

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 31 OCTOBER 2018 AT 10:00

PRESENT

Aldermen and Councillors

Alderman TT Godden (Speaker)
Councillor BC Klaasen (Executive Mayor)
Alderlady JT Phungula
Alderman JW Schuurman
Alderman HJ Smit
Councillor EM Sidego
Councillor TE Abrahams
Councillor P Daniels
Councillor P Heradien
Councillor MD Jacobs
Councillor D Kinnear
Councillor GG Laban
Councillor C Lottering
Councillor M Mdala
Councillor TP Mgoboza
Councillor ZS Mzauziwa
Councillor N Phatsoane
Councillor RJ Simpson
Councillor D Swart

Officials

Mr D Nasson (Municipal Manager)
Mr P van den Heever (Acting Director: Technical Services)
Mr HJ Kritzinger (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Legal Advisor)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr C Titus (Committee Clerk)
Ms M Badela (Interpreter)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and after that requested Councillor P Heradien to open the meeting with a prayer.

NOTED

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

Applications for leave of absence from the meeting were received from Alderman JJ Visagie (DA), the Deputy Executive Mayor, Alderman K Adams (DA) and Councillor H Visagie (ANC).

An apology for absence from the meeting was received from the Director: Technical Services.

UNANIMOUSLY RESOLVED

- (a) *that the applications for leave of absence from the meeting, received from Alderman JJ Visagie (DA), the Deputy Executive Mayor, Alderman K Adams (DA) and Councillor H Visagie (ANC), be approved and accepted.*
- (b) *that notice be taken of the apology for absence from the meeting, received from the Director: Technical Services.*

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

**3.1 Gratitude, Congratulations and Commiseration
(11/4/3)**

The Speaker conveyed Council's congratulations to the following Councillors, Alderman and spouses on their birthdays:

❖	Ms Anthea Klaasen	4 August
❖	Councillor P Heradien	28 August
❖	Ms Clara Laban	12 September
❖	Mr Joseph Visagie	15 September
❖	Ms Lorna Visagie	24 September
❖	Councillor D Swart	30 September
❖	Councillor T Abrahams	6 October
❖	Alderman J Visagie	17 October
❖	Ms Karin Swart	20 October

NOTED.

**3.2 Matters raised by the Speaker
(09/1/1)**

- (a) The Speaker announced to Council that a Yearend and Long Service Award function for municipal staff will be held at R150-00 per person on 6 December 2018. Council indicated that they will only attend by invitation.
- (b) A Council Yearend function was discussed, but uniformity could not be reached with regard to the form and dress code.

NOTED

**3.3 Matters raised by the Executive Mayor
(09/1/1)**

- (a) The Executive Mayor conveyed condolences to the people of George who experienced several casualties due to forest fires in the area.
- (b) The Executive Mayor requested that although the dam is full and enough water is available, the residents be reminded to save water.
- (c) The Executive Mayor requested that the graveyards be kept clean and up to standard as a sign of respect.
- (d) The Executive Mayor congratulated Delicious Rugby Club for celebrating their 80th anniversary.
- (e) The Executive Mayor thanked everybody for their support during the community unrest. Criminal charges were laid against the culprits for damages to municipal and Councillors' property and life threats.
- (f) The Executive Mayor mentioned that a by-election will be held in Ward 9 on 21 November 2018 and wished all the parties good luck.
- (g) The Executive Mayor requested that all Councillors complete the SASRIA forms for insurance against damage to personal property and vehicles during community unrest. The forms were distributed by the Department Administration.

NOTED

4. MINUTES

**4.1 Approval of minutes
(3/1/2/3)**

The following minutes are attached:

- (a) Council meeting held on 25 July 2018: **Annexure 4.1(a)**.
- (b) Special Council meeting held on 23 August 2018: **Annexure 4.1(b)**.

UNANIMOUSLY RESOLVED

That the following minutes be approved and signed by the Speaker:

- (i) *Council meeting held on 25 July 2018.*
- (b) *Special Council meeting held on 23 August 2018.*

**4.2 Outstanding matters
(3/3/2)**

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	7/1/4/2	Item 8.4.2 of 5 December 2017 Request to purchase erf 3605, Ceres or a portion thereof	Municipal Manager	That the matter be held in abeyance until the next meeting.	Awaiting outcome of meeting between MEC for Housing and Bella Vista community	
4.2.2	17/4/2/1 & 17/4/2/P	Item 12.2.1 of 5 December 2017 Constitutional obligation of municipalities to provide suitable alternative accommodation in evictions	Corporate Services	That the matter be held in abeyance until being workshopped by Council.		

UNANIMOUSLY RESOLVED

That notice be taken of the outstanding matters.

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**7.1 Minutes: Committee meetings
(03/3/2)**

The minutes of the following meetings are attached:

- (a) Performance, Risk and Audit Committee, held on 4 May 2018: **Annexure 7.1(a)**.
- (b) Executive Mayoral Committee, held on 28 May 2018: **Annexure 7.1(b)**.
- (c) Committee for Housing Matters, held on 7 June 2018: **Annexure 7.1(c)**.
- (d) Committee for Technical Services, held on 13 June 2018: **Annexure 7.1(d)**.
- (e) Local Labour Forum, held on 20 June 2018: **Annexure 7.1(e)**.
- (f) Special Executive Mayoral Committee, held on 28 June 2018: **Annexure 7.1(f)**.
- (g) Special Performance, Risk and Audit Committee, held on 17 August 2018: **Annexure 7.1(g)**.
- (h) Committee for Housing Matters, held on 6 September 2018: **Annexure 7.1(h)**.

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the committee meetings and same be accepted.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

8.1.1 Performance, Risk and Audit Committee: 1st Bi-Annual Report on Performance Management: 2017/2018 (5/14/4)

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (b) Item 8.1.3 of the Council meeting, held on 25 July 2018.
- (c) Item 7.1.1 of the Executive Mayoral Committee meeting held on 30 October 2018.

The First Bi-Annual Report on Performance Management for 2017/2018 is attached as **annexure 8.1.1**.

The following memorandum, dated 13 April 2018, was received from the Head: Internal Audit:

"The attached report was received from the Chairperson of the Performance, Risk and Audit Committee.

Background

In terms of the Local Government Municipal Planning and Performance Management Regulations, 14(4)(a), 'A performance audit committee must –

- (i) review the quarterly reports submitted to it in terms of sub regulation (1)(c)(ii);
- (ii) review the municipality's performance management system and make recommendations in this regard to the council of the municipality; and
- (iii) at least twice during a financial year submit an audit report to the municipal council concerned.'

The Performance, Risk and Audit Committee (PRAC) have conducted a mandatory review of the municipality's Performance Management System in terms of the Municipal Planning and Performance Regulations. The purpose of this report is to inform the Municipal Council regarding the result of the review that focuses on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets are concerned."

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the First Bi-Annual Report on Performance Management for 2017/2018.

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of the First Bi-Annual Report on Performance Management for 2017/2018 be held in abeyance until the next meeting.

Council resolved on 25 July 2018 that notice be taken that the matter in respect of the First Bi-Annual Report on Performance Management for 2017/2018 was held in abeyance by the Executive Mayoral Committee until the next meeting.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the First Bi-Annual Report on Performance Management for 2017/2018 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the First Bi-Annual Report on Performance Management for 2017/2018 and same be accepted.

8.1.2 Delegated powers to Performance, Risk and Audit Committee (5/14/P)

The following items refer:

- (a) Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 4 May 2018.
- (b) Item 7.1.4 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (c) Item 8.1.4 of the Council meeting, held on 25 July 2018.
- (d) Item 7.1.2 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Performance, Risk and Audit Committee resolved on 4 May 2018 to recommend to the Executive Mayoral Committee and Council:

that Council, in terms of MFMA Circular 65, considers that the Internal Audit Plan and the Internal Audit Charter have been approved by the Performance, Risk and Audit Committee and that Council takes notice and accepts same.

The Municipal Finance Management Act Section 165, states that the Audit Committee is an independent advisory body which must advise the municipal Council, the political office bearers, the accounting officer and the management staff of the municipality on matters relating to internal financial control and internal audit.

National Treasury Circular 65 under roles and responsibilities states the following:

The audit committee must in relation to internal audit:

- Ensure that the charter, independence and activities of the internal audit function are clearly understood and respond to the objectives of the municipality and the legal framework.
- Regularly review the functional and administrative reporting lines of the internal auditor to ensure that the organizational structure is consistent with the principles of independence and accountability.
- Review and approve the internal audit charter, including internal audit strategic plan.
- Confirm that the annual audit plan makes provision for critical risk areas in the municipality.
- Advise the municipality on resources allocated to give effect to the work outputs of the internal audit function.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council delegates the authority to the Performance, Risk and Audit Committee to approve the Internal Audit Plans and for Council to be advised accordingly.

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of delegated powers to the Performance, Risk and Audit Committee be held in abeyance until the next meeting.

Council resolved on 25 July 2018 that notice be taken that the matter in respect of delegated powers to the Performance, Risk and Audit Committee was held in abeyance by the Executive Mayoral Committee until the next meeting.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that Council delegates the authority to the Performance, Risk and Audit Committee to approve the Internal Audit Plans and for Council to be advised accordingly.

UNANIMOUSLY RESOLVED

that Council delegates the authority to the Performance, Risk and Audit Committee to approve the Internal Audit Plans and for Council to be advised accordingly.

