



**Raadslede van die Raad van die  
Langeberg Munisipaliteit**

Kennis geskied hiermee van 'n Raadsvergadering  
van die Raad van Langeberg Munisipaliteit wat gehou sal word op

**25 SEPTEMBER 2018 om 10H00**

in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson  
om oorweging te verleen aan die items op die aangehegte agenda.

...

**Councillors of the Council of the  
Langeberg Municipality**

Notice is hereby given of a Council Meeting  
of the Municipal Council of the Langeberg Municipality to be held on

**25 SEPTEMBER 2018 at 10H00**

in the Council Chamber, Municipal Offices,  
Church Street, Robertson to discuss the items on the appended agenda.

**RDH / ALD S.W. VAN EEDEN**  
**SPEAKER**

## **BIRTHDAY LIST 2018**

<b>JANUARY</b>	
<b>04</b>	Cllr Bulenlani Nteta
<b>05</b>	Mr Maynard Johnson
<b>15</b>	Cllr Esther Bosjan
<b>17</b>	Cllr Kobus DF van Zyl
<b>FEBRUARY</b>	
<b>06</b>	Cllr Atwell Mbi
<b>09</b>	Mr Dave van Schalkwyk
<b>09</b>	Cllr Lettesia M Swanepoel
<b>24</b>	Mr Theuns Carstens
<b>MARCH</b>	
<b>01</b>	Cllr Wilma Strauss
<b>11</b>	Mr Neil Albertyn
<b>23</b>	Mr Peter W Salman
<b>30</b>	Mr Charl Martin
<b>APRIL</b>	
<b>27</b>	Mrs Celeste Matthys
<b>MAY</b>	
<b>12</b>	Mrs Suzette Kotzé
<b>20</b>	Mr Anton Everson
<b>28</b>	Cllr JJ Januarie
<b>30</b>	Ald Kosie D Burger
<b>JUNE</b>	
<b>05</b>	Mr Bradley Brown
<b>16</b>	Cllr Hetta F Mangenengene
<b>19</b>	Cllr Gideon Joubert
<b>24</b>	Ald Schalk van Eeden
<b>30</b>	Mr Kobus Brand

<b>JULY</b>	
<b>29</b>	Cllr Wiseman Nyamana
<b>AUGUST</b>	
<b>11</b>	Cllr Mark van der Merwe
<b>14</b>	Mr Glenn Slingers
<b>19</b>	Mr Eugene Jooste
<b>SEPTEMBER</b>	
<b>05</b>	Ald Henry Jansen
<b>07</b>	Mr Zamuxolo Qhanqisa
<b>10</b>	Mr Corné Franken
<b>18</b>	Mr Izak AB van der Westhuizen
<b>19</b>	Cllr Dendeline B Janse
<b>19</b>	Cllr Samuel du Plessis
<b>24</b>	Cllr Judy Mafilika
<b>OCTOBER</b>	
<b>05</b>	Cllr Eric MJ Scheffers
<b>17</b>	Cllr Pauline Hess
<b>NOVEMBER</b>	
<b>02</b>	Cllr Nicky Beginsel
<b>09</b>	Mr Chris Vorster
<b>18</b>	Cllr Jacques Kriel
<b>27</b>	Mr Soyisile A Mokweni
<b>DECEMBER</b>	
<b>05</b>	Mr Sabelo Ngongolo
<b>09</b>	Mr Johan Coetzee
<b>10</b>	Cllr Andile Shibili
<b>26</b>	Cllr Christopher J Grootboom

# A G E N D A

~ 25 SEPTEMBER 2018 ~

1. Opening / Opening
2. Bywoning / Attendance
3. Aansoeke vir verlof tot afwesigheid / Applications for leave of absence
4. Goedkeuring van Notule / Approval of Minutes:
  - 4.1 Bekragtiging van die Notule van 'n Gewone Vergadering van die Raad van die Langeberg Munisipaliteit 07 - 15  
wat gehou was op 22 Augustus 2018 om 10h00 in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson.  
*Confirmation of the Minutes of an Ordinary Meeting of Council of the Langeberg Municipality held on 22 August 2018 at 10h00 in the Council Chambers, Municipal Offices, Church Street, Robertson*
5. Verklarings en Mededelings deur die Speaker / Statements and Announcements by the Speaker
6. Onderhoude met Afvaardigings / Interviews with Delegations
7. Verklarings en Mededelings deur die Burgemeester / Statements and Announcements by the Mayor.
8. Dringende Aangeleenthede en Verslae, Verklarings & Mededelings voorgelê deur die Munisipale Bestuurder.  
*Urgent Matters and Reports, Statements & Announcements submitted by the Municipal Manager.*

- 8.1 Matters which must be handled in terms of Section 30(5) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998), as amended. Aforesaid stipulation reads as follows: (5) Before a municipal council takes a decision on any of the following matters it must first require its executive committee or executive mayor, if it has such a committee or mayor, to submit to it a report and recommendation on the matter: (1) any matter mentioned in Section 160(2) of the Constitution; (2) the approval of an integrated development plan for the municipality, and any amendment to that plan; and (3) the appointment and conditions of service of the municipal manager and a head of a department of the municipality. *Sake wat hanteer moet word in terme van Artikel 30(5) van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998), soos gewysig. Voormelde bepaling lees as volg: (5) Alvorens 'n munisipale raad 'n besluit oor enige van die volgende aangeleenthede neem, moet hy eers sy uitvoerende komitee of uitvoerende burgemeester, indien hy so 'n komitee of burgemeester het, versoek om 'n verslag en aanbeveling oor die aangeleentheid aan hom voor te lê: (1) enige aangeleentheid genoem in Artikel 160(2) van die Grondwet; (2) die goedkeuring van 'n geïntegreerde ontwikkelingsplan vir die munisipaliteit, en enige wysigings van daardie plan; (3) die aanstelling en diensvoorwaardes van die munisipale bestuurder en 'n hoof van 'n departement van die munisipaliteit.*
  - 8.2 Matters which must be handled in terms of Section 32(1) and (2) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) as amended, and approved per Council Resolution A82 of 19 March 2001. / *Sake wat hanteer moet word in terme van die delegasies toegestaan ingevolge Artikel 32(1) en (2) van die Wet op Plaaslike Regering: Munisipale Strukture, 1998 (Wet No 117 van 1998), soos gewysig en aanvaar per Raadsbesluit A82 van 19 Maart 2001.*
  - 8.3 Report on matters of concern by representatives at the Cape Winelands District Municipality. / *Rapportering aangaande sake van belang deur verteenwoordigers by die Kaapse Wynland Distrikmunisipaliteit.*
  - 8.4 Other Matters / *Ander Sake*

- 8.1 A 3699 FORENSIC REPORT ON THE MCGREGOR HOUSING PROJECT  
(MUNICIPAL MANAGER ..... 60
- 8.2 A 3700 TWINNING AGREEMENT BETWEEN LANGEBOER MUNICIPALITY AND  
GEMEENTE RHEDEN FROM 2012 TO 2016 (10/1/8) (MUNICIPAL MANAGER) ..... 61
9. Consideration of Notice of Motions / Oorweging van Kennisgewing van Mosies
10. Oorweging van Kennisgewing van Vrae / Consideration of Notice of Questions
- 10.1 QUESTIONS POSED BY CILLR S DU PLESSIS : ICOSA - (1) RAID BY THE HAWKS, (2) REPORT ON VISIT BY THE MAYOR & MUNICIPAL MANAGER OF RHEDEN, NETHERLANDS, (3) FORENSIC REPORT ON INVESTIGATION INTO IRREGULAR CONDUCT OF THE HOUSING DEPARTMENT (4) SUBMISSION OF AMENDED RULES OF ORDER

PROVINCIAL Chairman

Mr David Kamfer

Contact : 076766 2162

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Provincial interim Secretary

Mr. SAMUEL Du plessis

Contact details : 0646822636

email:samuelduplessis25@gmail.com

**To: Municipal Manager**

**From: Cllr Samuel du plessis**

**Provincial Secretary of Icosa**

**Date :14 September 2018**

**Re: Question to ask in the next council sitting as per Rules of Order**

**We as ICOSA would like to ask the following questions in the next council meeting**

- I. **Why did the Executive Mayor not inform council about the Hawks Raid before the raid took place because it was public Knowledge on the 30 May 2018 already before the raid took place.**

**ANSWER:**

The information about the HAWKS was not general information on 30 May 2018 but only those Councillors who were part of the Hawks process would have been aware of the intended raid. The Mayor only received a WhatsApp message that circulated on the evening of 6 June 2018 from the persons who were directly involved with the HAWKS. Furthermore, the search and seizure warrants were only authorised by the Magistrate Courts on 1 June 2018. It was therefore impossible for the Mayor to have been aware of this raid on 30 May 2018. Anyone who would have been aware on 30 May 2018 must have been privy to this information and involved with the HAWKS as they don't generally publish this information in advance.

***Maybe Cllr Du Plessis can advise the Council why he did not inform the other Councillors including the Mayor since he was aware of the raid. How did he become aware of a raid which was not yet authorised by the Courts?***

- II. When will we as council received the report of the Nederland visit by Mayor and Municipal Manager and so e delegates it almost a year we wait.

ANSWER:

**The report is on the Agenda for noting.**

- III. When will we as council received the Forensic Report on Housing and if there are official implicated who have exit the municipality how will they be accountable.

ANSWER:

**As promised in the August 2018 Council meeting, this report is on the Agenda for discussion.**

- IV. What when will council received the amended Rules of order and on what Rules does the speaker make his ruling in the chamber.

ANSWER:

**The Rules of Order presented to the Municipality was based on the Provincial Standard rules, but largely modified. Some inputs were given at the presentation which required further investigation and research. Due to the fact that Rules of Order are largely standardised in the Western Cape, the amended draft was supplied to the Province and they decided that an effort should be made to present a standard draft to all municipalities. The Provincial legal task team, on which Adv Koekemoer serves, has had two meetings working on the draft, but the work has not been finalised. A first draft was presented to the Speakers' Forum and a second interim draft will be presented to the Speakers' Forum on 10 October, whereafter the draft will be finalised hopefully before the end of the year. The final draft will then be presented to Council.**

**Obviously, the Speaker can only use the existing Rules of Order to conduct the Council meeting at this stage.**

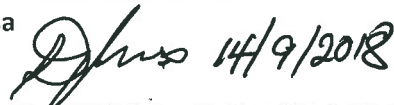
I hope to recieved the Answer in council and also in writing as councilor my role is oversight and to keep the Executive and Administration accountable.

