

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 10 DECEMBER 2014 AT 09:00

PRESENT

Councillors

TT Godden (Speaker)
JNED Klazen (Executive Mayor)
K Adams (Deputy Executive Mayor)
R Badela
JJ du Plessis
MC du Toit
WJ Hanekom
P Heradien
BC Klaasen
S Louw
JS Mouton
SM Ndwanya
L Salmon
MI Saula
E M Sidego
RJ Simpson
HJ Smit
D Swart
JA Veschini
JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Ms J Krieger (Director: Community Services)
Mr J Barnard (Director: Technical Services)
Mr A Hofmeester (IDP Manager)
Mr R Rhode (Acting Manager: Administration)
Mr A Raubenheimer (Manager: Financial Administration)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor M Saula to open the meeting with prayer.

NOTED.

The meeting adjourned at 09:15 for a tea break and resumed at 09:30.

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

Application for leave of absence from the meeting was received from Councillor J Phungula and apologies for non-attendance of the meeting were received from the Director: Corporate Services and the Director: Finance.

The Speaker announced that Councillor B Chaaban has breached the Code of Conduct for Councillors by not attending meetings. Therefore the applicable fine for non-attendance must be imposed.

RESOLVED

- (a) *That the application for leave of absence from the meeting, received from Councillor J Phungula, be accepted.*
- (b) *That cognisance be taken of the apologies for non-attendance of the meeting, received from the Director: Corporate Services and the Director: Finance.*

3. **MINUTES**

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

The minutes of the council meeting, held on 27 August 2014, were not signed off by the Municipal Manager as he was of the opinion that the record was not a true reflection of the council meeting. The minutes are included as **annexure 3.1(a)** for a correction and approval.

The minutes of the special council meeting, held on 25 November 2014, are attached as **annexure 3.1(b)**.

The Municipal Manager mentioned that the minutes of the council meeting held on 27 August 2014 were not approved by himself, because it was not a true reflection of council proceedings that took place on the mentioned date.

Corrections to the minutes of 27 August 2014:

- (a) Item 8.1.6 should read as follows:
 - (a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.
 - (b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.
 - (c) That the Board does not consist of more than five members, as stated in the Regulations.
 - (d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

- (b) Item 12.2.2

See the in-committee minutes.

RESOLVED

- (a) *That the minutes of the council meeting held on 27 August 2014, as amended, be approved and signed by the Speaker.*
- (b) *That the minutes of the special council meeting, held on 25 November 2014, be approved and signed by the Speaker.*

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Councillor J du Plessis conveyed Council's congratulations to the following councillors and spouses on their birthdays:

- Councillor L Salmon 7 September
- Councillor J Mouton 8 September
- Councillor M du Toit 26 September
- Councillor D Swart 30 September
- Councillor J Visagie 17 October
- Mrs Karin Swart 20 October
- Councillor R Simpson 10 November
- Councillor J Veschini 15 November
- Mrs Dorothea Heradien 22 November
- Mrs Ethel Louw 2 December
- Councillor T Godden 10 December
- Mr Sakkie du Toit 11 December

The Speaker, Councillor T Godden, was congratulated on his birthday by Councillor J du Plessis on behalf of the DA, Councillor J Mouton on behalf of the ANC and Councillor K Adams (Independent).

NOTED.

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

The Speaker announced that Council will be in recess from 15 December 2014 until 16 January 2015.

The Municipal Manager informed the meeting that the organogram and remuneration of councillors still have to be tabled to Council; therefore a special council meeting will be convened on 14 January 2015.

The Speaker reminded councillors about the *Arrive Alive* campaign scheduled for Friday, 12 December 2014 in Michells Pass at the entrance of Ceres.

The Speaker invited all councillors to attend the yearend function at Kaleo Guest Farm, Koue Bokkeveld at 13:00.

The Speaker thanked Council and Administration for their hard work during the year.

The Speaker announced that Council has lost Mr P Waterboer as a member of Council and wished him well with his future endeavours.

The Speaker praised Mr Waterboer for his valuable inputs and contributions during his term as councillor.

NOTED.

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

None.

