



NOTULES VAN DIE / MINUTES OF THE

RAADSVERGADERING VAN DIE CEDERBERG MUNISIPALITEIT SOOS GEHOU OP

29 MAART / MARCH 2017

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COUNCIL MEETING OF THE CEDERBERG MUNICIPALITY, HELD ON

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**MINUTES OF THE COUNCIL MEETING OF THE CEDERBERG MUNICIPALITY HELD ON
29 MARCH 2017 IN THE COUNCIL CHAMBER AT 2A VOORTREKKER STREET,
CLANWILLIAM.**

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PRESENT AND IN ATTENDANCE:

As per the attendance registers copied into the minutes after the final item:

ABSENT WITHOUT APOLOGY:

Geen / None

1. OPENING

Rules of Order for Internal Arrangement

PART 3: MEETINGS

4. Commencement of meetings of Council

- 4.1 The meeting must commence precisely at a time it is convened for.
- 4.2 The Speaker must assume the chair provided that a quorum is constituted.
- 4.3 The business of the meeting must be outlined at the onset.

5. Quorum

- 5.1 The presence of a majority of the members constitutes a quorum.
- 5.2 In the event that no quorum is present at the time at which the meeting was convened, the commencement of the meeting may be delayed for no longer than 30 minutes on the basis that no quorum exists.
 - 5.2.1 Should a quorum exist within this period, the Speaker must assume the chair immediately upon establishing that the quorum exists.
 - 5.2.2 Should no quorum continue to exist at the end of this period, the meeting must be adjourned by the Speaker to an alternate date, time and if applicable venue at his/her discretion. In this instance, the names of members present must be recorded.
- 5.3 In the event that there is no quorum and the Speaker is absent, the commencement of the meeting must be delayed for no more than 30 minutes and if there is no quorum at the end of this period, the meeting shall be cancelled. In this instance, the municipal manager must record the names of the members present.
- 5.4 A quorum is to be sustained during the course of proceedings of a meeting. Should there be a lack of quorum subsequent to the commencement of the meeting, the Speaker must suspend the proceedings until a quorum is again present, provided that if after 10 minutes there is still no quorum the speaker must adjourn the meeting.
- 5.5 In any instance when a meeting is adjourned as a result of the absence of a quorum, the time of such adjournment, as well as the names of the members present, must be recorded in the minutes.
- 5.6 Names of absentee members are to be recorded and provided by the Speaker to the committee established in terms of section 6 for the purposes of an investigation of a breach of these rules.

At 14h30 the Chairperson, Cllr. W Farmer called the meeting to order and welcomed all present. Mr. A Titus opened the meeting with a prayer.

The Speaker asked for a moment of silence in respect of the passing of mr. Kathrada.

1.1 Announcement of Councillors birthdays
N/A

2. ELECTION OF (ACTING) SPEAKER, IF NECESSARY

N/A

INDEX

- 3. APPLICATION FOR LEAVE OF ABSENCE**
- 4. INTERVIEWS WITH OR PRESENTATIONS BY DEPUTANTS**
- 5. CONFIRMATION OF MINUTES**
- 6. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER**
- 7. STATEMENTS AND COMMUNICATION BY THE EXECUTIVE MAYOR**
- 8. REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE EXECUTIVE MAYOR. THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY EXECUTIVE MAYOR AND THE EXECUTIVE MAYOR TOGETHER WITH THE MAYORAL COMMITTEE**
- 9. MATTERS FOR CONSIDERATION**
 - 9.1 Items submitted by officials of Council**
 - 9.1.1 DRAFT 4th GENERATION IDP 2017/2022
 - 9.1.2 DRAFT ANNUAL BUDGET 2017/2018
 - 9.1.3 DRAFT TOP LAYER SDBIP 01 JULY 2017 – 30 JUNE 2018
 - 9.1.4 DEVIATION REPORT
 - 9.1.5 FINANCE LEASE
 - 9.1.6 FIRST DRAFT: AMENDMENT OF CEDERBERG SDF 2017-2022
 - 9.1.7 FEEDBACK PERTAINING TO MOTION(S) TABLED
 - 9.1.8 FEEDBACK REGARDING CELLULAR PACKAGES FOR COUNCILLORS
 - 9.1.9 REVIEW OF RELOCATION POLICY
 - 9.1.10 NAMING OF THE NEW MULTI-PURPOSE HALL ELANDS BAY AND UPGRADED RECREATION FACILITIES LAMBERTS BAY: WARD 5
 - 9.2 URGENT MATTERSSUBMITTED BY THE MUNICIPAL MANAGER**
 - 9.2.1 APPOINTMENT OF ACTING CHIEF FINANCIAL OFFICER
 - 9.2.2 CONSTITUTION OF COUNCIL COMMITTEES

9.3 MATTERS FOR NOTIFICATION

9.4 CONSIDERATION OF NOTICES OF MOTION

9.5 CONSIDERATION OF NOTICES OF QUESTIONS

9.6 CONSIDERATION OF MOTIONS OF EXIGENCY

10. CLOSURE

3. APPLICATIONS FOR LEAVE OF ABSENCE

Rules of Order for Internal Arrangement

Part 3

7. Leave of absence

- 7.1 Leave of absence may be obtained from Municipal Council by a member who wishes to absent himself or herself from meetings. Should a member be prevented from obtaining leave of absence based on special circumstances, the Speaker has the discretion to on grant such leave.
- 7.2 A written application for leave of absence from a meeting of the Municipal Council or a Committee must be addressed to the Speaker by the Member applying for leave.
- 7.3 Written applications include emails sent to the Speaker.
- 7.4 In certain instances, the granting of applications for leave is deemed. These instance include:
 - 7.4.1 the Member is acting on behalf of the Municipal Council on other matters elsewhere based on instructions of Council or the Mayor.
 - 7.4.2 the Member is required to remove himself/herself from a meeting by the Municipal Council, Mayor or Committee in circumstances envisaged in item 3(b) of Schedule 1 to the Systems Act, or the member recuses him/herself.
- 7.5 The Speaker may also grant leave of absence to a member for the following reasons:
 - 7.5.1 illness or any other valid reasonable reason making it impossible for the member to attend;
 - 7.5.2 business, personal commitments, or personal circumstances of the member.
 - 7.5.3 The failure to deliver notice of a meeting or the delivery of notice less than 72 hours prior to commencement provided that this does not relate to an ordinary meeting of the Council or Committees or changes of addresses of members.
 - 7.5.4 The lack of informing the Municipal Manager of a revised address for the service of documentation at least 7 days before the relevant meeting;
 - 7.5.5 Where circumstances envisaged in item 3(b) of the Code of Conduct for Councillors in Schedule 1 to the Systems Act occur which prevent the Member from attendance;
 - 7.5.6 Other circumstances where the member is prevented from attending the meeting.

3.1 A blank Application for Leave of Absence form is enclosed

a) Mr.GF Matthyse (Municipal Manager)

- The Speaker informed Council that the CFO, mr. E Alfred will act in the position as Municipal Manager for the purpose of the meeting

Cllr. J White expressed his concern regarding the attendance of the Municipal Manager to Council Meetings. The Speaker acknowledge Cllr. Whites concern.

3.2 The Attendance Registers will be available at the meeting

Rules of Order for Internal Arrangement

Part 3

6. Attendance at meetings

- 6.1 An attendance register must be kept in relation to all meetings. Such register is to be signed by every member that attends the meeting/s.
- 6.2 Instances when a member may be absent from a meeting include the following:
 - 6.2.1 upon leave of absence being granted in terms of rule 7; and
 - 6.2.2 upon withdrawal on the basis of a legal requirement.

4. INTERVIEWS WITH OR PRESENTATIONS BY DEPUTATIONS

Rules of Order for Internal Arrangement

Part 6

6. Deputations

Should deputations seek an interview with council, the municipal manager must be provided with ten working days written notice of the intent of the deputation with details of the representations that are to be made as well as its source. The notice must be submitted to the Speaker by the Municipal Manager with recommendations and comments. The Speaker has the discretion to then grant the interview and instate conditions.

Resolved:

- a) That Council takes note of the CWP presentation; and
- b) That the presentation be tabled at a next Mayco Meeting for further discussions.

5. CONFIRMATION OF MINUTES

Rules of Order for Internal Arrangement By-Law 2013 (Provincial Gazette 7118 dated 12 April 2013)

Part Four

1. Minutes

- 1.1 Minutes of the proceedings of meetings must be recorded in writing in a minute book;
- 1.2 Such minutes shall be compiled in printed form and be confirmed by the council at the following meeting of Municipal Council and signed by the speaker.
- 1.3 The minutes shall be deemed to have been read for the purpose of confirmation provided a copy thereof was sent to each member within a reasonable period prior to the following meeting.
- 1.4 Discussions or motions in relation to the accuracy of minutes shall be entertained. No further discussion or motions in relation to any other matters forming part of the minutes shall occur.
- 1.5 Minutes shall consist of recordings of all business discussed as well as the names of members that were in attendance, absent, and granted leave of absence.
- 1.6 Should any member have requested that there dissent, abstention or support be recorded during voting, these are to be recorded in the minutes.
- 1.7 Audio recordings of all meetings of Municipal Council must be kept for a period of three years for administrative purposes.

Resolved

- a) **That Council approve the following minutes:**
 - (i) Council Minutes of 31 January 2017;
 - (ii) Special Council Minutes of 28 February 2017; and
 - (iii) Special Council Minutes of 15 March 2017.

Proposed: Cllr. J White

Seconded: Cllr. B Zass

6. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

The Speaker informed Council that an Awareness Campaign for Crime against Women and Children will be held by Cederberg Municipality at Elands Bay on 08 April 2017 at 10h00. He requested that all Councillors and senior officials attend this campaign.

7. STATEMENTS AND COMMUNICATION BY THE EXECUTIVE MAYOR

The Mayor requested that Ward Councillors give their support pertaining to the trend of residential fires that occurs in our communities.

8. REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE EXECUTIVE MAYOR, THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY EXECUTIVE MAYOR AND THE EXECUTIVE MAYOR TOGETHER WITH THE MAYORAL COMMITTEE

Rules of Order for Internal Arrangement

Part 5

9. REPORTS OF THE MAYOR

- 9.2 Debate must be allowed by the Speaker in accordance with the rules relating to debate contained herein. Decisions made by the Mayor by way of delegated authority and those made by the Mayor and Mayoral Committee may be debated upon should consent be granted by the Mayor to the Speaker. A member shall request in writing such debate at least 24 (twenty four) hours prior to the meeting. Such request must be issued to the Speaker. The business of meetings of the Council will appear in the following order on the agenda.

The Executive Mayoral Committee resolved on 08 December 2015 as follows:

1. The Executive Mayor reports to the municipal council on all decisions taken by the Executive Mayor (excluding Special Council Meetings).
2. The reports of the Executive Mayor shall be for information and nothing by council and no debate, question, motions, points for information, clarity or points of order on the report shall be allowed save where motions or questions are raised in compliance with the provisions of the Council's Rules of Order.

Resolved:

- a) That Council approve the Mayco report as tabled.

Proposed: Cllr. R Pretorius

Seconded: Cllr. R Witbooi

9. MATTERS FOR CONSIDERATION

Rules of Order for Internal Arrangement

Part Four:

2. DECISIONS AND VOTING

- 2.1 In the event that the Speaker enquires from the attendees at a meeting if they are in agreement with recommendation/s and there is no opposition by any member present, recommendations are adopted.
- 2.2 The Speaker must put every apposed motion to the vote by calling upon the members to indicate by a raising of hands unless otherwise prescribed by law, whether they are in favour of or against such motion. The result of the vote must thereafter be declared by the Speaker.
- 2.3 The number of members voting in favour of or against an item, is to be recorded in the minutes. Members may abstain from voting without leaving the meeting and may request that his/her abstention be recorded in the minutes of that meeting. Consequently, subsequent to the speaker's declaration of the result, a member may demand that his or her opposition or support of a decision be recorded in the minutes and the Municipal Manager must accordingly arrange for the same.
- 2.4 All decisions must be taken by a supporting vote of the majority of the members present at any meeting of the Council.
- 2.5 The Municipal Council must reconsider a decision taken if the majority of members lodge a request in writing with the Municipal Manager. This shall apply unless such reconsideration adversely affects existing rights. Motions for the reconsideration of decision must be submitted in terms of Rule 5 of the Rules of Order.
- 2.6 Notwithstanding the provision of this Rule, the Council may at any time following a recommendation by the Mayor, rescind or amend any resolution passed by it.

Part 5

4. Councillor to address chair

A member who speaks at a meeting must address the chair.

Part 5

16. Order of priority

- 16.1 The Speaker must ensure that there is maintenance of order. To this end, the Speaker may, if he / she deems it necessary, at any time in a meeting direct an officer to remove or cause the removal of any person, excluding a member, from the Council Chamber. The Speaker may also direct that the public gallery be vacated.
- 16.2 The removal of any person or persons who refuse to carry out any reasonable instruction given by the Speaker or obstructs the carrying out of such instruction may be ordered by the Speaker.

Part 5

3. Precedence of the Speaker

Silence must be observed by all present in meeting when the Speaker addresses meetings in order for the Speaker to be heard without interruption. Whenever the speaker addresses the meeting, all members must be silent so that the speaker may be heard without any interruption. Council must be addressed by members through the Speaker.

13. Relevance

Speeches by members must address the subject or matter under discussion or to an explanation or to a point of order. In this regard, no discussion shall be tolerated in relation to the anticipation of any matter on the agenda or in respect of any matter in respect of which a decision by a judicial or quasi-judicial body or a commission of inquiry, whether instituted in terms of legislation or not, is pending, provided that such matter may be considered with the permission of Council.

Part 5

5. Right to speak

A member is provided with an opportunity to speak with the permission of the Speaker only once for no longer than 5 (five) minutes on a matter before the meeting unless authorised by the Chairperson.

A member is entitled to speak once on any recommendation, motion or proposal, provided that the Mayor or Member may reply to conclude a debate and shall restrict himself/herself to answering previous speakers rather than the introduction of new matters.

Prior to the consideration of any item contained in the report of the mayor in reply to a specific question or during discussion of the same, the Speaker shall permit the Mayor, MMC or Chairperson of the Committee in terms of section 79 and 80 of the Local Government Municipal Structures Act 117 of 1998 who made the proposal in terms of rule 9 or rule 14 of part 5 of these Rules to make an explanatory statement.

6. Length of speeches

- 6.1 A member may (unless authorised otherwise by the Speaker) only speak once to-
 - 6.1.1 the matter and any amendments to that matter that is before the council;
 - 6.1.2 any motion before the council;
 - 6.1.3 to a matter or an amendment proposed or to be proposed by himself or herself;
 - 6.1.4 a point of order or a question of privilege, unless authorised by the speaker or as provided for in terms of these rules.
- 6.2 No new matters may be introduced by a mover that speaks to a motion and replies to previous speakers in a debate. The right of reply shall not extend to the mover of an amendment which, having been carried, has become substantive motion.

9.1 Items submitted by Officials of Council

9.1.1 ADOPTION OF THE FOURTH (4th) GENERATION DRAFT INTEGRATED DEVELOPMENT PLAN FOR 2017/2022

Ref.: 3/B

Acting Director Corporate and Strategic Services: H. Witbooi

Compiled: O Fransman

STRATEGIC PURPOSE

Cederberg Municipality to approve its fourth generation IDP document for the period 2017-2022 as prescribed by relevant legislation to provide strategic direction to the municipal administration and the commitment towards its community that it serve in pursuit of its constitutional mandate and developmental local government.

PURPOSE

The purpose of this report is to table the Fourth (4th) Generation Draft IDP 2017-2022 of Cederberg Municipality to council for approval.

BACKGROUND

The Fourth (4th) Generation Draft Integrated Development Plan (IDP) of Cederberg Municipality was drafted in accordance with the Local Government: Municipal Systems Act (Act No 32 of 2000) and the Local Government: Municipal Planning and Performance Management Regulations, 2001.

The Fourth (4th) Generation Draft Integrated Development Plan (IDP) was circulated to all councillors, senior managers and will be made available to the public to allow them to submit their input and comment. This strategic document will be regarded as the Fourth (4th) Generation Draft IDP for the following 5 years for the period of 2017-2022.

Several strategic sessions were held to gather the information for the drafting of the IDP. Engagements were also held with provincial government departments. An intensive Public Participation in the form of a door to door survey has been rolled out throughout the IDP process to facilitate the involvement of all stakeholders and to ensure that the needs and development priorities of the community are captured in the document. Comment and input from all the above mentioned stakeholders have been considered and duly incorporated into

the final Draft IDP document. Therefore this Review IDP of Cederberg Municipality can be regarded as credible.

APPLICABLE LEGISLATION:

This section provides the legislative mandate to a municipal council to develop and adopt an IDP. This is not the only legislation regulating the IDP process and the contents of the document; however it does refer to the role of a newly elected Council. Section 25 (1) of the MSA reads as follows:

“Adoption of Integrated Development Plans. – (1) each municipal council must, within as prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which –

- (a) Links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) Forms the policy framework and general basis on which annual budgets must be based;
- (d) Complies with the provisions of this Chapter; and
- (e) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

Section 4 of the Municipal Systems Act 32 of 2000 states: (4) A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) –

- (a) Give notice to the public –
 - (i) Of the adoption of the plan; and
 - (ii) That copies of the extracts from the plan are available for public inspection at specified places; and
 - (iii) Publicise a summary of the plan.

DEVELOPMENT OF THE 4TH GENERATION IDP

The draft IDP integrates various sources of information concerning the developmental need of the municipal area and the people that lives in it. The following list indicates sources to the content of the draft IDP:

- ▽ Census 2001, 2011 and 2016 Community Survey Statistics
- ▽ Municipal Economic Review Outlook
- ▽ Provincial Economic Review Outlook
- ▽ Sector & master plans
- ▽ Door to Door Community Survey
- ▽ Ward Committee Meetings
- ▽ National and provincial development priorities
- ▽ Council inputs to municipal vision, mission, strategic objectives and pre-determined objectives
- ▽ Strategic Session with Council
- ▽ Turnaround Strategies of the departments

The following diagram explains the process that facilitated the development of the draft IDP.



New Vision, Mission and Strategic Objectives

During the process of the development of the IDP, work sessions with Council involved the envisioning of a future Cederberg. A new vision, mission and values were formulated for Cederberg Municipality to encapsulate the focus of the future for Cederberg.

VISION

"Cederberg, Your municipality, your future"

MISSION:

We will achieve our vision by:

- ☐ Developing and executing policies and projects, which are responsive and providing meaningful redress.
- ☐ Unlocking opportunities with for economic growth and development for community prosperity.
- ☐ Ensure good governance ,financial viability and sustainability
- ☐ Ensure sustainable, efficient and effective service delivery in an environmental sustainable manner.
- ☐ Promote quality services in a cost effective manner through partnerships, information, knowledge management and connectivity.
- ☐ Making communities safer .
- ☐ Advancing capacity building programs for both our staff and the community

New Values of Cederberg Municipality

- ▽ 1.Client Focus
- ▽ 2.Respect
- ▽ 3.Integrity
- ▽ 4.Communication
- ▽ 5.Loyalty
- ▽ 6.Discipline
- ▽ 7.Professionalism
- ▽ 6.Performance driven
- ▽ 7.Transparency
- ▽ 8.Equality
- ▽ 9.Care

The following six Strategic Objectives were identified during the engagements with Council:

STRATEGIC OBJECTIVES	
SO 1	Improve and sustain basic service delivery and infrastructure development
SO 2	Implement strategies to ensure financial viability and economically sustainability
SO 3	Good Governance, Community Development & Public Participation
SO 4	Aggressive facilitate, expand and nurture sustainable economic growth and eradicate poverty

SO 5	Enable a resilient, sustainable, quality and inclusive living environment and human settlements i.e. Housing development and informal settlement upgrade
SO 6	To facilitate social cohesion, safe and healthy communities

These objectives are the areas that Council wishes to impact during their respective term of office. The detail of this can be found in the Strategic Objectives chapter within the IDP.

PERSONNEL IMPLICATIONS

The IDP, SDBIP, Annual Report, Section 72 Report and the performance management unit consist of only one (1) IDP coordinator, and are currently supported by an Intern which was appointed 01 February 2017.