I have been elected by communities to ensure that our municipality held them accountable and responsible to deliver quality service to our people

Regards

Clr Samuel du plessis  
PROVINCIAL SECRETARY

Icosa



Provincial chairman :Mr .David Kamfer Deputy Chairman Petrus Harandien Secretary :Mr Samuel Du plessis Deputy Secretary: Miss Terress Fortuin Treasurer : Mr Bevan Jacobs Deputy Treasurer :Piet Waterboer

11. Oorweging van Dringende Mosies / *Consideration of Urgent Motions*

12. Oorweging van Verslae / *Consideration of Reports:*

12.1	Reports submitted to Council for consideration <b>(A Items)</b> <i>Verslae voorgelê aan die Raad vir oorweging (A Items)</i>	17
12.2	Reports submitted to Council for consideration <b>(AA Items)</b> <i>Verslae voorgelê aan die Raad vir oorweging (AA-Items)</i>	---
12.3	Reports dealt with in terms of the delegated powers by the Mayoral Committee <b>(B &amp; BB Items)</b> <i>Verslae afgehandel deur die Burgemeesterskomitee in terme van gedelegeerde bevoegdhede (B &amp; BB-Items)</i>	73

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**MINUTES OF AN ORDINARY MEETING OF COUNCIL OF THE LANGEBERG MUNICIPALITY**  
**HELD ON 22 AUGUST 2017 AT 10H00 IN THE COUNCIL CHAMBERS**  
**MUNICIPAL OFFICES, CHURCH STREET, ROBERTSON**

1. **Opening / Opening**

The Speaker welcomed the Executive Mayor, the Deputy Executive Mayor, Councillors and the Administration to the meeting. He extended a special word of welcome to Ms Zimasa Vazi of SALGA and introduced Reverend Mark Lillie of the Reformed Community Church in Robertson. Rev Lillie opened the meeting with a message and reading from Matthews 20.

2. **Bywoning / Attendance**

Ald Van Eeden, SW .....	Speaker
Ald Jansen, HM .....	Executive Mayor
Cllr Joubert, GD .....	Deputy Executive Mayor
Ald Burger, JD .....	Councillor (Member of the Mayco)
Cllr Janse, DB .....	Councillor (Member of the Mayco)
Cllr Scheffers, EMJ .....	Councillor (Member of the Mayco)
Cllr Strauss, SW .....	Councillor (Member of the Mayco)
Cllr Beginsel, NJ .....	Councillor
Cllr Bosjan, E .....	Councillor
Cllr Du Plessis, S .....	Councillor
Cllr Grootboom, CJ .....	Councillor
Cllr Hess, P .....	Councillor
Cllr Januarie, JJ .....	Councillor
Cllr Kriel, J .....	Councillor
Cllr Manganengene, HF .....	Councillor
Cllr Mbi, AS .....	Councillor
Cllr Nteta, BH .....	Councillor
Cllr Nyamana, WZ .....	Councillor
Cllr Shibili, AJ .....	Councillor
Cllr Swanepoel, LM .....	Councillor
Cllr Van der Merwe, TM .....	Councillor
Cllr Van Zyl, JDF .....	Councillor
Mr Mokweni, SA .....	Municipal Manager
Mr Everson, AWJ .....	Director Corporate Services
Mr Brown, B .....	Chief Financial Officer
Ms Matthys, CO .....	Director Strategy & Social Development
Mr Van der Westhuizen, IAB .....	Director Engineering Services
Ms Burger, E .....	Chief Clerk General Administration
Mr Qhanqisa, ST .....	Translator
Ms Vazi, Z .....	SALGA

3. 3.1 **Applications for leave of absence / Aansoek om verlof tot afwesigheid**

Cllr Mafilika, JS .....	Councillor
Ms Kotzé, S .....	Manager Administrative Support

3.2 **Absent without leave / Afwesig sonder verlof**

None / Geen

4. **Goedkeuring van Notule / Approval of Minutes:**

- 4.1 Dat die notule van 'n Gewone Vergadering van die Raad van die Langeberg Munisipaliteit wat gehou was op 31 Julie 2018 om 10h00 in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson goedgekeur en bekragtig word.

*That the minutes of an Ordinary Meeting of Council of the Langeberg Municipality held on 31 July 2018 at 10h00 in the Council Chambers, Municipal Offices, Church Street, Robertson be approved and confirmed.*

5. **Verklarings en Mededelings deur die Speaker / Statements and Announcements by the Speaker**

The Speaker wished Cllr TM van der Merwe a happy birthday and reminded the male councillors to treat their wives and girlfriends with special care, this being the final days of Women's Month.

6. **Onderhoude met Afvaardigings / Interviews with Delegations**

A 3687 **KAROO SMALL TOWN REGENERATION INITIATIVE (STR) : SALGA PRESENTATION BY MS Z VAZI**

The Karoo STR Initiative is premised on a regional cross-boundary approach to spatial and economic development, which has the potential to aid municipalities in a sustainable way; helping to diversify the regional economy and subsequently allowing municipalities a degree of protection from various economic, environmental and social challenges. Building a solid understanding about the resources available within the region provides an excellent opportunity for municipal cooperation and joint planning which will allow communities to work together to achieve common goals in the future. Therefore, inter-municipal cooperation and intergovernmental collaboration are key components within this regional approach.

The first conference was held in 2016 and the second in July 2017 in De Aar, Northern Cape. The theme for the event was "*The Karoo: Small Towns, New Futures.*" The conference brought together leaders from the Karoo municipalities in the Eastern Cape, Western Cape, Northern Cape and the Free State as well as policy makers from other spheres of government to reflect and report on the progress made since the 2016 conference. The conference also created a platform to map a way forward on sustainably regenerating small towns; regional inter-municipal cooperation; regional spatial, and economic development implementation.

Ms Vazi went on to speak about the challenges that small towns face, such as out-migration, fragile local economies dependent on one sector, reduced economic multiplier effect, unemployment and low skill levels, a high social grant dependency, low density and sprawl, inadequate public transport, spatial fragmentation and social division due to apartheid spatial planning, infrastructure maintenance, neglect as a result of a shift in service priority areas and irregular service provision.

The aims of the Karoo STR programme are:

- Regional Inter-Municipal Cooperation allows for an appropriate scale to achieve sustainable development
- The Pooling Of Skills And Resources at a regional level and sharing risks and rewards can enhance the effectiveness of local government delivering on its development mandate
- Increase Positive Externalities And Decrease Negative Externalities of recent and possibly upcoming major projects and programmes

The 2017 De Aar Declaration

- Councils adopt Declaration
- Support Regional SDF, Regional Economic Development and Tourism Strategy
- Explore Inter-municipal Cooperation Arrangement



- Enhance Karoo Brand
- Socio Economic town profiles and trends
- Facilitate Sectoral priority support
- IDP Alignment Process
- Roll out STR training and implementation in Municipalities in phases
- Measure progress on agreed targets

A third conference is set for 10 - 11 October 2018 with the theme: *Shale Gas, Uranium Mining & Independent Power Producers.*

SALGA's request to Langeberg Municipality today is:

- Select a political and an administrative champion for the Karoo STR Initiative
- Adopt Council Resolution to be part of the proclamation area as a region as per section 18 of SPLUMA
- Adopt a resolution to participate in the Inter-Municipal Cooperation Protocol as part of the Karoo STR Initiative

**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018**

**This item served before an Ordinary Meeting of Council on 22 August 2018**

**Eenparig Besluit / Unanimously Resolved**

1. That the contents of the presentation be noted.

*Dat kennis geneem word van die inhoud van die aanbieding.*

2. That SALGA submit a report about the Karoo Small Town Regeneration Initiative to the Municipal Manager for consideration.

*Dat SALGA 'n verslag oor die Karoo Kleindorp Regenerasie Inisiatief aan die Munisipale Bestuurder voorlê vir oorweging.*

7. **Verklarings en Mededelings deur die Burgemeester / Statements and Announcements by the Mayor.**

Die Uitvoerende Burgemeester het gesê dat die Vrouedagvieringe wat deur Rdl JJ Januarie in Bonnievale gereël was, baie suksesvol was. Hy het sy dank aan raadslede uitgespreek vir hul werksaamhede en die heelwat ontwikkelings wat tans aan die gang is.

8. **Dringende Aangeleenthede en Verslae, Verklarings & Mededelings voorgelê deur die Munisipale Bestuurder.**  
**Urgent Matters and Reports, Statements & Announcements submitted by the Municipal Manager.**

The Municipal Manager will deal with an urgent report (AA 474) under paragraph 12.2

9. **Consideration of Notice of Motions / Oorweging van Kennisgewing van Mosies**

Geen / None.

10. **Oorweging van Kennisgewing van Vrae / Consideration of Notice of Questions**

Rdl S du Plessis requested an update on the upgrade of the Cogmanskloof Road. The Director Engineering Services said that Province has terminated the contract with Basil Read and that the Consulting Engineers are looking at the tenderers who were second and third on the tenderer list and that a new contract will have to be negotiated. The delay will be up to 4 months. Province also indicated that there is more than enough funding for the completion of the project. The Director will also request Province to publish an official update in a local newspaper in order to inform residents about the current state of affairs.

The Municipal Manager requested that in accordance with a council decision, Councillors must submit questions in writing at least 6 days in advance of a council meeting so that officials have enough time to prepare a proper answer.

11. **Oorweging van Dringende Mosies / Consideration of Urgent Motions**

None / Geen

12. **Oorweging van Verslae / Consideration of Reports:**

12.1 **Reports submitted to Council for consideration (A Items)**  
**Verslae voorgelê aan die Raad vir oorweging (A-Items)**

**A 3675 STORM WATER DRAINAGE IN DU TOIT STREET, MONTAGU & DU PREEZ STREET HOUSES, MONTAGU (16/3/5/4) DIRECTOR ENGINEERING SERVICES**

**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018**  
**This item served before an Ordinary Meeting of Council on 22 August 2018**  
**Eenparig Besluit / Unanimously Resolved**

That the contents of the report be noted.

*Dat kennis geneem word van die inhoud van die verslag*

**A 3676 NAMING OF NEW STREETS IN NKQUBELA, ROBERTSON (15/1/12/5) ASSISTANT TOWN AND REGIONAL PLANNER**

Cllr A Shibili said that street number 17 should in actual fact be Phumla Nokonya Street and not only Phumla Street.

**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018**  
**This item served before an Ordinary Meeting of Council on 22 August 2018**  
**Eenparig Besluit / Unanimously Resolved**

That the following street names in Nkqubela, Robertson be approved, as shown on the plan referenced NKQ-REM/2ROB&136,490&491 NKQ-NKANANA-LBM-SN3(MARCH 2018):

- |                          |                           |
|--------------------------|---------------------------|
| 1. Sisulu Street         | 13. Gqabi Street          |
| 2. Black Eagle Street    | 14. Sterkspruit Street    |
| 3. Sangele Street        | 15. Lady Frere Street     |
| 4. Foloti Street         | 16. Mhobo Street          |
| 5. Agripa Gxowa Street   | 17. Phumla Nokonya Street |
| 6. Nogorha Street        | 18. Cala Street           |
| 7. Nelson Mandela Street | 19. Sobukhwe Street       |
| 8. Du Plessis Street     | 20. Mkhosi Street         |
| 9. Soko Street           | 21. Liwani Street         |
| 10. Maliti Street        | 22. Dudumashe Street      |
| 11. Shibili Street       | 23. Tsomo Street          |
| 12. Tsulelo Street       | 24. Lucy Mase Street      |

**A 3677 CONSTRUCTION OF BICYCLE LANE IN MUSCADEL STREET, ASHBURY MONTAGU (16/3/5/4) DIRECTOR ENGINEERING SERVICES.**

**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018**  
**This item served before an Ordinary Meeting of Council on 22 August 2018**  
**Eenparig Besluit / Unanimously Resolved**

1. That the contents of the report be noted.

*Dat kennis geneem word van die inhoud van die verslag.*

2. That the cost for the construction of a bicycle lane in Muscadell Street, Ashbury Montagu be included in the 2019 / 2020 IDP

**A 3678 IDENTIFICATION OF NEW CEMETERY SITES IN THE LANGEBOG MUNICIPAL AREA - PHASE 1. REPORT BY CONSULTANT CK RUMBOLL - TENDER 09/2016 (ASST MANAGER: PARKS AND AMENITIES)**

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This item served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

That Council notes the contents of the report.