8.1.3 Quarterly Budget Statement [Section 52(d)] Report: First quarter of 2018/2019 (1 July 2018 to 30 September 2018) (9/1/2/2)

Item 7.1.20 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

The following report, dated 23 October 2018, was received from the Director: Finance:

“1. Purpose

The purpose of this memorandum is to submit the Quarterly Budget Statement Report to Council for information.

2. Background

The required report in terms of Section 52(d) is attached as **annexure 8.1.3**.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2018 to 30 September 2018.

- (b) that the report be referred to Council's Municipal Public Accounts Committee and Performance, Risk and Audit Committee Committees for their recommendations to Council.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2018 to 30 September 2018.*
- (b) *that the report be referred to Council's Municipal Public Accounts Committee and Performance, Risk and Audit Committee Committees for their recommendations to Council.*

8.1.4 Internal audit report: Performance Management System: Quarter 1 of 2017/2018 (5/14/3)

The following items refer:

- (a) Item 6.4 of the Performance, Risk and Audit Committee meeting, held on 2 March 2018.
- (b) Item 7.1.3 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Performance Management System report for the first quarter of 2017/2018, dated October 2017, is attached as **annexure 8.1.4**.

The Head: Internal Audit submitted the Internal Audit Report on the Performance Management System for the first quarter of 2017/2018. The following were highlighted:

- Findings 1 to 4 relates to compliance findings related to KPI's:
 - detect corrective measures timeously
 - corrective actions not implemented
 - Section 52 Report not submitted timeously to the Executive Mayor.
 - Performance agreement of Chief Financial Officer uploaded on website, but not signed.
 - Inadequate capturing of expenditure with regard to new council chambers. Management implemented corrective actions timeously.
- The Performance, Risk and Audit Committee enquired with regard to the seriousness of the grading of the finding. The Municipal Manager was of the opinion that the grading of finding be evaluated in the context thereof and also that corrective measures had been implemented timeously. The Performance, Risk and Audit Committee mentioned that the context is important, however, Internal Audit has a responsibility to report and to mention if corrective actions had been implemented.

The Performance, Risk and Audit Committee resolved on 2 March 2018:

That the Performance, Risk and Audit Committee recommends to Council:

that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2017/2018 and the same be approved and accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2017/2018 and the same be approved and accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Report on the Performance Management System for the first quarter of 2017/2018 and the same be approved and accepted.

8.1.5 Internal audit report: Performance Management System: Quarter 2 of 2017/2018 (5/14/3)

The following items refer:

- (a) Item 6.1 of the Performance, Risk and Audit Committee meeting, held on 2 March 2018.
- (b) Item 7.1.4 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Performance Management System report for the second quarter of 2017/2018, dated February 2018, is attached as **annexure 8.1.5**.

The Head: Internal Audit submitted the Internal Audit Report in respect of the Performance Management System for the second quarter of 2017/2018. The following were highlighted:

- The Municipal Manager mentioned that a clean audit is not only about compliance, but to take it to the next level of value for money.
- Management implemented corrective action in respect of the Section 52 report submitted timeously to the Executive Mayor.
- The Municipal Manager mentioned that SMART KPI's cannot be achieved if the capital is not achieved. The allocation of the Department of Water Affairs was taken out of the Adjustment Budget due to matters outside of the municipality's control.
- AGSA informed that in the AGSA report are explanations why targets are not achieved. AGSA had looked at the evidence submitted and evaluated it according to the reasons why the municipality did not achieve its targets.
- That the blue identity book is still valid although it is not barcoded. Internal Audit will change the finding before submitting the report to Council.

The Performance, Risk and Audit Committee resolved on 2 March 2018:

- (a) that the Head: Internal Audit updates and corrects the Internal Audit Report in respect of the Performance Management System for the second quarter of 2017/2018 with regard to:
 - (i) that the blue identity book is still valid.
 - (ii) the error in the summary with regard to finding 9 be rectified.
- (b) that the Head: Internal Audit submits the amended report supra (a) to the Executive Mayoral Committee and Council.
- (c) that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Internal Audit Report in respect of the Performance Management System for the second quarter of 2017/2018 and the same be approved and accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Internal Audit Report in respect of the Performance Management System for the second quarter of 2017/2018 and the same be approved and accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Report in respect of the Performance Management System for the second quarter of 2017/2018 and the same be approved and accepted.

**8.1.6 Risk Management Report: Third Quarter 2017/2018
(5/14/2)**

The following items refer:

- (a) Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 4 May 2018.
- (b) Item 7.1.5 of the Executive Mayoral Committee meeting held on 30 October 2018.

Die Risk Management Report for the third quarter of 2017/2018, dated March 2018, is attached as **annexure 8.1.6**.

The Performance, Risk and Audit Committee resolved on 4 May 2018:

- (a) that the Chief Risk Officer in respect of the top risks per strategic objectives, where controls are weak, puts action plans in place.
- (b) that the Performance, Risk and Audit Committee takes notice of the Risk Management Report for the third quarter of 2017/2018 and accepts same.

- (c) To recommend to the Executive Mayoral Committee and Council:

that Council, in terms of MFMA Circular 65, considers that the Internal Audit Plan and the Internal Audit Charter have been approved by the Performance, Risk and Audit Committee and that Council takes notice and accepts same.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that Council, in terms of MFMA Circular 65, considers that the Internal Audit Plan and the Internal Audit Charter have been approved by the Performance, Risk and Audit Committee and that Council takes notice and accepts same.

UNANIMOUSLY RESOLVED

that Council, in terms of MFMA Circular 65, considers that the Internal Audit Plan and the Internal Audit Charter have been approved by the Performance, Risk and Audit Committee and that Council takes notice and accepts same.

8.1.7 Status report on implementation of internal audit findings: Quarter 1 of 2017/2018 (5/14/2)

The following items refer:

- (a) Item 8.4 of the Performance, Risk and Audit Committee meeting, held on 2 March 2018.
- (b) Item 8.2 of the Performance, Risk and Audit Committee meeting, held on 4 May 2018.
- (c) Item 7.1.6 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Status report on the implementation of internal audit findings for the first quarter of 2017/2018, dated September 2017, is attached as **annexure 8.1.7**.

The following recommendation was tabled to the Performance, Risk and Audit Committee:

That notice be taken of the Status report on the implementation of internal audit findings for the first quarter of 2017/2018, dated September 2017.

The Performance, Risk and Audit Committee resolved on 2 March 2018 that the matter about the Status report on the implementation of internal audit findings for the first quarter of 2017/2018 be held in abeyance until the next meeting.

The Performance, Risk and Audit Committee resolved on 4 May 2018 to recommend to the Executive Mayoral Committee and Council:

that notice be taken of the Status report on the implementation of internal audit findings for the first quarter of 2017/2018, dated September 2017, and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Status report on the implementation of internal audit findings for the first quarter of 2017/2018, dated September 2017, and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Status report on the implementation of internal audit findings for the first quarter of 2017/2018, dated September 2017, and same be accepted.

8.1.8 Status report on implementation of internal audit findings: Quarter 2 of 2017/2018 (5/14/2)

The following items refer:

- (a) Item 8.5 of the Performance, Risk and Audit Committee meeting, held on 2 March 2018.
- (b) Item 8.3 of the Performance, Risk and Audit Committee meeting, held on 4 May 2018.
- (c) Item 7.1.7 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Status report on the implementation of internal audit findings for the second quarter of 2017/2018, dated December 2017, is attached as **annexure 8.1.8**.

The Performance, Risk and Audit Committee resolved on 2 March 2018 that the matter about the Status report on the implementation of internal audit findings for the second quarter of 2017/2018 be held in abeyance until the next meeting.

The Performance, Risk and Audit Committee resolved on 4 May 2018:

- (a) that the Department of Finance improves on the percentage of findings implemented.
- (b) To recommend to the Executive Mayoral Committee and Council:

that notice be taken of the Status report on the implementation of internal audit findings for the second quarter of 2017/2018 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Status report on the implementation of internal audit findings for the second quarter of 2017/2018 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Status report on the implementation of internal audit findings for the second quarter of 2017/2018 and same be accepted.

8.1.9 Section 71 Monthly reports of the Directorate Finance: April, May, June, July and August 2018 (9/1/2/2)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 20 September 2018.
- (b) Items 8.1 and 8.2 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 18 October 2018.
- (d) Item 7.1.8 of the Executive Mayoral Committee meeting held on 30 October 2018.

The following Section 71 monthly reports of the Directorate Finance are attached:

- (a) April 2018 **Annexure 8.1.9(a)**
- (b) May 2018 **Annexure 8.1.9(b)**
- (c) June 2018 **Annexure 8.1.9(c)**
- (d) July 2018 **Annexure 8.1.9(d)**
- (e) August 2018 **Annexure 8.1.9(e)**

The Committee for Corporate and Financial Services resolved on 20 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration of the content of the Section 71 monthly reports of the Directorate Finance for April, May, June and July 2018, and same be approved and accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 21 September 2018:

“The Director: Finance tabled the Section 71 monthly reports of the Department Finance for July and August 2018. The following was highlighted:

- The Performance, Risk and Audit Committee expressed concern with regard to debt increase. Debt collection is a challenge.
- The Performance, Risk and Audit Committee observed an increase in the number of indigents.
- The Director: Finance explained that Council has decided to write off only debt as prescribed and also the debt of indigents.”

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Section 71 monthly reports of the Directorate Finance for July and August 2018 and same be accepted.