FINANCIAL IMPLICATIONS

No financial implications because the IDP was drafted in totally in-house.

COMMENTS WITH SECTION 57 MANAGERS

Municipal Manager:

I support the recommendation and would like to congratulate the IDP section for the drafting of the 4th generation IDP without assistance of any external consultants. What separate and complicate the drafting of this strategic document was the fact that it had to be aligned with the new mSCOA financial system and also the fact that the Spatial Development Framework for the first time had to run concurrent and to be included as part of the IDP process to council. I am also proud for the fact that the IDP public participation process with reference to a door to door survey, was a first ever for Cederberg and also one of only a few in the province, thus contributing to a really credible Draft IDP.

A word of thanks to the Ward councillors and ward committees for availing themselves for the prioritisation of the ward needs. We look forward to submitting the Draft to the public for their final input.

Acting Director Corporate Services

Support Recommendation

Acting Director Community Services:

Support Recommendation

Director Financial Services:

Support Recommendation

Director Technical Services:

Support Recommendation

IDP/PMS Coordinator:

A special word of thanks to the Municipal Manager, all Councillors, the Ward Committee Members, all Representative Platforms, the Directorates of Cederberg Municipality and various National and Provincial Departments, who participated in the IDP process.

The timeframe to develop a full five year IDP document was immensely challenged by the elections only taking place in August, the new mSCOA financial system and the SDF that must run concurrent with the IDP, but a vast amount of work was done in very little time.

RECOMMENDATION

That in respect of the

ADOPTION OF THE FOURTH (4th) GENERATION DRAFT INTEGRATED DEVELOPMENT

PLAN FOR 2017/2022

discussed by Council at the Council Meeting held on 30 March 2017:

1. That the Council takes note of the process that was followed to develop the Draft 2017 – 2022 Cederberg Integrated Development Plan;
2. That the Council approves the fourth generation Draft Integrated Development Plan 2017-2022 including Annexures and Area plans
3. That the public participation process as per the approved IDP and Budget Process Plan be proceeded with
4. That that all councillors make use of the opportunity to submit their comments on the Draft IDP document before 09 May 2017
5. That all outstanding information as highlighted within the Draft IDP be included in the final document that is to be tabled before Council by end of May 2017.
6. That copies of the Draft IDP document will be made available at the following places:
 - ▽ Municipal Office
 - ▽ Municipal Libraries
 - ▽ Website
 - ▽ Copies sent to provincial treasury and national treasury and DLG

7. Council take note of the planned LGTMECH engagement on 09 May 2017 between Cederberg and Western Cape Treasury and Local Government to discuss the credibility, reliability and validity of the draft IDP, Budget and SDBIP as per provincial and national guidelines.

RESOLVED

That in respect of the

ADOPTION OF THE FOURTH (4th) GENERATION DRAFT INTEGRATED DEVELOPMENT PLAN FOR 2017/2022

1. That the Council takes note of the process that was followed to develop the Draft 2017 – 2022 Cederberg Integrated Development Plan;
2. That the Council approves the fourth generation Draft Integrated Development Plan 2017-2022 including Annexures and Area plans
3. That the public participation process as per the approved IDP and Budget Process Plan be proceeded with
4. That that all councillors make use of the opportunity to submit their comments on the Draft IDP document before 09 May 2017
5. That all outstanding information as highlighted within the Draft IDP be included in the final document that is to be tabled before Council by end of May 2017.
6. That copies of the Draft IDP document will be made available at the following places:
 - ▽ Municipal Office
 - ▽ Municipal Libraries
 - ▽ Website
 - ▽ Copies sent to provincial treasury and national treasury and DLG
7. Council take note of the planned LGMTECH engagement on 09 May 2017 between Cederberg and Western Cape Treasury and Local Government to discuss the

credibility, reliability and validity of the draft IDP, Budget and SDBIP as per provincial and national guidelines.

Proposed: Cllr. J Barnard

Seconded: Cllr. J Meyer

Counter Proposal: Cllr. M Nel

Seconded: Cllr. E Majikejela

VOTE		
FOR	AGAINST	ABSTAIN
Cllr. J Barnard Cllr. W Farmer Cllr. R Pretorius Cllr. B Zass Cllr. R Witbooi Cllr. J Meyer	Cllr. M Nel Cllr. E Majikejela Cllr. N Qunta Cllr. L Scheepers Cllr. J White	-

a) Counter Proposal of ANC

- (i) The Public Participation processes wasn't done properly;
- (ii) The needs for Informal Settlements was not addressed in this document;
- (iii) The PR Councillors was excluded from this whole process.

9.1.2 TABLING OF 2017/2018 DRAFT ANNUAL BUDGET

Ref.: 5/1/1/1

Executive Mayor: Cllr. J. Barnard

PURPOSE

The purpose of this submission is to present a draft annual budget for the 2017/2018 financial year and two outer years.

LEGAL FRAMEWORK

Section 16 of the Municipal Finance Management Act states that:

- (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.

Furthermore, section 17 (1) of the Municipal Finance Management Act states that:

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 tow financial years following the budget year;
- (d) setting out-
 - (i) estimated revenue and expenditure by vote for 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.

The Budget has been drafted in accordance with the requirements of MFMA Circular No.865 & 86, The Division of Revenue Bill B4 and the provincial gazette 7742.

FINANCIAL IMPLICATIONS

Financial implications are detailed in the MTREF summary herein attached.

Attachments

- 1) MTREF Summary (Appendix A)
- 2) Annual Budget tables (Appendix B)
- 3) Annual Budget supporting tables (Appendix C)
- 4) Quality Certificate (Appendix D)
- 5) Revised budget related policies (Appendix E)
 - Customer Care Improvement Policy
 - EPWP Policy
 - Funding and Reserves Policy
 - Grants-In-Aid-Policy
 - Indigent Support Policy
 - Infrastructure Investment and Capital Policy
 - Investment Policy
 - Long-Term Financial Plan Policy
 - Performance Management Framework Policy
 - Petty Cash Policy
 - Property Rates Policy
 - Relocation Policy
 - Supply Chain Management Policy
 - Special Rating Arrears Policy
 - Study Aid Policy
 - Study Bursary Policy
 - Tariff Rules Building Development Management Tariff Structure for 2015-2016
 - Tariff Rules Town Planning Tariff Structure for 2015-2016
 - Tariff Structure Policy
 - Travel and Subsistence Allowances Policy
 - Virement Policy
 - Accounting Policy to AFS
 - Asset Management Policy

- Borrowing Policy
- Budget Policy
- Capital Contribution for Bulk Services Policy
- Creditors- Councillors and Staff Payment Policy
- Customer Care Credit Control and Debt Collection Policy
- Revenue Enhancement Policy
- Policy on the Writing-off of Irrecoverable Debt
- Property Rates By-law 2015 (To give effect to Property Rates Policy)
- Cash Management Policy
- The Municipal Finance Management Internship Policy
- Insurance Management Policy

6) Tariff list (Appendix F)

7) Municipal Budget Circular 85 and Circular 86 for the 2017/18 MTREF (Appendix G)

8) MSCOA Progress Report and Implementation Plan (Appendix H)

Comment of Directorates / Departments concerned:

Municipal Manager:

"I do support the recommendation and would like to congratulate the Finance Section in general for ensuring the submission of a budget that is MSCOA compliant, IDP priorities aligned and cash funded. The latter was not an easy target to achieve given our financial viability and sustainability realities".

Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

Budget Steering Committee:

The inputs from the Budget Steering Committee on 20 February 2017 re: 2017/2018 Draft Budget must be incorporated with the final budget after the public participation process in April.

RECOMMENDATION

That in respect of the:

TABLING OF 2017/2018 DRAFT ANNUAL BUDGET

discussed by Council at the Council meeting held on 30 March 2017:

1. Council approves the draft annual budget tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX B.
2. Council approves the draft annual budget supporting tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX C.
3. Council approves the Quality Certificate signed by the Accounting Officer, as set out in APPENDIX D.
4. Council approves the revised budget related policies, as set out in APENDIX E.
5. Council approves the property rates and charges on properties, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX F.
6. The Draft Budget for the period 2017/2018 is made available to the public for comment.

RESOLVED

That in respect of the:

TABLING OF 2017/2018 DRAFT ANNUAL BUDGET

1. Council approves the draft annual budget tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX B.
2. Council approves the draft annual budget supporting tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX C.
3. Council approves the Quality Certificate signed by the Accounting Officer, as set out in APPENDIX D.

4. Council approves the revised budget related policies, as set out in APENDIX E.
5. Council approves the property rates and charges on properties, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX F.
6. The Draft Budget for the period 2017/2018 is made available to the public for comment.

Proposed: Cllr. R Witbooi

Seconded: Cllr. J Meyer

Counter Proposal: Cllr. M Nel

Seconded: Cllr. L Scheepers

VOTE		
FOR	AGAINST	ABSTAIN
Cllr. J Barnard Cllr. W Farmer Cllr. B Zass Cllr. R Pretorius Cllr. R Witbooi Cllr. J Meyer	Cllr. L Scheepers Cllr. N Qunta Cllr. E Majikejela Cllr. M Nel Cllr. J White	-

a) Counter Proposal of ANC

- (i) The Public Participation processes wasn't done properly;
- (ii) The needs for Informal Settlements was not addressed in this document;
- (iii) The PR Councillors was excluded from this whole process;
- (iv) That the taxes of farmers are being cut whilst the residents' taxes are being Increased;
- (v) That the Deputy Mayor blackmails small businesses pertaining to budget constraints.

9.1.3 DRAFT TOP LAYER SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN (01 JULY 2017 – 30 JUNE 2018)

Ref: 15/5/1/1

Acting Director Corporate and Strategic Services: H Witbooi

Compiled by: O Fransman

PURPOSE

Performance Management within a municipal environment is institutionalised through the legislative framework on performance management for Local Government. The Service Delivery Budget and Implementation Plan (known as the SDBIP) is a detailed plan which must be approved by the Mayor for implementing the municipality's delivery of municipal services and its annual budget.

Submission of the Draft top layer service delivery and budget implementation plan as part of the obligation arising from section 53 of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

APPLICABLE LEGISLATION:

Local Government: Municipal Finance Management Act No. 56 of 2003.