NOTED.

5. MOSIES EN KENNISGEWINGS VAN VOORSTELLE

**5.1 Mosie: Verteenwoordiger te Kaapse Wynland Distriksmunisipaliteit
(3/1/1/5)**

'n Skrywe vanaf die Demokratiese Alliansie Witzenberg rakende die herroeping van die DA se verteenwoordiger op die Kaapse Wynland Distriksmunisipaliteit, gedateer 3 Desember 2014, word aangeheg as **bylae 5.1**.

Die Munisipale Bestuurder meld dat die Onafhanklike Verkiesingskommissaris in kennis gestel moet word van die DA se verteenwoordiger op die Raad van die Kaapse Wynland Distriksmunisipaliteit.

Raadslid H Smit versoek 'n koukusbreuk van vyf minute. Die vergadering hervat om 10:00.

Raadslid H Smit stel voor, gesekondeer deur raadslid D Swart, dat die Onafhanklike Verkiesingskommissie in kennis gestel word en na die eerskomende vergadering genooi word ten opsigte van die herroeping van die Raad se verteenwoordiger op die Kaapse Wynland Distriksmunisipaliteit.

BESLUIT

- (a) *Dat die mosie om raadslid P Heradien as die Munisipaliteit Witzenberg se verteenwoordiger te die Kaapse Wynland Distriksmunisipaliteit te herroep, aanvaar word.*

- (b) *Dat die Onafhanklike Verkiesingskommissie onmiddellik in kennis gestel word van die besluit ten einde 'n nuwe verteenwoordiger by die volgende raadsvergadering te kies.*

**5.2 Motion: Reconnection of electricity over the festive period
(5/12/1/R)**

The following memorandum, dated 10 December 2014, was received from the Deputy Executive Mayor:

"Purpose

To consider the reconnection of all electricity consumers over the festive period from 19 December 2014 to 6 January 2015.

Deliberation

It has become customary for political parties to request via a Notice of Motion the reconnection of electricity of the festive period. This is in the spirit of goodwill and also to ensure that all households enjoy the festive season. Over the years it has not been proven that Council suffered any financial loss. In the past Council has drawn a distinction between the prepaid and the conventional consumers. In terms of the conventional consumers they must pay a deposit of R300.00 because the electricity is supplied in advance. If the deposit is not levied Council will incur a loss."

RESOLVED

- (a) *That the electricity of prepaid consumers be reconnected free of charge.*
- (b) *That the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300.00.*
- (c) *That the concession of goodwill runs from 19 December 2014 until 6 January 2015.*
- (d) *That the Chief Financial Officer ensures that the public be informed of the Council decision via loud hailing and circulation of pamphlets.*

6. INTERVIEWS WITH DELEGATIONS

None.

NOTED.

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

7.1 Notules: Komiteevergaderings
(03/3/2)

Die verslae/notules van die volgende komiteevergaderings word ingebind:

- (a) Executive Mayoral Committee meeting, held on 30 June 2014: **Annexure 7.1(a)**.
- (b) Committee for Corporate and Financial Services, held on 6 August 2014: **Annexure 7.1(b)**.
- (c) Komitee vir Behuisingsaangeleenthede, gehou op 7 Augustus 2014: **Bylae 7.1(c)**.
- (d) Uitvoerende Burgemeesterskomitee, gehou op 22 Augustus 2014: **Bylae 7.1(d)**.
- (e) Komitee vir Behuisingsaangeleenthede, gehou op 11 September 2014: **Bylae 7.1(e)**.
- (f) Committee for Community Development, held on 6 August 2014: **Annexure 7.1(f)**.
- (g) Performance, Risk and Audit Committee, held on 18 August 2014: **Annexure 7.1(g)**.
- (h) Uitvoerende Burgemeesterskomitee vergadering, gehou op 7 Oktober 2014: **Bylae 7.1(h)**.
- (i) Komitee vir Behuisingsaangeleenthede, gehou op 9 Oktober 2014: **Bylae 7.1(i)**.
- (j) Committee for Technical Services, held on 15 October 2014: **Annexure 7.1(j)**.
- (k) Committee for Corporate and Financial Services, held on 16 October 2014: **Annexure 7.1(k)**.

