

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 25 MARCH 2020 AT 10:00

PRESENT

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Alderman K Adams (Deputy Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA) (Regarded as in attendance in terms of Council resolution)
Councillor P Heradien (ICOSA)
Councillor D Kinnear (DA) (Regarded as in attendance in terms of Council resolution)
Councillor C Lottering (DA)
Councillor TP Mgoboza (ANC)
Councillor ZS Mzauziwa-Mdishwa (DA)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Alderslady JT Phungula (ANC)
Alderman JW Schuurman (ANC)
Councillor EM Sidego (DA)
Councillor RJ Simpson (ANC)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting 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 CJ Titus (Committee Clerk)
Ms MJ Prins (Acting Principal Administrative Officer)
Ms M Badela (Interpreter)

1. OPENING AND WELCOME

The Speaker welcomed everyone present after which he requested Councillor C Lottering to open the meeting with 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)**

An application for leave of absence from the meeting was received from Councillor G Laban.

RESOLVED

that the application for leave of absence from the meeting, received from Councillor G Laban, be approved.

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

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Councillor BC Klaasen conveyed on behalf of Council congratulations to the following Councillors and spouse on their birthdays:

❖	Councillor M Ndaba	3 March
❖	Councillor G Laban	19 March
❖	Mr Simon Phungula	3 April
❖	Councillor P Daniels	8 April
❖	Alderman J Schuurman	13 April
❖	Councillor C Lottering	21 April

NOTED.

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

The Speaker requested Council to regard the COVID-19 pandemic regulations as serious and to spread the message of:

- Keep safe.
- Stay at home.

NOTED

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

- (a) The Executive Mayor mentioned that the COVID-19 pandemic is a reality which is with us. The Executive Mayor requested Council to assist with the spread of the message:
- Keep safe.
 - Stay at home.
- (b) The Executive Mayor expressed concern that the community in Ceres operates as if COVID-19 is not a reality. Councillors are requested to assist with the message and that Council rises to the occasion. The reality of COVID-19 will kick in when people start to die.
- (c) The Executive Mayor requested that everyone keep social distancing. The Municipal Manager was requested to forward a letter to businesses on behalf of Council to keep social distance.
- (d) The Executive Mayor requested everyone to comply with the COVID-19 regulations otherwise to bear the consequences.
- (e) The Executive Mayor mentioned with concern that he had noticed the transportation of farmworkers in trucks to town. This is a time to cooperate and support. The State President called on us to lead by example. The task is enormous, but if we walk together we can overcome.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 30 October 2019: **Annexure 4.1(a).**
- (b) Council meeting, held on 11 December 2019: **Annexure 4.1(b).**
- (c) Council meeting, held on 28 January 2020: **Annexure 4.1(c).**
- (d) Council meeting, held on 25 February 2020: **Annexure 4.1(d).**

The following recommendation was tabled to Council:

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

- (i) Council meeting, held on 30 October 2019.
- (ii) Council meeting, held on 11 December 2019.
- (iii) Council meeting, held on 28 January 2020.
- (iv) Council meeting, held on 25 February 2020.

UNANIMOUSLY RESOLVED

that the approval of the minutes be held in abeyance until the next meeting.

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

8.1.1 Finance: Draft Budget, Draft Review and Amendments to IDP 2017 - 2022 and Draft Top Layer SDBIP: 2020/2021
(5/1/1/19; 2/2/1 & 5/1/5/13)

The following memorandum, dated 18 March 2020, was received from the Acting Director: Finance:

“1. Purpose

The purpose of this report is to table the 2020/2021 Draft Budget, Draft Review and Amendments to the IDP 2017 - 2022 and Draft Top Layer SDBIP for consideration to Council.

2. Legal framework

Section 16 - 18 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

'Annual budgets

16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.
- (2) **In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.**
- (3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.'