Chapter 6 of the Local Government: Municipal Systems Act No. 32 of 2000

DEFINITION:

"Service Delivery and Budget Implementation Plan "means a detailed plan approved by the Mayor of a municipality in terms of Section 53 (1) (c) (ii) of the Municipal Finance Management Act (MFMA) for implementing the municipality's delivery of municipal services.

PERSONNEL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

As stated in the report.

COMMENTS WITH SECTION 57 MANAGERS

Municipal Manager:	Support Recommendation
Acting Director Corporate Services	Support Recommendation
Acting Director Community Services:	Support Recommendation

Director Financial Services:

Support Recommendation

Director Technical Services:

Support Recommendation

RECOMMENDATION

That in respect of the

**DRAFT TOP LAYER SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
(01 JULY 2017 – 30 JUNE 2018)**

discussed by Council at the Council Meeting held on 30 March 2017:

- a) That Council approves the Draft Top Layer Service Delivery Budget Implementation for the financial year 2017/2018.

RESOLVED

That in respect of the

**DRAFT TOP LAYER SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN
(01 JULY 2017 – 30 JUNE 2018)**

- a) That Council approves the Draft Top Layer Service Delivery Budget Implementation for the financial year 2017/2018.

Proposed: Cllr. R Pretorius

Seconded: Cllr. J Meyer

Counter Proposal: Cllr. J White

Seconded: Cllr. M Nel

VOTE

FOR	AGAINST	ABSTAIN
Cllr. J Barnard Cllr. W Farmer Cllr. B Zass Cllr. R Pretorius Cllr. R Witbooi Cllr. J Meyer	Cllr. M Nel Cllr. L Scheepers Cllr. N Qunta Cllr. E Majikejela Cllr. J White	-

9.1.4 DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

Ref.: 8/1/B

Chief Financial Officer: E Alfred

BACKGROUND

(1) The accounting officer may-

- (a) dispense with the official procurement processes and to procure any required goods or services through any convenient process in terms of Section 36 of the SCM Regulations.

Discussion:

In terms of Government Notice no 27636 dated 30 May 2005 the Supply Chain Management Regulations states the following to section 36:

(1) A supply chain management policy may allow the accounting officer-

- (a) To dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only-
 - (i) in an emergency;
 - (ii) If such goods or services are produced or available from a single provider only;
 - (iii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) Acquisition of animals for zoos; or
 - (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(2) The accounting officer must record the reasons for any deviations in terms of subregulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.

- (3) Subregulation (2) does not apply to the procurement of goods and services contemplated in regulation 11(2).

APPLICABLE LEGISLATION

The Municipal Supply Chain Management Regulations (2005).

FINANCIAL IMPLICATIONS

The attached transaction amounts was processed for the month of February 2017, and are therefore tabled in terms of Sec .36 (2) of SCM policy before Council for information.

Comment of Directorates / Departments concerned:

Municipal Manager:	Noted
Acting Director: Corporate and Strategic Services:	Noted
Director: Financial Services:	Noted
Director: Engineering and Planning Services:	Noted
Director: Community Development Services:	Noted

RECOMMENDATION:

That in respect of:

DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

discussed by Council at the Council meeting held on 30 March 2017:

1. Council, in terms of section 36 of the Supply Chain Management Regulations, takes cognisance and approve the transactions for the month of February 2017.

RESOLVED

That in respect of:

DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

1. Council, in terms of section 36 of the Supply Chain Management Regulations, takes cognisance and approve the transactions for the month of February 2017.

Proposed: Cllr. J White

Seconded: Cllr. J Barnard

9.1.5 RAISING OF A FINANCE LEASE

Ref.: 5/4/1/1

Director Financial Services: ER Alfred

PURPOSE

To obtain approval from Council for the raising of a finance lease.

BACKGROUND

During the approval of the 2016/2017 Adjustment Budget, the amount of R 5 000 000.00 was included for the raising of a finance lease to finance fleet vehicles.

It is the intention of the municipality to finance the following capital expenditure:

Fleet Vehicles	R 5 000 000.00
TOTAL	R 5 000 000.00

In order to meet the requirements of the MFMA, the public was informed of the intention of Council to raise a finance lease on 07 March 2017. Written representations and comments by the public should have been submitted to the Municipal Manager on 28 March 2017. On 09 March 2017 the municipality invited the comments of National- and Provincial Treasury.

No comments or objections were received.

FINANCIAL IMPLICATIONS

The finance lease will be repayable over a period of 5 years at an estimated interest rate of 10.5%, with an estimated annual repayment of R 1.2 million.

LEGISLATIVE IMPLICATIONS

Section 46 (3)(a)(b) of the Municipal Finance Management Act (Act 56 of 2003).

A municipality may incur long-term debt only if the accounting officer of the municipality-

(a) has, in accordance with section 21A of the Municipal Systems Act-

- (i) at least 21 days prior to the meeting of council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed

- debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and
- (ii) invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
- (b) has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council, together with particulars of-
- (i) the essential repayment terms, including the anticipated debt repayment schedule; and
- (ii) the anticipated total cost in connection with such debt over repayment period.

Comment of Directorates / Departments concerned:

Municipal Manager:	Recommendation Supported.
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

RECOMMENDATION:

That in respect of the:

RAISING OF A FINANCE LEASE

discussed by Council at the Council meeting held on 30 March 2017:

1. That Council approve the raising a finance lease of R 5 000 000.00 to finance fleet vehicles in terms of Section 46 (3)(a)(b) of the Municipal Finance Management Act (Act 56 of 2003).
2. That the Municipal Manager is authorized to sign all relevant documents relating to the implementation of the Council Decision.
3. The raising of the finance lease of R 5000 000.00 were budgeted during the Approved Adjustment Budget on 28 February 2017.

RESOLVED

That in respect of the:

RAISING OF A FINANCE LEASE

1. That Council approve the raising a finance lease of R 5 000 000.00 to finance fleet vehicles in terms of Section 46 (3)(a)(b) of the Municipal Finance Management Act (Act 56 of 2003).
2. That the Municipal Manager is authorized to sign all relevant documents relating to the implementation of the Council Decision.
3. The raising of the finance lease of R 5000 000.00 were budgeted during the Approved Adjustment Budget on 28 February 2017.

Proposed: Cllr. J Meyer

Seconded: Cllr. R Pretorius

Counter Proposal: Cllr. M Nel

Seconded: Cllr. E Majikejela

VOTE

FOR	AGAINST	ABSTAIN
Cllr. J Barnard	Cllr. L Scheepers	-
Cllr. W Farmer	Cllr. N Qunta	
Cllr. B Zass	Cllr. E Majikejela	
Cllr. R Pretorius	Cllr. M Nel	
Cllr. R Witbooi	Cllr. J White	
Cllr. J Meyer		

9.1.6 FIRST DRAFT: AMENDMENT OF CEDERBERG SPATIAL DEVELOPMENT FRAMEWORK 2017-2022

Ref.:15/5/4

**Director Infrastructure and Technical Services: P Majeni
Compiled: AJ Booyesen**

BACKGROUND/DISCUSSION

Cederberg Municipality has appointed C K Rumboll & Partners, as their consulting town planner, to compile the amendment of our Municipal Spatial Development Framework inter alia to comply and be aligned with national, provincial and local legislation.

The “first draft” of the amendment of our municipal spatial development framework has been received on 20th of March 2017.

PURPOSE

The purpose of the Cederberg Municipal Spatial Development Framework is to create a document that set out the necessary policy directives to guide spatial development in the municipal area in a desirable and sustainable manner.

The future growth, land development and land use planning in the municipal area must be based on the vision and principles that was agreed upon to address spatial challenges/problems and to ensure the creation and support of integrated, sustainable and livable environments through the creation and support of socio-economic opportunities.

An important aspect of the amendment of the Cederberg Municipal Spatial Development Framework is the alignment of the content of the document with national, provincial and local legislation and policy, including the regulations as provided in the Spatial Planning Land Use Management Act (SPLUMA), the Land Use Planning Act (LUPA), the Cederberg Municipality Land Use Planning By-Law, the Municipal Systems Act (MSA) and to follow the next cycle of the Cederberg Integrated Development Plan in order to fulfill alignment with this document and the depiction of the Integrated Development Plan proposals with spatial implications

CONTENT

The “first draft” of the amendment of the Cederberg Municipal Spatial Development Framework document has the following content namely:

- 3.1 Chapter 1 : SDF Purpose, Principles and Project Plan
 - 1.1 Purpose
- 1.2 Status of Cederberg SDF
 - 1.3 Spatial Context
 - 1.4 Vision of the IDP
 - 1.5 Values and Principles
 - 1.6 Structure of the Report
- 3.2 Chapter 2 : Spatial Vision and Goals
 - 2.1 Priorities of Cederberg Ward Committees
 - 2.2 Strengths, Weaknesses, Opportunities and Threats

- 2.3 Vision
- 2.4 Goals
- 3.3 Chapter 3: Spatial Analysis and Synthesis: Legislation and Sectoral Plans
 - 3.1 Legislative and Sectoral Plan Directives
 - 3.2 Political Mandate
- 3.4 Chapter 4 : Spatial Analysis and Synthesis: Status Quo
 - 4.1 Biophysical Environment
 - 4.2 Socio Economic conditions
 - 4.3 Built Environment
 - 4.4 Hierarchy and role of settlements
 - 4.5 Settlement densities
 - 4.6 Land Use Management Issues
 - 4.7 Transportation
 - 4.8 Infrastructure
 - 4.9 Water Infrastructure
 - 4.10 Waste Water Treatment
 - 4.11 Solid Waste Management
 - 4.12 Energy
 - 4.13 Telecommunication
 - 4.14 Human Settlement
 - 4.15 Land: Projected Future Housing and Land Demand
 - 4.16 Secondary Sectors: Manufacturing, Construction and Transport
 - 4.17 Tourism
- 3.5 Chapter 5 : Spatial Analysis and Synthesis: Synthesis
 - 5.1 Biophysical Environment
 - 5.2 Socio Economic Environment
 - 5.3 Built Environment
- 3.6 Chapter 6 : Objectives, Strategy and Conceptual Framework
 - 6.1 Spatial Objectives
 - 6.2 Spatial Themes and Strategies
- 3.7 Chapter 7 : Development Proposals: Urban and Settlements
 - 7.1 Wards 1 & 2: Elandskloof and Citrusdal
 - 7.2 Ward 3: Clanwilliam
 - 7.3 Ward 4: Graafwater and Paleisheuwel
 - 7.4 Ward 5: Elands Bay, Lamberts Bay and Leipoldtville
 - 7.5 Ward 6: Wupperthal
- 3.8 Chapter 8 : Development Proposals: Rural and Regional

An executive summary is attached to the document.

