

**MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY,  
HELD HYBRID (MICROSOFT TEAMS) AND IN THE TOWN HALL,  
VOORTREKKER STREET, CERES ON FRIDAY, 12 APRIL 2024 AT 10:00**

**PRESENT**

**Councillors**

Councillor EM Sidego (Speaker) (DA)  
Councillor TE Abrahams (Executive Mayor) (DA)  
Alderman K Adams (DA)  
Councillor WJ Alexander (PA)  
Councillor P Daniels (DA)  
Councillor S de Bruin (DA)  
Councillor GJ Franse (DA)  
Councillor JP Fredericks (FF Plus)  
Councillor AL Gili (ANC)  
Councillor LA Hardnek (Witzenberg Party)  
Councillor J Mouton (ANC)  
Councillor MJ Ndaba (ANC)  
Councillor JF Nel (ICOSA)  
Councillor N Nogcinisa (ANC)  
Councillor N Phatsoane (ANC)  
Councillor KA Robyn (GOOD)  
Alderman HJ Smit (DA)  
Councillor D Swart (DA)  
Councillor IL Swartz (EFF)  
Alderman JJ Visagie (DA)  
Councillor K Yisa (ANC) (Virtual attendance)  
Councillor J Zalie (ANC)

**Officials**

Mr D Nasson (Municipal Manager)  
Mr HJ Kritzinger (Director: Finance)  
Mr J Barnard (Director: Technical Services)  
Mr M Mpeluza (Director: Corporate Services)  
Ms L Nieuwenhuis (Senior Manager: Legal Services)  
Mr A Hofmeester (Manager: IDP)  
Ms R Hendricks (Manager: Communication and Marketing)  
Ms CJ Mackenzie (Manager: Housing)  
Mr CG Wessels (Manager: Administration)  
Ms M Arendse-Smith (Chief Administrative Officer)  
Mr CJ Titus (Committee Clerk)  
Ms MJ Prins (Word Processor Operator)  
Mr J Pieterse (Senior ICT Officer)  
Mr M Njokweni (Interpreter)

**1. OPENING AND WELCOME / OPENING EN VERWELKOMING**

The Speaker welcomed everyone present and requested Councillor J Zalie 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  
Aansoeke om verlof tot afwesigheid, indien enige  
(3/1/2/1)**

An application for leave of absence from the meeting was received from the Deputy Executive Mayor, Councillor GG Laban.

**UNANIMOUSLY RESOLVED**

*that the application for leave of absence from the meeting, received from the Deputy Executive Mayor, Councillor GG Laban, be approved and accepted.*

**2.2 Confidentiality and Conflict of Interest Declaration  
Vertroulikheid en Botsing van Belange Verklaring  
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was duly signed by all Councillors. No conflict of interest was declared.

**NOTED**

**3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED  
MEDEDELINGS, AANKONDIGINGS OF SAKE GEOPPER**

**3.1 Gratitude, Congratulations and Commiseration  
Waardering, Gelukwensing en Meelewing  
(11/4/3)**

Councillor D Swart conveyed Council's congratulations to the following Councillors and spouses on their birthdays:

- Mrs N Ndaba 3 February
- Councillor E Sidego 16 February
- Mr M Hardnek 18 February
- Mrs A Daniels 20 February

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- Alderman H Smit 25 February
- Councillor M Ndaba 3 March
- Councillor G Laban 19 March
- Councillor S de Bruin 30 March

The Speaker expressed, on behalf of Council, congratulations to Councillor W Alexander for celebrating his birthday on 12<sup>th</sup> April.

Councillor JS Mouton expressed wishes to the Muslim community on their celebrations for Eid Mubarak.

**NOTED.**

**3.2 Matters raised by the Speaker / Sake deur die Speaker geopper (09/1/1)**

- (a) The Speaker requested a standing moment of silence for people of the Witzenberg community who had passed on:
- Young soccer player from Nduli, Asakhe Mvikelwa
  - Mr Steven Booysen from Ceres
  - Mr Bennie Jacobs and
  - All others in the community who had passed on
- (b) The Speaker expressed congratulations to the Municipal Manager, Senior Management and all staff members of the municipality for being awarded a position under the Top Ten municipalities in South Africa.
- (c) The Speaker requested the Manager: Administration to schedule a meeting between herself and all Ward Councillors to discuss ward committee matters.
- (d) The Speaker requested the Manager: Administration to schedule a meeting between herself and all female Councillors to discuss women's days.