BESLUIT

Dat kennis geneem word van die notules van die komiteevergaderings.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

8.1.1 Monthly reports of the Department Finance: July, August, September and October 2014 (9/1/2/2)

The following items refer:

- (a) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 22 August 2014.
- (b) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 7 October 2014.
- (c) Item 7.1 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.
- (d) Item 7.1 of the Committee for Corporate and Financial Services meeting, held on 20 November 2014.
- (e) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 24 November 2014.
- (f) Item 5.4.1 of the Performance, Risk and Audit Committee meeting, held on 24 November 2014.

The following monthly reports of the Department Finance are attached:

- | | | |
|-----|----------------|--------------------------|
| (a) | July 2014 | Annexure 8.1.1(a) |
| (b) | August 2014 | Annexure 8.1.1(b) |
| (c) | September 2014 | Annexure 8.1.1(c) |
| (d) | October 2014 | Annexure 8.1.1(d) |

The Executive Mayoral Committee took cognisance of the monthly report of the Department Finance for July 2014 on 22 August 2014.

The Executive Mayoral Committee took cognisance of the monthly report of the Department Finance for August 2014 on 7 October 2014.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that cognisance be taken of the monthly reports of the Department Finance for July and August 2014 and same be accepted.

The Committee for Corporate and Financial Services resolved on 20 November 2014 to recommend to Council that cognisance be taken of the monthly reports of the Department Finance for September and October 2014 and same be accepted.

The Executive Mayoral Committee resolved on 24 November 2014 to recommend to Council that cognisance be taken of the monthly reports of the Department Finance for September and October 2014.

The Performance, Risk and Audit Committee took cognisance of the monthly reports of the Department Finance for July, August and September 2014.

RESOLVED

That cognisance be taken of the monthly reports of the Department Finance for July, August, September and October 2014.

**8.1.2 Monthly reports: Service Delivery and Budget Implementation Plan: June, July, August, September and October 2014
(05/1/5/6 & 5/1/5/7)**

The following items refer:

- (a) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 22 August 2014.
- (b) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 7 October 2014.
- (c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 24 November 2014.

The following monthly reports of the Service Delivery and Budget Implementation Plan are attached:

- | | | |
|-----|----------------|---------------------------|
| (a) | June 2014 | Annexure 8.1.2(a). |
| (b) | July 2014 | Annexure 8.1.2(b). |
| (c) | August 2014 | Annexure 8.1.2(c). |
| (d) | September 2014 | Annexure 8.1.2(d). |
| (e) | October 2014 | Annexure 8.1.2(e). |

The Executive Mayoral Committee took cognisance of the monthly reports of the Service Delivery and Budget Implementation Plan for June and July 2014 on 22 August 2014.

The Executive Mayoral Committee took cognisance of the monthly report of the Service Delivery and Budget Implementation Plan for August 2014 on 7 October 2014.

The Executive Mayoral Committee resolved on 24 November 2014 to recommend to Council that cognisance be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for September and October 2014.

RESOLVED

That cognisance be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for June, July, August, September and October 2014.

8.1.3 MFMA: Section 11 Report: Withdrawals from Municipal Bank Accounts: 1 July 2014 to 30 September 2014
(5/9 & 9/2/5)

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 20 October 2014: Annexure 8.1.3(a).
- (b) Consolidated Quarterly Section 11 Report for 1 July to 30 September 2014: Annexure 8.1.3(b).

RESOLVED

That cognisance be taken of the Quarterly Section 11 Report for the period 1 July 2014 to 30 September 2014.

8.1.4 Local Government: MFMA 2003: Municipal Regulations on Standard Chart of Accounts (SCOA)
(1/1/R & 5/P)

The following memorandum, dated 20 October 2014, was received from the Director: Finance:

"1. Purpose

The purpose of this memorandum is for Council to take cognisance of the implementation plan for the Standard Chart of Accounts (SCOA) as Gazetted on 22 April 2014 for being effective 1 July 2017.