Ample opportunity during the public participation process earmarked for April/May 2017 will be available to make further comments regarding the content of the “first draft” of the amendment to the Cederberg Municipal Spatial Development Framework.

4. **RECOMMENDATION**

- The Cederberg Municipal Council and Executive Mayoral Committee take cognizance of the first draft of the amendment of the Cederberg Spatial Development Framework.
- The Cederberg Municipal Council to approve the publication of the “first draft” of the amendment of the Cederberg Municipal Spatial Development Framework for public comment in terms of section 7(1)(b) of the By-Law.
- The Municipality submit the “first draft” of the amendment of the Cederberg Municipal Spatial Development Framework to the Provincial Minister for comment.
- The commenting period will be the months of April and May 2017 with open days in the majority of towns of the Cederberg to be determined at a later date.

CEDERBERG SPATIAL DEVELOPMENT FRAMEWORK 2017-2022 EXECUTIVE SUMMARY

Purpose & Vision

The purpose of the Cederberg Spatial Development Framework (SDF) is to guide growth and development in the municipal area or space in a sustainable manner. Hence, future growth, development and land use planning depart from a vision and principles that underscore the protection, development and change of integrated, sustainable settlements and liveable environments to enable economic and social prosperity.

Therefore the spatial vision for the Cederberg is:

To sustainably exploit the municipality's wide variety of agricultural, tourist and cultural resources including: • the West Coast; • the potato and grain lands of the coastal plain; • the fertile Olifants river valley with its dual purpose Clanwilliam dam feeding both agriculture and tourism; and, • the Cederberg mountain range offering scenic, biodiversity conservation and cultural tourism opportunities

Status of the Cederberg SDF

The Cederberg Spatial Development Framework (SDF), 2012-2017, approved as a component of the Cederberg IDP in terms of Section 26(e) of the Municipal Systems Act, Act 32 of 2000, has to be revised every five years as stipulated in the Municipal Systems Act and the Land Use Planning Act No 3 of 2014. Annual additions are also allowed for.

The amendment of the SDF bring about the alignment thereof in accordance with the National Spatial Planning and Land Use Act, Act 16 of 2013 (SPLUMA), Sections 12 and 21 and the Provincial Land Use Planning Act, Act 3 of 2014 (LUPA), Section 11. In order to ensure integration of IDP proposals and their spatial implications, the amendment forms part of Cederberg Integrated Development Plan (IDP) development cycle according to the prescribed procedure as per Section 7 of the Cederberg Municipality Land Use Planning By-Law.

Values and Principles

The eight Batho Pele principles are valued by Cederberg Municipality are:

- Consultation: citizens should be consulted about their needs
- Standards: all citizens should know what service to expect
- Redress: all citizens should be offered an apology and solution when standards are not met
- Access: all citizens should have equal access to services
- Courtesy: all citizens should be treated courteously
- Information: all citizens are entitled to full, accurate information
- Openness and transparency: all citizens should know how decisions are made and departments are run
- Value for money: all services provided should offer value for money

This set of principles together with structural principles creates patterns such as scale, flexibility and intensity of use of space that are desirable.

These values enable a set of principles that when applied to the built and social environment create structural patterns such as scale, flexibility and intensity of use of space that are desirable.

Structural Principles

The structural principles to be applied to all development proposals are as follows:

- Reinforcement – structural elements (i.e. transport modes) reinforcing one another, - use of space (densification, strategic – compact structures), - enhance and protect heritage resources, access and integrated public service
- Continuity- of public and natural open spaces and built form & integration between open spaces and built form, spatial integration (uses, people etc.).
- Connectivity within towns and between towns (movement networks & activity axis and streets), corridor development
- Discontinuity of movement and built form
- Homogeneity and Heterogeneity (same use and mixed use)(intensity of use: structural patterns)

Strategy

To strategically shape spatial planning in the Cederberg region, an understanding of the existing challenges and opportunities are required. A synthesis of the Status Quo report (as per SDF 2012 – 2017) as well as discussions with municipal departments and ward councillors outlined the following strengths, weaknesses, opportunities and threats:

Opportunities Access value chains <ul style="list-style-type: none"> - IDZ in Saldanha - Access to Cape Town Access to information Governance and regulation (SPLUMA) Education <ul style="list-style-type: none"> - West Coast College Campus World economy World nature conservation initiatives	Threats Economic Globalization Climate change Urbanization <ul style="list-style-type: none"> - population increased to 52 198 people (2015) of which 50% is urbanized Expensive Potable Water (Coastal Towns) Insufficient electricity provision Poverty
Strengths Settlements <ul style="list-style-type: none"> - Growth towns/ Service Centres (Clanwilliam - regional, Citrusdal - agricultural and Elands and Lamberts Bay – agricultural and agri - tourism) - Tourism nodes (Elands and Lamberts bay) Water Sources/ Courses <ul style="list-style-type: none"> - Oliphant's River 	Weaknesses Maintenance of Infrastructure Shelter <ul style="list-style-type: none"> - Housing backlog Unemployment <ul style="list-style-type: none"> - Low levels of income - School drop outs - Dependency on subsidies

<p>Land Cover</p> <ul style="list-style-type: none"> - Mountains & Hills: Cederberg - Diversity in agriculture; - Unique produce i.e. Rooibos tea - Natural coastal belt (West Coast) <p>Infrastructure</p> <ul style="list-style-type: none"> - Roads (N7, R27) <p>Economy</p> <ul style="list-style-type: none"> - Agriculture is the highest contributor to employment - Agriculture is the highest contributor to GDP 	
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To strategically shape spatial planning in the Cederberg region, an understanding of the existing challenges and opportunities are required. A synthesis of the Status Quo report (as per SDF 2012 – 2017) as well as discussions with municipal departments and ward councillors outlined the following strengths, weaknesses, opportunities and threats:

The strengths and weaknesses include and represent the status quo of the Cederberg:

Settlements

- Growth towns/ Service Centres:
 - o Clanwilliam as regional, Citrusdal as agricultural and Elands and Lamberts Bay as agricultural and agri - tourism) centre
- Grow tourism node: Elands and Lamberts Bay
- Urban Edges: guide and control orderly development of the built environment and are demarcated for five (5) and twenty (20) periods years in accordance with the planning principles as advocated in SPLUMA and LUPA. The urban edges of the towns in the Cederberg protect high value agricultural land and encourage compact urban form, spatial integration whilst providing for additional land to address the future urban growth.
- Water Sources
- The Oliphant's River supports agriculture and tourism activities along the river. The Riet River runs at the back (western side) of the Cederberg mountains.
- Land Cover
- Mountains & Hills: Cederberg, Oliphant's River Mountains and Skurwe mountain range
- Diversity in agriculture
- Natural coastal belt (West Coast)
- Infrastructure: Road infrastructure include major national (N7) and regional (R27, R45) road which improve movement and connectivity in the region
- Economy
- The three biggest economic sectors contributing to employment are Agriculture providing 35% of employment opportunities whilst General Government and Community, Social and Personal Services provides 27% employment opportunities followed by Commercial services providing 26%.
- The biggest contributors to Gross Value Added (and GDP) are Agriculture, Forestry and Fishing with 26.2%, Wholesale and Retail Trade, Catering and Accommodation Services with 17.4% and Finance, Insurance and Business Services with 15.4%. Intensive Agriculture takes place along the Oliphant's River and on the Sandveld plains.

The weaknesses in the Cederberg are:

- Maintenance of Infrastructure: To maintain and upgrade infrastructure and provide for future development including state subsidized housing requires a great deal of capital.

- Land Demand and Shelter: The 2006 Vacant Land Audit and the 2015 Human Settlement Plan concluded that land for future growth is under provided for with 746ha over the next 25 years (till 2030). Whilst sufficient provision was made in Clanwilliam and Lamberts bay for future expansion, there is a lack of land in Citrusdal as per the SDF proposals. The lack of land includes land for industrial uses. The housing backlog in 2015 was 5399 households in need of housing.
- Low levels of income: The most significant challenge in alleviating poverty is to achieve access to the economy as has been demonstrated by the 11.3% or 1673 households that earn less than R400 in 2015. Lower levels of household income increase the dependency on municipal support which strains municipal resources in an effort to provide free basic services. The Gini Coefficient reflecting income inequality is: 0.64 meaning the income generated in the Cederberg is mainly received by less than half of the households in the Cederberg. The Dependency ratio is 46.8% or 2:1 which reflects the number of working age population (aged 15 to 64) to dependants (aged zero to 14 and over the age of 65).
- Drop outs: With the average school dropout rate in the Cederberg being recorded as 41.6% in 2015, access to early childhood development for children aged seven and fourteen (7-14) becomes imperative.
Note that the literacy rate (successful completion of a minimum of seven years of formal education for those 14 years of age and older) in the Cederberg is 72.6%. The Human Development Index in the Cederberg is 0.67 whilst 0.71 in the WC. The Human Development Index is based on measures of life expectancy, literacy and income where a maximum level of 1 indicates a high level of human development.

The threats to the Cederberg are:

- Economic Globalisation:
Machination and technology require less labour and well skilled labour to stay competitive.
- Climate Change: Climate change causes changes to precipitation, seasons, micro-climates and habitat stability and it is projected that the changes will impact negatively on the region and thus on the economy, natural resources and social sectors in the Cederberg.
- Urbanization and thus housing: The Cederberg households increased from 13 978 (2011) to 14 808 (2015). As a high percentage of these households are dependent on state subsidized housing, the challenge is to create compact liveable urban areas.
- Affordable water: Providing affordable potable water is another challenge, as the coastal towns do not have sufficient water sources. Desalination has been introduced but the maintenance of such a plant is expensive.
- Sufficient electricity: Clanwilliam does not have sufficient electrical capacity and funding to secure electrical capacity is not forthcoming.
- Poverty and unemployment

The opportunities for the Cederberg are:

- Access value chains: The Cederberg Municipal area, although not next to the Cape Metropolitan Municipality (CPT) has easy access to ports (air and sea) as the N7 dissects the region, linking Namibia and Southern Africa, whilst the R27 links to the Saldanha Municipal area (WC014) with its eminent IDZ to the region.
- Access to information: Information is driving the economy of the future and in order to drive economic growth in the Cederberg, access to information should be to be prioritized.
- Governance and regulation: The proclamation of SPLUMA provided Cederberg municipality with delegated powers. As the Municipality was one of the forerunners to

develop its own By-law and integrated Scheme Regulations, and are therefore in a position to govern and regulate development to enable economic growth and establish Cederberg as a place to invest.