The Committee for Corporate and Financial Services resolved on 18 October 2018 to recommend to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration of the content of the Section 71 monthly report of the Department Finance for August 2018, that same be approved and accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 monthly reports of the Directorate Finance for April, May, June, July and August 2018 and, after consideration, same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Section 71 monthly reports of the Directorate Finance for April, May, June, July and August 2018 and, after consideration, same be accepted.

**8.1.10 Finance: Incurrence of long-term debt
(5/9)**

Item 7.1.9 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

The following memorandum, dated 3 October 2018, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to table the proposed incurrence of Long-term Borrowing for consideration to the Executive Mayor and Council.

2. Legal framework

Section 46(3) of the MFMA states the following:

- (3) A municipality may incur long-term debt only if the Accounting Officer of the municipality —
 - (a) has, in accordance with Section 21A of the Municipal Systems Act —
 - (i) at least 21 days prior to the meeting of the Council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and
 - (ii) invited the public, the National Treasury and the relevant Provincial Treasury to submit written comments or representations to the Council in respect of the proposed debt; and

- (b) has submitted a copy of the information statement to the municipal Council at least 21 days prior to the meeting of the Council, together with particulars of —
- (i) the essential repayment terms, including the anticipated debt repayment schedule, and
 - (ii) the anticipated total cost in connection with such debt over the repayment period.’

3. Discussion

The cost of full maintenance lease has been compared to the cost of procuring vehicles and it was determined that procuring vehicles are the better option for the municipality.

The proposed loan and the funds budgeted for leasing of vehicles can be used to fund the following vehicles:

Small sedans		10
Performance sedans (Traffic department)		2
Small LDV		3
One ton LDV		11

A tender process was followed to identify a service provider for the long-term loan and it was recommended by the Bid Adjudication Committee that the tender 8/2/15/39 be awarded to NEDBANK.

Particulars of the proposed debt are as follow:

Amount of debt to be incurred: R3 500 000.

Purpose for which the debt is to be incurred: Vehicles: R3 500 000

Security to be provided: None

Repayment terms are as follow:

Description	Term of loan	Amount of loan required	Fixed lending rate charged by bidder
Acquisition of capital assets	3 years	R3 500 000	9.75 % (All in Rate NACS)

Loan amortization table

Bi-annual date	Capital	Interest	Payment (equal instalments)	Balance
Half-year payment 1	3 500 000	85 079	671 145	2 913 934
Half-year payment 2	2 913 934	144 000	671 145	2 386 789
Half-year payment 3	2 386 789	116 037	671 145	1 831 681
Half-year payment 4	1 831 681	89 539	671 145	1 250 074
Half-year payment 5	1 250 074	60 774	671 145	639 703
Half-year payment 6	639 703	31 442	671 145	0
Total		R526 871	R4 026 871	

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That approval be granted by Council for the incurrence of long-term debt for the procurement of vehicles.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the incurrence of long-term debt be held in abeyance until after the advertisement thereof and again be submitted to the Executive Mayoral Committee and Council for a resolution.

UNANIMOUSLY RESOLVED

that the matter in respect of the incurrence of long-term debt be held in abeyance until after the advertisement thereof and again be submitted to the Executive Mayoral Committee and Council for a resolution.

**8.1.11 Risk Management Report: Fourth Quarter 2017/2018
(5/14/2)**

The following items refer:

- (a) Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.10 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Risk Management Report for the fourth quarter of 2017/2018, dated June 2018, is attached as **annexure 8.1.11**.

The Performance, Risk and Audit Committee advised that the ICT Steering Committee attends to strategic matters. There is currently too much operational matters.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Risk Management Report for the fourth quarter of 2017/2018 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Risk Management Report for the fourth quarter of 2017/2018 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Risk Management Report for the fourth quarter of 2017/2018 and same be accepted.

**8.1.12 Annual Risk Assessment Report
(5/14/2)**

The following items refer:

- (a) Item 7.2 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.11 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Annual Risk Assessment Report, dated June 2018, is attached as **annexure 8.1.12**.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Annual Risk Assessment Report and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Annual Risk Assessment Report and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Annual Risk Assessment Report and same be accepted.

**8.1.13 Internal Audit Overtime Report
(5/14/2)**

The following items refer:

- (a) Item 8.6 of the Performance, Risk and Audit Committee meeting, held on 2 March 2018.
- (b) Item 8.3 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (c) Item 7.1.12 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Internal Audit Overtime Report, dated January 2018, is attached as **annexure 8.1.13**.

The Performance, Risk and Audit Committee resolved on 2 March 2018 that the matter about the Internal Audit Overtime Report be held in abeyance until the next meeting.

The Performance, Risk and Audit Committee expressed appreciation that overtime expenditure is justified, mostly in emergency cases.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Internal Audit Overtime Report and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Internal Audit Overtime Report and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Overtime Report and same be accepted.

**8.1.14 Quarterly report of Mayor on implementation of budget and state of affairs of municipality / SDBIP: Section 52(d): Third quarter of 2017/2018 (1 January 2018 to 31 March 2018)
(9/1/1 & 9/1/2/2)**

The following items refer:

- (a) Item 8.4 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.13 of the Executive Mayoral Committee meeting held on 30 October 2018.

Note: The Quarterly Budget Statement Report for the third quarter of 2017/2018 (1 January 2018 to 31 March 2018) is not attached as it was already tabled to the Executive Mayoral Committee and Council on 28 and 29 May 2018.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Quarterly Section 52(d) report of the Executive Mayor on the implementation of the budget and state of affairs of the municipality for the third quarter of 2017/2018 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (a) That notice be taken that the Quarterly Budget Statement Report for the third quarter of 2017/2018 (1 January 2018 to 31 March 2018) was tabled to and accepted by Council on 29 May 2018.
- (b) That notice be taken that the Quarterly Budget Statement Report for the third quarter of 2017/2018 (1 January 2018 to 31 March 2018) was tabled to the Performance, Risk and Audit Committee.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken that the Quarterly Budget Statement Report for the third quarter of 2017/2018 (1 January 2018 to 31 March 2018) was tabled to and accepted by Council on 29 May 2018.*
- (b) *that notice be taken that the Quarterly Budget Statement Report for the third quarter of 2017/2018 (1 January 2018 to 31 March 2018) was tabled to the Performance, Risk and Audit Committee.*

8.1.15 Quarterly Budget Statement [Section 52(d)] Report: Fourth quarter of 2017/2018 (1 April 2018 to 30 June 2018) (9/1/2/2)

The following items refer:

- (a) Item 9.1 of the council meeting, held on 25 July 2018.
- (b) Item 8.5 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (c) Item 7.1.14 of the Executive Mayoral Committee meeting held on 30 October 2018.

The following memorandum, dated 23 July 2018, was received from the Director: Finance:

“1. Purpose

The purpose of this memorandum is to submit the Quarterly Budget Statement to Council for information.

2. Background

The required report in terms of Section 52(d) is attached as **annexure 8.1.15.**”

Council resolved on 25 July 2018:

- (a) that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 April 2018 to 30 June 2018.
- (b) that the report be referred to Council's Municipal Public Accounts Committee and Performance, Risk and Audit Committee for their recommendations to Council.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the fourth quarter of 2017/2018 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the fourth quarter of 2017/2018 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the fourth quarter of 2017/2018 and same be accepted.

8.1.16 Annual review of Internal Audit Charter: 1 July 2018 to 30 June 2019 (5/14/2)

The following items refer:

- (a) Item 8.6 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.15 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Internal Audit Charter with effect from 1 July 2018 to 30 June 2019, dated June 2018, is attached as **annexure 8.1.16**.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the annual review of the Internal Audit Charter for the period 1 July 2018 until 30 June 2019 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the annual review of the Internal Audit Charter for the period 1 July 2018 until 30 June 2019 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the annual review of the Internal Audit Charter for the period 1 July 2018 until 30 June 2019 and same be accepted.

8.1.17 Annual review of Performance, Risk and Audit Committee Charter: 2018/2019 (5/14/3)

The following items refer:

- (a) Item 8.7 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.16 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Performance, Risk and Audit Committee Charter, dated July 2018, is attached as **annexure 8.1.17**.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the annual review of the Performance, Risk and Audit Committee Charter for 2018/2019 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the annual review of the Performance, Risk and Audit Committee Charter for 2018/2019 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the annual review of the Performance, Risk and Audit Committee Charter for 2018/2019 and same be accepted.

8.1.18 Internal Audit Report: Year-end stock count: 2018 (5/14/2)

The following items refer:

- (a) Item 8.8 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.17 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Internal Audit Report on the Year-end stock count for 2018 is attached as **annexure 8.1.18**.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Internal Audit Report in respect of the year-end stock count for 2018 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Internal Audit Report in respect of the year-end stock count for 2018 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Report in respect of the year-end stock count for 2018 and same be accepted.

**8.1.19 PRAC Performance evaluations 2017/2018
(5/14/4)**

The following items refer:

- (a) Item 8.9 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.18 of the Executive Mayoral Committee meeting held on 30 October 2018.

In terms of the Performance Risk and Audit Committee (PRAC) Charter, PRAC should assess its performance and achievements against its charter on an annual basis. The findings of the self-assessment should be presented by the Chairperson to the Accounting Officer and municipal Council. It is also best practice for PRAC to assess the internal audit unit and to report the outcome to the Accounting Officer and Council.