*Dat die Raad kennis neem van die inhoud van die verslag.*

**A 3679 STATUS REPORT - MCGREGOR HOUSING PROJECT & REQUEST FOR THE ALLOCATION OF THE OUTSTANDING UNITS TO BE BUILT : 17/5/R (MANAGER: HOUSING ADMINISTRATION)**

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This item served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

1. That all beneficiaries who were originally invited, be re-invited by public notice at the Municipal offices in Mc Gregor, the link be advertised on the social media platforms with the invitation to complete subsidy forms given 30 (thirty) days to do so.
2. That where subsidies were declined those applicants be invited as well to determine whether their personal status has changed or not.
3. That the (35) original Informal Settlement residents who have missed out previously because of the 3 year waiting list requirement be invited to apply in order for the municipality to fulfil to the condition of the Department of Environmental Affairs and Development Planning.
4. That the housing officials visit those that have not come out to ascertain their interest.
5. That should the beneficiaries as stated in Point 1,2 and 3 status stay the same, that we move on with the waiting list up until 30 June 2016
6. That the applicants be made aware that they need to fulfil to the same criteria as laid down by the Department of Human Settlements.

**A 3680 LIST OF PROPERTY RATES EXEMPTIONS, REBATES AND REDUCTION GRANTED BY THE MUNICIPALITY FOR THE 2017/2018 FINANCIAL YEAR (6/1/3) (CHIEF FINANCIAL OFFICER)**

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This item served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

That Council notes all the property rates exemptions, rebates and reductions that were granted for the 2017/2018 financial year.

**A 3681 SUBMISSION OF THE 2019 / 2020 BUDGET & IDP PROCESS PLAN (5/1/1) (DIRECTOR STRATEGY AND SOCIAL DEVELOPMENT)**

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This item served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

That the submitted 2019 / 2020 Budget and IDP Process Plan be approved.

*Dat die voorgedegde 2019 / 2020 Begroting en GOP Prosesplan goedgekeur word.*

**A 3682 RENEWAL OF INSURANCE PORTFOLIO (5/13/2) (DIRECTOR FINANCIAL SERVICES)**

The Director Financial Services gave additional information pertaining to the insurance portfolio of the Municipality. Questions were asked by Councillors and answered by the Director.

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This item served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

1. That Council notes the report and the increase in insurance premiums.
2. That Council notes that the possibility of a self-insurance reserve for certain items will be investigated.

**A 3683 STOCKTAKING 2016/2017 FINANCIAL YEAR ~ OPERATING STORES (6/1/1) (DIRECTOR FINANCIAL SERVICES)**

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This item served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

That the stock-take report of the Municipal Stores for the 2017/2018 financial year be accepted.

*Dat die voorraadopname verslag van die Munisipale Store vir die 2017/2018 finansiële jaar aanvaar word.*

**A 3684 COMPILING OF THE 2018/2019 ADJUSTMENT BUDGET (5/1/1 - 2018/2019) (CHIEF FINANCIAL OFFICER)**

Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This item served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

1. That the adjustment budget for 2018 / 2019 as submitted, be approved.
2. That the correction of the sundry tariffs be approved.
3. That KPI's be created and included in the SDBIP for 2018 / 2019 and that the amended Top Level SDBIP be submitted to the Strategy & Social Development Portfolio Committee meeting of 03 September 2018.

**A 3685 FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – JULY 2018 (9/2/1/3) (CHIEF FINANCIAL OFFICER)**

The Executive Mayor presented the Executive Summary to Council.

**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018**  
**This item served before an Ordinary Meeting of Council on 22 August 2018**  
**Eenparig Besluit / Unanimously Resolved**

That the contents of the report be noted.

*Dat kennis geneem word van die inhoud van die verslag.*



12.2 **Reports submitted to Council for consideration (AA Items)**  
**Verslae voorgelê aan die Raad vir oorweging (AA-Items)**

**IN-COMMITTEE**

All officials and members of the public left the Council Chambers for the discussion of the following confidential item, with the exception of the Municipal Manager and the Director Corporate Services.

**AA 474 RESUBMISSION: APPOINTMENT OF DIRECTOR COMMUNITY SERVICES (4/3/R)(MUNICIPAL MANAGER)**

A discussion took place around the matter. Certain question were asked to which the Municipal Manager responded.

**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018**  
**This item served before an Ordinary Meeting of Council on 22 August 2018**  
**Eenparig Besluit / Unanimously Resolved**

1. That Mr Michael Mgajo be appointed as Director Community Services from 01 September 2018 or as soon as possible thereafter on an all-inclusive salary package as contained in the relevant proclamation of the upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers, the annual remuneration being R1 160941. (Salary to be adjusted in accordance with the 2018 / 2019 increase once proclaimed).
2. That it be noted that Mr M Mgajo will be appointed on a permanent basis as the post was advertised in line with those of all other Directors.
3. That the appointment be subject to a twelve-month probation period.
4. That an application be submitted to the MEC and the National Minister of COGTA in order to obtain approval to pay a 10% rural allowance to Mr M Mgajo over and above the remuneration mentioned in point 1 above.
5. That the Municipal Manager be authorised to finalise the contract of employment with Mr M Mgajo, based on the *Regulations & the Conditions of Service applicable to Senior Managers*.



12.3 Reports dealt with in terms of the delegated powers by the Mayoral Committee (B & BB Items)  
Verslae afgehandel deur die Burgemeesterskomitee in terme van gedelegeerde bevoegdhede (B & BB-items)

Hierdie items het gedien voor 'n Gewone Vergadering van die Raad op 22 Augustus 2018  
This items served before an Ordinary Meeting of Council on 22 August 2018  
Eenparig Besluit / Unanimously Resolved

That Council note the B and BB reports that were dealt with by the Executive Mayoral Committee in terms of the delegated powers.

*Dat die Raad kennis neem van die B en BB verslae wat deur die Uitvoerende Burgemeesterkomitee in terme van gedelegeerde bevoegdhede hanteer is.*

The meeting ended at 11h37

\_\_\_\_\_  
SPEAKER

\_\_\_\_\_  
DATE

## A ITEMS

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**MONTHLY REPORTS FROM THE LOCAL TOURISM ASSOCIATIONS – JULY 2018 (12/2/3/3) MANAGER: SOCIAL DEVELOPMENT**

**Purpose of the Report**

To submit the monthly reports to the Portfolio Committee for notification purposes

**Background**

In accordance with the amended memoranda of agreement between the Local Tourism Associations and Langeberg Municipality, for the period 1 July 2018 to 30 June 2019, the Local Tourism Associations must submit a monthly report by the 10<sup>th</sup> of each month. A template was compiled and provided to the Local Tourism Associations to be used as a guideline when submitting the reports.

**Comments**

The monthly reports for the period July 2018, as received from the Local Tourism Associations, are attached to this report.

**Recommendation**

That the report from the Local Tourism Associations for July 2018, be noted

**NOTE:** Annexures were distributed as part of the agenda for the Strategy & Social Development Portfolio Committee meeting of 03 September 2018 (pg 06 - 50)

**This item served before the Strategy & Social Development Portfolio Committee on 03 September 2018.**  
**Hierdie item het gedien by die Strategiese & Sosiale Ontwikkeling Portefeulje Komitee op 03 September 2018.**  
**Aanbeveling / Recommendation**

That the report from the Local Tourism Associations for July 2018, be noted.

**This item served before the Executive Mayoral Committee on 11 September 2018**  
**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018**  
**Aanbeveling / Recommendation**

That the report from the Local Tourism Associations for July 2018, be noted

**KEY PERFORMANCE INDICATORS TO BE INCLUDED / REMOVED - THE TOP LAYER SDBIP (2018 / 2019)**  
**(DIRECTOR: STRATEGY & SOCIAL DEVELOPMENT)**

**Purpose of the Report**

To submit a report to Council to consider the inclusion / removal / amendment of KPI's to the 2018 / 2019 Top Layer SDBIP (Service Delivery Budget Implementation Plan).

**Background**

The adjustment budget was compiled and submitted to Council on 22 August 2018 for consideration.

**Legal Framework**

Section 28 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

**Municipal adjustments budgets**

28. (1) A municipality may revise an approved annual budget through an adjustments budget.  
 (2) An adjustments budget —
- (a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the budget year;
  - (b) may appropriate additional revenues that have become available, over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
  - (c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;
  - (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;
  - (e) may authorise the spending of funds that were unspent at the end of the financial year preceding the budget year, where the under-spending could not reasonably have been foreseen at the time when the annual budget for the budget year was approved by the council;
  - (f) may correct any errors in the annual budget; and
  - (g) may provide for any other expenditure within a prescribed framework.

**S54 "Budgetary Control and early identification of financial problems"**

On receipt of a statement or report submitted by the Accounting Officer of the municipality in terms of S71 and 72 the Mayor must:-

- (a) Consider the report;
- (b) Check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
- (c) **Consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;**
- (d) Issue any appropriate instructions to the accounting officer to ensure-
  - (i) That the budget is implemented in accordance with the service delivery and budget implementation plan; and
  - (ii) That spending of funds and revenue collection proceed in accordance with the budget;

## Comments

The 2018/19 TOP LAYER SDBIP was approved by the Executive Mayor on 08 June 2018.

There are KPI's that must be added / removed and Council's approval is requested to include / remove these KPI's in the TL SDBIP for 2018 / 2019.

**NOTE:** Annexures were distributed as part of the agenda for the Strategy & Social Development Portfolio Committee meeting of 03 September 2018 (pg 56 - 75)

The following KPI's that must be included in terms of the **Adjustment Budget**:

### KPI'S TO BE AMENDED ON THE TLSDBIP:

1.

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Target			
TL68	Finance	Budget Office	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2019 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months it takes to cover fix operating expenditure with available cash	Q1 2.20	Q2 2.20	Q3 2.20	Q4 2.20

### To change to

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Target				Reason for amendment
TL68	Finance	Budget Office	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2019 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months it takes to cover fix operating expenditure with available cash	Q1 N/A	Q2 N/A	Q3 N/A	Q4 2.20	KPI should only be reported on Annually and not quarterly

2.



KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement
TL69	Finance	Budget Office	Submit the final annual budget to Council by <b>31 May 2018</b>	Final budget submitted to Council

**To change to**

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Reason for amendment
TL69	Finance	Budget Office	Submit the final annual budget to Council by <b>31 May 2019</b>	Final budget submitted to Council	Incorrect date

**3.**

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement
TL30	Engineering	Town Planning	Complete the review of the SDF and submit to Council for approval by <b>31 March 2019</b>	Number of reviewed SDF's submitted to council

**To change to**

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Reason for amendment
TL30	Engineering	Town Planning	Complete the review of the SDF and submit to Council for approval by <b>31 May 2019</b>	Number of reviewed SDF's submitted to council	Date amended to ensure completion

**4.**

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement
TL52	Engineering	Mechanical Workshop	Purchase a Double Axle High Lifter Compactor- Refuse Removal Truck by <b>30 June 2019</b>	Number of Refuse Removal Trucks purchased

**To change to**

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Reason for amendment
TL52	Engineering	Mechanical Workshop	Purchase a Double Axle High Lifter Compactor- Refuse Removal Truck by <b>31 March 2019</b>	Number of Refuse Removal Trucks purchased	KPI completion will occur earlier

**5.**

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement
TL54	Engineering	Mechanical Workshop	Purchase a new digger loader by <b>30 June 2019</b>	Number of digger loaders purchased



To change to

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Reason for amendment
TL54	Engineering	Mechanical Workshop	Purchase a new digger loader by <b>31 March 2019</b>	Number of digger loaders purchased	KPI completion will occur earlier

6.