- **Education:** Cederberg is home to a West Coast College Head satellite campus, which is located in Citrusdal. Supporting the development of a University in the region would be the next move to elevate education levels.
- **World economy:** Driven by globalization, Cederberg is home to several industries and business that export either to the rest of South Africa or to the world. Through its red tape reduction programme Cederberg can enable businesses to be internationally competitive and can regulate and manage the provision of sufficient industrial and commercially zoned land. There is a lack of industrial land particular in Citrusdal.
- **World nature conservation initiatives:** The Cederberg Conservation Area and future links to conservation areas outside the municipal area.

Cederberg Municipality will have to rely on partnerships to build on its strengths, turn around weaknesses and overcome threats and utilise opportunities:

These strengths, weaknesses, opportunities and threats translated into the spatial objectives.

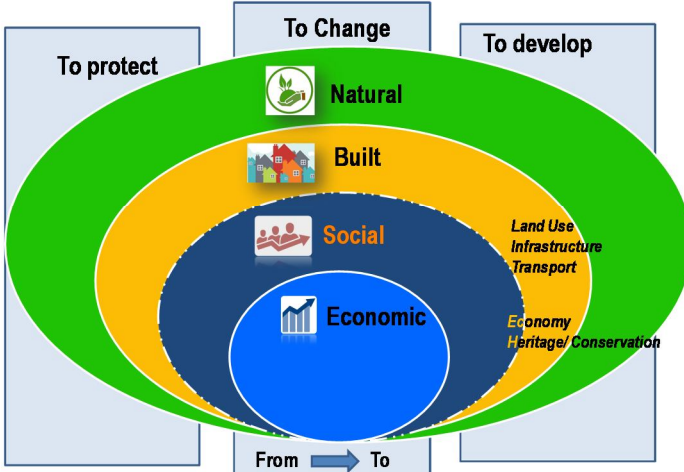
These strengths, weaknesses, opportunities and threats translated into the spatial objectives.



Spatial Objectives

The overall spatial objective of the Cederberg Municipality is **to develop and protect sustainable, liveable settlements and rural environments**. The following table provides the definitions and features to provide a clear directive of the terms liveable and sustainable.

Definition	Features
Liveable Environments <i>(Relationship between people and their settlements - present)</i> <i>A liveable settlement satisfies more than the basic needs of the communities – it refers to the extent to which the individual as well as the community's needs for social facilities and health facilities are met. It also is closely related to the quality of life and the level of satisfaction that is experienced by the residents of towns and settlements. (van Kamp et al, 2003)</i>	Liveable environments are recognized by: <ul style="list-style-type: none"> • <i>Economic growth (economic) – creation of economic, social, cultural and recreational opportunities; provision of mixed uses; the availability of or opportunities to create a variety of services, educational facilities, recreational and job opportunities; provision of different housing typologies and densities.</i> • <i>Accessibility (social) – easy access to opportunities and facilities - work/education facilities/housing and recreational facilities are easily accessible and close together; prioritise the incorporation of public transport and pedestrian friendly routes within the movement network to reduce the dependency on motor vehicles.</i>

	<ul style="list-style-type: none"> • <i>Place Identity (natural & built) – create urban environments with unique place identity that reflect the natural and cultural context that become part of people’s perception of the place; access to open space areas of high quality, scale vs. locality are used to arrange elements to create a place identity (Behrens, R & Watson, V, 1996)</i>
<p>Sustainable Settlements (Relationship between settlement and environment – future) Well-managed entities in which economic growth and social development are in balance with the carrying capacity of the natural Systems on which they depend for their existence and result in sustainable development, wealth creation, poverty alleviation and equity (Department of Local Government and Housing, 2005). A sustainable settlement improve the liveability of a settlement by reducing the impact on the environment through reduced use of resources and the generation of less waste -</p>	<p>Balancing between the three pillars of sustainability:</p> <ul style="list-style-type: none"> • <i>Ecological integrity (Planet) – the continued ability of the natural and built environment to provide in, and continue to provide in all the earthly needs.</i> • <i>Social Justice (People) - material wellbeing (no poverty) and provision of physical and moral wellbeing in which a complex society and ecology can continue to exist and improve. Rectify the spatial legacy of Apartheid.</i> • <i>Economical Effectiveness (Prosperity) – optimising benefits through reduced costs, which include social costs.</i> 

The following spatial objectives for the different environments in the Cederberg emerged:

Bio-physical Environment:

To determine conservation and development borders, overlay zones for natural areas (valleys and mountains), agriculture, water catchment and sources, and heritage areas.

Socio-economic Environment:

To stimulate the economy and alleviate poverty by focussing on regional exports and the creation of tourist and agri-industrial corridors (i.e. rural development and climate change corridors).

To Encourage the social up-liftment in the Cederberg through the provision of housing and ownership, the creation of effective and safe living environments and supporting economic opportunities in the area.

Built Environment:

To provide sufficient bulk infrastructure to service the expanding housing and industrial demand.

To be supportive of the rural areas by encouraging transport networks, education and access to information through the electronic media.

To protect the integrity of the smaller towns.

To support the movement to seek alternative energy generation methods.

The spatial objectives translated into themes and strategies.

Spatial Themes and Strategies

To develop an implementation plan, six spatial themes were identified from the Status Quo report, SWOT analysis and the Overall Strategic Objective supporting the four pillars of sustainable development:

CEDERBERG SPATIAL DEVELOPMENT FRAMEWORK – 2017 - 2022	
SPATIAL THEMES	STRATEGIES
THEME 1 Maximize Economic Opportunities and Comparative advantages Facilitate economic sector growth (including mining, agriculture, tourism, commercial and industry) in accordance with their potential.	Strategy 1: Support growth in areas of economic potential. Strategy 2: Grow and diversify the agricultural sector through support of alternative and intensive uses like agri-processing, agri-tourism, product development and support of smaller agricultural units. Strategy 3: Support agri-industry corridors. Strategy 4: Development and support of urban and rural based Tourism development. Strategy 5: Spatially strengthen mobility and economic links.
THEME 2 Enable sustainable Rural and Agricultural Development Support the Cederberg as a primary agricultural production area in the West Coast region and in Western Cape. Capitalize on existing agricultural activities and support diversification in the agricultural sector. Promote land reform and urban agriculture to support food security.	Strategy 2: Grow and diversify the agricultural sector through support of alternative and intensive uses like agri-processing, agri-tourism, product development and support of smaller agricultural units. Strategy 3: Support agri-industry corridors. Strategy 6: Support food security through protection of agricultural resources, supporting smaller agricultural units, facilitation of land reform and urban agriculture.
THEME 3 Enhance Environmental Conservation and Cultivation Recognize and strengthening of the natural assets within the Cederberg and the role they play in the local ecosystem and economy of the region. Strengthening of the connectivity between natural habitat areas in rural and urban areas with support of open space corridors. Recognize and plan for the potential threat that climate change might have on the natural and manmade environment. Consider the sustainable utilization of the natural resources in effective way – allow for alternative energy generation (wind/sun/water), harvesting of wild flowers and wildlife in sustainable way, uses to support agri-tourism such as resort developments in conservation areas.	Strategy 7: Maintain the alignment of development with bio-regional land use initiatives and consider sustainable utilization of natural resources. Strategy 8: Ensure integrated management, strengthening and protection of the natural and cultural visual landscape in the Cederberg. Strategy 9: Protection of water resources and water catchment areas in the Cederberg.
THEME 4 Protection of Cultural and Heritage Resources Recognize and protect the historical and scenic landscape of the Cederberg and the historical fabric of urban settlements. Acknowledge the importance of heritage resources and manage the impact of development and support the potential that these resources have on the local economy (for example support cultural festivals and open days in rural areas)	Strategy 8: Ensure integrated management, strengthening and protection of the natural and cultural visual landscape in the Cederberg. Strategy 10: Protect and develop the potential of Cultural and Heritage significant features in urban and rural areas.
THEME 5 Spatially enable Sustainable Settlements Provide integrated employment opportunities to support sustainable livelihoods. Facilitate sustainable growth of urban areas in accordance with their growth potential.	Strategy 11: Provision of sustainable infrastructure and services. Strategy 12: Facilitate the smart growth of Cederberg towns (vibrant activity streets, integration, restructuring, densification, facilitate the provision of business and industrial opportunities, promote clustering and integrated provision of public sport

<p>Effective planning of bulk infrastructure to support urban growth. Promote social development, safe communities, and integrated facilities through the sustainable delivery of social facilities, open spaces, recreational opportunities and housing.</p>	<p>facilities, create liveable and safe neighbourhoods). Strategy 13: Facilitate the provision of adequate development areas for public and private residential development.</p>
<p>THEME 6 Support Safe, Healthy and Sustainable Communities Promote social development in all areas to create safe and sustainable community life. Support risk management and law enforcement to provide safe living environments.</p>	<p>Strategy 12: Facilitate the smart growth of Cederberg towns (vibrant activity streets, integration, restructuring, densification, facilitate the provision of business and industrial opportunities, promote clustering and integrated provision of public sport facilities, create liveable and safe neighbourhoods). Strategy 14: Provide for adequate social infrastructure to support communities (and bulk infrastructure and sewerage). Strategy 15: Effective management of and reducing natural and man-made disaster risks.</p>

Development proposals per Cederberg towns:

The themes and strategies translate into the following development proposals for Cederberg towns

- Clanwilliam: As regional and service centre development proposals include
 - a) Provide sufficient zoned land for industrial and commercial development,
 - a) Provide sufficient zoned land for residential development
 - c) Balance protection of heritage resources and industrial development
 - d) Enhance tourism and agri-tourism
- Citrusdal: As agricultural service centre development proposals include:
 - a) provide sufficient zoned land for industrial and commercial development and enhance agri-processing
 - b) provide sufficient zoned land for residential development
 - c) protect heritage and culture of the Cederberg as the citrus capital of the Western Cape,
 - d) capitalise on N7 connectivity
- Graafwater: As small rural town and its surrounding to be enhanced as agricultural service centre and the enhancement of agri-processing.
- Leipoldtville: A rural settlement enhanced as agri-tourism node
- Elands and Lamberts Bay: A coastal town that change from a fishing village to potato processing: and development proposals include:
 - a) Enhance tourism and agri-tourism
 - b) Rejuvenate fishing industry and enhance industrial activity.
 - c) Conserve natural resources and protect heritage resources
- Wuppertal: As agricultural mission station:
 - a) Strengthen agricultural service activity;
 - b) Strengthen tourism and agri-tourism in the surroundings.
 - c) Enhance the integration of agriculture and conservation.