The results of the performance evaluations of PRAC and Internal Audit are attached:

- (a) PRAC Self-Assessment: **Annexure 8.1.19(a).**
- (b) PRAC Assessment of the Internal Audit Unit: **Annexure 8.1.19(b).**

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the PRAC Performance evaluations for 2017/2018 and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the PRAC Performance evaluations for 2017/2018 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the PRAC Performance evaluations for 2017/2018 and same be accepted.

**8.1.20 Internal Audit Report: Compliance with Division of Revenue Act, 2017 (DORA)
(5/14/2)**

The following items refer:

- (a) Item 8.11 of the Performance, Risk and Audit Committee meeting, held on 21 September 2018.
- (b) Item 7.1.19 of the Executive Mayoral Committee meeting held on 30 October 2018.

The Internal Audit Report on Compliance with the Division of Revenue Act, 2017 (DORA), dated June 2018, is attached as **annexure 8.1.20**.

The Performance, Risk and Audit Committee resolved on 21 September 2018 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that notice be taken of the Internal Audit Report in respect of the Compliance with Division of Revenue Act, 2017 (DORA) and same be accepted.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the Internal Audit Report in respect of the Compliance with Division of Revenue Act, 2017 (DORA) and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Report in respect of the Compliance with Division of Revenue Act, 2017 (DORA) and same be accepted.

8.2 Direkoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Notule van vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg: 20 April 2018 (15/04/P)

Die volgende items verwys:

- (a) Item 7.3 van die vergadering van die Komitee vir Tegniese Dienste, gehou op 23 Mei 2018.
- (b) Item 7.2.4 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 23 Julie 2018.
- (c) Item 8.2.5 van die Raadsvergadering, gehou op 25 Julie 2018.
- (d) Item 7.2.1 van die Uitvoerende Burgemeesterskomitee vergadering gehou op 30 Oktober 2018.

Die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, word aangeheg as **bylae 8.2.1**.

Die Komitee vir Tegniese Dienste het op 23 Mei 2018 besluit:

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die Raad kennis neem van die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018 en dat dit aanvaar word.

Die volgende aanbeveling is aan die Uitvoerende Burgemeesterskomitee voorgelê:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Raad kennis neem van die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018 en dat dit aanvaar word.

Die Uitvoerende Burgemeesterskomitee het op 23 Julie 2018 besluit dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorstaan tot die eerskomende vergadering.

Die Raad het op 25 Julie 2018 eenparig besluit dat kennis geneem word dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorgehou is deur die Uitvoerende Burgemeesterskomitee tot die eerskomende vergadering.

Die Uitvoerende Burgemeesterskomitee het op 30 Oktober 2018 besluit dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorstaan tot die volgende vergadering.

EENPARIG BESLUIT

dat die aangeleentheid rakende die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 20 April 2018, oorstaan tot die eerskomende vergadering.

**8.2.2 Policy: Plant and Equipment Maintenance Programme
(6/3/P)**

The following items refer:

- (a) Item 6.2 of the meeting of the Committee for Technical Services, held on 13 June 2018.
- (b) Item 7.2.5 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (c) Item 8.2.6 of the Council meeting, held on 25 July 2018.

The following documents are attached:

- (a) Memorandum from Manager: Fleet and Mechanical Workshop, dated 9 May 2018: **Annexure 8.2.2(a)**.
- (b) Policy: Witzenberg Municipal Workshop: Plant and Equipment Maintenance Programme: **Annexure 8.2.2(b)**.
- (c) Daily vehicle pre-trip inspection form: **Annexure 8.2.2(c)**.
- (d) Vehicle log sheet: **Annexure 8.2.2(d)**.

The Manager: Fleet and Workshop tabled the Draft Policy on Plant and Equipment Maintenance Programme.

The Committee for Technical Services resolved on 13 June 2018:

- (a) that the Committee for Technical Services takes notice of the policy on the Plant and Equipment Maintenance Programme.
- (b) that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

that the matter pertaining to the Draft Policy on Plant and Equipment Maintenance Programme be workshopped by Council.

The Executive Mayoral Committee resolved on 23 July 2018 that the Executive Mayoral Committee recommends to Council that the matter pertaining to the Draft Policy on Plant and Equipment Maintenance Programme be workshopped by Council.

Council resolved on 25 July 2018 that the matter pertaining to the Draft Policy on Plant and Equipment Maintenance Programme be workshopped by Council.

UNANIMOUSLY RESOLVED

that the Policy on Plant and Equipment Maintenance Programme be accepted and approved by Council.

8.2.3 Notariële akte van serwituut en samewerkingsooreenkoms: Ceres Koekedouw Besproeiingsraad: Koekedouw Dam (16/2/1/1/1)

Item 7.2.2 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 30 Oktober 2018, verwys.

Die volgende dokumente word aangeheg:

- (a) Memorandum van Direkteur: Tegnieese Dienste, gedateer 18 Junie 2018: **Bylae 8.2.3(a)**.
- (b) Notule van vergadering van Ceres Koekedouw Bestuurskomitee: **Bylae 8.2.3(b)**.
- (c) Begroting: CKB: **Bylae 8.2.3(c)**.
- (d) Waterindeling van Koekedouw Dam: **Bylae 8.2.3(d)**.
- (e) Koekedouw Dam bedryfsvlakke: **Bylae 8.2.3(e)**.

Die Uitvoerende Burgemeesterskomitee het op 30 Oktober 2018 besluit dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

- (a) Begroting 2018/2019
 - (i) Dat kennis geneem word dat die begroting van die Ceres Koekedouw Besproeiingsraad vir die 2018/2019 finansiële jaar R1 559 184-00 is.
 - (ii) Dat kennis geneem word dat die Raad se bydrae beloop 59 %, soos per ons pro rata-kwota 10 miljoen m³, vir die 2018/2019-begroting, met ander woorde R919 918-56.
- (b) Bedryfsverslag

Dat kennis geneem word van die bedryfs- en ingenieursverslag.
- (c) SWOP (Omrui van waterkwotas soos per die ooreenkoms gedateer Julie 1996)
 - (i) Die Raad stem nie saam met die voorstel soos gemaak deur die Besproeiingsraad in bylae (d) (Waterindeling van Koekedouw Dam soos vanaf 1 Mei 2018 – konsep voorstel) nie.
 - (ii) Dat bylae (e) (Bedryfsvlak-handleiding soos hersien op 1 Oktober 2017) sal dien as handleiding vir die verdeling van water tussen die Koekedouw Besproeiingsraad en Munisipaliteit Witzenberg.
 - (iii) Dat die Raad wanneer daar genoegsame water in die dam is, met ander woorde meer as twaalf maande se water in die dam is vir ons gebruik [soos per bylae (e)], gebaseer op ons kwota, ons dit aan die Koekedouw Besproeiingsraad verkoop met dien verstande dat die moment wanneer die damvlak sodanig is, dat ons kwota nie genoegsaam is vir twaalf maande se gebruik nie, die vergunning opgehef word.

- (iv) Dat die beginsel geld dat die Besproeiingsraad en Munisipaliteit Witzenberg hulle maandkwota kan oordra vir gebruik later in die betrokke seisoen.
- (v) Dat die Koekedouw Besproeiingsraad se wysiging van hulle maandelikse kwotas, in lyn met hulle besproeiingsbehoefte goedgekeur word as volg:

Maand	Huidige kwota (m³) (7M)	Kwota (m³) (7M) (Voorstel)
Oktober	450 000	665 000
November	450 000	665 000
Desember	450 000	665 000
Januarie	450 000	665 000
Februarie	450 000	665 000
Maart	450 000	665 000
April	400 000	280 000
Mei	780 000	546 000
Junie	780 000	546 000
Julie	780 000	546 000
Augustus	780 000	546 000
September	780 000	546 000
Totaal	7 000 000	7 000 000

- (d) Oordragwater

Dat 'n dispuut verklaar word volgens die CKB-ooreenkoms gedateer Julie 1996, wat die geskil volgens die Arbitrasiewet sal beslis.

- (e) Voorsitterskap en verteenwoordiging

Dat die Raad kennis neem:

- (i) Dat Raadsheer JJ Visagie as Voorsitter sal dien vir die volgende jaar.
- (ii) Dat Munisipaliteit Witzenberg vir die volgende jaar die sekretariaat sal hanteer.
- (iii) Dat die Watersuperintendent, Branwell Schippers, aan die Bestuurder: Water en Riolering, Nathan Jacobs sal rapporteer.

- (f) Plaaslike Ingenieursaanstelling

Dat die Raad kennis neem dat die Bestuurder: Water en Riolering, Nathan Jacobs, 'n tender/kwotasiedokument sal optrek rakende die plaaslike ingenieur.