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement
TL55	Engineering	Town Planning	Purchase a vehicle to replace the Town Planning vehicle by <b>30 June 2019</b>	Number of vehicles purchased

To change to

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Reason for amendment
TL55	Engineering	Town Planning	Purchase a vehicle to replace the Town Planning vehicle by <b>31 March 2019</b>	Number of vehicles purchased	KPI completion will occur earlier

7.

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement
TL57	Engineering	Project Management	Complete the upgrade of the <b>Nqubela</b> Sports field by 30 June 2019	Project completed

To change to

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Reason for amendment
TL57	Engineering	Project Management	Complete the upgrade of the <b>Nkqubela</b> Sports field by 30 June 2019	Project completed	Spelling error

8.

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement
TL78	Community Services	Parks and Amenities	Purchase a Digger loader for the Cemeteries Division by <b>30 June 2019</b>	Number of Digger loaders purchased

To change to

KPI Ref.	Directorate	Sub directorate	KPI	Unit of measurement	Reason for amendment
TL78	Community Services	Parks and Amenities	Purchase a Digger loader for the Cemeteries Division by <b>31 March 2019</b>	Number of Digger loaders purchased	KPI completion will occur earlier

**KPI'S TO BE INCLUDED ON THE TLSDBIP:**

New KPI Ref	Directorate	Sub directorate	KPI	Unit of measurement	Ward	Annual target	Q1	Q2	Q3	Q4
TL81	Engineering Services	Project Management	Spend 100% of the amount budgeted for the Establishment of boreholes by 30 June 2019	% of budget spent	7,12	100%	0%	20%	50%	100%
TL82	Engineering Services	Electrical Engineering	Spend 100% of the amount budgeted for electrification of housing projects by 30 June 2019	% of budget spent	All	100%	0%	20%	50%	100%
TL83	Engineering Services	Project Management	Spend 100% of total amount budgeted for ablution facilities at Mandela square by December 2018	% of budget spent	7	100%	50%	100%	N/A	N/A
TL84	Corporate Services	Director: Corporate Services	Spend 100% of the total amount budgeted for upgrading of car ports, fencing and shading at municipal buildings	% of budget spent	All	100%	0%	20%	50%	100%
TL85	Community Services	Community Facilities	Upgrade the ablution facilities at the King Edward sport field in Montagu by 31 December 2018	Completion of the project	7	1	0	1	0	0
TL86	Community Services	Community Facilities	Upgrade the ablution facilities at Happy valley sport field by December 2018	Completion of the project	8	1	0	1	0	0
TL87	Community Services	Community Facilities	Upgrade cloak rooms at the Cogmanskloof sport field by June 2019	Completion of the project	9	1	0	0	0	1

**Aanbeveling / Recommendation**

That Council note the added / removed and amended KPI's to the Top level SDBIP's for 2018 / 2019, as reflected in the report.

**NOTE:** Annexures were distributed as part of the agenda for the  
Strategy & Social Development Portfolio Committee meeting of 03 September 2018 (pg 56 - 75)

This item served before the Strategy & Social Development Portfolio Committee on 03 September 2018.  
Hierdie item het gedien by die Strategiese & Sosiale Ontwikkeling Portefeulje Komitee op 03 September 2018.  
Aanbeveling / Recommendation

That Council note the added / removed and amended KPI's to the Top level SDBIP's for 2018 / 2019, as reflected in the report.

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Aanbeveling / Recommendation

That Council note the added / removed and amended KPI's to the Top level SDBIP's for 2018 / 2019, as reflected in the report.

**REQUEST TO TRANSFER OWNERSHIP OF A 500 kVA TRANSFORMER TO AVALON SPRINGS, MONTAGU (16/2/R)**  
**(MANAGER ELECTRICAL SERVICES)**

**Purpose of report**

To submit a report for consideration and approval to the Council to transfer ownership of the 500 kVA transformer (asset number MVSM42), installed at Montagu Avalon Springs premises, to Montagu Avalon Springs.

**Background**

The 500 kVA transformer is installed in a private building on the premises of Avalon Springs. A building plan was submitted by Avalon Springs for approval by the Municipality to do alterations on the building. A condition was set by the Municipality that they shall provide an access door at the back of the building to enable the Municipality to do maintenance on the transformer and the electrical equipment installed in the transformer room. After completion of the alterations, it was found that they did not install the door as requested. As a result, the Municipality will not be able to remove the transformer from the building when it is faulty.

We had several meetings with the manager of the resort trying to find a solution to the problem. The transformer was manufactured in 1979 and is already past its expected life cycle. It is a big concern if the transformer must be replaced, due to the long delivery period of new transformers, especially when it is in the peak holiday season. It is also a high financial risk to the resort.

I sent them a notice indicating that the Municipality is, in terms of the Electrical by-law, not responsible for any financial losses due to the fact that they have restricted our access to the transformer.

Avalon Springs offered to replace the transformer, on condition that the new transformer must be installed outside the building. The amount of R186 698.09 was paid to the Municipality (see the attached receipt) for the replacement of the transformer and the installation thereof.

The current book value of the transformer is R3 477.36 and the cost to remove the transformer from the building is ±R 30 000. See attached the book value and quotation to remove the transformer.

Relevant documentation is attached to this report

**Comments**

It is not economically viable to remove the transformer from its location due to the low book value and age of the transformer. Avalon Springs has paid the amount of R186 698.09 to replace the transformer and is willing to remove the transformer at their cost, but would like to keep the transformer to recover some of their expenses. If the Municipality removes the transformer, there is a possibility that cracks could develop in the closed wall at a later stage. The Municipality will be responsible for the cost of repairing such cracks. The transformer does not comply with the 11kV/ 420/230 Volt specification.

**Recommendation**

1. That the ownership of the 500 kVA transformer (asset number MVSM42), installed at Montagu Avalon Springs premises, be transferred to Montagu Avalon Springs.
2. That Montagu Avalon Springs remove the transformer from the building at their own cost.

**NOTE:** Annexures were distributed as part of the agenda for the  
Engineering Services Portfolio Committee meeting of 03 September 2018 (pg 06, 07)

**This item served before an Engineering Services Portfolio Committee on 03 September 2018**  
**Hierdie verslag het voor die Ingenieursdienste Portefeulie Komitee gedien op 03 September 2018**  
**Recommendation / Aanbeveling**

1. That the ownership of the 500 kVA transformer (asset number MVSM42), installed at Montagu Avalon Springs premises, be transferred to Montagu Avalon Springs.
2. That Montagu Avalon Springs remove the transformer from the building at their own cost.

**This item served before the Executive Mayoral Committee on 11 September 2018**  
**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018**  
**Aanbeveling / Recommendation**

1. That the ownership of the 500 kVA transformer (asset number MVSM42), installed at Montagu Avalon Springs premises, be transferred to Montagu Avalon Springs.
2. That Montagu Avalon Springs remove the transformer from the building at their own cost.

**RESUBMISSION: ERECTION OF A COMMEMORATIVE SIGN IN MONTAGU - IN REMEMBRANCE OF THE VICTIMS OF THE FLU EPIDEMIC (GROOT GRIEP) OF 1918 / 1919 IN MONTAGU (12/2/3/3) MANAGER: SOCIAL DEVELOPMENT**

**Purpose of the Report**

To re-submit a report to Council regarding the request to erect a memorial to honour those who died during the Great Flu Epidemic of 1918 /1919.

**Background**

This item served before Council on 14 August 2018, per item B5426

**B 5426**

**REQUEST: ERECTION OF A COMMEMORATIVE SIGN IN MONTAGU - IN REMEMBRANCE OF THE VICTIMS OF THE FLU EPIDEMIC (GROOT GRIEP) OF 1918**

Die Burgemeester lig die vergadering in oor 'n skrywe ontvang van ene Mnr De Kock wat die oprigting van 'n gedenkteken in Montagu versoek ter herdenking aan plaaslike afgestorwe inwoners 100 jaar gelede tydens die Groot Griep van 1918.

Die Wykskomitee en Wyksraadslid het die versoek ondersteun en die Onderburgemeester sê dat hy ook so 'n herdenkingsteken ondersteun.

Na raming sal die koste sowat R8 000.00 bedra.

**Agtergrond**

*"The Spanish flu (January 1918 – December 1920), also known as the 1918 flu pandemic, was an unusually deadly influenza pandemic. It infected 500 million people around the world and resulted in the deaths of 50 to 100 million (three to five percent of the world's population), making it one of the deadliest natural disasters in human history. The unusually severe disease killed up to 20% of those infected, as opposed to the usual flu epidemic mortality rate of 0.1%" :- Wikipedia*

This item served before the Executive Mayoral Committee on 14 August 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 14 Augustus 2018  
Eenparig Besluit / Unanimously Resolved

That the Director Strategy & Social Development compile a report on suitable commemorative plaques / signs in remembrance of the 100 years since the flu epidemic of 1918, as well as the costs associated with it.

*Dat die Direkteur Strategie & Sosiale Ontwikkeling 'n verslag saamstel wat paslike vorme van herdenkingstekens ondersoek ter nagedagtenis aan die 100 jaar sedert die Groot Griep van 1918, sowel as die kostes verbonde daaraan.*

In 1918 a Great Flu Epidemic gripped the entire world and it is estimated that between 20 and 40 million people died. This figure exceeds the number of persons who died during World War I. South Africa was the 5<sup>th</sup> hardest hit country, with approximately 500 000 deaths. 62% of these deaths occurred in the Cape. During a seven-week period in September – October 1918, 140 000 people died in South Africa as a result of the Great Flu Epidemic.

It was the single most devastating episode in South Africa's demographic history and had no racial, gender or age boundaries. The Langeberg area was also not exempted from this tragic epidemic.

Many of those who had died in Montagu during the Great Flu Epidemic were buried, out of respect, in the south-eastern corner of the Dutch Reform Church property. The names, ages, gender and race, etc. are unknown.



During 1961/1962 Montagu Municipality undertook a project to widen Bloem Street by using a portion of the church's property. During the construction phase of the street a number of these graves were unknowingly unearthed. The construction was immediately stopped and dusted with lime to prevent contamination by Dr Charlie Muller, who lived in Airies, Bath Street, opposite the site. The remains were then exhumed and relocated to a crypt in the old Montagu cemetery (photograph attached).

### Comments

The following letter was received from Mr Francois de Kock.

**From:** Francois De Kock [mailto:[francoisdekock2011@gmail.com](mailto:francoisdekock2011@gmail.com)]  
**Sent:** 12 August 2018 19:22  
**To:** Ingrid De Kock  
**Subject:** Gedenkteken-1918 Griepsterftes en Grafte.

