



Policy on the renting of the John Taolo Gaetsewe Council Facilities

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1. Speaker: -----

2. Municipal Manager: -----

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



POLICY ON THE RENTING OF THE JTG COUNCIL FACILITIES

Reviewed 2014/2015



POLICY ON THE RENTING OF COUNCIL FACILITIES FOR THE JOHN GAETSEWE DISTRICT MUNICIPALITY

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1. Purpose

This policy is designed to regulate the usage of Municipal properties, especially the Council Chamber and the committee rooms. While the John Taolo Gaetsewe District Municipality has a responsibility of cooperating with other stakeholders in governance, it also has to make sure that its service delivery responsibilities are not compromised; hence the usage of the Council facilities should be prioritized for the events and meetings that are organized by the JTGDM.

2. Objectives

- To develop a sense of responsibly to people using Council Facilities.
- To control access in the Council committee rooms and
- To ensure safety of the facilities
- To restore Dignity to the Chambers and the Committee Rooms.

3. Principles of the Policy

- Priority for utilizing the Council Chamber and committee rooms will be given to employees of the municipality.
- The committee rooms will only be accessed after payment has been received.

4. Scope

This policy is applicable to all members of staff, councilors and other external stakeholders.

5. Sources of reference

- This is an administrative policy designed as a result of the identified challenges that we have, so the sources of references where mostly are the John Taolo Gaetsewe employees, through research techniques such as interviews and questionnaires.

6. Abbreviations and Definition of Terms

JTGDM - John Taolo Gaetsewe District Municipality

Council Facilities – by council facilities the policy is referring to council committee rooms and the Council Chamber.

Employees of the JTGDM – For the purpose of this policy employee of the JTGDM will mean both Councilors and Staff.

Statutory meetings – Meetings that are held in order to comply with specific statutory requirements.

Booking Officer – The person identified to do bookings from the office of the Municipal Manager

Caretaker - The cleaner who is deployed to work in the Council Chambers and other committee rooms.

7. Policy Contents and Procedure

- **The usage of the Council Chambers and the meetings that will not be paid for:**

The Council Chamber is the local parliament of the people and it deserves to be treated with dignity. It is where Council makes laws and takes decisions; therefore it

will be utilized for the purpose of council meetings and other important matters. In order to make sure that the Chamber are available all the time, it will not be rented out, and will only be used for the Council related matters, and other meetings as follows:

- For all meetings that are initiated by JTG and are being chaired and attended by the JTGD Councilors
- For Presidential and Ministerial visits.
- For visits by Legislature and National Council of Provinces.
- On request by the members of the Northern Cape Provincial Executive Council .
- The local house of traditional leaders.
- Local municipalities.
- Other statutory meetings will include the IGR, AIDS Council, District Health Forum LED Forum, Unions, Pension fund, District disaster Forums etc
- The Speaker, the Executive Mayor and MM will use their own discretion where necessary.

8. The usage of the committee rooms

- Committee rooms will be used for Council Committee meetings, therefore Council committees will be given priority.
- Shall be used for meetings that are being arranged by employees of the JTGD, and priority will also be given to them.
- The committee rooms will be used to hold meetings that will accommodate people not more than twelve.
- They will only be utilized for meetings and not for any other functions.

9. The sectors to be charged

The following stakeholders will be charged for utilizing the Council Committee Rooms:

- Government Departments
- Non governmental Organizations ,
- Private sector

10. The tariffs to be paid

- An amount of R500 per day will be paid prior to the meeting in the committee rooms.
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11. Renting over weekends and after hours

The council committee rooms will not be rented out during weekends.

Should the committee rooms be used during weekends and after hours, it will be for the purpose of the JTGD meetings with employees of the JTGD as part of the meeting.

12. The duration of renting

- Renting will be done between 8H00 and 14h00 in order to allow the venue to be cleaned for the following day.
- Refreshments will not form part of the rental.
- A projector and an extension cord will be provided, subject to availability.
- Photocopies will not be done.

13. Money accrued as a result of renting

The money accrued as a result of renting will be used to upgrade council facilities.

14. The liability of damages

- The External Departments and other sectors who have rented will be responsible for damages.
- The booking officer will in the presence of a representative of a Department do an inspection on the facilities that are in that particular committee room to ascertain if there are no defects.
- An indemnity form will be developed for the external stakeholder to complete, during inspection.
- Department who will not abide by the terms of the JTGD regarding the payment of the liabilities will not be granted to utilize the facilities in future.

15. The Procedure to rent the Council Facilities

- Bookings for the council committee and chambers (**by the internal staff**) will be done through the office of the Municipal Manager seven days before the meeting.
- Staff members in the JTGDM are advised to book the venue as soon they become aware of the meeting.
- The external Department will submit a request to utilize the facilities in writing.
- Once the booking has been completed, the relevant department will be expected to pay either by cash or to do the electronic financial transfer (**EFT**) and only once proof of payment had been received, will the venue be granted.
- Once the facilities are booked, the booking officer, will inform, the caretaker /cleaner who is deployed in the chambers about the meetings so that she can do the necessary arrangements.
- On a weekly basis, the booking officer will inform the caretaker deployed in the chambers about weekly meetings.
- Urgent meetings in the facilities will be allowed, only if the office of the Municipal Manager is aware of them.

16. Roles and Responsibilities

- The office of the Municipal Manager will be expected to communicate the terms and conditions to the relevant Department before the venue is granted.
- All the JTGD Departments are suppose to inform the office of the municipal Manager in advance, about their planned meetings so that the venue can be allocated and agreed upon, no committee room will be used without booking.
- The booking officer will book the venues according to the meetings in the cooperate calendar in advance.
- All staff members will inform cooperate services about their itinerary for their statutory meetings so that they could incorporated in the cooperate calendar.
- No eating will be allowed in the council Chamber.
- Nothing should be removed from the Chamber.

17. Implementation and Monitoring

All Departments are supposed to implement the policy with the leading

Department being the office of the MM and the Budget and treasury office.

18. Review of the Policy

The policy will only be reviewed when necessary.