2. Background

The Minister of Finance has, in terms of Section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), and acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs, made the Local Government: Municipal Finance Management Act 2003: Municipal Regulations on Standard Chart of Accounts.

3. Implementation Plan

The Implementation Plan is attached as **annexure 8.1.4.**"

RESOLVED

That cognisance be taken of the Standard Chart of Accounts (SCOA) Implementation Plan.

8.1.5 Finance: Writing off of interest and arrear monies: Household debt and other irrecoverable outstanding amounts (5/12/1/3)

A memorandum from the Director: Finance, dated 4 December 2014, is attached as **annexure 8.1.5**.

The following recommendation was tabled to Council:

That favourable consideration be given to the writing off of household debt and other irrecoverable arrears to the value of R68 661 104-04.

RESOLVED

That the matter about the writing off of interest and arrear monies be held in abeyance.

8.1.6 Dashboard Report: Drivers of Internal Control: April to June 2014 (5/14/3)

The following items refer:

- (a) Item 5.4.4 of the Performance, Risk and Audit Committee meeting, held on 18 August 2014.
- (b) Item 7.12 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The following report was received from the Head: Internal Audit:

The Performance, Risk and Audit Committee requested that the Head: Internal Audit to give an update report on the drivers of internal control. This item was indicated as *"in Process"* without comments. The report was rectified as follows:

No.	DRIVERS	COMMITMENTS
	LEADERSHIP	
1.f	Establish an IT governance framework that supports and enables the business, delivers value and improves performance	Municipality IT steering committee has been created, but has not yet convened a meeting. The first official meeting was held on the 17 April 2013. Responsible person: C Kritzinger Due Date: 30 June 2013 Status: Completed Lack of Super User Policy Responsible person: C Kritzinger Due Date: 30 May 2014 Status: Work in progress

The Performance, Risk and Audit Committee resolved on 18 August 2014 that cognisance be taken of the report from the Head: Internal Audit.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that cognisance be taken of the Dashboard Report: Drivers of Internal Control: April to June 2014.

RESOLVED

That cognisance be taken of the Dashboard Report: Drivers of Internal Control: April to June 2014.

**8.1.7 Annual Risk Assessment Report
(5/14/3)**

The following items refer:

- (a) Item 5.3.1 of the Performance, Risk and Audit Committee meeting, held on 21 July 2014.
- (b) Item 7.11 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The Annual Risk Assessment Report, dated June 2014, is attached as **annexure 8.1.7**.

The Head: Internal Audit and the Director: Finance informed the meeting regarding the Standard Chart of Accounts (SCOA) that municipalities have to adhere to as advertised in the Government Gazette.

The Performance, Risk and Audit Committee resolved on 21 July 2014 that cognisance be taken of the Annual Risk Assessment Report, dated June 2014.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that cognisance be taken of the Annual Risk Assessment Report.

RESOLVED

That cognisance be taken of the Annual Risk Assessment Report, dated June 2014.

**8.1.8 Combined Assurance Framework
(5/14/P)**

The following items refer:

- (a) Item 5.4.3 of the Performance, Risk and Audit Committee meeting, held on 21 July 2014.
- (b) Item 5.4.2 of the Performance, Risk and Audit Committee meeting, held on 18 August 2014.
- (c) Item 7.5 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The Combined Assurance Framework, dated June 2014, is attached as **annexure 8.1.8**.

The Performance, Risk and Audit Committee resolved on 21 July 2014 that the item be held in abeyance until the next meeting.

The Head: Internal Audit pointed out to the committee the changes made to the flow diagram on page 8 of the Draft Combined Assurance Framework.

The Performance, Risk and Audit Committee resolved on 18 August 2014 that the Draft Combined Assurance Framework be accepted and tabled before Council for approval.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council That the Draft Combined Assurance Framework be accepted.

RESOLVED

That the Draft Combined Assurance Framework be accepted.

8.1.9 Internal Audit Charter (5/14/2)

The following items refer:

- (a) Item 5.4.4 of the Performance, Risk and Audit Committee meeting, held on 21 July 2014.
- (b) Item 7.6 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The Internal Audit Charter must be reviewed annually for Council approval. No changes were made since the previous charter was approved by Council. The Internal Audit Charter, dated June 2014, is attached as **annexure 8.1.9**.

