

- (d) the full name and address of the person supervising such collection.
- (5) Where contributions are to be received or recorded in a manner other than that prescribed in subsections (3) or (4), the consent of the Municipality thereto shall first be obtained.

3. Age Limit for Collecting

No person under the age of 16 years shall be employed or engaged in any collection and any person who or any organization which has obtained the written permission of the Municipality to make such collection shall be responsible for ensuring that the provisions of this section are strictly complied with.

CHAPTER 3 MISCELLANEOUS

4. Offences and Penalties

- (1) Any person contravening or failing to comply with any of the provisions of these by-laws shall be guilty of an offence and shall upon conviction by a court be liable to a fine not exceeding R 60 000, or imprisonment for a period not exceeding three years or both a fine as well as period of imprisonment, or such other fine or period of imprisonment which the Minister of Justice may from time to time determine in terms of the provisions of section 92 of the Magistrate's Courts Act, 1944 (Act No 32 of 1944).
- (2) Any expense incurred by the Municipality as a result of a contravention of these by-laws or in the doing of anything which a person was directed to do under these by-laws and which he or she failed to do, may be recovered by the Municipality from the person who committed the contravention or who failed to do such thing.

5. Repeal and Amendment

- (1) Any by-laws relating to control of collections adopted by any municipality now forming part of the Municipality are hereby repealed from the date of promulgation of this by-law.
- (2) The by-laws relating to the Control of Collections, as promulgated in the Local Government Notice No. 112 of 28 October 2005 and the Local Government Notice No. 34 of June 2016, are hereby further amended.

6. Short Title and Commencement

This by-law is called **Mangaung, Control of Collections By-law** and the amendments effected come into operation on the date of publication in the Provincial Gazette.

[PROVINCIAL NOTICE NO. 45 OF 2019]

MANGAUNG METROPOLITAN MUNICIPALITY

PROMULGATION NOTICE

Informal Settlements By-law

Passed by Council on Tuesday, 05 March 2019

Under Item 18.1 – 5/03/2019

- 1) Notice is hereby given in terms of the provisions of section 13 of the Local Government: Municipal Systems, 2000 (Act No 32 of 2000), as amended, that the Council of Mangaung Metropolitan Municipality passed the revised set of Informal Settlements By-laws, at the sitting dated 05 March 2019.
- 2) The reviewed Informal Settlements By-law is, as a result of the rationalization process, now applicable and enforceable throughout the jurisdiction of the Mangaung Metropolitan Municipality (MAN).
- 3) The By-laws are published for the purpose of general public notification.

Adv. Tankiso Mea
City Manager

BY-LAWS RELATING TO INFORMAL SETTLEMENTS**1. OBJECTIVES**

- (1) To provide for the prevention, regulation, monitoring and control of informal settlements and other related matters within the area of jurisdiction of the Mangaung Metropolitan Municipality (the Municipality) and to prescribe how the Municipality should address and deal with the issues relating to informal settlements with a view of managing and incrementally upgrading informal settlements.

2. DEFINITIONS

- (1) In this By-law, unless the context otherwise indicates-

"recognized informal settlement" means an informal settlement which will be formalized and upgraded in terms of the Municipality's existing housing policies and whereat any structure constructed will not be demolished and removed in terms of this By-law;

"consent" means the express or implied consent by the owner or person in charge of the occupied land by an occupant of a structure irrespective of whether such consent was given in writing or otherwise;

"eviction" means the permanent removal, in accordance with the provision of a court order, of a person and his or her property from occupation of a structure or the land on which the structure is constructed, and includes a demolition and removal from the land of any structural materials used to construct the structure, and "evict" has a corresponding meaning;

"head of the household" means any person in the household who has legal capacity to act and is recognized by the majority of the other persons in the household as the person responsible for the maintenance of the welfare and discipline within the household;

"Informal settlement" means an area that is not formally planned but nevertheless is occupied illegally by the dwellers

"land" means any land within the area of jurisdiction of the Municipality and includes a portion of land and buildings or structures on the land;

"land invasion" means the illegal occupation of land or any settlement or occupation of land by people without the express or tacit consent of the owner of the land or the person in charge of the land, or without any other right to settle on or occupy such land;

"Land Invasion Reaction Unit" means a group of officers or workers which may consist of any combination of one or more of the following components -

- (a) members of the Municipality's Law Enforcement Unit / Metro Police;
- (b) members of the South African Police Services;
- (c) members of the staff of the sheriff or messenger of the court with jurisdiction in the area;
- (d) members of a service provider contractually engaged by the Municipality to perform certain duties on its behalf; and
- (e) employees of the Municipality designated by the Municipal Manager;