'Contents of annual budgets and supporting documents

17. (1) An annual budget of a municipality must be a schedule in the prescribed format –
- (a) setting out realistically anticipated revenue for the budget year from each revenue source;
 - (b) appropriating expenditure for the budget year under the different votes of the municipality;
 - (c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;
 - (d) setting out –
 - (i) estimated revenue and expenditure by vote for the current year; and
 - (ii) actual revenue and expenditure by vote for the financial year preceding the current year; and
 - (e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.
- (2) An annual budget must generally be divided into a capital and an operating budget in accordance with international best practice, as may be prescribed.

- (3) When an annual budget is tabled in terms of Section 16 (2), it must be accompanied by the following documents:
- (a) draft resolutions –
 - (i) approving the budget of the municipality;
 - (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year;
 - (iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality; and
 - (iv) approving any other matter that may be prescribed;
 - (b) measurable performance objectives for each vote in the budget, taking into account the municipality's integrated development plan;
 - (c) a projection of cash flow for the budget year by revenue source, broken down per month;
 - (d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;
 - (e) any proposed amendments to the budget-related policies of the municipality;
 - (f) particulars of the municipality's investments;
 - (g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;
 - (h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;
 - (i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;
 - (j) particulars of any proposed allocations or grants by the municipality to –
 - (i) other municipalities;
 - (ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
 - (iii) any other organs of state;
 - (iv) any organisations or bodies referred to in section 67(1);
 - (k) the proposed cost to the municipality for the budget year of the salary, allowances and benefits of –
 - (i) each political office-bearer of the municipality;
 - (ii) councillors of the municipality; and
 - (iii) the municipal manager, the chief financial officer, each senior manager of the municipality and any other official of the municipality at a remuneration package at least equal to that of a senior manager;
 - (l) the proposed cost for the budget year to a municipal entity under the sole or shared control of the municipality of the salary, allowances and benefits of –
 - (i) each member of the entity's board of directors; and
 - (ii) the chief executive officer and each senior manager of the entity; and
 - (m) any other supporting documentation as may be prescribed.'

'Funding of expenditures

18. (1) An annual budget may only be funded from –
- (a) realistically anticipated revenues to be collected;
 - (b) cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and
 - (c) borrowed funds, but only for the capital budget referred to in section 17 (2).
- (2) Revenue projections in the budget must be realistic, taking into account –
- (a) projected revenue for the current year based on collection levels to date; and
 - (b) actual revenue collected in previous financial years.'

The following documents are attached:

- (a) Draft Top Layer SDBIP for 2020/2021: **Annexure 8.1.1(a)**.
- (b) Draft Review and Amendments to IDP 2017 – 2022: **Annexure 8.1.1(b)**.
- (c) Draft Budget: 2020/2021 – 2022/2023: **Annexure 8.1.1(c)**.
- (d) Draft Budget Related Policies: 2020/2021: **Annexure 8.1.1(d)**.
- (e) Draft Budget Schedules: 2020/2021 – 2022/2023: **Annexure 8.1.1(e)**.
- (f) Procurement Plan: 2020/2021: **Annexure 8.1.1(f)**.

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice of the Draft Budget, the Draft Review and Amendments to the IDP 2017 - 2022 and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2020/2021 and the indicative budget for the three years 2020/2021, 2021/2022 and 2022/2023 that have been tabled by the Executive Mayor in Council.*
- (b) *that the documents be advertised and made available at all libraries and municipal offices of Council.*
- (c) *that the public meetings, if any, be conducted in accordance with the guidelines of the National State of Disaster (COVID-19).*
- (d) *that an executive summary in the form of a pamphlet be distributed to households within the Witzenberg municipal area.*

**8.1.2 Witzenberg Annual Report and Oversight Report: 2018/2019
(5/14/2 & 9/1/1)**

The following items refer:

- (a) Item 7.2 of the MPAC meeting, held on 3 March 2020.
- (b) Item 7.3 of the MPAC meeting, held on 3 March 2020.