Development proposals for the Cederberg region:

- Develop the N7 rural and intensive agricultural corridor along the Oliphant's River.
- Expand the Cederberg Nature Reserve Area.
- Develop a precinct plan for the Verlorenvlei.
- Develop the biodiversity corridor between the Cederberg Nature reserve area and the coast and a second corridor along the coast.
- Develop rural and urban tourism.

These proposals conclude the spatial plan for the Cederberg.

Using SDF document

The document should not be read in isolation as the SDF consist of a package of documents:

THE SDF PACKAGE OF PLANS	
<i>Cederberg Integrated Development Plan 2017-2022</i>	Sector Plans: <ul style="list-style-type: none"> • <i>Cederberg Human Settlement Plan, 2014</i> • <i>Infrastructure Master Plan</i> • <i>Local Economic Development Plan, 2016</i> • <i>Concept Safety Plan.</i> • <i>Risk Management Plan</i> <i>Transport Master Plan</i>
	<i>Cederberg SDF Status Quo Report, 2016</i> <i>Cederberg SDF Report, 2017-2022</i>

The documents listed above should also be considered when and should any major development proposals being planned or considered.

RESOLVED

- a) That this item be referred to a Special Council Meeting as will be set out by the Speaker, where it will be discussed.

9.1.7 FEEDBACK PERTAINING TO MOTION(S) TABLED

REF: 4/3/1 Acting Director Corporate and Strategic Services: H Witbooi

PURPOSE

To provide feedback regarding motions tabled at the council meeting of 28 February 2017.

BACKGROUND

Council mandate the speaker to drive the investigation into the motion tabled by Councillor White as listed below, and a report (attached as annexure A) has been compiled whereby the allegations has been addressed, and which report will be presented to Council by the speaker.

1.1 MOTION TABLED BY CLLR WHITE IN RESPECT OF THE MATTERS/ALLEGATIONS:

- 1.1.1 The inaugural meeting did not meet the legal prescripts due to gross negligence or ill advice from the Council Administration.
- 1.1.2 The previous Executive Mayor did not have the delegated authority and or power to appoint mr. J France as the acting Municipal Manager of Cederberg Municipality.
- 1.1.3 That no extension exist for the appointment of mr. France as acting Municipal Manager.
- 1.1.4 That on 16 August 2016, Cederberg Municipality had no Municipal Manager and or Acting Municipal Manager or an appointment by the MEC to preside over the proceedings of 16 August 2016.
- 1.1.5 In the absence of a Municipal Manager or an appointed delegated authority by the MEC in the province, all decisions and appointments by this Council since 16 August 2016 to date are null and void.

FINANCIAL IMPLICATION

As determined by the outcome of investigation.

RECOMMENDATION

That in respect of the

FEEDBACK PERTAINING TO MOTION(S) TABLED

discussed by Council at Council Meeting held on 30 March 2017:

- a) That Council takes cognisance of the report; and
- b) That, if the outcome of the investigation lead to fruitless and wasteful expenditure for Cederberg Municipality, the monies spent on the investigation be recovered from the person(s) who tabled the motion;

RESOLVED

That in respect of the

FEEDBACK PERTAINING TO MOTION(S) TABLED

- a) That Council takes cognisance of the report; and
- b) That Cllr. J White engage with the Administration pertaining to the outcome of his motion tabled.

9.1.8 FEEDBACK REGARDING CELLULAR PACKAGES FOR COUNCILLORS

REF: 6/3/B Acting Director Corporate and Strategic Services: H Witbooi

DOEL / PURPOSE

To provide feedback regarding cellular packages for councillors and to obtain a mandate as to the specifications for the cellular contract packages.

BACKGROUND

The Information and Communication Technology Officer did some research regarding cellular packages for councillors on an uncapped / unlimited contract. Only two Service providers' information is attached due to the fact that Cell C and Telkom do not cover the entire area.

As per the attached documentation, there are various packages council can utilise; however, council must go out on tender, according to particular specifications, which is recommended to be a standard set of specifications for all councillors.

FINANCIAL IMPLICATION

The cost is estimated at +/- R300 000.00, however, this amount may vary, based on the package or specifications of the contract packages.

LEGISLATIVE FRAMEWORK

Local Government Municipal Systems Act

Local Government Finance Management Act

Remuneration of Public Office Bearers Act

RECOMMENDATION

1. The Telephone and Cellular policy be revised in order to make provision for councillors opting for a cellular contract to the value prescribed by the Remuneration of Public Office Bearers Act, 1988;
2. Service providers be invited to tender and submit solutions tailored to the needs of council, and without any financial impact more costly than the current allowance system.
3. That council choose an option which will be used for the specifications of the tender to be advertised
4. That if the monthly contract packages exceeds the regulated amount as per the upper limits regulations promulgated in terms of the Remuneration of Public Office Bearers Act, 1988; the councillor(s) pay the difference between the upper limits and the chosen cellular contract package.

RESOLVED

1. The Telephone and Cellular policy be revised in order to make provision for councillors opting for a cellular contract to the value prescribed by the Remuneration of Public Office Bearers Act, 1988;
2. Service providers be invited to tender and submit solutions tailored to the needs of council, and without any financial impact more costly than the current allowance system.
3. That council choose an option which will be used for the specifications of the tender to be advertised
4. That if the monthly contract packages exceeds the regulated amount as per the upper limits regulations promulgated in terms of the Remuneration of Public Office Bearers Act, 1988; the

councillor(s) pay the difference between the upper limits and the chosen cellular contract package.

Proposed: Cllr. J White

Seconded: Cllr. B Zass

9.1.9 REVIEW OF HUMAN RESOURCES POLICY: RELOCATION

Ref: 6/1/B Acting Director Corporate and Strategic Services: H Witbooi

PURPOSE

To review the attached relocation policy in light of the financial implication of the said policy

BACKGROUND

Council approved a relocation policy in 2013 (RB353/30-05-2013) to cater for the relocation cost of new employees taking up service with the Cederberg Municipality. According to the policy, an employee will be reimbursed, subject to prior approval by the Municipal Manager, an amount equal to one (1) month's cost to company salary.

With the increase of salaries over the years since 2013, as well as the financial situation of the municipality, it is recommended that the use of the attached policy be seized with immediate effect, and that no relocation allowance(s) may be claimed against the attached policy.

FINANCIAL IMPLICATION

The stoppage of the relocation policy will result in a saving for council.

LEGISLATIVE IMPLICATION

New employees will not be able to claim against the relocation policy

RECOMMENDATION

That Council:

- A. Instruct the administration to stop the use of the attached relocation policy; and
- B. Mandates the administration to develop a new relocation policy;
- C. Approve the payment of relocation expenses based on at least three (3) quotations submitted, and that the cheapest quotation be used, subject to a maximum payable amount of R25 000.00 in respect of relocation claims;

RESOLVED

That Council:

- A. Instruct the administration to stop the use of the attached relocation policy; and
- B. Mandates the administration to develop a new relocation policy;
- C. Approve the payment of relocation expenses based on at least three (3) quotations submitted, and that the cheapest quotation be used, subject to a maximum payable amount of R25 000.00 in respect of relocation claims;

Proposed: Cllr. J White

Seconded: Cllr. J Meyer

9.1.10 NAMING OF THE NEW MULTI-PURPOSE HALL ELANDS BAY AND UPGRADED RECREATION FACILITIES LAMBERTS BAY:WARD 5

Ref.: 17/7/3/2 X 17/6/4/10

Acting Director: Community Development Services: A Titus
Compiled: PL Volschenk

PURPOSE

1. To submit to council the results of the public participation process followed to give names to the newly constructed multi-purpose centre in Elands bay as well as the upgraded recreation facilities in Lamberts bay; and
2. Council to consider the recommendations in the above regard for approval and implementation.

BACKGROUND

Council resolved on 31st October 2016 (RB 9.1.7/31-10-2016) as follows:

1. " Council approves in principle that names be given to the newly constructed Multi-purpose hall in Elands Bay as well as the upgraded recreation hall Lamberts Bay;
2. A report to be submitted to council for final consideration after the process of public participation has been completed."

A four phase approach was followed:

- Phase 1: Inviting of nominations by means of a nomination form – closing date 15 December 2016;
- Phase 2: Submission of community inputs on names to ward committee meeting of 30 January 2017;
- Phase 3: Submission of ward committee recommendations to ward community meetings on 21 February and 23 February 2017;
- Phase 4: Final report to council on recommended names

With regard to the Lamberts Bay Recreational Facilities, 11 names were received:

Lambertsbaai Sportgronde
Lamberts Bay Civic
The Great Hall
Nolan Kaizer Hall
Tietie Tol Hall
Spokie Kapiëra Hall
Ockhuys Sentrum
Hendrik Links Fasiliteit
Buks Koopman Sport Akwarium
Lambertsbaai Gemeenskap Akwarium
Katriëna Alexander Sportgronde

At the ward committee meeting of 30 January 2017 the ward committee recommended “Lambertsbaai Sportgronde/Lamberts Bay Sport grounds”

At the ward community meeting held on 21 February 2017, 73 people were present. After a process of elimination, 73 people voted in favour of the proposed name of **“Lambertsbaai Sportgronde/ Lamberts Bay Sport grounds”**.

