

**MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY,  
VIRTUALLY (Microsoft Teams) HELD ON THURSDAY, 17 DECEMBER 2020 AT  
09:00**

**PRESENT**

Councillors

Alderman TT Godden (Speaker)  
Alderman BC Klaasen (Executive Mayor)  
Alderman K Adams (Deputy Executive Mayor)  
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-Mdishwa  
Councillor MJ Ndaba  
Councillor N Phatsoane  
Alderman JW Schuurman  
Councillor EM Sidego  
Councillor R Simpson  
Alderman HJ Smit  
Councillor D Swart  
Councillor HF Visagie  
Alderman JJ Visagie

Officials

Mr D Nasson (Municipal Manager)  
Mr J Barnard (Director: Technical Services)  
Mr HJ Kritzinger (Director: Finance)  
Mr M Mpeluza (Director: Corporate Services)  
Mr A Raubenheimer (Deputy Director: Finance)  
Mr G Louw (Head: Internal Audit)  
Ms L Nieuwenhuis (Manager: Legal Services)  
Mr A Hofmeester (IDP Manager)  
Mr CG Wessels (Manager: Administration)  
Mr C Titus (Committee Clerk)  
Mr R Rhode (ICT Administrator)  
Mr J Pieterse (Senior ICT Officer)

**1. OPENING AND WELCOME**

The Speaker welcomed everyone and requested the Director: Finance after that to open the meeting with a prayer.

**NOTED**

**2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION**

**2.1 Consideration of application for leave of absence, if any (3/1/2/1)**

- (a) An application for leave of absence from the meeting was received from Alderlady JT Phungula.
- (b) An apology for absence from the meeting was received from the Manager: Projects and Performance.

**UNANIMOUSLY RESOLVED**

- (a) that the application for leave of absence from the meeting, received from Alderlady JT Phungula, be approved and accepted.*
- (b) that the apology for absence from the meeting, received from the Manager: Projects and Performance, be accepted.*

**EENPARIG BESLUIT**

- (a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadsdame JT Phungula, goedgekeur en aanvaar word.*
- (b) dat die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Bestuurder: Projekte en Prestasie, aanvaar word.*

**2.2 Confidentiality and Conflict of Interest Declaration (3/2/1)**

The Confidentiality and Conflict of Interest Declaration was verbally declared by all Councillors.

**NOTED**

**3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED**

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

None

**NOTED**

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

- (a) The Speaker thanked Council for their contributions during the year and mentioned that 2020 was challenging due to the COVID-19 pandemic.
- (b) The Speaker expressed condolences to everyone who had lost loved ones due to COVID-19.
- (c) The Speaker thanked the Administration for their contribution during the year, especially the Section Secretariat, Municipal Manager, Senior Management Team and the IT Team.
- (d) The Speaker wished everybody a blessed festive season.

**NOTED**

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

- (a) The Executive Mayor expressed special birthday wishes to the Municipal Manager on his birthday.
- (b) The Executive Mayor expressed condolences to all residents of the Witzenberg municipal area who had lost loved ones due to COVID-19. He specifically mentioned the Manager: Housing who had lost her sister, Maryna.
- (c) The Executive Mayor expressed well wishes to Alderlady JT Phungula whose father was not well.
- (d) The Executive Mayor thanked all Councillors and administrative staff for their contributions during an extremely challenging year. However, the Witzenberg Municipality rose to the occasion to curb COVID-19.

- (e) The Executive Mayor mentioned that the alertness of the residents of Witzenberg had decreased in respect of COVID-19. Many people, of whom it was not expected, became ill. In the municipality the Directorate Technical Services as well as Departments Administration and Human Resources were closed for isolation purposes. The Executive Mayor requested the Municipal Manager and Directors to carry out the message again that the golden rules to prevent COVID-19 must be obeyed.
- (f) The Executive Mayor wished everyone a blessed and peaceful festive season and a prosperous 2021 and requested all to keep safe in this "new normal" time.