The Municipal Public Accounts Committee resolved per item 7.2 of 3 March 2020 to recommend to Council:

- (a) that Administration tables a full report on the Supply Chain Regulation, Section 32 matter to Council to further referral to the MEC and National Treasury.
- (b) that Council re-establishes the Task Team to address the concern of the AGSA on debt impairment and to report on progress regarding the implementation of credit control.
- (c) that Administration continues to execute the Credit Control Policy with due diligence and adherence.
- (d) that the Public Office bearers, in conjunction with Administration, should make a collective drive to the public to campaign the importance of paying for municipal services.
- (e) that Council takes note of the reliance on government grants and that Council investigates other means of revenue streams over medium to longer term.
- (f) that the Performance, Risk and Audit Committee has recommended to Council to improve the functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.
- (g) Where Management has agreed to specific action plans these should be implemented timeously to improve the control environment and performance.
- (h) that Management improves the management of Information Communication Technology (ICT) risks.

The Municipal Public Accounts Committee resolved per item 7.3 of 3 March 2020 to recommend to Council:

that the Municipal Public Accounts Committee (MPAC), having fully considered the 2018/2019 Annual Report of the Witzenberg Municipality, recommends that Council adopts the 2018/2019 Oversight Report and approves the 2018/2019 Annual Report without reservation.

The following memorandum, dated 18 March 2020, was received from the Municipal Manager:

Purpose

The purpose of this report is to submit the Annual Report and Oversight Report for 2018/2019 to Council for consideration.

Legislature framework

In terms of Section 127 (2) of the Municipal Finance Management Act (Act 56 of 2003), the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

Section 129 to 131 of the Municipal Finance Management Act (Act 56 of 2003) states as follows:

129. Oversight reports on annual reports.

(1) The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council—

- (a) has approved the annual report with or without reservations;
- (b) has rejected the annual report; or
- (c) has referred the annual report back for revision of those components that can be revised.

(2) The accounting officer must—

- (a) attend council and council committee meetings where the annual report is discussed, for the purpose of responding to questions concerning the report; and
- (b) submit copies of the minutes of those meetings to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

(3) The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.

(4) The National Treasury may issue guidelines on—

- (a) the manner in which municipal councils should consider annual reports and conduct public hearings; and
- (b) the functioning and composition of any public accounts or oversight committees established by the council to assist it to consider an annual report.

(5) No guidelines issued in terms of subsection (4) are binding on a municipal council unless adopted by the council.

(6) This section, with the necessary modifications as the context may require, is also applicable if only components of the annual report were tabled in terms of section 127 (3).

130. Council meetings open to public and certain public officials.

(1) The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organs of state, and a reasonable time must be allowed—

- (a) for the discussion of any written submissions received from the local community or organs of state on the annual report; and
- (b) for members of the local community or any organs of state to address the council.

(2) Representatives of the Auditor-General are entitled to attend, and to speak at, any council meeting referred to in subsection (1).

(3) This section, with the necessary modifications as the context may require, is also applicable if only components of the annual report were tabled in terms of section 127 (3).

131. Issues raised by Auditor-General in audit reports.

(1) A municipality must address any issues raised by the Auditor-General in an audit report. The mayor of a municipality must ensure compliance by the municipality with this subsection.

(2) The MEC for local government in the province must—

- (a) assess all annual financial statements of municipalities in the province, the audit reports on such statements and any responses of municipalities to such audit reports, and determine whether municipalities have adequately addressed any issues raised by the Auditor-General in audit reports; and

(b) report to the provincial legislature any omission by a municipality to adequately address those issues within 60 days.'

Discussion

The Draft Annual Report for 2018/2019 was tabled to Council on 28 January 2020.

Council unanimously resolved per item 8.1.7 of 28 January 2020:

- (a) That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.
- (b) That a public participation process be followed as prescribed by law.
- (c) That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers.

The following reports are attached:

- (a) Annual Report for 2018/2019: **Annexure 8.1.2(a)**.
- (b) Oversight Report for 2018/2019: **Annexure 8.1.2(b)**."

