

**MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICE, 50 VOORTREKKER STREET, CERES ON TUESDAY, 31 MARCH 2015 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  
JP Fredericks  
WJ Hanekom  
BC Klaasen  
S Louw  
SM Ndwanya  
JT Phungula  
L Salmon  
MI Saula  
RJ Simpson  
A Smit  
HJ Smit  
D Swart  
JJ Visagie

Officials

Mr D Nasson (Municipal Manager)  
Ms J Krieger (Director: Community Services)  
Mr HJ Kritzinger (Director: Finance)  
Mr J Barnard (Director: Technical Services)  
Mr G Louw (Head: Internal Audit)  
Mr A Hofmeester (IDP Manager)  
Mr R Rhode (Acting Manager: Administration)  
Ms M Arendse (Principal Administrative Officer)  
Mr C Titus (Committee Clerk)  
Ms P Nomboyeka (Interpreter)

Other representatives

Ms Nonzukiso Bakaqana  
Mr N Bettesworth (Ceres Business Initiative)

**1. OPENING AND WELCOME**

The Speaker welcomed everyone present and requested Pastor P Swarts to open the meeting with prayer.

**NOTED.**

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

Applications for leave of absence from the meeting were received from Councillors BJ Chaaban, JS Mouton and EM Sidego.

An apology for non-attendance of the meeting was received from the Director: Corporate Services.

**RESOLVED**

- (a) *That the applications for leave of absence from the meeting, received from Councillors BJ Chaaban, JS Mouton and EM Sidego, be approved and accepted.*
- (b) *That cognisance be taken of the apology for non-attendance of the meeting, received from the Director: Corporate Services.*

**3. MINUTES**

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

The following minutes are attached:

- (a) Council meeting, held on 30 January 2015: **Annexure 3.1(a).**
- (b) Special council meeting, held on 27 February 2015: **Annexure 3.1(b).**

**RESOLVED**

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

- (i) *Council meeting, held on 30 January 2015.*
- (ii) *Special council meeting, held on 27 February 2015.*

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

File reference number	Item no. and date of meeting	Subject of item	Resolution	Responsibility	Remarks
5/12/1/3	8.1.5 of 10-12-2014	Writing off of household debt & other irrecoverable outstanding amounts	Matter be held in abeyance.		Referred by Municipal Manager to CFO & Head: Internal Audit for reports

The Municipal Manager informed Council that the matter regarding the writing off of household debt and other irrecoverable outstanding amounts is being dealt with by the Head: Internal Audit. A report will be submitted in due course.

**RESOLVED**





*That cognisance be taken of the outstanding matter.*

Note: The Speaker ruled that item 8.1.5 be handled before item 4.1. Councillor K Adams left the meeting at 09:25, with permission from the Speaker, after discussion of item 8.1.5.

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

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

Council's congratulations are conveyed by the Speaker to the following councillors and spouses on their birthdays:

	Councillor J du Plessis	15 February
	Councillor E Sidego	16 February
	Councillor B Chaaban	23 February
	Councillor H Smit	25 February
	Mr S Phungula	3 April
	Mrs N Klazen	17 April

**NOTED.**

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

The Speaker requested that in future item 4 be moved to item 3.

The Speaker requested a moment of silence for the passing away of the Head: Electro-Technical Services, Minister Colin Chabani, Uncle Moses Kotane, VIP guards and South African Police officers who died in the line of duty.

The Speaker informed Council that in future the agendas of Council, Executive Mayoral Committee and portfolio committee meetings will be distributed electronically to save paper. Hard copies will be delivered to councillors who do not have access to a tablet.

**NOTED.**

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

None.

**NOTED.**

**5. MOSIES EN KENNISGEWINGS VAN VOORSTELLE**

Geen.

**AANGETEKEN.**

**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) Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme, gehou op 19 Augustus 2014: **Bylae 7.1(a)**.
- (b) Komitee vir Behuisingsaangeleenthede, gehou op 6 November 2014: **Bylae 7.1(b)**.
- (c) Komitee vir Behuisingsaangeleenthede, gehou op 14 November 2014: **Bylae 7.1(c)**.
- (d) Committee for Technical Services, held on 19 November 2014: **Annexure 7.1(d)**.
- (e) Komitee vir Gemeenskapsontwikkeling, gehou op 20 November 2014: **Bylae 7.1(e)**.
- (f) Committee for Corporate and Financial Services, held on 20 November 2014: **Annexure 7.1(f)**.
- (g) Performance, Risk and Audit Committee, held on 24 November 2014: **Annexure 7.1(g)**.
- (h) Executive Mayoral Committee, held on 24 November 2014: **Annexure 7.1(h)**.
- (i) Komitee vir Behuisingsaangeleenthede, gehou op 2 Desember 2014: **Bylae 7.1(i)**.
- (j) Performance, Risk and Audit Committee, held on 8 December 2014: **Annexure 7.1(j)**.
- (k) Uitvoerende Burgemeesterskomitee, gehou op 28 Januarie 2015: **Bylae 7.1(k)**.
- (l) Komitee vir Behuisingsaangeleenthede, gehou op 12 Februarie 2015: **Bylae 7.1(l)**.