EENPARIG BESLUIT

- (a) *Begroting 2018/2019*
- (i) *Dat kennis geneem word dat die begroting van die Ceres Koekedouw Besproeiingsraad vir die 2018/2019 finansiële jaar R1 559 184-00 is.*
- (ii) *Dat kennis geneem word dat die Raad se bydrae beloop 59 %, soos per ons pro rata-kwota 10 miljoen m³, vir die 2018/2019-begroting, met ander woorde R919 918-56.*
- (b) *Bedryfsverslag*
- Dat kennis geneem word van die bedryfs- en ingenieursverslag.*
- (c) *SWOP (Omrui van waterkwotas soos per die ooreenkoms gedateer Julie 1996)*
- (i) *Die Raad stem nie saam met die voorstel soos gemaak deur die Besproeiingsraad in bylae (d) (Waterindeling van Koekedouw Dam soos vanaf 1 Mei 2018 – konsep voorstel) nie.*
- (ii) *Dat bylae (e) (Bedryfsvlak-handleiding soos hersien op 1 Oktober 2017) sal dien as handleiding vir die verdeling van water tussen die Koekedouw Besproeiingsraad en Munisipaliteit Witzenberg.*
- (iii) *Dat die Raad wanneer daar genoegsame water in die dam is, met ander woorde meer as twaalf maande se water in die dam is vir ons gebruik [soos per bylae (e)], gebaseer op ons kwota, ons dit aan die Koekedouw Besproeiingsraad verkoop met dien verstande dat die moment wanneer die damvlak sodanig is, dat ons kwota nie genoegsaam is vir twaalf maande se gebruik nie, die vergunning opgehef word.*
- (iv) *Dat die beginsel geld dat die Besproeiingsraad en Munisipaliteit Witzenberg hulle maandkwota kan oordra vir gebruik later in die betrokke seisoen.*
- (v) *Dat die Koekedouw Besproeiingsraad se wysiging van hulle maandelikse kwotas, in lyn met hulle besproeiingsbehoefte goedgekeur word as volg:*

Maand	Huidige kwota (m³) (7M)	Kwota (m³) (7M) (Voorstel)
<i>Oktober</i>	<i>450 000</i>	<i>665 000</i>
<i>November</i>	<i>450 000</i>	<i>665 000</i>
<i>Desember</i>	<i>450 000</i>	<i>665 000</i>
<i>Januarie</i>	<i>450 000</i>	<i>665 000</i>
<i>Februarie</i>	<i>450 000</i>	<i>665 000</i>
<i>Maart</i>	<i>450 000</i>	<i>665 000</i>
<i>April</i>	<i>400 000</i>	<i>280 000</i>
<i>Mei</i>	<i>780 000</i>	<i>546 000</i>
<i>Junie</i>	<i>780 000</i>	<i>546 000</i>
<i>Julie</i>	<i>780 000</i>	<i>546 000</i>
<i>Augustus</i>	<i>780 000</i>	<i>546 000</i>
<i>September</i>	<i>780 000</i>	<i>546 000</i>

Totaal	7 000 000	7 000 000
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(d) Oordragwater

Dat 'n dispuut verklaar word volgens die CKB-ooreenkoms gedateer Julie 1996, wat die geskil volgens die Arbitrasiewet sal beslis.

(e) Voorsitterskap en verteenwoordiging

Dat die Raad kennis neem:

- (i) *Dat Raadsheer JJ Visagie as Voorsitter sal dien vir die volgende jaar.*
- (ii) *Dat Munisipaliteit Witzenberg vir die volgende jaar die sekretariaat sal hanteer.*
- (iii) *Dat die Watersuperintendent, Branwell Schippers, aan die Bestuurder: Water en Riolering, Nathan Jacobs sal rapporteer.*

(f) Plaaslike Ingenieursaanstelling

Dat die Raad kennis neem dat die Bestuurder: Water en Riolering, Nathan Jacobs, 'n tender/kwotasiedokument sal optrek rakende die plaaslike ingenieur.

8.2.4 Fee amnesty for Early Childhood Development (ECD) facilities (15/4/P)

Item 7.2.3 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

A memorandum from the Manager: Town Planning and Building Control, dated 11 September 2018, is attached as **annexure 8.2.4**.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (a) that an amnesty period of six (6) months be given to existing Early Childhood Development (ECD) facilities from paying the rezoning and building plan fees.
- (b) that the Provincial Directorate: Early Childhood Development and Partial Care be requested to assist with the identification of Early Childhood Development facilities that operate without the necessary permits.

UNANIMOUSLY RESOLVED

- (a) *that an amnesty period of six (6) months be given to existing Early Childhood Development (ECD) facilities from paying the rezoning and building plan fees.*
- (b) *that the Provincial Directorate: Early Childhood Development and Partial Care be requested to assist with the identification of Early Childhood Development facilities that operate without the necessary permits.*

8.2.5 Appèl teen tweede wooneenheid: Erf 2245, Albertsingel 26, Ceres (15/4/R)

Die volgende items verwys:

- (a) Item 8.2.1 van die raadsvergadering, gehou op 25 Januarie 2016.
- (b) Item 7.2.4 van die Uitvoerende Burgemeesterskomitee-vergadering gehou op 30 Oktober 2018.

Die Raad het op 25 Januarie 2016 besluit dat die appèl van mnr. P Hardneck teen die Komitee vir Tegniese Dienste se goedkeuring van die aansoek om vergunning vir 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres, gehandhaaf word.

'n Memorandum vanaf die Direkteur: Tegniese Dienste, gedateer 17 September 2018, word aangeheg as **bylae 8.2.5**.

Die Uitvoerende Burgemeesterskomitee het op 30 Oktober 2018 besluit dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

EENPARIG BESLUIT

dat die aangeleentheid rakende die appèl teen 'n tweede wooneenheid op erf 2245, Albertsingel 26, Ceres oorstaan tot die eerskomende vergadering.

8.2.6 Verteenwoordiging van Raad op Ceres Koekedouw Besproeiingsraad (16/2/1/1/1)

Item 7.2.5 van die Uitvoerende Burgemeesterskomitee-vergadering, gehou op 30 Oktober 2018, verwys.

'n Memorandum vanaf die Voorsitter van die Komitee vir Tegniese Dienste, gedateer 27 September 2018, word aangeheg as **bylae 8.2.6**.

Die Uitvoerende Burgemeesterskomitee het op 30 Oktober 2018 besluit dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat raadsheer H Smit en raadslid T Godden aangewys word as die secundi vir die verteenwoordiging van die Raad op die Ceres Koekedouw Besproeiingsraad.

EENPARIG BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat raadsheer H Smit en raadsheer T Godden aangewys word as die secundi vir die verteenwoordiging van die Raad op die Ceres Koekedouw Besproeiingsraad.

8.2.7 Rehabilitations and improvements of the Van Breda Bridge over the Dwars River R46, Ceres Road, Ceres (16/04/4/6)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Technical Services, held on 19 September 2018.
- (b) Item 7.2.6 of the Executive Mayoral Committee meeting held on 30 October 2018.

A memorandum from the Manager: Streets and Storm Water, dated 3 August 2018, is attached as **annexure 8.2.7**.

The Manager: Streets and Storm Water reported on the latest development pertaining to the rehabilitation and improvement of the Van Breda Bridge over the Dwars River R46, Ceres Road, Ceres.

The Committee for Technical Services resolved on 19 September 2018 to recommend to the Executive Mayoral Committee and Council:

that notice be taken of the rehabilitations and improvements of the Van Breda Bridge over the Dwars River R46, Ceres Road, Ceres

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that notice be taken of the rehabilitations and improvements of the Van Breda Bridge over the Dwars River R46, Ceres Road, Ceres.

UNANIMOUSLY RESOLVED

that notice be taken of the rehabilitations and improvements of the Van Breda Bridge over the Dwars River R46, Ceres Road, Ceres.

8.2.8 Electricity: Approval of Energy Plan (Small Scale Embedded Generation – SSEG) (16/3/P)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 19 September 2018.
- (b) Item 7.2.7 of the Executive Mayoral Committee meeting held on 30 October 2018.

The following documents are attached:

- (a) Memorandum from Senior Manager: Electro-Technical Services, dated 19 June 2018: **Annexure 8.2.8(a)**.
- (b) Requirements for Small Scale Embedded Generation: **Annexure 8.2.8(b)**.

- (c) Contract for Small Scale Embedded Generation: **Annexure 8.2.8(c)**.
- (d) Application for connection of Solar PV Embedded Generation: **Annexure 8.2.8(d)**.
- (e) Small Scale Embedded Generation commissioning report: **Annexure 8.2.8(e)**.
- (f) Small Scale Embedded Generation decommissioning report: **Annexure 8.2.8(f)**.

The Manager: Electro-Technical Services reported pertaining to the importance of the approval of an Energy Plan (Small Scale Embedded Generation – SSEG).

The Committee for Technical Services resolved on 19 September 2018 that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

- (a) that Council takes note of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.
- (b) that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.
- (c) that the supporting documents, including the undermentioned, are accepted as official documentation related to the application processes related to any consumer intending to install Renewable Energy:
 - (i) Requirements for Embedded Generation
 - (ii) Contract for Embedded Generation
 - (iii) Application Form
 - (iv) Commissioning Form
 - (v) Decommissioning Form
- (d) that any amendments to the relevant NRS standards automatically be included in the Councils Energy Policy.
- (e) that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-In Tariff) tariff will automatically form part of the Council's Energy Policy as and when approved by Council.
- (f) that Council as a matter of priority determines a suitable REFIT (Renewable Energy Feed-In Tariff) tariff as part of their proposed Tariff Study.
- (g) that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.
- (h) that once the total sum of approved Renewable Energy applications reaches 15 % of the municipality's ESKOM approved notified maximum demand for each town, no further applications will be considered without the approval of Council.