UNANIMOUSLY RESOLVED

- (a) *that, having fully considered the 2018/2019 Annual Report of the Witzenberg Municipality, Council adopts the 2018/2019 Oversight Report and approves the 2018/2019 Annual Report without reservations.*
- (b) *that notice be taken of the recommendations of the Municipal Public Accounts Committee and that same be accepted and implemented.*
- (c) *that notice be taken of the recommendations of the Performance, Risk and Audit Committee highlighted by the Municipal Public Accounts Committee.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

None

NOTED

8.3 Direkoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 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.
- (e) Item 8.3.2 of the Council meeting, held on 31 October 2018.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting held on 21 January 2019.
- (g) Item 7.2 of the Committee for Community Development meeting, held on 14 February 2019.
- (h) Item 7.2 of the Committee for Community Development meeting, held on 25 July 2019.
- (i) Item 7.1 of the Committee for Community Development meeting, held 22 August 2019.
- (j) Item 7.1 of the Committee for Community Development meeting, held on 17 October 2019.
- (k) Item 7.3.4 of the Executive Mayoral Committee meeting, held on 23 March 2020.

A memorandum from the Director: Community Services, dated 6 April 2018, is attached as **annexure 8.3.1**.

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.

Council unanimously resolved on 31 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

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 21 January 2019 that the matter with regard to Vrolike Vinkies crèche be referred to the Committee for Community Development to consider the possibilities to move the crèche to an alternative venue due to safety reasons for the children.

The Committee for Community Development resolved on 14 February 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

That the Executive Mayor, Deputy Executive Mayor and the Committee members engage with the management of Vrolike Vinkies Crèche for an information session in respect of a future venue for the Vrolike Vinkies Crèche after a meeting with the MEC of Social Development, Mr. A Fritz.

The Committee for Community Development resolved on 25 July 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

The Committee for Community Development resolved on 22 August 2018 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

The Chairperson requested that the matter in respect of the lease agreement of Vrolike Vinkies be held in abeyance and tabled as an outstanding item on the agenda for Community Development.

An engagement with regard to the Vrolike Vinkies Crèche needs to be done with the newly appointed Minister of Social Development, Ms Sharna Fernandez.

The Acting Manager: Social Economic Development mentioned that the current state of the building is a safety risk for Council.

The Committee for Community Development resolved on 17 October 2019:

- (a) that the Executive Mayor, Deputy Executive Mayor and the Committee members engage with the management of Vrolike Vinkies Crèche for an information session in respect of a future venue for the Vrolike Vinkies Crèche after a meeting with the MEC for Social Development, Ms. S Fernandez.
- (b) that the matter in respect of the lease agreement for Vrolike Vinkies Crèche be held in abeyance and tabled as an outstanding item on the agenda of the Committee for Community Development

Comments from Municipal Manager, dated 18 March 2020:

“A meeting took place on 13 February 2020 between the Executive Mayor, Councillor Dirk Swart, Municipal Manager and Ms Andaleen Coetzee of Vrolike Vinkies. The Executive Mayor explained the reason for the delay and also informed Ms Coetzee that the matter of alternative accommodation for Vrolike Vinkies was already brought to the attention of the MEC for Social Development, Ms. S Fernandez. At the said meeting the MEC requested that the matter be pursued with Public Works.

Ms Jackie Gooch of Public Works was tasked to investigate and revert to the Executive Mayor on the outcome of the request. Unfortunately up to date no further progress report has been received from the relevant department. Ms Coetzee explained the predicament of Vrolike Vinkies and mentioned that the lease agreement is a pre-requirement for funding from the Department of Social Services and other state departments. Failure to present such a lease agreement will be catastrophic for Vrolike Vinkies. A temporary solution was offered in terms whereof Ms Coetzee was informed that Council will be approached to consider entering into a lease agreement for a period of twelve months.”