The Performance, Risk and Audit Committee resolved on 21 July 2014 that the Internal Audit Charter be referred to Council for approval.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that the Internal Audit Charter be approved.

RESOLVED

That the Internal Audit Charter be approved.

**8.1.10 OPCAR Report: July 2014
(5/14/3)**

The following items refer:

- (a) Item 5.4.7 of the Performance, Risk and Audit Committee meeting, held on 21 July 2014.
- (b) Item 7.7 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The OPCAR Report, dated July 2014, is attached as **annexure 8.1.10**.

The Performance, Risk and Audit Committee resolved on 21 July 2014 that cognisance be taken of the OPCAR Report, dated July 2014.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that cognisance be taken of the OPCAR report.

RESOLVED

That cognisance be taken of the OPCAR report, dated July 2014.

**8.1.11 Dashboard Report: Drivers of Internal Control: April to June 2014
(5/14/3)**

The following items refer:

- (a) Item 5.4.6 of the Performance, Risk and Audit Committee meeting, held on 21 July 2014.
- (b) Item 7.8 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The Dashboard Report on Drivers of Internal Control for April to June 2014, dated June 2014, is attached as **annexure 8.1.11**.

The Head: Internal Audit was instructed to give an update report on the drivers of internal control at the next meeting.

The Performance, Risk and Audit Committee resolved on 21 July 2014 that cognisance be taken of the Dashboard Report for April to June 2014.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that cognisance be taken of the Dashboard Report: Drivers of Internal Control for April to June 2014.

RESOLVED

That cognisance be taken of the Dashboard Report: Drivers of Internal Control for April to June 2014.

**8.1.12 Draft Risk Based Audit Plan: 2014/2015 – 2016/2017
(5/14/2)**

The following items refer:

- (a) Item 5.4.5 of the Performance, Risk and Audit Committee meeting, held on 18 August 2014.
- (b) Item 7.9 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The Draft Risk Based Audit Plan for 2014/2015 to 2016/2017, dated June 2014, is attached as **annexure 8.1.12**.

The Performance, Risk and Audit Committee resolved on 21 July 2014:

- (a) That the Head: Internal Audit reworks the Risk Based Audit Plan to include hours per resource for every planned audit project.
- (b) That the item be held in abeyance until the next meeting.

Mr J George requested the Head: Internal Audit to include the Non-Audit Hours in his time budget as to give understanding to what it is.

The Performance, Risk and Audit Committee resolved on 18 August 2014 that the Draft Risk Based Audit Plan be accepted and tabled before Council for approval.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that the Draft Risk Based Audit Plan be approved.

RESOLVED

That the Draft Risk Based Audit Plan be approved.

**8.1.13 Internal Audit: Stock Count Report: Year End 2014
(5/14/3)**

The following items refer:

- (a) Item 5.4.5 of the Performance, Risk and Audit Committee meeting, held on 21 July 2014.
- (b) Item 7.10 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014.

The Internal Audit Report on the Stock Count for Year End 2014 is attached as **annexure 8.1.13**.

The Performance, Risk and Audit Committee resolved on 21 July 2014 that cognisance be taken of the Internal Audit Report on the Stock Count for Year End 2014.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that cognisance be taken of the Internal Audit: Stock Count Report: Year End 2014.

RESOLVED

That cognisance be taken of the Internal Audit: Stock Count Report: Year End 2014.

**8.1.14 SDBIP Quarterly Report: First Quarter 2014/2015
(5/1/5/7)**

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 24 November 2014, refers.

The SDBIP Report for the first quarter of 2014/2015 is attached as **annexure 8.1.14**.

The Executive Mayoral Committee resolved on 24 November 2014 that cognisance be taken of the SDBIP Report for the first quarter of 2014/2015.

RESOLVED

That cognisance be taken of the SDBIP Report for the first quarter of 2014/2015.

**8.1.15 Municipal Public Accounts (MPAC) Charter
(2/1/2)**

The Municipal Public Accounts (MPAC) Charter, dated November 2014, is attached as **annexure 8.1.15**.