- With regard to the Elands Bay Multi-purpose Hall, 18 names were received:

Elandsbaai Gemeenskapsaal
Elands bay Silverstream Community Hall
Elands bay Community Centre
Jim Bomvana Gemeenskapsaal
Elandsbaai Thusong sentrum
Masibambaneni Gemeenskapsentrum
Paul Boois Gemeenskapsaal
Elands Weskus Gemeenskapsaal
From a distance Community Hall
Bomvana Hall
Basson Gemeenskapsaal
Eland Gemeenskapsaal
Simunye Community Centre
Bambanani Hall
Simuge Gemeenskapsaal
Luntu Linethu's Community Hall
Hlangani Hall
Umvazu Wethu Community Hall

At the ward meeting held on 23 February 2017, 71 people were present. After a process of elimination, 66 of the people present voted in favour of the proposed name of **“Elandsbaai Gemeenskapsaal/ Elands Bay Community Hall”**.

PERSONNEL, LEGAL AND FINANCIAL IMPLICATIONS

None, however, all requirements in terms of the public participation policy have been met.

Other parties consulted:

Speaker and ward councillor for ward 5, Councillor WJ Farmer, ward committee of ward 5, communities of Lamberts Bay and Elands Bay.

RECOMMENDATIONS

That

1. Council acknowledge the public participation process followed in obtaining inputs from the community with regard to the naming of the newly constructed Multi-purpose hall in Elands bay as well as the upgraded recreation facilities Lamberts bay;
2. Council approves the 2 names recommended: Elandsbaai Gemeenskapsaal/Elands Bay Community Hall and Lambertsbaai Sportgronde/Lamberts Bay Sport grounds.

RESOLVED

That

1. Council acknowledge the public participation process followed in obtaining inputs from the community with regard to the naming of the newly constructed Multi-purpose hall in Elands bay as well as the upgraded recreation facilities Lamberts bay;
2. Council approves the 2 names recommended: Elandsbaai Gemeenskapsaal/Elands Bay Community Hall and Lambertsbaai Sportgronde/Lamberts Bay Sport grounds.

Proposed: Cllr. R Pretorius

Seconded: Cllr. J Meyer

9.2 Urgent matters submitted by the Municipal Manager

9.2.1 APPOINTMENT OF ACTING CHIEF FINANCIAL OFFICER

Ref.: 4/3/4

Office of the Municipal Manager: GF Matthyse

PURPOSE

To obtain approval from Council to appoint an acting Chief Financial Officer for the period 10 – 21 April 2017.

BACKGROUND

Mr Elrico Alfred, Chief Financial Officer will be on leave from 10 - 21 April 2017.

In terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("The Systems Act"):

Section 56 states that 1(a) "A municipal council, after consultation with the municipal manager, must appoint- (ii) an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed".

FINANCIAL IMPLICATIONS

None. The acting period is only 08 days.

LEGISLATIVE IMPLICATIONS

Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

Comment of Directorates / Departments concerned:

Municipal Manager: Supports the recommendation.

RECOMMENDATION:

That in respect of the:

APPOINTMENT OF ACTING CHIEF FINANCIAL OFFICER

1. That Council appoints Mr Nico Smit to act in the position of Chief Financial Officer for the period 10 - 21 April 2017.

2. That the Municipal Manager is authorized to approve relevant documents relating to the appointment of acting Chief Financial Officer and to ensure that due process is followed.

RESOLVED

That in respect of the:

APPOINTMENT OF ACTING CHIEF FINANCIAL OFFICER

1. That Council appoints Mr Nico Smit to act in the position of Chief Financial Officer for the period 10 - 21 April 2017.
2. That the Municipal Manager is authorized to approve relevant documents relating to the appointment of acting Chief Financial Officer and to ensure that due process is followed.

Proposed: Cllr. J Barnard

Seconded: Cllr. J White

Counter Proposal: Cllr. M Nel

Seconded: Cllr. E Majikejela

VOTE		
FOR	AGAINST	ABSTAIN
Cllr. J Barnard Cllr. W Farmer Cllr. B Zass Cllr. J Meyer Cllr. R Witbooi Cllr. R Pretorius Cllr. J White	Cllr. M Nel Cllr. L Scheepers Cllr. E Majikejela Cllr. N Qunta	-

Counter Proposal from ANC:

- a) That miss J Maarman act as Chief Financial Officer in the absence of mr. E Alfred.

9.2.2 CONSTITUTION OF COUNCIL COMMITTEES

Ref.: 3/3/2/1

Executive Mayor: Cllr. J Barnard

PURPOSE

That the Executive Mayor. In terms of Section 79 (1) of the Municipal Structures Act No. 117 of 1998 and Regulations, recommends the Restructuring of Council Committees, as shown in Annexure A, to Council for approval.

APPLICABLE LEGISLATION

Section 79 (1) of the Municipal Structures Act No. 117 of 1998 and regulations

79. Establishment.---(1) A municipal council may---

- a) establish one or more committees necessary for the effective and efficient performance of any of its functions or the exercise of any of its powers;
- a) Appoint the members of such a committee from among its members; and
- b) Dissolve a committee at any time.

RECOMMENDATION

**That in respect of the
CONSTITUTION OF COUNCIL COMMITTEES**

- a) That Council approved the constitution of Council Committees; and
- b) That the committees commence its functions with immediate effect as tabled, Annexure A

RESOLVED

**That in respect of the
CONSTITUTION OF COUNCIL COMMITTEES**

- a) That Council recall the Speakers decision of the placement of Councillor White to the Financial Portfolio in the Special Council Meeting held on 15 March 2017;
- b) That Council take note of the newly appointed West Coast District representative, Cllr. N Qunta who will replace former Cllr. D Smith.
- c) That Council approved the constitution of Council Committees; and
- d) That the committees commence its functions with immediate effect as tabled, Annexure A

ANNEXURE A

PORTFOLIO COMMITTEE	CHAIRPERSON
Corporate and Strategic Services	Cllr. Jan Meyer
Community Development Services	Cllr. Benjamin Zass
Infrastructure and Technical Services	Cllr. Raymond Pretorius
Financial Services	Cllr. Jimmy Barnard

CORPORATE AND STRATEGIC SERVICES PORTFOLIO COMMITTEE

- Cllr. J Meyer (Chairperson)
- Cllr. R Witbooi
- Cllr. E Majikejela
- Cllr. J White

COMMUNITY DEVELOPMENT SERVICES PORTFOLIO COMMITTEE

- Cllr. B Zass (Chairperson)
- Cllr. M Nel
- Cllr. Raymond Pretorius

FINANCIAL SERVICES PORTFOLIO COMMITTEE

- Cllr. J Barnard (Chairperson)
- Cllr. R Witbooi
- Cllr. N Qunta

INFRASTRUCTURE AND TECHNICAL SERVICES PORTFOLIO COMMITTEE

- Cllr. R Pretorius (Chairperson)
- Cllr. B Zass
- Cllr. L Scheepers

MPAC (MUNICIPAL PUBLIC ACCOUNTS COMMITTEE)

- Cllr. J Meyer (Chairperson)
- Cllr. F Sokuyeka
- Cllr. E Majikejela

LOCAL LABOUR FORUM

- Cllr. R Pretorius (Chairperson)
- Cllr. R Witbooi (Secondi)

DISCIPLINARY COMMITTEE

- Cllr. B Zass (Chairperson)
- Cllr. J Meyer
- Co-opted External Legal Advisor

SALGA PORTFOLIO

- | | |
|--------------------------------------------------|--------------------------|
| ✓ COMMUNITY DEVELOPMENT AND SOCIAL COHESION | Cllr. B Zass |
| ✓ ECONOMIC EMPOWERMENT & EMPLOYMENT CREATION | Cllr. R Pretorius |
| ✓ ENVIRONMENTAL PLANNING & CLIMATE RESILIENCE | Cllr. J Barnard |
| ✓ HUMAN SETTLEMENTS & MUNICIPAL PLANNING | Cllr. W.J Farmer |
| ✓ PUBLIC TRANSPORT AND ROADS | Cllr. B Zass |
| ✓ WATER, SANITATION AND WASTE MANAGEMENT | Cllr. R Pretorius |
| ✓ CAPACITY BUILDING & INSTITUTIONAL RESILIENCE | Cllr. J Meyer |
| ✓ GOVERNANCE AND INTERGOVERNMENTAL RELATIONS | Cllr. WJ Farmer |
| ✓ MUNICIPAL FINANCE AND FISCAL POLICY | Cllr. J Barnard |
| ✓ MUNICIPAL INNOVATIONS & INFORMATION TECHNOLOGY | Cllr. R Witbooi |
| ✓ WOMENS COMMISSION | Cllr. R Witbooi |

9.3 Matters for notification

Geen / None

9.4 Consideration of notices of motion

Rules of Order for internal Arrangement Part 4

4. Notice of motion

- (1) Unless contained otherwise in these Rules, written notice of intent by a member to introduce a motion must be provided accompanied with a motivation, signature of mover and member seconding the motion as well as the date. Such notice must be delivered to the Municipal Manager at least six working days prior to the date of the meeting on which it is intended to be introduced. It shall incorporate a motivation, signature and date. The speaker may not accept any motion other than motion/s of exigency or motion/s of course unless notice has been provided.

Geen / None

9.5 Consideration of notices of questions

Rules of Order for internal Arrangement Part 4

3. Notice of question

Unless contained otherwise in these Rules, written notice must be provided of intention by a member to introduce a question. Such notice shall be effected at least six working days before the date of the meeting on which it is intended to be introduced. It shall incorporate a motivation, signature and date.

Geen / None

9.6 Consideration of motions of exigency

Rules of Order for internal Arrangement Part 4

8. Motion of exigency

- 8.1 A motion of exigency exists when the attention of Municipal Council is directed to any matter not appearing on the agenda for which no notice was provided. The subject of the matter is briefly stated as well as reference to the fact that the motion to which attention has been directed be considered a matter of exigency.
- 8.2 The attention to the matter is drawn by a member. The matter is brought under the consideration of council by way of motion or question only of the motion is seconded and carried by a majority of the members present.

Geen / None

10. CLOSURE

- Meeting adjourned at 17h15.

VOORSITTER / CHAIRPERSON

DATUM / DATE