- (i) that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.
- (j) that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.
- (k) that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.
- (l) that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.
- (m) that conventional or pre-payment meters are not allowed to run backwards.
- (n) that the matter pertaining to the Electricity: Approval of Energy Plan (Small Scale Embedded Generation – SSEG) be workshopped by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council takes note of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.
- (b) that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.
- (c) that the supporting documents, including the undermentioned, are accepted as official documentation related to the application processes related to any consumer intending to install Renewable Energy:
 - (i) Requirements for Embedded Generation
 - (ii) Contract for Embedded Generation
 - (iii) Application Form
 - (iv) Commissioning Form
 - (v) Decommissioning Form
- (d) that any amendments to the relevant NRS standards automatically be included in the Councils Energy Policy.
- (e) that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-In Tariff) tariff will automatically form part of the Council's Energy Policy as and when approved by Council.

- (f) that Council as a matter of priority determines a suitable REFIT (Renewable Energy Feed-In Tariff) tariff as part of their proposed Tariff Study.
- (g) that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.
- (h) that once the total sum of approved Renewable Energy applications reaches 15 % of the municipality's Eskom approved notified maximum demand for each town, no further applications will be considered without the approval of Council.
- (i) that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.
- (j) that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.
- (k) that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.
- (l) that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.
- (m) that conventional or pre-payment meters are not allowed to run backwards.
- (n) that the matter pertaining to the Electricity: Approval of Energy Plan (Small Scale Embedded Generation – SSEG) be workshopped by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (a) that Council takes notice of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.
- (b) that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.
- (c) that the supporting documents, including the undermentioned, are accepted as official documentation related to the application processes related to any consumer intending to install Renewable Energy:
 - (i) Requirements for Embedded Generation
 - (ii) Contract for Embedded Generation
 - (iii) Application Form

- (iv) Commissioning Form
- (v) Decommissioning Form

- (d) that any amendments to the relevant NRS standards automatically be included in the Council's Energy Policy.

- (e) that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-in Tariff) will automatically form part of Council's Energy Policy as and when approved by Council.

- (f) that the Administration will table a report to Council on a suitable REFIT (Renewable Energy Feed-in Tariff) for further discussion.

- (g) that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.

- (h) that once the total sum of approved Renewable Energy applications reaches 15 % of the municipality's Eskom approved notified maximum demand for each town, no further applications will be considered without the approval of Council.

- (i) that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.

- (j) that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.

- (k) that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.

- (l) that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.

- (m) that conventional or pre-payment meters are not allowed to run backwards.

- (n) that the matter pertaining to the Electricity: Approval of Energy Plan (Small Scale Embedded Generation – SSEG) be workshopped by Council.

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.*

- (b) *that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.*

- (c) *that the supporting documents, including the undermentioned, are accepted as official documentation related to the application processes related to any consumer intending to install Renewable Energy:*
- (i) *Requirements for Embedded Generation*
 - (ii) *Contract for Embedded Generation*
 - (iii) *Application Form*
 - (iv) *Commissioning Form*
 - (v) *Decommissioning Form*
- (d) *that any amendments to the relevant NRS standards automatically be included in the Council's Energy Policy.*
- (e) *that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-in Tariff) will automatically form part of Council's Energy Policy as and when approved by Council.*
- (f) *that the Administration will table a report to Council on a suitable REFIT (Renewable Energy Feed-in Tariff) for further discussion.*
- (g) *that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.*
- (h) *that once the total sum of approved Renewable Energy applications reaches 15 % of the municipality's Eskom approved notified maximum demand for each town, no further applications will be considered without the approval of Council.*
- (i) *that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.*
- (j) *that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.*
- (k) *that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.*
- (l) *that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.*
- (m) *that conventional or pre-payment meters are not allowed to run backwards.*
- (n) *that the matter pertaining to the Electricity: Approval of Energy Plan (Small Scale Embedded Generation – SSEG) be workshopped by Council.*

**8.2.9 Essential Services: Witzenberg Electrical Master Plan
(16/3/1)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 19 September 2018.
- (b) Item 7.2.8 of the Executive Mayoral Committee meeting held on 30 October 2018.

The following documents are attached:

- (a) Memorandum from the Senior Manager: Electro-Technical Services, dated 27 June 2018: **Annexure 8.2.9(a)**.
- (b) Master Planning and Status Report on 11 kV structure in Ceres: Period 2018 – 2028: Document 1: **Annexure 8.2.9(b)**.
- (c) Master Planning and Status Report on 11 kV structure in Tulbagh: Period 2018 – 2028: Document 2: **Annexure 8.2.9(c)**.
- (d) Master Planning and Status Report on 11 kV structure in Wolseley: Period 2018 – 2028: Document 3: **Annexure 8.2.9(d)**.

The Committee for Technical Services resolved on 19 September 2018 that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

- (a) that Council approves the “Master Planning and Status Report on the 11 kV infrastructure in Ceres, Tulbagh and Wolseley: Period 2018 - 2028” as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.
- (b) that Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.
- (c) that the matter pertaining to Essential Services: Witzenberg Electrical Master Plan be workshopped with Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves the “Master Planning and Status Report on the 11 kV infrastructure in Ceres, Tulbagh and Wolseley: Period 2018 - 2028” as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.
- (b) that Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.
- (c) that the matter pertaining to Essential Services: Witzenberg Electrical Master Plan be workshopped with Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the Witzenberg Electrical Master Plan be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Witzenberg Electrical Master Plan be held in abeyance until the next meeting.

8.2.10 Appeal: Portion 7 of farm Zagte Valley no. 224, Tulbagh: Schalkenbosch Winery: Application for consent use for purpose of wedding and function venue (15/4/2/281)

Item 7.2.9 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

A memorandum from the Director: Technical Services, dated 15 October 2018, is attached as **annexure 8.2.10**.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that the appeal of Mr M Jack against the decision of the Witzenberg Planning Tribunal to approve the application for consent use on Portion 7 of the farm Zagte Valley no. 224, Tulbagh be dismissed and the decision of the tribunal be maintained.

UNANIMOUSLY RESOLVED

that the item be removed from the agenda.

8.2.11 Appeal: Erf 321, Bergsig Street, Op-die-Berg: Consent use application for purpose of a bottle store (off-consumption) (15/4/1/5/10)

Item 7.2.10 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

A memorandum from the Director: Technical Services, dated 15 October 2018, is attached as **annexure 8.2.11**.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that the appeals of the Belmont Spar Committee and Mr Mars against the decision of the Witzenberg Planning Tribunal to approve the application for consent use on erf 321, Bergsig Street, Op-die-Berg be allowed and the application be refused.

UNANIMOUSLY RESOLVED

that the item be removed from the agenda.

8.3 Direkoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Report on site meetings and public participation process: Parks innovation programme (17/9/2)

The following items refer:

- (a) Item 7.3.2 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (b) Item 8.3.2 of the Council meeting, held on 25 July 2018.
- (c) Item 7.3.1 of the Executive Mayoral Committee held on 30 October 2018.

A report from the Manager: Amenities and Environment, dated 4 April 2018, is attached as **annexure 8.3.1**.

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of the parks innovation programme be held in abeyance until the next meeting.

Council resolved on 25 July 2018 that notice be taken that the matter in respect of the parks innovation programme was held in abeyance by the Executive Mayoral Committee.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the report on site meetings and a public participation process for the parks innovation programme be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter with regard to the report on site meetings and a public participation process in respect of the parks innovation programme be held in abeyance and referred back to the Committee for Community Development.

8.3.2 Lease agreement: Vrolike Vinkies (7/1/4/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Community Development, held on 19 April 2018.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (c) Item 8.3.3 of the Council meeting, held on 25 July 2018.
- (d) Item 7.3.2 of the Executive Mayoral Committee meeting held on 30 October 2018.

A memorandum from the Director: Community Services, dated 6 April 2018, is attached as **annexure 8.3.2**.

The Committee for Community Development resolved on 19 April 2018 to recommend to the Executive Mayoral Committee and Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of the lease agreement of Vrolike Vinkies be held in abeyance until the next meeting.

Council resolved on 25 July 2018 that notice be taken that the matter in respect of the lease agreement of Vrolike Vinkies was held in abeyance by the Executive Mayoral Committee.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

8.3.3 Witzenberg invasive species strategy, monitoring, control and eradication plans: Ceres Fynbos Reserve and Wolseley Commonage (17/9/2)

Item 7.3.6 of the Executive Mayoral Committee meeting, held on 23 July 2018, refers.

A memorandum from the Manager: Amenities and Environment, dated 4 April 2018, is attached as **annexure 8.3.3**.

The Executive Mayoral Committee resolved on 23 July 2018 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg invasive species strategy, monitoring, control and eradication plans for the Ceres Fynbos Reserve and Wolseley Commonage be approved and the plans and strategy be adopted.

UNANIMOUSLY RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg invasive species strategy, monitoring, control and eradication plans for the Ceres Fynbos Reserve and Wolseley Commonage be approved and the plans and strategy be adopted.

**8.3.4 Beleid vir behuisingstoekennings: Trichardtstraat-woonstelle
(17/04/1/1/1)**

Die volgende items verwys:

- (a) Item 9.1.6 van die Komitee vir Behuisingsaangeleenthede, gehou op 7 Junie 2018.
- (b) Item 7.3.7 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 23 Julie 2018.
- (c) Item 8.3.6 van die Raadsvergadering, gehou op 25 Julie 2018.

'n Memorandum vanaf die Bestuurder: Behuising, gedateer 25 Mei 2018, word aangeheg as **bylae 8.3.4**.

Die Komitee vir Behuisingsaangeleenthede het op 7 Junie 2018 besluit om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die aangeleentheid rakende die konsepbeleid vir behuisingstoekennings te Trichardtstraat-woonstelle gewerkswinkel word.