RESOLVED

That the Municipal Public Accounts (MPAC) Charter, dated November 2014, be approved and accepted.

**8.1.16 Witzenberg Annual Report: 2013/2014
(5/14/2 & 9/1/1)**

The following memorandum, dated 4 December 2014, was received from the Director: Finance:

"Purpose

The purpose of this report is to table the annual report for 2013/2014 to Council.

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.

Discussion

The annual report for 2013/2014 is attached as **annexure 8.1.16.**"

RESOLVED

- (a) *That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2013/2014.*
- (b) *That a public participation process be followed as prescribed by law.*
- (c) *That the Municipal Public Accounts Committee compiles a report on the Annual Report as per its delegated powers.*

8.2 Direktoraat Tegnieuse Dienste / Directorate Technical Services

8.2.1 Cape Winelands District Municipality Updated Integrated Transport Plan (ITP), Final Document, 2013/2014 (16/4/P)

Item 7.1 of the meeting of the Committee for Technical Services, held on 15 October 2014, refers.

A memorandum from the Manager: Streets and Storm Water, dated 30 July 2014, is attached as **annexure 8.2.1.**

The Committee for Technical Services resolved on 15 October 2014 to recommend to Council to adopt the Cape Winelands District Municipality Updated Integrated Transport Plan (ITP), Final Document, 2013/2014.

RESOLVED

That the Cape Winelands District Municipality Updated Integrated Transport Plan (ITP), Final Document, 2013/2014 be adopted.

**8.2.2 Assist Municipalities in Waste Management
(17/03/3)**

Item 6.11 of the meeting of the Committee for Technical Services, held on 15 October 2014, refers.

A memorandum from the Senior Superintendent: Solid Waste and Cleansing, dated 1 September 2014, is attached as **annexure 8.2.2**.

The Committee for Technical Services resolved on 15 October 2014:

- (a) That cognisance is taken of the report from the Senior Superintendent: Solid Waste and Cleansing.
- (b) That it be recommended to Council that Witzenberg Municipality actively participates in the project.

RESOLVED

That Witzenberg Municipality actively participates in the Waste Management project.

8.3 Direktooraat Gemeenskapsdienste / Directorate Community Services

None.

NOTED.

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Revitalisation of the Wolseley/Ceres/Prince Alfred's Hamlet railway line
(17/19/2/28)**

Item 7.1 of the meeting of the Committee for Rural Economic Development and Tourism, held on 19 August 2014, refers.

The following documents are attached:

- (a) A memorandum from the Director: Community Services, dated 7 August 2014: **Annexure 8.4.1(a)**.
- (b) Trust Deed of Ceres Rail Community Trust: **Annexure 8.4.1(b)**.

Mr G van Vuuren made a verbal presentation regarding the Revitalisation of the Wolseley/Ceres/Prince Alfred's Hamlet railway line and highlighted the following:

- That Council submits the names of the members of the Community Trust.
- Councillor P Waterboer requested that the name of the Trust be changed to Witzenberg Community Trust in the Trust Deed.
- That Mr Van Vuuren liaises with Transnet pertaining to the percentage profit to be transferred to the Trust on a yearly basis.
- The Chairperson enquires with regard to the two indigent families occupying Transnet houses at the Prince Alfred's Hamlet railway station.
- The Municipal Manager will follow up with regard to the abovementioned matter with Mr Links from Transnet.

The Committee for Rural Economic Development and Tourism resolved on 19 August 2014 to recommend to Council:

- (i) That the Municipal Manager tables a report pertaining to the progress of the Revitalisation of the Wolseley/Ceres/Prince Alfred's Hamlet railway line to Council.
- (ii) That Council delegates powers to the Committee for Rural Economic Development and Tourism to identify names for the Ceres Community Trust.
- (iii) That the Municipal Manager engages with Mr Links from Transnet with regard to the indigent families occupying Transnet houses at Prince Alfred's Hamlet railway station.

The Municipal Manager informed the meeting that a Transnet Level Crossing Awareness Campaign was held from 10 until 12 November 2014 in the Witzenberg area.