*"Geagte Burgemeester*

*Aangesien dit vanjaar 100 jaar is na die groot griep van 1918 en in die lig van die besondere geskiedenis rakende die griepgrafte in Montagu,rig ek hierdie versoek aan u en die munisipaliteit.*

*Die ou Montagu munisipaliteit sowel as die N G Kerk Montagu het n groot belang gehad by die bewaring asook verskuiwing van die griepgrafte. Die aangehegte artikel soos onlangs in die Basuin, amptelike nuusblad van die plaaslike N G Kerk verskyn het, bevat meer detail omtrent die aangeleentheid.*

*My versoek is dat daar by die gedenktuin (middelmannetjie) in Bloemstraat, Montagu n gedenkteken soos 2015 by die Lady de Waal brug, opgerig word asook n plaat met die geskiedenis daarop. n Soortgelyke Plaat moet ook op die "grafkelder" in die Ou Kerkhof aangebring word.*

*Die aangeleentheid is reeds met verskeie belanghebbendes bv mnr.Dave van Schalkwyk, Rdl.Kriel en sy wykskomitee en andere bespreek en geniet hul volle steun.Dit is sentraal in die dorp en is beslis in belang van toerisme.*

*Ek versoek dat die saak u dringende aandag en gunstige oorweging sal geniet.  
By voorbaat dank."*

Mr F de Kock is requesting the following:

- That a commemorative structure / pyramid, similar to the one erected at the Lady de Waal Bridge, with a plaque, be constructed on the island in Bloem Street to honour those who died in the Great Flu Epidemic.
- That a commemorative plaque be mounted on the crypt in the old Montagu cemetery, where the remains of the dead had been relocated.

The construction of the commemorative structure and the plaque in Bloem Street, Montagu, should be a symbol of all Langeberg residents who died during this epidemic.

### Cost implications:

- |                                      |           |
|--------------------------------------|-----------|
| • Construction of the pyramid        | R7 500.00 |
| • Cost of plaque (500mm x 500mm) x 2 | R1 300.00 |
| • Total                              | R8 800.00 |

## PROPOSED WORDING ON THE PLAQUE



### THE GREAT FLU EPIDEMIC OF 1918

It is estimated that during 1918/1919 between 20 and 40 million people died as a result of the Great Flu Epidemic. South Africa was the 5<sup>th</sup> most affected country in the world, with 500 000 deaths, 62% of those who died, lived in the Cape.

The Langeberg was not exempted. In Montagu the deceased were buried in the south-eastern corner of the Dutch Reform Church property, corner of Bath and Bloem Street.

During 1960/1961, the previous Montagu Municipality undertook a project to upgrade and widen Bloem Street. A portion of the Dutch Reform Church property, running the length of Bloem Street, was expropriated for this purpose. During the excavation phase the contractor came upon the remains of those who had died during the Great Flu Epidemic. The construction work was immediately halted by Dr Charlie Muller, while the ground was disinfected. All the remains were then exhumed and placed in a specially built crypt in the Old Montagu Cemetery.

This plaque was unveiled by the Executive Mayor, Alderman HM Jansen, on the ..... 2018

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The article *Groot Griep van 1918*, which appeared in the official newsletter of the Montagu NG Church and accompanying photographs are attached to this report.

If the request of Mr F de Kock is approved, the funding of the pyramid and the 2 plaques can be funded from the tourism budget.

### Recommendations

1. That the request from Mr F de Kock to erect a commemorative structure with a plaque in Bloem Street, Montagu, and to place a plaque on the crypt in the Old Montagu Cemetery, be supported and approved.
2. That the proposed wording to be used on the plaque be approved.
3. That the commemorative structure and the plaques be funded from the 2018/2019 tourism budget.
4. That Council determine a date in November 2018 to unveil the plaque (date to be included on the plaque).

**NOTE:** Annexures were distributed as part of the agenda for the Strategy & Social Development Portfolio Committee meeting of 03 September 2018 (pg 79 - 82)

**This item served before the Strategy & Social Development Portfolio Committee on 03 September 2018.**  
**Hierdie item het gedien by die Strategiese & Sosiale Ontwikkeling Portefeulje Komitee op 03 September 2018.**  
**Aanbeveling / Recommendation**

1. That the request from Mr F de Kock to erect a commemorative structure with a plaque in Bloem Street, Montagu, and to place a plaque on the crypt in the Old Montagu Cemetery, be supported and approved.
2. That the proposed wording on the plaque be approved and be in English only because of the costs involved.

3. That the commemorative structure and the plaques be funded from the 2018/2019 tourism budget.
4. That Council determine a date in November 2018 to unveil the plaque (date to be included on the plaque).

**This item served before the Executive Mayoral Committee on 11 September 2018**

**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018**

**Aanbeveling / Recommendation**

1. That the request from Mr F de Kock to erect a commemorative structure with a plaque in Bloem Street, Montagu, and to place a plaque on the crypt in the Old Montagu Cemetery, be supported and approved.
2. That the proposed wording on the plaques be approved and that it be in all three official languages.
3. That the commemorative structure and the plaques be funded from the 2018/2019 tourism budget.
4. That Council determines a date in November 2018 to unveil the plaque (date to be included on the plaque).

**CHRISTMAS LIGHTS EVENT ~ 2018 (12/2/3/3) (MANAGER: SOCIAL DEVELOPMENT)**

**Purpose of the Report**

To submit a report to Council for consideration, regarding the 2018 Christmas Lights Event

**Background**

The Langeberg Municipality has, for a number of years, hosted a Christmas Lights Event. This event coincides with official switching on of the Christmas Lights.

The event was always held in Robertson, but Council resolutions A2757 of 4 December 2012 and A3037 of 21 October 2014 resolved to rotate the event between the 5 towns.

**Council resolution A3037** resolved as follows:

**Hierdie verslag het voor die Raad gedien op 21 Oktober 2014**

**This item served before Council on 21 October 2014**

**Eenparig Besluit / Unanimously Resolved**

1. That Council decision A 2757 of 4 December 2012 to rotate the function annually between the 5 towns, be upheld.
2. That the 2014 switching on of the Christmas Lights take place in McGregor, in 2015 in Montagu and 2016 in Ashton.
3. That an organizing committee be called consisting of the Portfolio Head Strategy & Social Development, the Ward Councillor, the Manager Social Development and staff from the Youth Office

The Municipal Christmas Light functions were therefore held as per Council resolution at the following venues:

2014: McGregor

2015: Montagu

2016: Ashton

The 2017 Christmas Lights event took place in Robertson as per **Council decision A3512**.

**Hierdie item het gedien voor 'n Gewone Vergadering van die Raad op 24 Oktober 2017**

**This item served before an Ordinary Meeting of Council on 24 October 2017**

**Eenparig Besluit / Unanimously Resolved**

1. That the 2017 Christmas Lights Event be supported
2. That the 2017 Municipal Christmas Lights Event takes place in Robertson at the public park in Piet Retief Street, close to the bowling green.
3. That a Christmas Lights Event 2017 Committee be established from individuals in Robertson to plan this event.

**Comments**

An amount of R25 000.00 has been made available in the 2018/2019 financial year to host the 2018 Municipal Christmas Lights event. The funding is normally used to pay for the stipends for the performers, sound system, candles, hymn sheets, sweets for children, transport and portable toilets (if needed).

Council should therefore determine where the 2018 Christmas Lights Event should take place.

### **Motivation:**

The annual Christmas Lights event started many years ago on the steps of the Robertson Town Hall, moved to Voortrekker Road, and both Parks in Piet Retief Street and rotated amongst all the other towns. It has become an institution in the Langeberg Municipal area

### **Recommendations**

1. That the 2018 Municipal Christmas Light Event be supported
2. That Council determine the town for the 2018 Christmas Lights Event.
3. That an organizing committee be established consisting of the Portfolio Head: Strategy & Social Development, the Ward Councillor, Ward Committee members, the Manager: Social Development and the Tourism Clerk.

**This item served before the Strategy & Social Development Portfolio Committee on 03 September 2018.**

**Hierdie item het gedien by die Strategiese & Sosiale Ontwikkeling Portefeulje Komitee op 03 September 2018.**

### **Aanbeveling / Recommendation**

1. That the 2018 Municipal Christmas Light Event be supported.
2. That the 2018 Christmas Lights Event takes place in Bonnievale.
3. That an organizing committee be established consisting of the Portfolio Head: Strategy & Social Development, the Ward Councillor, Ward Committee members, the Manager: Social Development and the Tourism Clerk.

**This item served before the Executive Mayoral Committee on 11 September 2018**

**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018**

### **Aanbeveling / Recommendation**

1. That the 2018 Municipal Christmas Lights Event be supported.
2. That the 2018 Christmas Lights Event takes place in Bonnievale.
3. That an organizing committee be established consisting of the Portfolio Head: Strategy & Social Development, the Ward Councillor, Ward Committee members, the Manager: Social Development and the Tourism Clerk.
4. That in future the name of this standing report be changed, as Robertson is the only town with proper Christmas lights and the current wording is inaccurate.

**RESUBMISSION: KNIPESHOPE VRUGTEVERPAKKERS BK: APPLICATION FOR PERMISSION TO USE A PORTION OF MUNICIPAL LAND (±1207M²) SITUATED ON A PORTION OF ERF 1, MONTAGU (7/2/R) (PRINCIPAL CLERK: PROPERTY ADMINISTRATION)**

**Purpose of report**

To resubmit a report to the Mayoral Committee for consideration regarding an application received from Mr WJ Bussell on behalf of Knipeshope Vrugteverpakkers.

**Background**

The following letter was received from Mr WJ Bussell:

*"Ek wil graag die volgende versoek aan die Munisipale Bestuurder rig.*

*Ons is besig om toegang na plaas te verander. Die rede vir dit is ons huidige brug is die klein vir die trokke. Die huidige pad loop ook deur n woonbuurt wat dit baie gevaarlik maak vir die inwoners.*

*Daar loop daaglik groot trokke langs en ons het al n paar noue ontkomings gehad. Ons wil dit graag skuif na Cinsaut straat toe, ek het toestemming by Capedry om oor hulle grond te ry. Hulle gaan ook van die pad gebruik maak.*

*Daar is egter n stuk wat oor munisipale grond loop, by wie kan ek toestemming vra? Wat is die stappe wat ek moet volg"*

**Comments**

A location map is attached to this report

***The Directors and relevant Managers were requested to comment not later than 22 December 2017. The following comments were received:***

**Comments: Manager: Civil Engineering Services**

The new road will cross over a sewer line but if constructed correctly, will have no impact on this service. The civil department has no objection towards the application.

**Comments: Manager: Electrical Engineering Services**

The Electrical Department has no objection to the application. If changes to the existing network have to be made, it will be at the applicant's expense.

**Comments: Manager: Town Planning**

The zoning of re/1 is Open Space 1 (Public Open Space) The application is supported subject to Environmental Authorization

**Comments: Chief Financial Officer**

Municipal property can be let or sold if not used to provide minimum basic services the process must be fair, open and transparent and at market related rates.



**Comments: Cllr Kriel**

*Ek steun 100% die versoek dat hierdie stukkie grond verhuur word aan aansoekers. Vir toekomstige probleme sal ek aanbeveel dat die stukkie grond aan die aansoeker verkoop word.*

**Comments: Manager: Administrative Support**

In terms of the Administration of Immoveable Property Policy may closed streets and lanes, public open spaces and odd lots of land which can be of no practical use to any other person be sold/leased out of hand to adjoining property owners provided that:

1. Written notice has been served on all adjoining property owners, and
2. The selling price/rental shall be at fair market value, provided that the Municipality shall determine the rental of land for garden purposes.