"Manager: Informal Settlements and Beneficiary Management " means the official referred to in section 3;

"Municipality" means the Mangaung Metropolitan Municipality, a municipality established in terms of the provisions of Section 12 of the Municipal Structures Act, 1998 (Act No. 117 of 1998);

"owner" means the registered owner of land;

"person in charge", in relation to land, means a person who has the legal authority to give permission to another person to enter or reside on that land;

"structure" means any type of building including, but not limited to, shelter, mud house, hut, tent, dwelling, or similar structure constructed on land, with or without the consent of the owner of the land or the person in charge of the land;

"unlawful occupier" means a person who occupies land without the express or tacit consent of the owner or person in charge, or without any other legal right to occupy such land;

"lawful occupier" means a person who occupies land with the express or tacit consent of the owner or person in charge, or with any other legal right to occupy such land;

"trespasser" means a person who has accessed land without the permission of the land owner or person in control of the land, and "trespass" has a corresponding meaning.

"unrecognized informal settlement" means any settlement which will not be formalized and upgraded in terms of the Municipality's existing housing policies and whereat any structure constructed will be demolished and removed in terms of this By-law.

3. APPOINTMENT OF MANAGER FOR INFORMAL SETTLEMENTS

- (1) The Municipality should appoint or may assign one of its officials as a Manager: Informal Settlements and Beneficiary Management, in line with the Municipality's organisational structure, to monitor and manage development in and around informal settlements in accordance with the provisions of this By-law.

4. DUTIES WITHIN INFORMAL SETTLEMENTS AND BENEFICIARY MANAGEMENT SUB DIRECTORATE

- (1) The Informal Settlements and Beneficiary Management Sub-directorate must ensure that all developments are in accordance with the spatial development framework and integrated development plan, that the process of township establishment is followed in all cases and must and has the power to-
- i) determine, in consultation with his/her superiors, whether an informal settlement is a recognized or unrecognized informal settlement;
 - ii) conduct regular surveys to determine the location, origin and extent of and the conditions prevailing in each informal settlement;
 - iii) monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the Municipality;
 - iv) undertake and promote liaison and communication with local communities with a view to obtaining their understanding and cooperation regarding the prevention of land invasion in the area of jurisdiction of the Municipality;
 - v) keep a register of all the residents who are entitled to reside in each authorized informal settlement, and in such register the following details must be entered in respect of each shack in each authorized informal settlement –
 - (a) a unique number allocated to the stand or site on which the structure is constructed;
 - (b) the names, and identity number of the head of the household who is entitled to occupy the structure;
 - (c) the names, identity numbers and relationships to the head of the household of each and every other person occupying the structure as a member of the household;
 - (d) the reference number of the file of the Informal Settlements and Beneficiary Management Sub-directorate that contains a copy of the contractual agreement in respect of the structure;
 - (e) the number of the structure's municipal services account;
 - (f) the previous address of the household that is entitled to occupy the structure; and
 - (g) the names, addresses and telephone numbers, if any, of at least two family members of the head of the household who do not live at the same address as the household that is entitled to occupy the structure;
 - vi) ensure that all the residents living in a recognized informal settlement are registered in the National Housing Needs Register;
 - vii) submit written report on the control and management of any informal settlement, or the conditions prevailing in the informal settlement, if and when required to do so by the Municipality;
 - viii) for the purpose of informing residents of informal settlements and all other persons visiting informal settlements, ensure that-
 - (a) the contents of this By-law is communicated to all the residents of every informal settlement; and
 - (b) a copy of this By-law is posted and maintained in every informal settlement in a prominent place like the Ward Committee's office;
 - xi) allocate to each site or stand in an recognized informal settlement an individual number as the temporary address of the site or stand and must ensure that such number is legibly painted or inscribed in a prominent place on the site or stand;
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- x) perform any other duty or function which may be necessary to ensure the proper management and control of an informal settlement.

5. CONSIDERATIONS REGARDING DETERMINATION OF STATUS OF INFORMAL SETTLEMENTS

- (1) The Informal Settlements and Beneficiary Management Sub-directorate must take into account the following before making any determination whether an informal settlement is recognized or not:
 - (a) existing and applicable municipality's policies;
 - (b) applicable relevant pieces of legislation;
 - (c) municipality's land audit on informal settlements;
 - (c) representations of the owner of the relevant land; and
 - (d) representations of residents of the informal settlements.