The Executive Mayoral Committee resolved on 23 March 2020 to recommend to Council:

- (a) that Council enters into a lease agreement with Vrolike Vinkies Crèche to comply with the pre-requirement for funding from the Department of Social Development and other state departments.
- (b) that a lease amount of R200-00 per month is payable.
- (c) that the agreement is valid for twelve months from date of contract signing.
- (d) that the Municipal Manager be authorised to sign the agreement on behalf of the municipality.

UNANIMOUSLY RESOLVED

- (a) *that Council enters into a lease agreement with Vrolike Vinkies Crèche to comply with the pre-requirement for funding from the Department of Social Development and other state departments.*
- (b) *that a lease amount of R200-00 per month is payable.*
- (c) *that the agreement is valid for twelve months from date of contract signing.*
- (d) *that the Municipal Manager be authorised to sign the agreement on behalf of the municipality.*

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

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

Item 7.4.1 of the Executive Mayoral Committee meeting, held on 23 March 2020, refers.

Regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002 (Act no. 57 of 2002), dated 18 March 2020, is attached as **annexure 8.4.1(a)**.

The Executive Mayoral Committee resolved on 23 March 2020 to recommend to Council:

- (a) that it be noted that the COVID-19 pandemic has been declared a national state of disaster by the President (per Government Notice no. 313 of 15 March 2020), and of the presidential directives issued in this regard.
- (b) that cognisance be taken of the regulations as promulgated in the Government Gazette no. 43107, dated 18 March 2020, as attached.
- (c) 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) Municipal services to provisionally continue as normal, but residents be encouraged to avoid non-essential visits to any of the municipal offices and facilities and to rather use online, telephone and electronic services.
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.
 - (v) Cemeteries remain open, but users be made aware of the legal number limits applicable to gatherings.
 - (vi) 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.
 - (vii) All public engagements and gatherings, including ward committee meetings, sectoral and other IDP and budget-related public participation meetings be cancelled until further notice.

- (viii) 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.
- (ix) 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.
- (x) No applications be approved in terms of the Gatherings Act, as well as in terms of the Municipality's By-law regarding the Holding of Events, and existing approvals be cancelled until further notice.
- (xi) 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 the designated police offices (DPO's) be requested to communicate the information in the regulations in as far as it relates to the operating hours of on and off consumption premises, to licensees.
- (f) 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.
- (g) that a copy of this resolution be communicated to all Councillors.

The Witzenberg Municipality Disaster Management Plan for COVID-19 is attached as **annexure 8.4.1(b)**.

UNANIMOUSLY RESOLVED

- (a) *that it be noted that the COVID-19 pandemic has been declared a national state of disaster by the President (per Government Notice no. 313 of 15 March 2020), and of the presidential directives issued in this regard.*
- (b) *that cognisance be taken of the regulations as promulgated in the Government Gazette no. 43107, dated 18 March 2020, as attached.*
- (c) *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) *Municipal services to provisionally continue as normal, but residents be encouraged to avoid non-essential visits to any of the municipal offices and facilities and to rather use online, telephone and electronic services.*
 - (ii) *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.
 - (iii) *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.*
 - (iv) *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.*
 - (v) *Cemeteries remain open, but users be made aware of the legal number limits applicable to gatherings.*
 - (vi) *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.*
 - (vii) *All public engagements and gatherings, including ward committee meetings, sectoral and other IDP and budget-related public participation meetings be cancelled until further notice.*
 - (viii) *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.*
 - (ix) *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.*
 - (x) *No applications be approved in terms of the Gatherings Act, as well as in terms of the Municipality's By-law regarding the Holding of Events, and existing approvals be cancelled until further notice.*

(xi) *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 the designated police offices (DPO’s) be requested to communicate the information in the regulations in as far as it relates to the operating hours of on and off consumption premises, to licensees.*

(f) *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.*

(g) *that a copy of this resolution be communicated to all Councillors.*

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None

NOTED

12. COUNCIL-IN-COMMITTEE