**NOTED**

**3.4 Matters raised by the Municipal Manager**

The Municipal Manager updated Council in respect of the latest statistics on COVID-19 affected people and the mortality rate as on 16 December 2020.

**NOTED**

**4. MINUTES**

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

<b>Number</b>	<b>File reference</b>	<b>Heading, item no. and date</b>	<b>Directorate</b>	<b>Action</b>	<b>Progress</b>	<b>Target date</b>
4.2.1	16/4/2	8.2.4 of 25-11-2020 One-way street: Phillip Street, Ceres	Technical Services	(a) Formal traffic impact study to be done. (b) EMC to form ad hoc committee to discuss outcomes of traffic impact study.		

**UNANIMOUSLY RESOLVED**

*that Council took notice of the outstanding matter in respect of changing Phillip Street, Ceres to a one-way street.*

**EENPARIG BESLUIT**

*dat die Raad kennis neem van die aangeleentheid aangaande die verandering van Phillipstraat, Ceres na 'n eenrigtingstraat.*

**5. MOTIONS AND NOTICE OF SUGGESTIONS**

None

**NOTED**

**6. INTERVIEWS WITH DELEGATIONS**

None

**NOTED**

**7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

None

**NOTED**

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**8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

**8.1 Direkoraat Finansies / Directorate Finance**

**8.1.1 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam  
(16/2/1/1/1 & 5/4/R)**

**UNANIMOUSLY RESOLVED**

*that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance and be workshopped by Council.*

**EENPARIG BESLUIT**

*dat die aangeleentheid rakende die vereffening van die Rand Aksepbank (RAB) lening vir die Koekedouwdam oorstaan en deur die Raad behandel word tydens 'n werkswinkel.*

**8.2 Direkoraat Tegniese Dienste / Directorate Technical Services**

**8.2.1 Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options (16/3/P)**

**UNANIMOUSLY RESOLVED**

*that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options be workshopped by Council and after that be tabled to Council again.*

**8.2.2 Policy for Work and the Installation of Services in the Road Reserve (16/04/4/6)**

**UNANIMOUSLY RESOLVED**

*that the matter in respect of the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council again.*

**EENPARIG BESLUIT**

*dat die aangeleentheid aangaande die Beleid vir Werk en die Installering van Dienste in die Padreserwe deur die Raad behandel word tydens 'n werkswinkel en daarna weer aan die Raad voorgelê word.*

**8.3 Direkoraat Gemeenskapsdienste / Directorate Community Services**

**8.3.1 Ceres Bowling Club: Erf 1198, Phillip Street, Ceres: Planned expansion of clubhouse (07/1/3)**

**UNANIMOUSLY RESOLVED**

*that the matter in respect of the planned expansion of the Ceres Bowling Clubhouse on erf 1198, Phillip Street, Ceres be held in abeyance to obtain more information and after that be tabled again to the Executive Mayoral Committee.*

**EENPARIG BESLUIT**

*dat die aangeleentheid aangaande die beoogde uitbreiding van die Ceres Rolbalklubhuis op erf 1198, Phillipstraat, Ceres oorstaan ten einde meer inligting in te win en daarna weer aan die Uitvoerende Burgemeesterskomitee voorgelê word.*

**8.3.2 Lease of portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche (7/1/4/1)**

**UNANIMOUSLY RESOLVED**

*that the matter in respect of the lease of portion of erf 1, Pine Valley, Wolseley (old Malikhanye Crèche) be held in abeyance until the next meeting.*

**EENPARIG BESLUIT**

*dat die aangeleentheid aangaande die verhuring van 'n gedeelte van erf 1, Pine Valley, Wolseley (ou Malikhanye Crèche) oorstaan tot die volgende vergadering.*

**8.3.3 Lease of portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche (7/1/4/1)**

**UNANIMOUSLY RESOLVED**

*that the matter in respect of the lease of portion of erf 1, Pine Valley, Wolseley (old Malikhanye Crèche) be held in abeyance until the next meeting.*