**NOTED**

**3.3 Matters raised by the Executive Mayor  
Sake deur die Uitvoerende Burgemeester geopper  
(09/1/1)**

- (a) The Executive Mayor reminded Council that the IDP/Budget 2024/2025 meetings had started and requested that Ward Councillors attend their meetings and that all other PR Councillors put in an effort to attend the meetings as well.

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- (b) The Executive Mayor informed Council that the municipality had hosted a successful soccer tournament during the Easter weekend. This is done to honour the agreement between local soccer and the Witzenberg Municipality. The Executive Mayor congratulated the soccer management, players and sponsors for a quality event. He congratulated the team of Prince Alfred's Hamlet who had won the League championship of the tournament.
- (c) The Executive Mayor mentioned that the Management Team for soccer in the Witzenberg area are doing quite well and as the Mayor, he supported their dreams for soccer. They submit a five-year plan for soccer and hope that in the five years to come to produce a Bafana team player.

The Executive Mayor informed Council that during the Boys under 15 match, the soccer player Asakhe Mvikelwa from Nduli passed on. The municipality supported the family with funeral arrangements and Councillor K Yisa will represent Council and the municipality at the funeral in the Eastern Cape.

- (d) The Executive Mayor referred to the Council agenda of the day and mentioned the backlog which had built up over time. The approval of the items is important in order to put Administration in a position to do their work and especially to support the outside bodies.
- (e) The Executive Mayor mentioned that innovation was always part of his repertoire or management style and that he was testing at this meeting the "Voice of the community". The Witzenberg Rural Development Centre, consisting of a group of women, will address Council after the meeting in respect of community matters. Specific criteria for the address was agreed upon with the leaders and furthermore had the Executive Mayor liaised with the DA caucus as well as the opposition alliance to listen carefully to the input of the Witzenberg Rural Development Centre and the women. Secretariat was requested to record the proceedings for further use afterwards.

Councillor AL Gili expressed concern, but also support for the statements of the Executive Mayor. He mentioned that in respect of the inputs given by NGO's/organisations, it is good but also warned that it could open a can of worms. These people need to know and understand the municipal policies, for example the Credit Control Policy. Council needs to reach out to the community before they address Council at a meeting. He complimented the Executive Mayor on the other side with efforts such as his soccer initiatives. In the past, it was only sports such as rugby that benefited.

**NOTED**

**3.4 Matters raised by the Municipal Manager  
Sake deur die Munisipale Bestuurder geopper**

None

**NOTED**

**4. MINUTES / NOTULES**

None

**NOTED**

**5. MOTIONS AND NOTICE OF SUGGESTIONS  
MOSIES EN KENNISGEWING VAN VOORSTELLE**

None

**NOTED**

**6. INTERVIEWS WITH DELEGATIONS  
ONDERHOUDE MET AFVAARDIGINGS**

None

**NOTED**

**7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

None

**NOTED**

**8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

**8.1 Direkoraat Finansies / Directorate Finance**

**8.1.1 Writing off of interest and arrears: Household debt and other irrecoverable outstanding amounts (5/12/1/3)**

A memorandum from the Director: Finance, dated 27 October 2023, is attached as **annexure 8.1.1(a)**.

The Performance, Risk and Audit Committee resolved on 17 November 2023 to recommend to Council:

- (a) that prescribed debt to the value of R129,853,263.04 be written off.
- (b) that the indigent debt to the value of R43,765,510.01 be written off.
- (c) that the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233,510.36 be written off.
- (d) that any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.
- (e) that the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

An updated memorandum from the Director: Finance, dated 17 January 2024, is attached as **annexure 8.1.1(b)**.

An updated document indicating debt per town, as on 17 January 2024, is attached as **annexure 8.1.1(c)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) That prescribed debt to the value of R129 853 263-04 be written off.
- (b) That the indigent debt to the value of R47 535 655-38 be written off.
- (c) That the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233 510-36 be written off.
- (d) That any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.

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- (e) That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.