**BESLUIT**

- (a) *Dat kennis geneem word van die notules van die komiteevergaderings.*
- (b) *Dat die notule van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 24 November 2014, oorstaan tot die eerskomende raadsvergadering.*

**8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

**8.1 Direktooraat Finansies / Directorate Finance**

**8.1.1 Monthly reports of the Department Finance: November, December 2014 and January 2015  
(9/1/2/2)**

The following items refer:

- (a) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 28 January 2015.
- (b) Item 5.4.1 of the Performance, Risk and Audit Committee meeting, held on 20 February 2015.
- (c) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 23 February 2015.

The following monthly reports of the Department Finance are attached:

- |     |               |                          |
|-----|---------------|--------------------------|
| (a) | November 2014 | <b>Annexure 8.1.1(a)</b> |
| (b) | December 2014 | <b>Annexure 8.1.1(b)</b> |
| (c) | January 2015  | <b>Annexure 8.1.1(c)</b> |

The Executive Mayoral Committee resolved on 28 January 2015 that cognisance be taken of the monthly reports of the Department Finance for November and December 2014.

The Performance, Risk and Audit Committee resolved on 20 February 2015 that cognisance be taken of the monthly reports of the Department Finance for October, November and December 2014 and January 2015.

The Executive Mayoral Committee resolved on 23 February 2015 to recommend to Council that cognisance be taken of the monthly report of the Department Finance for January 2015.

Councillor R Badela enquired about the payment of the November and December 2014 invoices for translation services for the Impoundment of Animals By-law.

The Director: Finance responded that the invoice for November 2014 was for translation from English to Xhosa and the invoice for December 2014 was for translation from Xhosa to Afrikaans.

**RESOLVED**

*That cognisance be taken of the monthly reports of the Department Finance for November, December 2014 and January 2015.*

**8.1.2 Performance, Risk and Audit Committee Charter  
(5/14/2)**

The following items refer:

- (a) Item 5.4.8 of the Performance, Risk and Audit Committee meeting, held on 21 July 2014.
- (b) Item 5.4.3 of the Performance, Risk and Audit Committee meeting, held on 18 August 2014.

The Performance, Risk and Audit Committee is subject to an annual review. The Performance, Risk and Audit Committee Charter, dated June 2014, is attached as **annexure 8.1.2**.

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

Mr J George requested that the Head: Internal Audit incorporates the aspect of a PRAC member on the Financial Board to be established, into the Charter and recommends that the Charter be accepted subject to the alterations.

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

**RESOLVED**

*That the Performance, Risk and Audit Committee Charter be accepted.*

**8.1.3 Monthly reports: Service Delivery and Budget Implementation Plan: November, December 2014 and January 2015  
(05/1/5/7)**

The following items refer:

- (a) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 28 January 2015.
- (b) Item 7.1.4 of the Executive Mayoral Committee meeting, held on 23 February 2015.

The following SDBIP monthly reports are attached:

- (a) November 2014 **Annexure 8.1.3(a)**
- (b) December 2014 **Annexure 8.1.3(b)**
- (c) January 2015 **Annexure 8.1.3(c)**

The Executive Mayoral Committee resolved on 28 January 2015 that cognisance be taken of the SDBIP monthly reports for November and December 2014.

The Executive Mayoral Committee resolved on 23 February 2015 that cognisance be taken of the monthly report of the Service Delivery and Budget Implementation Plan for January 2015.

**RESOLVED**

*That cognisance be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for November, December 2014 and January 2015.*

**8.1.4 SDBIP Quarterly Report: Second Quarter 2014/2015  
(5/1/5/7)**

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 28 January 2015, refers.

The SDBIP Quarterly Report for the second quarter of 2014/2015 (October to December 2014) is attached as **annexure 8.1.4**.

The Executive Mayoral Committee resolved on 28 January 2015 that cognisance be taken of the SDBIP Quarterly Report for the second quarter of 2014/2015.

**RESOLVED**

*That cognisance be taken of the SDBIP Quarterly Report for the second quarter of 2014/2015.*

**8.1.5 Draft IDP, Draft Budget and Draft SDBIP: 2015/2016  
(2/2/1; 5/1/1/14 & 5/1/5/8)**

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 March 2015, refers.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 25 March 2015: **Annexure 8.1.5(a)**.
- (b) Draft Service Delivery and Budget Implementation Plan 2015/2016: **Annexure 8.1.5(b)**.
- (c) Draft Budget 2015/2016 – 2017/2018: **Annexure 8.1.5(c)**.
- (d) Budget Related Policies: 2015/2016: **Annexure 8.1.5(d)**.
- (e) Draft Review: Integrated Development Plan 2015/2016: **Annexure 8.1.5(e)**.