The Municipal Manager furthermore mentioned that the freight Transnet will commence by July or September 2015.

The Municipal Manager furthermore mentioned that the matter regarding the Transnet houses in Prince Alfred's Hamlet and Ceres will be dealt with by Senior Management of Transnet to recommend that the houses be transferred to Witzenberg Municipality.

Councillor M du Toit enquired whether any engagement took place between Transnet and the various companies in the Witzenberg area importing and exporting goods and products via trucks.

RESOLVED

- (a) *That Council delegates powers to the Committee for Rural Economic Development and Tourism to identify names for the Ceres Community Trust.*
- (b) *That the Municipal Manager engages with Mr Links from Transnet with regard to the indigent families occupying Transnet houses at Prince Alfred's Hamlet railway station.*
- (c) *That the Municipal Manager engages with Mr Links from Transnet to enquire whether engagement took place between Transnet and companies in the Witzenberg area importing and exporting via road transport.*

**8.4.2 Appointment of members to the Performance, Risk and Audit Committee (PRAC) with effect from 1 March 2015
(5/14/4)**

The following memorandum, dated 27 November 2014, was received from the Head: Internal Audit:

"The Performance, Risk and Audit Committee term of office will terminate on 28 February 2015.

In terms of the Performance Risk and Audit Charter, the chairperson and members of the PRAC are appointed for a period of three years subject to an annual reappointment during the three year term. A member of the PRAC shall not serve for longer than two consecutive terms of three years each. After serving two consecutive terms of three years, a cooling off period of two years is instituted before appointing the same member to the PRAC committee.

The following members' term of office will terminate due to serving for two consecutive terms:

- Mr Fanus Redelinghuys (Chairperson)
- Mr Jonathan George (Member)

The following members' first three year term will terminate on 28 February 2015 and, if they apply for the position, might be considered for re-appointed for a second term:

- Mr Ameen Amod
- Ms Bianca Daries
- Mr Bernard Africa

Legal implications

Section 166 of the Municipal Finance Management Act makes it obligatory for a municipality to have an Audit Committee. The Audit Committee is an independent body. The committee must consist of at least three persons with appropriate experience and must meet as often as required, but at least four times a year.

In terms of the Local Government Municipal Planning and Performance Management Regulations, 2001 a Performance Audit Committee must be appointed to advise Council on matters relating to Performance Management.

In terms of the National Treasury Framework the objective of the Risk Management Committee is to assist the Accounting Officer in addressing its oversight requirements of risk management and evaluating and monitoring the institution's performance with regards to risk management.

Financial implications

The members of the committee must be remunerated as per the conditions and requirements of the National Treasury."

RESOLVED

- (a) *That the Municipal Manager will proceed with the placement of an advertisement in the local newspaper and national newspapers in order to recruit members to serve on the Performance, Risk and Audit Committee.*
- (b) *That a summary of applications received, be compiled and submitted to Council for further consideration.*

**8.4.3 Registry Procedure Manual
(2/6/1/P)**

Item 7.3 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014, refers.

The Witzenberg Municipality Registry Procedure Manual is attached as **annexure 8.4.3**.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that the Registry Procedure Manual be approved.

RESOLVED

That the matter be removed from the agenda.

**8.4.4 Records Control Schedule for Witzenberg Municipality
(2/6/1/P)**

Item 7.4 of the Committee for Corporate and Financial Services meeting, held on 16 October 2014, refers.

The Records Control Schedule for Witzenberg Municipality is attached as **annexure 8.4.4**.

The Committee for Corporate and Financial Services resolved on 16 October 2014 to recommend to Council that the Records Control Schedule for Witzenberg Municipality be approved.

RESOLVED

That the matter be removed from the agenda.

**8.4.5 Cape Retirement Fund: Annual General Meeting: 13 February 2015
(12/1/1/2)**

Item 7.4.2 of the Executive Mayoral Committee meeting, held on 24 November 2014, refers.

A letter from the Cape Retirement Fund, dated 10 November 2014, is attached as **annexure 8.4.5**.