Seeing that it will be the entrance to Mr Bussel's farm, it will be of no practical use to any other person. It is therefore recommended that portion of land be sold to Mr Bussel subject to the normal conditions applicable for the alienation of Municipal property.

**This item served before an Ordinary Meeting of Council on 20 February 2018 under Item A 3553 and was the following decision taken:**

That the application received from Mr WM Bussell to purchase a portion of Remainder of erf 1 ( $\pm 30\text{m}^2$ ), Montagu approved at a market related price and that the Municipality's intention to sell the land to Mr WM Bussell be advertised for comments, where after the process will follow the prescribed procedures, subject to the following conditions:

- 1.1 That it be confirmed that the portion needed situated on a portion of Remainder of erf1, Montagu is not needed for the provision of the minimum level of basic municipal services. (S14 of the MFMA 2003, Act 56 of 2003)
- 1.2 That a deposit of 10% be payable with the signing of the deed of sale and that the remainder of the purchase price be payable with registration.
- 1.3 That the buyer be responsible for all Town Planning cost involved which may include rezoning, subdivision, consolidation, surveying, registration of servitudes, Environmental authorization and registration of the property in his/her name.
- 1.4 That the Manager: Civil Engineering Services be contacted before the road is constructed to ensure that the road has no impact on the sewer line.
- 1.5 That a servitude for municipal services on the property be registered in favour of the Municipality and that the Municipality will have unrestricted access to the property.

**The resolution was communicated to Mr WM Bussell whereas the following application was received from Umsiza Planning on behalf of Mr WM Bussel:**

*"Ek behartig die grondgebruikaansoek namens William (onderverdeling en hersonering). Die grootte van die grond is heelwat groter ( $\pm 1200\text{m}^2$ ) as op jul goedkeuringsbrief ( $\pm 30\text{m}^2$ ).*

*Die grond sal gebruik word slegs as toegangspad vanaf die einde van Cinsaut Straat to by die erfgrens tussen R/Erf1 en Erf 4339, Montagu. Die Varswaterstudie is tans in proses deur Blue Science, waarna die Omgewingsimpakstudie deur Cornerstone Environmental Consultants vir die kruising deur die rivier in aanvang sal neem.*

*William wil graag sy eerste aansoek wil wysig om vir  $\pm 1207\text{m}^2$  voorsiening te maak asseblief. Daar word voorgestel dat die grond by die Munisipaliteit gekoop sal word. 'n Aansoek vir die onderverdeling van R/Erf1 en die herosnering na Vervoersone III (privaatpad) sal gedoen word nadat die ooreenkoms gefinaliseer is."*

**The Directors and relevant Managers were requested to comment not later than 17 August 2018. The following comments were received:**

**Comments: Manager: Civil Engineering Services**

My eerste kommentaar bly onveranderd. Die serwituut is belangrik want 'n addisionele rioollyn vanaf Ashbury se kant af sal in die toekoms langsaan die bestaande rioollyn geïnstalleer moet word om voorsiening te maak vir die basiese riool vir die voorgestelde behuisings ontwikkelinge in daardie gebied.

**Comments: Director: Strategy & Social Development**

Taken into consideration the comments from Civil engineering, the request to use the portion of land is not supported

**Comments: Manager: Town Planning**

The application is supported in principle subject to all statutory requirements

**Comments: Chief Financial Officer**

Alienation of any capital asset must take place in compliance with Section 14 of the Municipal Finance Management Act, 2004. The Act states that the municipality may not alienate any capital asset required to provide a minimum level of service. The municipality may alienate any other capital asset, provided the Council has considered the fair market value and the economic and community value to be received in exchange for the asset. In the event of alienation or leasing it must take place in accordance with Section 14 of the MFMA as the asset must not be used to provide a minimum level of service. The process must fair, open, competitive, transparent and market related rates must be used.

**Comments: Manager: Electrical Engineering Services**

The Electrical Department has no objection to the application. If changes to the existing network have to be made, it will be at the applicant's expense.

**Comments: Cllr Kriel**

Ek steun die versoek 100% soos in eerste aansoek ook aangedui.

**Comments: Manager: Administrative Support**

The application is supported.

**Recommendation/ Aanbeveling**

1. That the application received from WM Bussel to purchase a portion of Remainder of Erf 1 ( $\pm 1207\text{m}^2$ ), be approved at a market-related price subject to the following conditions:

*Dat die aansoek ontvang vanaf WM Bussel om 'n gedeelte van Restant van Erf 1 ( $\pm 1207\text{m}^2$ ), te koop goedgekeur word teen 'n markverwante prys onderhewig is aan die volgende voorwaardes:*

- 1.1 That it be confirmed that the portion needed situated on a portion of Remainder of erf 1, Montagu is not needed for the provision of the minimum level of basic municipal services. (S14 of the MFMA 2003, Act 56 of 2003)
- Dat dit bevestig word dat die gedeelte nodig geleë te 'n gedeelte van Restant van erf 1, Montagu nie nodig word vir die verskaffing van die minimum vlak van basiese munisipale dienste nie. (S14 van die MFMA 2003, /wet 56 van 2003)*
- 1.2 That a deposit of 10% be payable with the signing of the deed of sale and that the remainder of the purchase price be payable with registration.
- Dat 'n deposito van 10% betaalbaar sal wees met ondertekening van die koopvooreenkomst en dat die restant van die koopsom betaalbaar is by registrasie.*
- 1.3 That the buyer be responsible for all Town Planning cost involved which may include rezoning, subdivision, consolidation, surveying, registration of servitudes, Environmental authorization and registration of the property in his/her name.
- Dat die koper verantwoordelik sal wees vir alle Stadsbeplannings koste wat mag insluit hersonering, onderverdeling, konsolidasie, landmeter, registrasie van die servitude, Omgewings toestemming en registrasie van die eiendom in sy/haar naam.*
- 1.4 That the Manager: Engineering Services be contacted before the road is constructed to ensure that the road has no impact on the sewer line.
- Dat die Bestuurder: Siviele Ingenieursdienste gekontak word voor die pad gebou word ten einde te verseker dat die nuwe pad geen invloed op die rioollyn het nie.*
- 1.5 That a servitude for municipal services on the property be registered in favour of the Municipality and that the Municipality will have unrestricted access to the property.
- Dat 'n servituut vir die munisipale dienste op die terrein ten gunste van die Munisipaliteit geregistreer word en dat die Munisipaliteit onbeperkte toegang tot die eiendom sal hê.*

**NOTE:** Annexures were distributed as part of the agenda for the Corporate Services Committee meeting of 03 September 2018 (pg 20)

**This item served before the Corporate Services Portfolio Committee on 03 September 2018**  
**Hierdie item het gedien by die Korporatiewe Dienste Portefeulje Komitee op 03 September 2018**  
**Aanbeveling / Recommendation**

1. That the application received from WM Bussel to purchase a portion of Remainder of Erf 1 ( $\pm 1207\text{m}^2$ ), be approved at a market-related price subject to the following conditions:
- Dat die aansoek ontvang vanaf WM Bussel om 'n gedeelte van Restant van Erf 1 ( $\pm 1207\text{m}^2$ ), te koop goedgekeur word teen 'n markverwante prys onderhewig is aan die volgende voorwaardes:*
- 1.1 That it be confirmed that the portion needed situated on a portion of Remainder of erf 1, Montagu is not needed for the provision of the minimum level of basic municipal services. (S14 of the MFMA 2003, Act 56 of 2003)
- Dat dit bevestig word dat die gedeelte nodig geleë te 'n gedeelte van Restant van erf 1, Montagu nie nodig word vir die verskaffing van die minimum vlak van basiese munisipale dienste nie. (S14 van die MFMA 2003, /wet 56 van 2003)*

- 1.2 That a deposit of 10% be payable with the signing of the deed of sale and that the remainder of the purchase price be payable with registration.

*Dat 'n deposito van 10% betaalbaar sal wees met ondertekening van die koopvooreenkoms en dat die restant van die koopsom betaalbaar is by registrasie.*

- 1.3 That the buyer be responsible for all Town Planning cost involved which may include rezoning, subdivision, consolidation, surveying, registration of servitudes, Environmental authorization and registration of the property in his/her name.

*Dat die koper verantwoordelik sal wees vir alle Stadsbeplannings koste wat mag insluit hersonering, onderverdeling, konsolidasie, landmeter, registrasie van die servitute, Omgewings toestemming en registrasie van die eiendom in sy/haar naam.*

- 1.4 That the Manager: Engineering Services be contacted before the road is constructed to ensure that the road has no impact on the sewer line.

*Dat die Bestuurder: Siviele Ingenieursdienste gekontak word voor die pad gebou word ten einde te verseker dat die nuwe pad geen invloed op die rioollyn het nie.*

- 1.5 That a servitude for municipal services on the property be registered in favour of the Municipality and that the Municipality will have unrestricted access to the property.

*Dat 'n servituut vir die munisipale dienste op die terrein ten gunste van die Munisipaliteit geregistreer word en dat die Munisipaliteit onbeperkte toegang tot die eiendom sal hê.*

**This item served before the Executive Mayoral Committee on 11 September 2018**

**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gediën op 11 September 2018**

**Aanbeveling / Recommendation**

1. That the application received from WM Bussel to purchase a portion of Remainder of Erf 1 ( $\pm 1207\text{m}^2$ ), be approved at a market-related price subject to the following conditions:

*Dat die aansoek ontvang vanaf WM Bussel om 'n gedeelte van Restant van Erf 1 ( $\pm 1207\text{m}^2$ ), te koop goedgekeur word teen 'n markverwante prys onderhewig is aan die volgende voorwaardes:*

- 1.1 That it be confirmed that the portion needed situated on a portion of Remainder of erf 1, Montagu is not needed for the provision of the minimum level of basic municipal services. (S14 of the MFMA 2003, Act 56 of 2003)

*Dat dit bevestig word dat die gedeelte benodig geleë te 'n gedeelte van Restant van erf 1, Montagu nie benodig word vir die verskaffing van die minimum vlak van basiese munisipale dienste nie. (S14 van die MFMA 2003, /wet 56 van 2003)*

- 1.2 That a deposit of 10% be payable with the signing of the deed of sale and that the remainder of the purchase price be payable with registration.

*Dat 'n deposito van 10% betaalbaar sal wees met ondertekening van die koopvooreenkoms en dat die restant van die koopsom betaalbaar is by registrasie.*

- 1.3 That the buyer be responsible for all Town Planning cost involved which may include rezoning, subdivision, consolidation, surveying, registration of servitudes, Environmental authorization and registration of the property in his/her name.

*Dat die koper verantwoordelik sal wees vir alle Stadsbeplannings koste wat mag insluit hersonering, onderverdeling, konsolidasie, landmeter, registrasie van die servitude, Omgewings toestemming en registrasie van die eiendom in sy/haar naam.*

- 1.4 That the Manager: Engineering Services be contacted before the road is constructed to ensure that the road has no impact on the sewer line.