The Executive Mayoral Committee resolved on 22 January 2024 that notice be taken of the writing off of interest and arrears of household debt and other irrecoverable outstanding amounts and that same be workshopped, after which the matter be tabled to Council for consideration.

Council unanimously resolved on 24 January 2024 that the writing off of interest and arrears of household debt and other irrecoverable outstanding amounts be held in abeyance.

A lengthy discussion was held in respect of the matter. The Executive Mayor explained the difference between prescribed debt and indigent debt and the recommendations received from AGSA in terms of writing off and the negative impact the arrears have on the municipality.

Councillor TE Abrahams proposed and Alderman K Adams seconded that the recommendations as stated in the agenda, be accepted.

Councillor AL Gili proposed and Councillor JS Mouton seconded that the matter be held in abeyance and that the municipality's Credit Control and Debt Collection Policy be taken through a public participation process.

The Speaker put the matter to a vote and the outcomes were:

<b>Proposal</b>	<b>Votes</b>
In favour of the agenda recommendations	12
Abstained	10
Absent	<u>1</u>
Total Councillors	23

The Speaker ruled in favour of the majority votes i.e. in favour of the recommendations in the agenda.

**RESOLVED**

- (a) *That prescribed debt to the value of R129 853 263-04 be written off.*
- (b) *That the indigent debt to the value of R47 535 655-38 be written off.*
- (c) *That the debt that was not recoverable in terms of Section 118(1) of the Municipal Systems Act to the value of R233 510-36 be written off.*
- (d) *That any interest or new debits raised on indigent accounts as per Section 2 and debt to be written off in terms of paragraph 118 of the Municipal Systems Act be written off as well.*

- (e) *That the Municipality's Credit Control and Debt Collection Policy be implemented in respect of all debt incurred after the write-off even if the household is indigent.*

### **8.1.2 Witzenberg Performance Management Policy Framework (5/1/5/16)**

The Municipal System Act (MSA), 2000 requires municipalities to establish a performance management system. In addition, Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players."

This draft Performance Management Policy Framework **[annexure 8.1.2(a)]** is a revision of the document approved by Council in 2018. The main changes relate to the incorporation of the published Municipal Staff Regulations and Guidelines as well as revised operating procedures.

The Executive Mayoral Committee resolved on 22 January 2024 to recommend to Council:

- (a) that notice be taken of the Draft Witzenberg Performance Management Policy Framework.
- (b) that the Draft Witzenberg Performance Management Policy Framework conditionally be approved subject to being workshopped by Council.

Council unanimously resolved on 24 January 2024 that the Draft Witzenberg Performance Management Policy Framework be held in abeyance.

The Executive Summary of the individual Performance Management implementation, as included in the staff regulations, is attached as **annexure 8.1.2(b)**.

#### **UNANIMOUSLY RESOLVED**

*that the Witzenberg Performance Management Policy Framework be approved.*



**8.1.3 Section 71 Monthly Budget Statement Reports of Directorate Finance: January and February 2024 (9/1/2/2)**

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance is attached:

- (a) January 2024: **Annexure 8.1.3(a).**
- (b) February 2024: **Annexure 8.1.3(b).**

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council:

- (i) that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2024.
- (ii) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for January 2024 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

**UNANIMOUSLY RESOLVED**

- (a) *that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January and February 2024.*
- (b) *that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January and February 2024 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.*

**8.1.4 Proposed revisions to Service Delivery and Budget Implementation Plan 2023/2024 as per Section 54(1)(C) of Municipal Finance Management Act and relevant Senior Managers' Performance Contracts (5/1/5/16)**

A memorandum from the Manager: Projects and Performance, dated 15 January 2024, is attached as **annexure 8.1.4**.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that the adjustments as proposed by the Manager: Projects and Performance, dated 15 January 2024, be approved.

**UNANIMOUSLY RESOLVED**

*that the adjustments as proposed by the Manager: Projects and Performance, dated 15 January 2024, be approved.*

**8.1.5 Nomination of members to Valuation Appeal Board  
(5/2/5/1)**

Memorandum from Director: Finance, dated 14 February 2024:

**1. Purpose**

To recommend to Council to nominate members to the Witzenberg Valuation Appeal Board as well as the nomination for the position of Chairperson to the said committee for consideration by the MEC for Local Government Western Cape in terms of Section 56 of the Local Government Municipal Property Rates Act of 2004 (hereinafter referred to as the said Act).