The Executive Mayoral Committee resolved on 24 November 2014 to recommend to Council that three councillors be delegated to attend the annual general meeting of the Cape Retirement Fund on 13 February 2015.

RESOLVED

That Councillors J Phungula, E Sidego and TT Godden be delegated to attend the annual general meeting of the Cape Retirement Fund on 13 February 2015.

**8.4.6 Delimitation of wards during 2014/2015 for the 2016 Local Elections
(3/1/1/2)**

Item 7.4.1 of the Executive Mayoral Committee meeting, held on 24 November 2014, refers.

Circular 3/2014 from the Municipal Demarcation Board, dated 10 October 2014, is attached as **annexure 8.4.6**.

The Executive Mayoral Committee resolved on 24 November 2014 to recommend to Council that cognisance be taken of Circular 3/2014 from the Municipal Demarcation Board.

RESOLVED

That cognisance be taken of Circular 3/2014 from the Municipal Demarcation Board.

**8.4.7 Proposed ward delimitation and consultative process
(3/1/1/2)**

This item is also tabled to the Executive Mayoral Committee.

A memorandum from the Manager: Projects and Performance, dated 4 December 2014, is attached as **annexure 8.4.7**.

RESOLVED

(a) *That cognisance be taken of the report and maps attached as annexure 8.4.7.*

(b) *That cognisance be taken of the consultative meeting by the Demarcation Board on 10 February 2015 at 10:00 in the Ceres Town Hall.*

8.4.8 International relations: Regional conference in Witzenberg: 14 – 18 September 2015 (Witzenberg/Essen Twinning Agreement) (10/2/3)

The following report, dated 5 December 2014, was received from the Municipal Manager:

"Purpose

To consider a request to host the VVSG's regional conference (equivalent to SALGA) for cities having city links in Southern Africa with Flanders.

Deliberation

An e-mail has been received from the Gemeente Secretaris of Essen Municipality, advising that VVSG who is coordinating all international twinning agreements in Belgium, is considering Witzenberg Municipality as a possible host for the regional conference. All participating municipalities within Southern Africa, which includes Namibia and Botswana, will be meeting with their counterpart municipalities within Belgium. They have proposed that the conference be hosted at the Pine Forest Resort and have requested that Council approves of same in a resolution.

Financial implications

The cost of the conference will be borne by VVSG. No numbers of possible attendees are available. The conference will create a much needed financial injection for the resort and will be a significant marketing tool for Council."

RESOLVED

That approval be granted to host the VVSG's regional conference in Witzenberg at the Pine Forest Holiday Resort from 14 until 18 September 2015.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Logistical arrangements: Council recess (3/1/2/3)

The following report from the Speaker, dated 10 December 2014, refers:

"Purpose

To request Council to consider whether Council will go in recess and the period thereof.

Deliberation

It has been practice that the Speaker of Council decides on the recess period taken by the Council. In terms of the Structures Act, the Speaker determines the date, time and place of council meetings unless the majority of councillors request otherwise. In the absence of any Council delegation I propose that Council takes recess from 15 December 2014 until 21 January 2015.

Recommendation

That Council goes in recess from 15 December 2014 until 21 January 2015."

RESOLVED

That Council goes in recess for the festive season from 15 December 2014 until 21 January 2015.

**9.2 Draft meetings calendar: 2015
(3/1/2/3)**

The draft meetings calendar for 2015 is attached as **annexure 9.2**.

RESOLVED

That the draft meetings calendar for 2015 be approved.

10. FORMAL AND STATUTORY MATTERS

Die volgende raadslede bedank raadslede en amptenare vir hul harde werk gedurende die jaar en wens almal 'n geseënde Kersfees en voorspoedige nuwe jaar toe:

- Raadslid WJ Hanekom (DA)
- Raadslid K Adams (Onafhanklik)
- Raadslid J Veschini (VIP)
- Raadslid J Mouton (ANC)

AANGETEKEN.

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None.

NOTED.

12. ADJOURNMENT

The meeting adjourned at 11:45.

Approved on _____.

COUNCILLOR TT GODDEN
SPEAKER

/MJ Prins