*Dat die Bestuurder: Siviele Ingenieursdienste gekontak word voor die pad gebou word ten einde te verseker dat die nuwe pad geen invloed op die rioollyn het nie.*

- 1.5 That a servitude for municipal services on the property be registered in favour of the Municipality and that the Municipality will have unrestricted access to the property.

*Dat 'n servituut vir die munisipale dienste op die terrein ten gunste van die Munisipaliteit geregistreer word en dat die Munisipaliteit onbeperkte toegang tot die eiendom sal hê.*

#### **Further Comments: Manager: Electrical Engineering Services**

The Electrical Department confirms that no changes to the existing network have to be made.

#### **Submitted for consideration**



**APPLICATION FOR THE LEASE OR PURCHASE OF THE BUILDING SITUATED ON MUNICIPAL PROPERTY KNOWN AS "KAMPONG", MONTAGU (7/1/4/1/4: 7/1/4/2/4) (PRINCIPAL CLERK: PROPERTY ADMINISTRATION)**

**Purpose of report**

To submit a report to the Mayoral Committee for consideration regarding applications received for the utilization of the building situated on Municipal property known as the "Kampong".

**Background**

The following two applications were received for the utilization of the building known as the "Kampong", Montagu.

**1. The following letter was received from Mr O Kiewietz on behalf of Change Agents South Africa:**

*"We trust that this letter finds you in good health.*

*With this letter, I'm appealing to you on behalf of the board of Change Agents South Africa and all the drug addicts and their families in Montagu. I've visited the abovementioned building today during the Mandela day event we had at Sakhikamva ECD and it was sad to see that the building has been vandalised and it's at the verge of being vandalised further.*

*That building has a lot of potential and would suites our needs to serve the lost and the outcast where they are at. We are of the opinion that we have to move into their space and uproot the evil by doing well to those who least expect it. We all know by now that Mandela Square is a drug hub and breeding ground for crime, disease, teenage pregnancies and unemployment.*

*Our request hereby than would be to consider to lease the building to Change Agents South Africa. We will take full responsibility for all reparations and re-connections towards the building.*

*Some of the interventions that will happen at the centre (but not limited to) will be:*

- Substance abuse support groups • Teenage moms support groups*
- Soft and hard skills training • Feeding scheme •*

*Please find attached our Organizational profile which has been compiled No 2017. We trust that this request would be considered favourably."*

**2. The following letter was received from Messrs P Mjindi & T Senotlela:**

*"We hereby apply to rent or buy the abovementioned and what procedures to follow to use this building.*

*This building is standing here over the years and crooks are just vandalizing the place as well as wall structure, doors, windows, etc. This place is unusable and since we residing here we can also be the solution. As it is now it generates so much social issues and problems to this community.*

*We like to ask if we can open a fast-food shop and place for youth to watch big screen as well as to accommodate space for soccer teams. Also to braai meat and just relax in a positive way to this community. We will also plough back and support this community.*

*Community safety awareness and information will be part of this project. We will come up with much more and formal business proposal once you accept our application for consideration.*

*We hope to hear from you soon."*



### **Comments:**

A location map is attached to this report

***The Directors and relevant Managers were requested to comment not later than 17 August 2018. The following comments were received:***

### **Comments: Manager: Civil Engineering Services**

Water and sewer services are connected to the site already. The civil department has no objection towards the proposed lease of the property.

### **Comments: Manager: Town Planning**

The kampong is situated on portion erf 1 (industrial) and portion erf 937 (public open space). As the future land use is unknown, the selling /lease of this property is supported subject to a fully motivated land use application and subsequent approval thereof and submission of building plans.

### **Comments: Chief Financial Officer**

Alienation of any capital asset must take place in compliance with Section 14 of the Municipal Finance Management Act, 2004. The Act states that the municipality may not alienate any capital asset required to provide a minimum level of service. The municipality may alienate any other capital asset, provided the Council has considered the fair market value and the economic and community value to be received in exchange for the asset. In the event of alienation or leasing it must take place in accordance with Section 14 of the MFMA as the asset must not be used to provide a minimum level of service. The process must fair, open, competitive, transparent and market related rates must be used.

### **Comments: Director: Strategy & Social Development**

Not in support of leasing but to rather go out on a call for proposal for the use of the building

### **Comments: Manager: Electrical Engineering Services**

The electrical department has no objection to the applications. The applicant is responsible for the installation of an electrical connection.

### **Comments: Cllr Scheffers**

1. Aangesien daar nie begroot is vir die herstel van die kampong in Mandela Square in die huidige boekjaar nie.
2. Die aansoek van Mnr P Mjindini en T Senotilela wel aandui dat hul die gebou wil huur of koop, maar 'n formele besigheidsplan eers wil voorlê nadat die Munisipaliteit die gebou aan hulle verhuur of verkoop het – tenderprosedures moet egter gevolg word met verkoop.
3. *Change Agents South Africa*, verteenwoordig deur Mnr Olin Kiewietz, wil egter die gebou huur soos hy daar staan en dit self restoureer, soos aangedui in hul aansoek. Geen fondse van die Munisipaliteit word gebruik nie. Al wat hulle versoek is om die gebou oor lang termyn te huur (9 jaar 11 maande) aangesien hul produktiwiteit in die gemeenskap van Mandela Square nie oor 'n korter termyn gemeet sal kan word nie en natuurlik met die opsie om die termyn na 9 jaar 11 maande, te verleng.

### **Aanbeveling:**

Ek beveel graag die aansoek van *Change Agents South Africa* aan.

### Comments: Manager: Administration

According to the Manager: Project Management Unit will the estimated cost to repair the building be R200 000.00 and that does not include the fencing of the property. The property needs to be fenced off before any maintenance and repairs could be done. This department has not budget for the repair of the building and will any maintenance only occur in the next financial year.

The recommendation of Cllr Scheffers to lease the property to Mr Olin Kiewiets cannot be supported due to the fact that Mr Kiewiets is a Ward Committee member of ward 7. Further determine clause 6 (4) of the Administration of Immoveable Property Policy that any transfer of ownership of immoveable property and leasing of municipal property must be fair, equitable, transparent, competitive and consistent with the Supply Chain Management Policy of the Municipality in accordance with Section 14(5) of the MFMA. Clause 9 of the aforementioned policy further determine that alienation or leasing must be effected by means of public competition, except in the instances detailed in paragraphs 8 and 42 – 47.

It is recommended that the property be leased "voetstoots" by way of public tender by inviting community proposals subject to the conditions applicable.

### Recommendation/ Aanbeveling

1. That it be confirmed that the municipal building known as "Kampong", Montagu is not needed for the provision of the minimum level of basic municipal services (S14 of the MFMA 2003, Act 56 of 2003)

*Dat dit bevestig word dat die munisipale gebou bekend as "Kampong", Montagu nie benodig word vir die verskaffing van die minimum vlak van basiese dienste nie. (S14 van die MFMA, Wet 56 van 2003)*

2. That the applications for the lease or purchase for the municipal building known as "Kampong", Montagu not be approved.

*Dat die aansoeke vir die huur of koop van die munisipale gebou bekend as Kampong", Montagu nie goedgekeur word nie.*

3. That the intention of the Municipality to lease the property for a period of 9 years 11 months be advertised for comments.

*Dat die Munisipaliteitse intensie om die eiendom te verhuur vir 'n periode van 9 jaar 11 maande, geadverteer word vir kommentaar.*

4. That after the period for comments has lapsed and if no objections were received, the intention of the Municipality to lease the property for a period of 9 years 11 months be communicated to National Treasury and if no written views or objections were received, the property be leased "voetstoots" for a period of 9 years 11 months by way of public tender at a market related rental by inviting community proposals subject to the following conditions:

*Dat na die tydperk vir kommentare verstryk het geen besware ontvang is nie, die voorneme van die Munisipaliteit om die eiendom te verhuur vir 'n periode van 9 jaar 11 maande aan Nasionale Tesourie gekommunikeer word en indien geen geskrewe opinies en besware ontvang word nie, die eiendom "voetstoots" verhuur vir 'n periode van 9 jaar 11 maande by wyse van 'n publieke tender teen 'n huur verhuur word deur gemeenskaps voorstelle aan te vra onderworpe aan die volgende voorwaardes:*

5. The rental amount will escalate annually with a percentage that will be determined by the yearly CPIX and the Lessee is responsible for the payment of the insurance of the building, which is calculated as a percentage of the municipal insurance portfolio.

*Die huurtarief sal jaarliks eskaleer met 'n persentasie wat bepaal word deur die VPI en dat die Huurder verantwoordelik is vir die betaling van die versekering van die gebou, wat bereken word as 'n persentasie van die munisipale versekeringsportefeulje.*

6. That the Lessee be responsible for maintenance, repairs, upgrading work to be done to the building.  
*Dat die Huurder verantwoordelik sal wees vir instandhouding, herstelwerk en opgraderingswerk van die gebou.*
7. That no alterations be done to the building without the written consent of the Municipality.  
*Dat geen veranderinge aan die gebou aangebring word sonder dat skriftelike goedkeuring van die Munisipaliteit verkry is nie.*
8. That the Lessee be responsible for the payment of all services rendered to the facility.  
*Dat die Huurder verantwoordelik is vir die betaling van alle dienste na die perseel.*

**NOTE:** Annexures were distributed as part of the agenda for the Corporate Services Committee meeting of 03 September 2018 (pg 25)

**This item served before the Corporate Services Portfolio Committee on 03 September 2018**  
**Hierdie item het gedien by die Korporatiewe Dienste Portefeulje Komitee op 03 September 2018**  
**Aanbeveling / Recommendation**

1. That it be confirmed that the municipal building known as "Kampong", Montagu is not needed for the provision of the minimum level of basic municipal services (S14 of the MFMA 2003, Act 56 of 2003)  
*Dat dit bevestig word dat die munisipale gebou bekend as "Kampong", Montagu nie benodig word vir die verskaffing van die minimum vlak van basiese dienste nie. (S14 van die MFMA, Wet 56 van 2003)*
2. That the applications for the lease or purchase for the municipal building known as "Kampong", Montagu not be approved.  
*Dat die aansoeke vir die huur of koop van die munisipale gebou bekend as Kampong", Montagu nie goedgekeur word nie.*
3. That the intention of the Municipality to lease the property for a period of 9 years 11 months be advertised for comments.  
*Dat die Munisipaliteit se intensie om die eiendom te verhuur vir 'n periode van 9 jaar 11 maande, geadvertiseer word vir kommentaar.*
4. That after the period for comments has lapsed and if no objections were received, the intention of the Municipality to lease the property for a period of 9 years 11 months be communicated to National Treasury and if no written views or objections were received, the property be leased "voetstoots" for a period of 9 years 11 months by way of public tender at a market related rental by inviting community proposals subject to the following conditions:  
*Dat na die tydperk vir kommentare verstryk het geen besware ontvang is nie, die voorneme van die Munisipaliteit om die eiendom te verhuur vir 'n periode van 9 jaar 11 maande aan Nasionale Tesourie gekommunikeer word en indien geen geskrewe opinies en besware ontvang word nie, die eiendom "voetstoots" verhuur vir 'n periode van 9 jaar 11 maande by wyse van 'n publieke tender teen 'n huur verhuur word deur gemeenskaps voorstelle aan te vra onderworpe aan die volgende voorwaardes:*
5. The rental amount will escalate annually with a percentage that will be determined by the yearly CPIX and the Lessee is responsible for the payment of the insurance of the building, which is calculated as a percentage of the municipal insurance portfolio.