The Executive Mayoral Committee resolved on 27 March 2015 to recommend to Council:

- (a) That Council notes that the budget documents and IDP of Witzenberg Municipality for the financial year 2015/2016 and the indicative for the two projected years 2016/2017 and 2017/2018 have been tabled by the Mayor in council.
- (b) That the public participation process as per the IDP and Budget Process Plan be followed.



Councillor M du Toit expressed her disappointment with regard to the late distribution of documents which concerns the members of public.

**RESOLVED**

- (a) *That Council notes that the budget documents and IDP of Witzenberg Municipality for the financial year 2015/2016, and the indicative for the two projected years 2016/2017 and 2017/2018, have been tabled by the Mayor in council.*
- (b) *That the public participation process as per the IDP and Budget Process Plan be followed.*

**8.1.6 PRAC Performance evaluations 2013/2014  
(5/14/4)**

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

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

- (a) PRAC Self-Assessment **Annexure 8.1.6(a)**
- (b) PRAC Assessment of the Internal Audit Unit **Annexure 8.1.6(b)**

**RESOLVED**

*That the Performance, Risk and Audit Committee evaluations 2013/2014 be approved and accepted.*

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

Geen.

**AANGETEKEN.**

**8.3 Direktooraat Gemeenskapsdienste / Directorate Community Services**

Geen.

**AANGETEKEN.**

**8.4      Direktoraat Korporatiewe Dienste / Directorate Corporate Services**

**8.4.1    Publicity: Birding website for Witzenberg  
(10/2/5)**

Item 7.4.1 of the Executive Mayoral Committee meeting, held on 23 February 2015, refers.

A memorandum from the Manager: Projects and Performance, dated 5 February 2015, is attached as **annexure 8.4.1**.

The Executive Mayoral Committee resolved on 23 February 2015 to recommend to Council

- (i)      That Witzenberg Municipality supports the development of a Witzenberg birding website.
- (ii)     That Witzenberg Municipality will fund the project through the Witzenberg Tourism Office with allocation of an additional R42 000 for the implementation of the website and a further R12 000 annually for the maintenance.

**RESOLVED**

- (a)      *That Witzenberg Municipality supports the development of a Witzenberg birding website.*
- (b)      *That Witzenberg Municipality will fund the project through the Witzenberg Tourism Office with the allocation of an additional R42 000 for the implementation of the website and a further R6 000 annually for the maintenance.*

**8.4.2    Regional conference, Essen, Belgium: 14 to 18 September 2015  
(10/2/3)**

Item 7.4.3 of the Executive Mayoral Committee meeting, held on 27 March 2015, refers.

The following documents are attached:

- (a)      Memorandum from Director: Community Services, dated 16 March 2015: **Annexure 8.4.2(a)**.
- (b)      E-mail message from Mr R Frederickx from Essen: **Annexure 8.4.2(b)**.

The following recommendation was tabled to the Executive Mayoral Committee:

To recommend to Council:

- (a)      That special leave be granted to the Municipal Manager and Director: Community Services for the overseas trip to Essen.
- (b)      That the abovementioned representatives be paid the travel and subsistence allowance in terms of Council's policy.

The Executive Mayoral Committee resolved on 27 March 2015 that the matter regarding the regional conference in Essen, Belgium from 14 to 18 September 2015 be referred to Council for further deliberation.

The Municipal Manager informed Council that he will not be able to attend the regional conference in Essen, Belgium from 14 to 18 September 2015 due to other commitments.

**RESOLVED**

- (a) *That special leave be granted to the Director: Community Services and the Acting Manager: Amenities and Environment for the overseas trip to Essen, Belgium.*
- (b) *That the abovementioned representatives be paid the travel and subsistence allowance in terms of Council's policy.*

**8.4.3 Determination of upper limits of salaries, allowance and benefits of councillors according to Government Gazette No. 38608 (5/11/1)**

The following documents are attached:

- (a) Memorandum from Chief Financial Officer, dated 26 March 2015: **Annexure 8.4.3(a).**
- (b) Government Gazette no. 38608, dated 25 March 2015: **Annexure 8.4.3(b).**

**RESOLVED**

*That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal councils, discussed by Council at a council meeting:*

- (i) *That Council notes the content of Government Gazette No 38608.*
- (ii) *That sufficient funds are available to set the upward salary adjustment of councillors with effect from 1 July 2014.*
- (iii) *That the increase of total remuneration be approved retrospectively from 1 July 2014 subject to the concurrence of the Provincial Minister for Local Government.*
- (iv) *That the Provincial Minister for Local Government notes that Council has not implemented the latest upward salary adjustment as yet.*

**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. ADJOURNMENT**

The meeting adjourned at 11:05.

Approved on \_\_\_\_\_ .

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**COUNCILLOR TT GODDEN**  
**SPEAKER**

/MJ Prins