**EENPARIG BESLUIT**

*dat die aangeleentheid aangaande die verhuring van 'n gedeelte van erf 1, Pine Valley, Wolseley (ou Malikhanye Crèche) oorstaan tot die volgende vergadering.*

#### **8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services**

##### **8.4.1 Mayoral Bursary Fund Policy: Witzenberg Municipality (5/P)**

###### **UNANIMOUSLY RESOLVED**

*that the matter in respect of the Witzenberg Municipality Mayoral Bursary Fund Policy be held in abeyance until the next meeting.*

###### **EENPARIG BESLUIT**

*dat die aangeleentheid aangaande die Burgemeester Beursfonds Beleid van Munisipaliteit Witzenberg oorstaan tot die volgende vergadering.*

##### **8.4.2 Council meeting program: January until June 2021 (3/1/2/3)**

###### **UNANIMOUSLY RESOLVED**

*that the Council meeting program for January until June 2021 be approved on condition that the outstanding meeting dates of the Western Cape Government be included when made available.*

###### **EENPARIG BESLUIT**

*dat die vergaderingsprogram van die Raad vir Januarie tot Junie 2021 goedgekeur word op voorwaarde dat die uitstaande vergaderingsdatums van die Wes-Kaap Regering ingesluit word wanneer dit beskikbaar gestel word.*

##### **8.4.3 Public Participation Process Policy (2/2/P)**

###### **UNANIMOUSLY RESOLVED**

*that the Public Participation Process Policy, after consideration, be approved and accepted.*

###### **EENPARIG BESLUIT**

*dat die Openbare Deelnameproses Beleid, na oorweging, goedgekeur en aanvaar word.*

**8.4.4 National state of disaster: COVID-19  
(17/7/3/P)**

**UNANIMOUSLY RESOLVED**

- (a) *that the Speaker be authorised to call a Special Council meeting in respect of COVID-19 matters at any stage during the Council recess of the 2020/2021 festive season.*
- (b) *that the following measures be implemented with immediate effect in an attempt to curb the spreading of COVID-19 in the Witzenberg municipal area:*
- (i) *The following municipal facilities be closed with immediate effect, until further notice:*
- community halls, town halls and library halls, Pine Forest Resort, swimming pools, sports facilities and club houses.*
- (ii) *Approval be granted that existing bookings of said facilities either be cancelled or postponed and that fees be refunded without recovering the administrative fee associated with cancellations.*
- (iii) *The operating hours of the libraries remain unchanged for the time being, but that only basic services (taking out and returning of reading material) be provided and that access and number control be applied.*
- (iv) *Cemeteries remain open, but users be made aware of the legal number limits applicable to gatherings.*
- (v) *Customer offices, such as cash offices, traffic licencing and test centres remain open to the public for the time being, but strong precaution be taken to ensure a heightened level of hygiene.*
- (vi) *All public engagements and gatherings, including ward committee meetings, sectoral and other IDP and budget-related public participation meetings be cancelled until further notice.*
- (vii) *Meetings of the Council and its committees provisionally continue as scheduled, but that members of the public will not be allowed access to these meetings, but not excluding the media.*
- (viii) *All community development projects and holiday programmes scheduled and presented by the Directorate Community Development during the school holiday and on public holidays, be cancelled.*

- (ix) *The Municipal Manager be authorised to take urgent decisions relating to the COVID pandemic, inter alia regarding, but not limited to, the following:*
- *Identification of available sites to be used as isolation and quarantine facilities, and to submit the list to the Department of Health (as per regulations);*
  - *Shortening/determination of periods as determined in this resolution;*
  - *Increased access control and security measures at inter alia municipal offices, stores, test centres;*
  - *Appointment of a task team and communication spokesperson(s) as well as determination of communication methods and handling of enquiries ("hotline");*
  - *Closure/reopening of facilities and termination/continuation of services;*
  - *Safety measures for staff e.g. provisional suspension of biometrics, approval and criteria of special/quarantine leave, use of protective equipment/clothing, shift systems and working from home, awareness measures;*
  - *Attendance of courses, workshops and meetings by staff representatives.*
- (d) *that all public communication regarding COVID-19 be issued under the name of the Executive Mayor and internal communication (with staff) by the Municipal Manager or his nominee(s).*
- (e) *that a press release be issued to communicate the measures contained herein and applicable to the public, for publication on the website, social media and in the local newspapers.*