Die Uitvoerende Burgemeesterskomitee het op 23 Julie 2018 besluit dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel dat die aangeleentheid rakende die konsepbeleid vir behuisingstoekennings van die Trichardtstraat-woonstelle gewerkswinkel word.

Die Raad het op 25 Julie 2018 eenparig besluit dat die aangeleentheid rakende die konsepbeleid vir behuisingstoekennings te Trichardtstraat-woonstelle gewerkswinkel word.

EENPARIG BESLUIT

dat die aangeleentheid rakende die Beleid vir Behuisingstoekennings te Trichardtstraat-woonstelle deur die Raad gewerkswinkel word.

**8.3.5 Housing project: Vredebes, Ceres
(17/4/1/1/2/4)**

The following items refer:

- (a) Item 6.1 of the meeting of the Committee for Housing Matters, held on 6 September 2018.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 30 October 2018.

During the discussion of the monthly reports of the Section Housing for June, July and August 2018 the meeting was informed by the Manager: Housing that ASLA will start with the 154 single dwellings as per approved lay-out plan for Phase One. Council still needs to make a final decision in respect of the rest of the structures.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council that ASLA waits on the decision of Council regarding the construction of houses and that the Integrated List first needs to be approved by the Committee for Housing Matters.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (i) that Messrs ASLA is awaiting the decision of Council regarding the construction of houses.
- (ii) that the Integrated List first needs to be approved by the Committee for Housing Matters.

UNANIMOUSLY RESOLVED

that the matter in respect of the housing project at Vredebes, Ceres be held in abeyance until the next meeting.

8.3.6 Housing: Vacant land investigation: Bella Vista, Ceres (17/4/R)

Item 7.3.4 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

A memorandum from the Manager: Housing, dated 18 September 2018, is attached as **annexure 8.3.6**.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the vacant land investigation at Bella Vista, Ceres be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the vacant land investigation at Bella Vista, Ceres be held in abeyance until the next meeting.

8.3.7 Housing: Witzenberg Municipal Housing Pipeline for 2018/2019 (05/06/1)

The following items refer:

- (a) Item 9.1.4 of the meeting of the Committee for Housing Matters, held on 6 September 2018.
- (b) Item 7.3.5 of the Executive Mayoral Committee meeting held on 30 October 2018.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 8.3.7**.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Appointment of shortlisting / selection panel for vacant position of Director: Community Services
(4/3/2/1)**

The following items refer:

- (a) Item 7.4.2 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (b) Item 8.4.5 of the Council meeting, held on 25 July 2018.
- (c) Item 7.4.1 of the Executive Mayoral Committee meeting held on 30 October 2018.

The following memorandum, dated 18 July 2018, was received from the Municipal Manager:

“1. Purpose

To recommend to Council the names of the members of the shortlisting committee for the vacant Section 56 position of Director: Community Services.

2. Background

Council resolved on 29 June 2018 to advertise the vacant position of Director: Community Services. The advertisement will appear in the Sunday Times and Die Burger on 28 and 29 July 2018 respectively. The closing date for applications is 13 August 2018.

In terms of the regulations on appointment and conditions of employment for senior managers Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts. The selection panel for the appointment of the manager directly accountable to a Municipal Manager must consist of at least three (3) and not more than five (5) members, constituted as follows:

- (a) The Municipal Manager, who will be the chairperson;
- (b) A member of the Mayoral Committee or councillor who is the portfolio head of the relevant portfolio and
- (c) At least one other person who is not a councillor or a staff member of the municipality and who has expertise or experience in the area of the advertised post.

The shortlisting must be finalised within 30 days of the closing date of the advertisement. The selection panel must conduct interviews within 21 days of screening the candidates. The selection panel for a specific post must remain the same throughout the screening and interviewing process.

3. Legal implication

The Local Government regulations on appointment and conditions of employment of senior managers as published on 17 January 2014 under Government Gazette Notice Number 37245 are applicable.

4. Financial implication

Council will be responsible for the subsistence and travelling allowance of the outside member of the panel.”

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of the appointment of a shortlisting/selection panel for the vacant position of Director: Community Services be held in abeyance until the next meeting.

Council unanimously resolved on 25 July 2018 that notice be taken that the matter in respect of the appointment of a shortlisting/selection panel for the vacant position of Director: Community Services was held in abeyance by the Executive Mayoral Committee.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that the panel for the shortlisting/selection for the vacant position of Director: Community Services consists of:

- (a) Councillor EM Sidego
- (b) Executive Mayor Paul Swart
- (c) Executive Mayor Marius Koen
- (d) Municipal Manager, Mr David Nasson

RESOLVED

that the members of the shortlisting committee for the vacant Section 56 position of Director: Community Services are:

- (a) *Councillor EM Sidego*
- (b) *Executive Mayor Paul Swart*
- (c) *Executive Mayor Marius Koen*
- (d) *Municipal Manager, Mr David Nasson*

8.4.2 Transfer of erf 912, Wolseley to Rachel Daniëls (7/1/4/2)

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Corporate and Financial Services, held on 20 September 2018.
- (b) Item 7.4.2 of the Executive Mayoral Committee meeting held on 30 October 2018.

A memorandum from the Legal Advisor, dated 9 July 2018, is attached as **annexure 8.4.2**.

The Committee for Corporate and Financial Services resolved on 20 September 2018 to recommend to the Executive Mayoral Committee and Council:

- (a) that approval be granted for a new contract in respect of the transfer of erf 912, Wolseley to Rachel Daniëls.
- (b) that Rachel Daniëls replaces the name of Kerneels Daniëls in the contract supra (a).
- (c) that notice be taken that the erf was sold to Kerneels Daniëls and the house built, but for one or other reason the transfer of erf 912, Wolseley was not done.
- (d) that the transaction was done in the time of the former Wolseley Municipality.
- (e) that notice be taken that Section 14 of the Municipal Finance Management Act is not applicable on the transfer.
- (f) that Council approves to be reasonable in respect of the transfer cost of erf 912, Wolseley.
- (g) that the Municipal Manager be authorised to finalise the contract on behalf of Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (a) that approval be granted for a new contract in respect of the transfer of erf 912, Wolseley to Rachel Daniëls.
- (b) that Rachel Daniëls replaces the name of Kerneels Daniëls in the contract supra (a).
- (c) that notice be taken that the erf was sold to Kerneels Daniëls and the house built, but for some reason the transfer of erf 912, Wolseley was not done.
- (d) that the transaction was done in the time of the former Wolseley Municipality.
- (e) that notice be taken that Section 14 of the Municipal Finance Management Act is not applicable on the transfer.
- (f) that Council approves to be reasonable in respect of the transfer cost of erf 912, Wolseley.
- (g) that the Municipal Manager be authorised to finalise the contract on behalf of Council.

UNANIMOUSLY RESOLVED

- (a) *that approval be granted for a new contract in respect of the transfer of erf 912, Wolseley to Rachel Daniëls.*
- (b) *that Rachel Daniëls replaces the name of Kerneels Daniëls in the contract supra (a).*
- (c) *that notice be taken that the erf was sold to Kerneels Daniëls and the house built, but for some reason the transfer of erf 912, Wolseley was not done.*

- (d) *that the transaction was done in the time of the former Wolseley Municipality.*
- (e) *that notice be taken that Section 14 of the Municipal Finance Management Act is not applicable on the transfer.*
- (f) *that Council approves to be reasonable in respect of the transfer cost of erf 912, Wolseley.*
- (g) *that the Municipal Manager be authorised to finalise the contract on behalf of Council.*

8.4.3 Council representation on clinic committees (3/R)

Item 7.4.3 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

A letter from the Department of Health: Cape Winelands District Office, dated 9 October 2018, is attached as **annexure 8.4.3**.

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that Council's representation on the clinic committees are the relevant ward councillors, i.e. :

- (a) Ward 1: Councillor N Phatsoane
- (b) Ward 2: Councillor C Lottering
- (c) Ward 3: Councillor D Swart
- (d) Ward 4: Alderman JJ Visagie
- (e) Ward 6: Councillor K Adams
- (f) Ward 7: Councillor P Daniels
- (g) Ward 8: Councillor H Visagie
- (h) Ward 9: Vacant
- (i) Ward 10: Councillor T Mgoboza
- (j) Ward 11: Councillor EM Sidego
- (k) Ward 12: Councillor M Mdala

UNANIMOUSLY RESOLVED

that Council's representation on the clinic committees are the relevant ward councillors in the various towns, i.e. :

- (a) *Wards 1 and 12: Nduli, Ceres: Councillors N Phatsoane and M Mdala*
- (b) *Wards 2 and 7: Wolseley: Councillors C Lottering and P Daniels*
- (c) *Ward 3: Ceres: Councillor D Swart*
- (d) *Wards 4 and 10: Prince Alfred's Hamlet: Alderman JJ Visagie and Councillor T Mgoboza*
- (e) *Wards 4 and 6: Bella Vista, Ceres: Alderman JJ Visagie and Councillor K Adams*
- (f) *Ward 8: Op-die-Berg: Councillor H Visagie*

- (g) Ward 9: Vacant
- (h) Ward 11: Tulbagh: Councillor EM Sidego

8.4.4 Council's immovable property: Old Prince Alfred's Hamlet Clinic (7/1/4/1)

Item 7.4.4 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

The following memorandum, dated 23 October 2018, was received from the Municipal Manager:

"Purpose

To inform the Executive Mayoral Committee and Council that the Department of Health: Western Cape Government has returned and handed over Prince Alfred Hamlet's Clinic to the municipality and to consider future usage thereof.