**2. Deliberation**

The MEC for Local Government must, by Notice in the Provincial Gazette, establish as many Valuation Appeal Boards in the Province as may be necessary. In terms of Section 58 of the Act the Appeal Board will consist of a Chairperson, who must be a person with legal qualifications and sufficient experience in the administration of justice and not fewer than two (2) and not more than four (4) other members with sufficient knowledge of or experience in the valuation of property, of which at least one must be a professional valuer registered in terms of the Property Valuers Profession Act.

Section 59 regulates the criteria of persons that are being disqualified from being members of an Appeal Board.

Section 60 of the said Act stipulates that the term of office of an Appeal Board is four (4) years, but current members are eligible to be reappointed if they avail themselves to serve a new term. The term of office for members of the Witzenberg Valuation Appeal Board expired on 30 November 2023.

The members confirmed their availability to be reappointed, namely Advocate Pierre van Tonder, the Chairperson, and the other members, Ms Cecilia Hall, Advocate Mandla Mdludlu and Mr Pierre-Jean Gerber.

Advocate Mdludlu also indicated his availability to be appointed as an alternate Chairperson. This is a position he holds at various municipalities and he does meet the criteria and experience to hold such position.

**3. Financial implication**

Due provision has been made for the remuneration of the members of the Valuation Appeal Board. The members will be remunerated per actual sitting and in accordance with the conditions of appointment and the directions of the MEC for Local Government Western Cape.

**4. Legal implication**

The appointment of the Chairperson and members of the Valuation Appeal Board is governed by the Municipal Property Rates Act No. 6 of 2004, as amended. The MEC for Local Government Environmental Affairs and Development Planning is the responsible authority that must appoint the Chairperson as well as the members of the Valuation Appeal Board.

Council may only nominate candidates as members of the Valuation Appeal Board."

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council:

That the following persons be nominated as members of the Valuation Appeal Board:

- (i) Advocate Pierre van Tonder (Chairperson)
- (ii) Ms Cecilia Hall (Member/Valuer)
- (iii) Mr Mandla Mdludlu (Member/Alternative Chairperson)
- (iv) Mr Pierre-Jean Gerber (Member/Valuer)

The term of office is four (4) years.

**UNANIMOUSLY RESOLVED**

*that the following persons be nominated as members of the Valuation Appeal Board:*

- (i) Advocate Pierre van Tonder (Chairperson)*
- (ii) Ms Cecilia Hall (Member/Valuer)*
- (iii) Mr Mandla Mdludlu (Member/Alternative Chairperson)*
- (iv) Mr Pierre-Jean Gerber (Member/Valuer)*

*The term of office is four (4) years.*

**8.1.6 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 September 2023: Implementation of Supply Chain Management Policy (9/1/2/2)**

A memorandum from the Manager: Supply Chain, dated 3 October 2023, is attached as **annexure 8.1.6**.

The Committee for Corporate and Financial Services resolved on 13 February 2024 to recommend to the Executive Mayoral Committee and Council:

- (a) that notice be taken of the Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 September 2023.
- (b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after it has been tabled to Council.

**UNANIMOUSLY RESOLVED**

- (a) that notice be taken of the Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 September 2023.*
- (b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after it has been tabled to Council.*

**8.1.7 Consideration of approval of long-term contract: Extending current agreement with Solvem Consulting (5/8/3)**

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 8 August 2023: **Annexure 8.1.7(a)**.
- (b) Advertisement: **Annexure 8.1.7(b)**.
- (c) Due Diligence report: **Annexure 8.1.7(c)**.
- (d) Master Service Agreement: **Annexure 8.1.7(d)**.

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The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council:

That Council approves the long-term contract for the provision of an integrated financial management and internal control system for Local Government and to extend the current contract with Solvem Consulting (Pty) Ltd (including SAMRAS +), for a period of 5 (five) years with an option to extend for a further 5 (five) years, including current and future enhancements for Witzenberg Municipality, as required in terms of Sections 33 and 116 of the Municipal Finance Management Act.