#### **8.4.5 Donation of a portion of erf 103 Op-die-Berg to the Department Transport and Public Works: Provincial Government Western Cape (7/1/4/2)**

##### **UNANIMOUSLY RESOLVED**

- (a) *that a portion of erf 103, Op-die-Berg is not required for minimum basic services in terms of Section 14 of the Municipal Finance Management Act.*
- (b) *the transfer of a portion of erf 103, Op-die-Berg is in the interest of the Op-die-Berg community and to a state department.*
- (c) *that the Donation Agreement between Witzenberg Municipality and the Department of Public Works: Western Cape be approved.*

- (d) *that Council waives the requirement of market related selling price as a result of the community interest.*
- (e) *that the Municipal Manager be mandated to sign the necessary documentation on behalf of Council to give effect to the transfer of the property and all other legal documentation.*
- (f) *that Council's intention to donate a portion of erf 103, Op-die-Berg be advertised for any objections.*

**8.4.6 Sale of municipal land: Erf 622, Wolseley  
(7/1/4/2)**

**UNANIMOUSLY RESOLVED**

- (a) *that the matter in respect of the sale of municipal land, namely erf 622, Wolseley, be held in abeyance until the next meeting.*
- (b) *that the Municipal Manager tables the previous resolutions of Council in respect of the matter at the next meeting in order to ensure an informed decision.*

**EENPARIG BESLUIT**

- (a) *dat die aangeleentheid aangaande die verkoop van munisipale grond, naamlik erf 622, Wolseley, oorstaan tot die volgende vergadering.*
- (b) *dat die Munisipale Bestuurder die vorige besluite van die Raad aangaande die aangeleentheid by die volgende vergadering voorlê ten einde 'n ingeligte besluit te verseker.*

**8.4.7 Sale of municipal land: Unregistered erf in Schoonvlei industrial area, Ceres  
(7/1/4/2)**

Alderman JW Schuurman expressed his concern about setting a precedent due to the absence of a proper supply chain process.

**UNANIMOUSLY RESOLVED**

- (a) *that Mr Araujo Viera from Messrs ADF Viera (Pty) Ltd be invited to attend the next Executive Mayoral Committee meeting to make a presentation in respect of the sale of an unregistered municipal erf in Schoonvlei industrial area, Ceres.*
- (b) *that the public be invited to apply for land in the Schoonvlei industrial area, Ceres.*

**EENPARIG BESLUIT**

- (a) *dat mnr. Araujo Viera van Mnre ADF Viera (Edms) Bpk genooi word om 'n voorlegging by die volgende Uitvoerende Burgemeesterskomitee vergadering te doen in verband met die verkoop van 'n ongeregistreerde munisipale erf in die Skoonvlei industriële gebied, Ceres.*
- (b) *dat die publiek uitgenooi word om aansoek vir grond in die Skoonvlei industriële gebied, Ceres te doen.*

**9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA**

**9.1 Application for available land for construction of a centre for persons with disabilities  
(15/2/2/R)**

**UNANIMOUSLY RESOLVED**

- (a) *that erf 2629, Bella Vista, Ceres where the South African Police Services were previously accommodated, be rented to the Association for Persons with Disabilities on a long term period.*
- (b) *that the period of the rent be determined and stipulated in the contract.*
- (c) *that due to the involvement of the Association for Persons with Disabilities with disabled persons, the land be rented at a minimal cost.*
- (d) *that the intention of the municipality to rent the land be advertised for any objections.*
- (e) *that in the event of the lease agreement be cancelled, any improvements on the land become the property of the municipality.*
- (f) *that the Municipal Manager be mandated to sign the contract with the Association for Persons with Disabilities (APD) on behalf of the municipality.*
- (g) *that the lease agreement of erf 2629, Bella Vista, Ceres, to be leased to the Association of Persons with Disabilities on a long term period, cannot be transferred to a third party.*