Deliberation

The Department of Health: Western Cape has been the Lessee of Council's property situated at registered erf number 769, Prince Alfred's Hamlet which must be subdivided to erf 870, Prince Alfred's Hamlet. A copy of an aerial photo of the erven is attached as **annexure 8.4.4(a)**. The Department has reallocated to their new building also in Prince Alfred's Hamlet and has vacated the premises at the end of September 2018. The keys of the building were returned to the municipality on the 7th of September 2018. The premises and building are unoccupied and Council is at risk of illegal occupation thereof. The Administration has received a request from Prince Alfred's Hamlet Khoi-San Organisation and the Cape Winelands Education District on behalf of APD (Association for People with Disabilities) to be accommodated on the premises. See **annexure 8.4.4(b)**. The Ward Committees of both Wards 4 and 10 do not have any meeting place, which must also be considered.

Legal implication

The Supply Chain Policy of Council is applicable.

Financial implication

Council is responsible as from 1 October 2018 for all services."

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

that Alderman JJ Visagie and Councillor TP Mgoboza take up office at the old Prince Alfred's Hamlet Clinic.

UNANIMOUSLY RESOLVED

that Alderman JJ Visagie and Councillor TP Mgoboza take up office at the old Prince Alfred's Hamlet Clinic.

8.4.5 Council's immovable property: Acquisition of Bella Vista Clinic and adjacent site by Department of Health: Western Cape Government (7/1/4/1)

Item 7.4.5 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

The following memorandum, dated 23 October 2018, was received from the Municipal Manager:

"Purpose

To consider the request of the Department Health: Western Cape for the acquisition of Bella Vista Clinic and adjacent site.

Deliberation

The Bella Vista Clinic is hosted on erf 3604, Ceres. A copy of the aerial photo is attached as **annexure 8.4.5(a)**. The Department of Health initially requested approval to move the mobile buildings of Prince Alfred Hamlet's Clinic to the Bella Vista premises. The Department was, however, advised that the mobile buildings might be irreparably damaged during their transport and that same is not a viable option. The Department then approached the municipality to acquire the Bella Vista Clinic as well as a portion of the adjacent land. If Council decides not to sell the building option A could be offered to the Department for the construction of a new clinic. The Department in any event intends to expand the Bella Vista Clinic hence the request for additional land.

Legal implication

In terms of Section 14 of the Municipal Finance Management Act, a municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services. Any transfer of ownership of a capital asset must be fair, equitable, transparent and consistent of the Supply Chain Management Policy which the municipality must have and maintain in terms of Section 111 of the Act.

The Section does not apply to the transfer of capital assets to another municipality or to a Municipal Entity, or to a National or Provincial Organ of State in circumstances and in respect of categories of assets approved by the National Treasury. The Municipal Transfer Regulations further prescribes that in the event of Council deciding to sell or alienate a capital asset after due consideration was given to Section 14 such transfer for disposal may only happen after a public participation process in terms thereof has been followed.

Financial implication

Erf 3604 is valued at R820 000 and the building at R4 590 000. See the municipal evaluation attached as **annexure 8.4.5(b)**. If Council decides to sell the clinic and land it can be sold at municipal valuation. Option A must first be subdivided to determine the market related price."

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (a) that the vacant land adjacent to erf 3604, Ceres as per Option A (2 300 m²) on the attached aerial photo not be sold to the Department of Health: Western Cape as same is earmarked for a youth centre.
- (b) that available vacant land in the vicinity of erf 3604, Bella Vista, Ceres be offered to the Department of Health: Western Cape as an alternative.

UNANIMOUSLY RESOLVED

that Option A, as indicated on the aerial photo attached as annexure 8.4.5(b), be offered to the Department of Health: Western Cape.

8.4.6 Transfer of erf 7607, Nduli, Ceres: lingcinga Zethu School (7/1/14)

Item 7.4.6 of the Executive Mayoral Committee meeting, held on 30 October 2018, refers.

The following memorandum, dated 23 October 2018, was received from the Municipal Manager:

“Purpose

To consider approving the transfer of erf 7607 Nduli, Ceres (more commonly known as lingcinga Zethu School) to the Department of Education / Public Works.

Deliberation

The Department of Public Works has been paying the rates on the property for a number of years until 2010 when it was discovered that the mentioned school is registered in the name of the municipality. A copy of a Deed printout of the property reflecting the ownership of the property is attached as **annexure 8.4.6(a)**. The municipal evaluation of the land and buildings amounts to R8 887 000. A copy thereof is attached as **annexure 8.4.6(b)**. The school was built during the days of the Nduli Municipality and it was never transferred to the Education Department. The Department of Public Works indicated that they are willing to pay the arrear rates on the property which amounts to R931 210.46. The Department has requested that the arrears be considered as the selling price for the school.

Legal implication

In terms of Section 14 of the Municipal Finance Management Act, a municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services. Any transfer of ownership of a capital asset must be fair, equitable, transparent and consistent of the Supply Chain Management Policy which the municipality must have and maintain in terms of Section 111 of the Act.

The Section does not apply to the transfer of capital assets to another municipality or to a Municipal Entity, or to a National or Provincial Organ of State in circumstances and in respect of categories of assets approved by the National Treasury. The Municipal Transfer Regulations further prescribes that in the event of Council deciding to sell or alienate a capital asset after due consideration was given to Section 14 such transfer for disposal may only happen after a public participation process in terms thereof has been followed.

Financial implication

The property has always been regarded as property of the Department of Education. If the property is transferred the Department will be liable and responsible to pay for the rates. There will be no other financial implication.”

The Executive Mayoral Committee resolved on 30 October 2018 that the Executive Mayoral Committee recommends to Council:

- (a) that in terms of Section 14 of the Municipal Finance Management Act (Act 56 of 2000) erf 7607, Nduli, Ceres is not needed for basic municipal services.
- (b) that erf 7607, Nduli, Ceres be sold to the Department of Public Works at the price of R1 million.

UNANIMOUSLY RESOLVED

- (a) *that in terms of Section 14 of the Municipal Finance Management Act (Act 56 of 2000) erf 7607, Nduli, Ceres is not needed for basic municipal services.*
- (b) *that erf 7607, Nduli, Ceres be sold to the Department of Public Works at the price of R1 million.*

8.4.7 Conferment of Alderman and Alderlady status to Councillors TT Godden (Speaker), K Adams (Deputy Executive Mayor) and JT Phungula (SP/Godden TT; SP/Adams K; SP/Phungula JT)

The following memorandum, dated 23 October 2018, was received from the Municipal Manager:

“Purpose

To recommend to Council conferring Alderman and Alderlady status to the following councillors, namely the Speaker, Theodore Godden, the Deputy Executive Mayor, Karriem Adams, and Joyce Phungula.

Deliberation

In terms of Council’s policy on the conferment of Aldermanship on Councillors, Alderman/ Alderlady status will be conferred on a Councillor if such Councillor has obtained 20 points during his/her term of office as a political office bearer. Both the Speaker as well as the Deputy Mayor became Councillors of Council as from 18 May 2011 and were re-elected during the 2016 Local Government elections.

Both the Speaker and Deputy Executive Mayor were elected in their current positions at the start of the respective term of office of Council as have been Speaker and Deputy uninterruptedly. In terms of the criteria they have obtained 21 points which is calculated as follows:

- (a) One (1) point for each year completed service as a Councillor of Witzenberg Municipality.
- (b) Two (2) additional points for each completed year served as Deputy Executive Mayor or Speaker of the Witzenberg Council.

Councillor Phungula became a Councillor in and during 2000 (payroll date 26 December 2000) and served as Councillor until the 26 February 2006. Councillor Phungula was elected as Member of the Executive Mayoral Committee in and during February 2001 and as Speaker of Council in and during November 2002 until the end of Council's term of office. Councillor Phungula was re-elected as Councillor with the 2011 and 2016 municipal elections and still holds office as a Councillor. Councillor Phungula has obtained 22 points and qualifies for the conferment of the status of Alderlady:

- (a) One (1) point for each year completed service as a Councillor of Witzenberg Municipality.
- (b) Two (2) additional points for each completed year served as a member of the Executive Mayoral Committee and Speaker of the Witzenberg Council.

Financial implications

None.

Legal implications

None.

UNANIMOUSLY RESOLVED

- (a) *that Alderman and Alderlady status be conferred on the Speaker, Councillor Theodore Godden, the Deputy Executive Mayor, Councillor Karriem Adams, and Councillor Joyce Phungula.*
- (b) *that an appropriate ceremony be conducted to confer the status on the respective Councillors.*

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

**10.1 Feedback on matters of outside bodies
(3/R)**

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

**11.1 Matters raised by Alderlady J Phungula
(3/R)**

Council requested that the matters as submitted by Alderlady J Phungula, be taken up in the minutes:

- (a) Request that two (2) Ward Committee members assist the elderly people at the Christmas dinner for the elderly.
- (b) That the yearend function for Council be in accordance with Councillors' wishes.

The matter was discussed and consensus was reached that the Administration will attend to the logistical arrangements of the function for the elderly and that Council will make its own arrangements for the yearend function.

NOTED

12. COUNCIL-IN-COMMITTEE