe nezinomnotho.

Uhloko lohloko lokuthuthukiswa kwendawo selungiselwe uMasipala wesifunda saseMajuba, futhi imibono yomphakathi noma imibono iyacelwa ku-SDF ewuhloko. Uhloko lweSDF lungatholakala kusizindalwazi sikamasipala wesifunda esithi [amajuba.gov.za](http://amajuba.gov.za) kanti amakhophi azogcinwa evulekile ukuze ahlolwe ngezikhathi ezijwayelekile zokusebenza izinsuku ezingama-30 kusukela osukwini lokushicilelwa kwalesi saziso kuMasipala Wesifunda sase Majuba B9356, eMajuba Building, Isigaba 1, Madadeni, Newcastle, 2940.



Noma yikuphi ukuphawula/ukumelwa/ukuphikisa maqondana nohlaka lweSDF kungathunyelwa ngokubhaliwe ukuze kuqashelwe uMnu. M Ndaba, (034 3297200) noma mthokozisin@amajuba.gov.za) ngaphambi noma ngomhla zingama-30 kuNhlangulana wezi-2022 Noma yimiphi imibuzo ingase futhi iqondiswe kulaba bantu abangenhla. Uma kwenzeka wehluleka ukufaka imibono/iziphakamiso/ukuphikisana nalaba bantu abangenhla ngosuku olushiwo, ngeke kuhlungwe.

U-MNU MARK DURHAM: UMPHATHI WOKUHLELA IZINDAWO, UMASIPALA WESIFUNDA SASE-MAJUBA: B9356, EMAJUBA BUILDING, ISIGABA 1, MADADENI, NEWCASTLE, 2940