**9.2 Personnel matters: Closure of municipal offices: December 2020 / January 2021**  
**(4/2/8)**

**UNANIMOUSLY RESOLVED**

- (a) *that all municipal offices and libraries close from 23 December 2020 until 5 January 2021.*
- (b) *that business hours on Tuesday, 22 December 2020 shall be from 08:00 until 14:00.*
- (c) *that all employees be granted annual leave for 23, 24, 28, 29, 30, 31 December 2020 and 3, 4 and 5 January 2021.*
- (d) *that essential services staff in all departments shall be on standby on 23, 24, 25, 26, 27, 28, 29, 30, 31 December 2020 and 1, 2, 3, 4 and 5 January 2021.*
- (e) *that the municipality and libraries resume services on 6 January 2021.*

**EENPARIG BESLUIT**

- (a) *dat alle munisipale kantore en biblioteke gesluit sal wees vanaf 23 Desember 2020 tot 5 Januarie 2021.*
- (b) *dat kantoorure op Dinsdag, 22 Desember 2020 vanaf 08:00 tot 14:00 sal wees.*
- (c) *dat jaarlikse verlof aan alle amptenare toegestaan word vir 23, 24, 28, 29, 30, 31 Desember 2020 en 3, 4 en 5 Januarie 2021.*
- (d) *dat personeel vir noodsaaklike dienste in alle departemente op bystand sal wees op 23, 24, 25, 26, 27, 28, 29, 30, 31 Desember 2020 en 1, 2, 3, 4 en 5 Januarie 2021.*
- (e) *dat die munisipaliteit en biblioteke dienste hervat op 6 Januarie 2021.*

**9.3 Council matters: Council recess for festive season 2020/2021**  
**(3/1/2/3)**

**UNANIMOUSLY RESOLVED**

- (a) *that the recess period of Council for the 2020/2021 festive season will be from 21 December 2020 until 17 January 2021.*
- (b) *that if the Speaker needs to call a Council meeting all Councillors must be available for a virtual Council meeting at all times.*

- (c) *that the Executive Mayor and Deputy Executive Mayor will be on standby during the recess period.*

**EENPARIG BESLUIT**

- (a) *dat die Raad se resesperiode vir die feesseisoen van 2020/2021 vanaf 21 Desember 2020 tot 17 Januarie 2021 sal duur.*
- (b) *dat indien dit nodig sal wees om 'n Raadsvergadering te belê, alle Raadslede te alle tye vir 'n virtuele Raadsvergadering beskikbaar moet wees.*
- (c) *dat die Uitvoerende Burgemeester en Uitvoerende Onderburgemeester op bystand sal wees gedurende die resesperiode.*

**10. FORMAL AND STATUTORY MATTERS**

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

**10.1.1 SALGA: Provincial Working Group highlights  
(12/1/1/11)**

**UNANIMOUSLY RESOLVED**

*that notice be taken of the SALGA Provincial Working Group highlights.*

**EENPARIG BESLUIT**

*dat kennis geneem word van die SALGA Provinsiale Werkgroepe hoogtepunte.*

**11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS**

**11.1 Hard copies of agendas: Alderman K Adams  
(3/1/2/3)**

Alderman K Adams enquired with regard to the availability of hard copies of agendas for Councillors. Councillors find it difficult to follow the annexures on the Zoom or Microsoft Teams meetings.

The Speaker explained the reason for not supplying hard copies of agendas, which was accepted by Council.

**NOTED**

**12. COUNCIL-in-COMMITTEE**