6. INCIDENTS OF LAND INVASION

- (1) The Informal Settlements and Beneficiary Management Sub-directorate must, immediately after they become aware of an incident of land invasion or the existence of a newly established informal settlement, irrespective of whether such informal settlement was established as a consequence of an incident of land invasion or not –
 - (a) commence with the process of regarding the determination of the status of the informal settlement whether it is a recognized or an unrecognized informal settlement; and
 - (b) inform the occupiers of the informal settlement of the status of the informal settlement in accordance with section 7 or section 9, whichever is applicable in the circumstances.
- (2) In the event of the status of an informal settlement contemplated in subsection (1) being determined as an recognized informal settlement, the Informal Settlements and Beneficiary Management Sub-directorate must deal with the matter in accordance with the provisions of section 7.
- (3) In the event of the status of an unrecognized informal settlement being determined, the Informal Settlements and Beneficiary Management Sub-directorate must deal with the matter in accordance with the provisions of section 9.

7. PROCEDURES RELATING TO THE MANAGEMENT AND MONITORING OF RECOGNISED INFORMAL SETTLEMENTS

- (1) As soon as a determination of the status of a recognized informal settlement has been made, the Informal Settlements and Beneficiary Management Sub-directorate must, together with the a Ward Councillor, visit the informal settlement and notify the residents of the status of the recognized informal settlement by means of holding community meetings in the area.
- (2) The Informal Settlements and Beneficiary Management Sub-directorate must implement measures to manage and monitor the occupancy of residents in the settlement area in order to prevent the construction of unauthorised structures in the recognized informal settlement and the taking up of residence by unrecognized residents in the informal settlement.
- (3) Any unauthorised occupancy in the recognized informal settlement contemplated in subsection (2) must be dealt with in accordance with the provisions of section 9.
- (4) In respect of a recognised informal settlement contemplated in subsection (1), the Informal Settlements and Beneficiary Management Sub-directorate must, as and when required, inform the Finance Department of the Municipality of such settlement and make information contemplated in section 4(1)(v) available to that Department.
- (5) The Finance Department of the Municipality must –
 - (a) institute, operate and maintain an appropriate account for services rendered by the Municipality to each registered structure in the authorised informal settlement and for any charges levied for the right of occupation of a particular site or stand in the authorised informal settlement, subject to relevant legislation; and
 - (b) ensure that such an account is supplied to the head of the household of each registered structure in the authorised informal settlement, subject to relevant legislation.

8. ROLE OF WARD COUNCILLOR

- (1) A Ward Councillor and the Informal Settlements and Beneficiary Management Sub-directorate, should meet on a quarterly basis, and at such meetings the Sub-directorate should provide progress reports on all matters relating to the recognised informal settlement and communicate matters of general concern.
- (2) Special public meetings of residents may be convened from time to time by the Ward Councillor to communicate with and inform the residents of matters relating to the informal settlement

9. PROCEDURES RELATING TO THE TERMINATION OF UNRECOGNISED INFORMAL SETTLEMENTS

- (1) Once the incident of unlawful occupation or land invasion occurs in the unrecognised informal settlement area, the Informal Settlements and Beneficiary Management Sub-directorate must, together with the Ward Councillor, visit the informal settlement and notify the unlawful occupiers of the status of the informal settlement by means of a written notice hand delivered to each occupier or site or structure, whichever is possible, in the informal settlements.

The written notice contemplated in this subsection must-

- (a) notify the occupiers that their occupation of the land is illegal, and that
 - (b) they must vacate and remove their personal properties from the land with immediate effect before any action is taken against them.
- (2) If the informal settlement is on land that does not belong to the Municipality, a copy of the notice contemplated in subsection (1) must also be delivered to such owner.
 - (3) If the occupiers notified in terms of subsection (1) cooperate and vacate the unrecognised informal settlement, the Manager: Informal Settlements and Beneficiary Management and/ or the private owner must take such steps as he or she may deem appropriate to prevent a recurrence of any incident of land invasion or illegal land occupation of unrecognised informal settlement and must regularly monitor the situation to ensure the non-recurrence of such land invasion or illegal land occupation.
 - (4) If the occupiers notified in terms of subsection (1) resist to vacate and the land invasion has not progressed to occupation in that the occupiers have shown the intention to reside on the land and are in the process of erecting their structures or dwellings, the Manager: Informal Settlements and Beneficiary Management or the relevant Regional Manager or any designated official must immediately report a criminal case of trespass at the nearest police station, and the South African Police Services, the Municipality's Law Enforcement Unit/Metro Police and Land Invasion Unit, on the basis of the case opened, must remove the unlawful occupiers from the land.
 - (5) If the occupiers notified in terms of subsection (1) resisted to vacate and were not removed in terms of subsection (4), the Municipality must immediately institute the eviction proceedings contemplated in the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998 (Act No. 19 of 1998) in order to obtain an eviction order against any person or persons jointly or severally, unlawfully occupying the land in the unrecognised informal settlement.
 - (6) The Land Invasion Reaction Unit must, within a period of 24 hours after obtaining the eviction order referred to in subsection (5), commence with the execution of the eviction order by terminating the unrecognised informal settlement, in terms of the conditions of the court order.