**UNANIMOUSLY RESOLVED**

*that Council approves the long-term contract for the provision of an integrated financial management and internal control system for Local Government and to extend the current contract with Solvem Consulting (Pty) Ltd (including SAMRAS +), for a period of 5 (five) years with an option to extend for a further 5 (five) years, including current and future enhancements for Witzenberg Municipality, as required in terms of Sections 33 and 116 of the Municipal Finance Management Act.*

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

None

**NOTED**

**8.3 Direktooraat Gemeenskapsdienste / Directorate Community Services**

None

**NOTED**

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

##### **8.4.1 Council's representatives on SALGA Working Groups (3/1/1/5)**

Council unanimously resolved on 24 October 2023:

- (a) that the following Councillors will represent the municipality on the SALGA Working Groups:
  - (i) Economic Development and Job Creation: Councillor J Zalie
  - (ii) Development Planning and Rural Development: Councillor J Zalie
  - (iii) Public Transport and Roads: Councillor J Mouton
  - (iv) Environmental Management and Climate Resilience: Executive Deputy Mayor, Councillor G Laban
  - (v) Municipal Capabilities and Institutional Resilience: Councillor W Alexander
  - (vi) Municipal Finance and Fiscal Policy: Councillor W Alexander
  - (vii) Electricity and Energy and Public Works: Councillor J Mouton
  - (viii) Water and Sanitation: Councillor J Mouton
  - (ix) Community Development and Security: Executive Deputy Mayor, Councillor G Laban
  - (x) Health: Executive Deputy Mayor, Councillor G Laban
  - (xi) Emergency Services and Disaster Management: Executive Mayor, Councillor K Robyn  
Executive Deputy Mayor, Councillor G Laban (Secundi)
  - (xii) Governance and Intergovernmental Relations: Executive Mayor, Councillor K Robyn  
Executive Deputy Mayor, Councillor G Laban (Secundi)
- (b) that nominations for all other outstanding bodies and SALGA Working Groups be held in abeyance until the next meeting.

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The Executive Mayoral Committee resolved on 14 November 2023 to recommend to Council:

that representatives for the following SALGA Working Groups be accepted:

- (i) Human Settlements and Urban Agenda
- (ii) Municipal Digital Solutions

A new political dispensation came into being on 14 December 2023 and the Executive Mayor, Councillor T Abrahams, has now recommended the following changes of representation on the SALGA Working Groups:

- (i) Economic Development and Job Creation
  - Representative: Councillor P Daniels
  - Secundi: Councillor N Nogcinisa
- (ii) Development Planning and Rural Development
  - Representative: Councillor P Daniels
  - Secundi: Alderman H Smit
- (iii) Public Transport and Roads
  - Representative: Alderman H Smit
  - Secundi: Councillor J Mouton
- (iv) Environmental Management and Climate Resilience
  - Representative: Councillor JF Nel
  - Secundi: Councillor J Mouton
- (v) Municipal Capabilities and Institutional Resilience
  - Representative: Councillor J Fredericks
  - Secundi: Alderman H Smit
- (vi) Municipal Finance and Fiscal Policy
  - Representative: Councillor J Fredericks
  - Secundi: Councillor W Alexander
- (vii) Electricity and Energy and Public Works
  - Representative: Alderman H Smit
  - Secundi: Councillor J Mouton

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- (viii) Water and Sanitation
  - Representative: Alderman H Smit
  - Secundi: Councillor J Mouton
- (ix) Community Development and Security
  - Representative: Councillor JF Nel
  - Secundi: Councillor K Yisa
- (x) Health
  - Representative: Alderman K Adams
  - Secundi: Councillor JF Nel
- (xi) Emergency Services and Disaster Management
  - Representative: Councillor T Abrahams
  - Secundi: Councillor JF Nel
- (xii) Governance and Intergovernmental Relations
  - Representative: Councillor E Sidego
  - Secundi: Councillor A Gili
- (xiii) Human Settlements and Urban Agenda
  - Representative: Alderman K Adams
  - Secundi: Councillor A Gili
- (xiv) Municipal Digital Solutions
  - Representative: Councillor P Daniels
  - Secundi: Councillor J Fredericks

**UNANIMOUSLY RESOLVED**

*that Council's representatives on the SALGA Working Groups as recommended by the Executive Mayor, be accepted.*

**8.4.2 Council's representatives on Clinic Committees  
(3/1/1/5)**

The following documents are attached:

- (a) E-mail from the Department of Health: Cape Winelands District Office, dated 12 September 2023: **Annexure 8.4.2(a)**.



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- (b) Provincial Gazette Extraordinary, dated 5 July 2016: **Annexure 8.4.2(b)**.
- (c) Council's representatives on outside bodies: **Annexure 8.4.2(c)**.
- (d) Council's representatives on Clinic Committees: **Annexure 8.4.2(d)**.

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that the Executive Mayor will serve an updated list of Council's representatives on outside bodies, the Section 79 Committees and the SALGA Working Groups at the Council meeting.

**UNANIMOUSLY RESOLVED**

*that Council's representatives on the Clinic Committees be accepted.*

**8.4.3 Appointment of Performance, Risk and Audit Committee member (5/14/4)**

Memorandum from Chief Internal Audit Executive, dated 30 January 2024:

**"Purpose**

MFMA Section 166(5) states the members of an audit committee must be appointed by the Council of the municipality. The Committee must meet quarterly.

The purpose of this communication is for the Executive Mayoral Committee and Council to consider the extension of the term of office of the Chairperson.

**Deliberation**

The composition and term of office of the Performance, Risk and Audit Committee members are currently as follows:

<b>Position</b>	<b>Name</b>	<b>Term</b>
Chairperson	Mr Jonathan George	2 <sup>nd</sup> 3-year term, extension of 1 year
Member	Mr JJ Swarts	1 <sup>st</sup> 3-year term
Member	Ms Connie M Fagan	2 <sup>nd</sup> 3-year term
Member	Ms J Lapoorta	1 <sup>st</sup> 3-year term

It is best practice to maintain independent members and ensure continuity and stability within the Performance Risk and Audit Committee. To maintain independence, it is best practice that members should be appointed for a 3-year term with an option to extend the appointment for a future 3 years after which a 2-year cooling-off period should be applied.

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The municipality has recently appointed a new Chief Internal Audit Executive and a new Manager: Internal Audit bringing about a significant change in the senior management of the Internal Audit Department. As the Chief Internal Audit Executive reports functionally to the Performance Risk and Audit Committee, the Chairperson of the PRAC plays a significant role in the work of the Internal Audit Department. As the leadership of the Internal Audit Department is new, established leadership is required on a functional basis to ensure that the Internal Audit Department is not compromised and is able to function effectively.

Mr J George has served on the PRAC for two terms and his term was extended during the previous financial year to ensure stability within the PRAC with the appointment of new members. Therefore, Mr J George has significant experience dealing with the Witzenberg Municipality and guiding its Internal Audit Department and would be of benefit to the new leadership of the Internal Audit Department.

To maintain the stability of the Internal Audit Department and provide guidance to its new leadership, it is recommended that Mr J George is appointed, as an interim measure, for a further year to ensure stability in the Internal Audit Department and the committee."

The Executive Mayoral Committee resolved on 19 February 2024 to recommend to Council that the appointment of Mr J George on the Performance, Risk and Audit Committee for a further one-year term be approved.

**UNANIMOUSLY RESOLVED**

*that the appointment of Mr J George on the Performance, Risk and Audit Committee for a further one-year term be approved.*

**9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA**  
**DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA**

**9.1 Petition: Vredebes**  
**(17/4/1/1/2/4)**

A petition from Nduli residents, dated 17 March 2024, is attached as **annexure 9.1**.

**UNANIMOUSLY RESOLVED**

*that a meeting for all Councillors will be held in the Town Hall, Voortrekker Street, Ceres on Tuesday, 16 April 2024 at 10:00 to discuss the Vredebes petition in respect of housing matters.*

Councillor K Yisa, who attended the meeting virtually, requested to leave the meeting at 12:10, which request was approved by the Speaker.

**10. FORMAL AND STATUTORY MATTERS**  
**FORMELE EN STATUTÊRE SAKE**

**10.1 Feedback on matters of outside bodies**  
**Terugvoering oor sake van buite-organisasies**  
**(3/R)**

None

**NOTED**

**11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS**  
**VRAE en/of SAKE DEUR RAADSLEDE GEOPPER**

None

**NOTED**

**12. COUNCIL-in-COMMITTEE**

These items are dealt with in the confidential minutes.