10. REMOVAL AND DISPOSAL OF THE UNLAWFUL OCCUPIERS' PROPERTIES

- (1) In executing the provisions of this sub-section, any personal properties belonging to unlawful occupiers in the unrecognised informal settlement must be removed and stored in a safe place by the designated official.
 - (2) The personal properties contemplated in sub-section (1) must be claimed within 30 (thirty) days period after the removal and storage thereof, and if they are not claimed as such the Municipality may, dispose of such personal properties and this may include the selling of the properties in order to recover any removal and storage costs incurred by the Municipality
 - (3) If a property, in the opinion of the Municipality, is valueless and unable to realise any meaningful selling amount, it may be destroyed and/or dumped by the designated official, if not claimed after the period mentioned in subsection (2).
 - (4) Subject to the laws governing administration and distribution of estates, nothing contained in this section may deprive an heir of any deceased person of his/her right to the balance proceeds of the property disposed of.
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11. LIABILITY

- (1) Neither the Municipality nor any of its officials acting within the reasonable scope of their authority are liable for any loss of or damage to property or death of or injury to any resident or occupier of a structure in an unrecognised informal settlement or any other person for any reason whatsoever.

12. OFFENCES

- (1) Any person who incites, assists and/or abets persons to occupy land unlawfully shall be guilty of an offence.
- (2) Any person who directly or indirectly receives or solicits payment of any money or other consideration as a fee or charge for arranging or organising or permitting a person to occupy land without the consent of the owner or person in charge of that land shall be guilty of an offence.
- (3) Any person who wilfully or in a grossly negligent manner hinders or obstructs Informal Settlements and Beneficiary Management Sub-directorate Officials, Ward Councillor, Ward Committee, Land Invasion Reaction Unit or any other official of the Municipality in the execution of their duties in terms of this by-law shall be guilty of an offence.

13. PENALTIES

- (1) Any person found guilty of an offence in terms of the provisions of section 11(1) and (2) shall be liable to a fine, not exceeding R1 000, 00 or three (3) months imprisonment or both such fine and imprisonment.
- (2) Any person found guilty of an offence in terms of the provisions of section 11(2) shall be liable to : -
 - (i) Refund any money or other consideration which was received by that person and which has been seized to be forfeited, and the money and the proceeds of the consideration may be paid to the person or persons from whom the money or consideration was received, and where such person or persons cannot be positively identified, such money or proceeds of the consideration must be paid into the Municipality's Revenue Account.
 - (ii) If any money or other consideration has been received in contravention of subsection 11(2), but has not been seized or made available for purposes of confiscation, the court that convicts a person of a contravention of this section may order the amount proved to the satisfaction of the court to have been received by such person to be paid to the person or persons from whom the money or consideration was received, and where such person or persons cannot be positively identified, the money or proceeds of the consideration must be paid into the Municipality's Revenue Account.
 - (iii) Such order has the effect of a civil judgment and may be executed against such person who received the money or consideration as if it were a civil judgment in favour of the person or persons from whom the money or other consideration was received or in favour of the Municipality

14. APPLICATION OF BY-LAWS

- (1) This by-law applies to all informal settlements within the area of jurisdiction of the Mangaung Metropolitan Municipality.

15. REPEAL AND AMENDMENTS

- (1) Any by-laws relating to informal settlements adopted by the Council or any municipality now comprising part of the Municipality are repealed from the date of promulgation of this By-law.
- (2) The Informal Settlements By-law of the Mangaung Metropolitan Municipality as promulgated in the Local Government Notice No. 60 of October 2013 is hereby amended

16. SHORT TITLE AND COMMENCE

- (1) This by-law shall be called the ***Mangaung, Informal Settlements By-law*** and the effected amendments come into operation on the date of promulgation thereof in the Provincial Gazette.
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