*Die huurtarief sal jaarliks eskaleer met 'n persentasie wat bepaal word deur die VPI en dat die Huurder verantwoordelik is vir die betaling van die versekering van die gebou, wat bereken word as 'n persentasie van die munisipale versekeringsportefeulje.*

6. That the Lessee be responsible for maintenance, repairs, upgrading work to be done to the building.

*Dat die Huurder verantwoordelik sal wees vir instandhouding, herstelwerk en opgraderingswerk van die gebou.*

7. That no alterations be done to the building without the written consent of the Municipality.

*Dat geen veranderings aan die gebou aangebring word sonder dat skriftelike goedkeuring van die Munisipaliteit verkry is nie.*

8. That the Lessee be responsible for the payment of all services rendered to the facility.

*Dat die Huurder verantwoordelik is vir die betaling van alle dienste na die perseel.*

**This item served before the Executive Mayoral Committee on 11 September 2018**

**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gediën op 11 September 2018**

**Aanbeveling / Recommendation**

1. That it be confirmed that the municipal building known as "Kampong", Montagu is not needed for the provision of the minimum level of basic municipal services (S14 of the MFMA 2003, Act 56 of 2003)

*Dat dit bevestig word dat die munisipale gebou bekend as "Kampong", Montagu nie benodig word vir die verskaffing van die minimum vlak van basiese dienste nie. (S14 van die MFMA, Wet 56 van 2003)*

2. That the applications for the lease or purchase for the municipal building known as "Kampong", Montagu not be approved.

*Dat die aansoeke vir die huur of koop van die munisipale gebou bekend as Kampong", Montagu nie goedgekeur word nie.*

3. That the intention of the Municipality to lease the property for a period of 9 years 11 months be advertised for comments.

*Dat die Munisipaliteitse intensie om die eiendom te verhuur vir 'n periode van 9 jaar 11 maande, geadverteer word vir kommentaar.*

4. That after the period for comments has lapsed and if no objections were received, the intention of the Municipality to lease the property for a period of 9 years 11 months be communicated to National Treasury and if no written views or objections were received, the property be leased "voetstoots" for a period of 9 years 11 months by way of public tender at a market related rental by inviting community proposals subject to the following conditions:

*Dat na die tydperk vir kommentare verstryk het geen besware ontvang is nie, die voorneme van die Munisipaliteit om die eiendom te verhuur vir 'n periode van 9 jaar 11 maande aan Nasionale Tesourie gekommunikeer word en indien geen geskrewe opinies en besware ontvang word nie, die eiendom "voetstoots" verhuur vir 'n periode van 9 jaar 11 maande by wyse van 'n publieke tender teen 'n huur verhuur word deur gemeenskaps voorstelle aan te vra onderworpe aan die volgende voorwaardes:*

5. The rental amount will escalate annually with a percentage that will be determined by the yearly CPIX and the Lessee is responsible for the payment of the insurance of the building, which is calculated as a percentage of the municipal insurance portfolio.

Die huurtarief sal jaarliks eskaleer met 'n persentasie wat bepaal word deur die VPI en dat die Huurder verantwoordelik is vir die betaling van die versekering van die gebou, wat bereken word as 'n persentasie van die munisipale versekeringsportefeulje.

6. That the Lessee be responsible for maintenance, repairs, upgrading work to be done to the building.

Dat die Huurder verantwoordelik sal wees vir instandhouding, herstelwerk en opgraderingswerk van die gebou.

7. That no alterations be done to the building without the written consent of the Municipality.

Dat geen veranderings aan die gebou aangebring word sonder dat skriftelike goedkeuring van die Munisipaliteit verkry is nie.

8. That the Lessee be responsible for the payment of all services rendered to the facility.

Dat die Huurder verantwoordelik is vir die betaling van alle dienste na die perseel.



**RISK MANAGEMENT COMMITTEE: APPROVAL OF RISK MANAGEMENT COMMITTEE CHARTER, RISK MANAGEMENT POLICY, RISK MANAGEMENT STRATEGY, RISK APPETITE FRAMEWORK AND FRAUD PREVENTION PLAN & STRATEGY – 2018 / 2019 (5/14/R) (CHIEF AUDIT EXECUTIVE)**

**Purpose of report**

A reviewed Risk Management Committee Charter, Risk Management Policy, Risk Management Strategy, Risk Framework and the Fraud Prevention Plan & Strategy for 2018 2019 are submitted to Council for approval.

**Background**

Section 62 (1) (c) (i) of the MFMA states that:

*"(1) the Municipal Manager of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all responsible steps to ensure –  
(c) that the municipality has and maintains effective, efficient and transparent systems –  
(i) of financial and **risk management** and internal control".*

Furthermore, it is also stated in the Risk Management Policy, page 6 that:

*"Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect the Langeberg Municipality against significant risks".*

The reviewed Risk Management Committee Charter, Risk Management Policy, Risk Management Strategy, Risk Appetite Framework and the Fraud Prevention Plan & Strategy were accepted by the Risk Management Committee on 23 July 2018 and recommended for approval by the Audit & Performance Committee on 24 August 2018.

The reviewed Risk Management Committee Charter, Risk Management Policy, Risk Management Strategy, Risk Appetite Framework and the Fraud Prevention Plan & Strategy for 2018 2019 are submitted for approval by Council and are attached to this report

**Recommendation**

That the reviewed Risk Management Committee Charter, Risk Management Policy, Risk Management Strategy, Risk Appetite Framework and the Fraud Prevention Plan & Strategy for 2018 2019 be approved by Council.

**NOTE:** Annexures were distributed as part of the agenda for the  
Mayoral Committee meeting of 11 September 2018 (pg 53 - 104)

**This item served before the Executive Mayoral Committee on 11 September 2018**

**Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018**

**Aanbeveling / Recommendation**

That the reviewed Risk Management Committee Charter, Risk Management Policy, Risk Management Strategy, Risk Appetite Framework and the Fraud Prevention Plan & Strategy for 2018 2019 be approved by Council.



**REQUEST - APPROVAL TO RE-ADVERTISE VACANCIES ON THE AUDIT & PERFORMANCE COMMITTEE -  
IN COMPLIANCE WITH SECTION 166(5) OF THE MFMA**

**Purpose of report**

The purpose of this report is to obtain approval from Council to re-advertise vacancies on the Audit & Performance Committee in compliance with section 166(5) of the Municipal Finance Management Act no. 56 of 2003 which states that:

*the members of an audit committee must be appointed by the council of the municipality or, in the case of a municipal entity, by the council of the parent municipality. One of the members who is not in the employ of the municipality or municipal entity, must be appointed as the chairperson of the committee. No councillor may be a member of an audit committee.*

The objective is to re-advertise the vacancies on the Audit & Performance Committee from 01 October 2018

**Background**

On 15 April 2018 an Audit and Performance Committee member resigned from the Audit & Performance Committee.

The vacancy was advertised and closed in June 2018, however, we were unsuccessful in obtaining suitable candidates.

Additionally, on 30 June 2018 the contract of the chairperson of the Audit & Performance Committee expired and had to be extended by a further 6 months until the Municipality appoints suitable candidates.

**Financial Implications**

Funding is available.

**Recommendation**

That in respect of re-advertising the vacancies on the Audit & Performance Committee in compliance with section 166(5) of the MFMA, Council approves the re-advertisement of the vacancies for Audit and Performance Committee members as from 01 October 2018.

**AUDIT & PERFORMANCE COMMITTEE – QUARTERLY REPORT OF THE AUDIT & PERFORMANCE COMMITTEE (5/14/R) (AUDIT & PERFORMANCE COMMITTEE CHAIRPERSON)**

**Purpose of report**

To submit to Council for noting, the Quarterly report of the Audit & Performance Committee detailing the operations of the Internal Audit Unit and Audit & Performance Committee for the 2017/18 financial year.

**Background**

As per MFMA Circular 65, the chairperson of the Audit & Performance Committee will report on a quarterly basis, or more frequently if required, to the municipal council on the operations of the Internal Audit & Risk Management unit and the Audit & Performance Committee. The report should include:

- A summary of the work performed by the Internal Audit & Risk Management unit and the Audit & Performance Committee against the annual work plan;
- Effectiveness of internal controls and additional measures that must be implemented to address identified risks;
- A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof;
- Progress with any investigations and their outcomes;
- Details of meetings and the number of meetings attended by each member; and
- Other matters requested of the Internal Audit & Risk Management unit and Audit & Performance Committee.

The quarterly report of the Audit & Performance Committee is submitted for noting by Council and **is attached to this report**

**Recommendation**

That Council takes note of the Quarterly report of the Audit & Performance Committee.

Ons verw nr / Our Ref No  
Isalathiso Sethu

**A&PC 1**

Navrae / Enquiries  
Internal Audit

17 August 2018

Langeberg Municipal Council

<b>AUDIT &amp; PERFORMANCE COMMITTEE QUARTERLY REPORT – 2018/19</b>
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### **Background**

In terms of section 166 of the Municipal Finance Management Act, No. 56 of 2003, an Audit Committee is an independent advisory which must:

(a) Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality on matters relating to:

- (i) internal financial controls and internal audits;
- (ii) risk management;
- (iii) accounting policies;
- (iv) the adequacy, reliability and accuracy of financial reporting and information;
- (v) performance management;
- (vi) effective governance;
- (vii) compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
- (viii) performance evaluation; and
- (ix) any other issues referred to it by the municipality or municipal entity.

### **Purpose**

As per MFMA Circular 65, the chairperson of the audit committee will report on a quarterly basis, or more frequently if required, to the municipal council on the operations of the internal audit unit and the audit committee. The report should include:

- A summary of the work performed by the internal audit and the audit committee against the annual work plan;
- Effectiveness of internal controls and additional measures that must be implemented to address identified risks;
- A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof;
- Progress with any investigations and their outcomes;
- Details of meetings and the number of meetings attended by each member; and
- Other matters requested of the internal audit and audit committee.

## Scope

In terms of the legislative requirements and the Audit & Performance Committee Charter, an Audit & Performance Committee meeting was held on 16 July 2018 and the following were highlighted.

### Summary on progress of Risk-based Internal Audit Plan:

Below is a summary of the progress against the Risk-based Internal Audit Plan, outlining the audit areas covered and an assessment on the effectiveness of the control environment. Where applicable, additional measures were recommended by the Audit & Performance Committee that must be implemented to address key risks or areas.

The Risk-based Internal Audit Plan for the 2017/18 financial year was approved on 29 June 2017 and outlines the audits to be covered for each quarter, and also makes provision for ad hoc audits and other activities Internal Audit is responsible for. This report is a summary to Council on the progress on the implementation of the Internal Audit Plan as at the end of the 2017/18 financial year.

### Progress Status

The table below provides the status on the progress of the audits scheduled as per the Risk-based Internal Audit plan of the 2017/18 financial year.

PERIOD	AUDIT AREA	RISKS COVERED	PROPOSED SCOPE OF AUDIT	PROGRESS STATUS	ADEQUACY	EFFECTIVENESS
Quarter 1	Water & Wastewater	Non-compliance with water and wastewater treatment standards	Verify the effectiveness of processes and controls in place which would contribute to improved and adequate water and wastewater standards.	Completed	Yes	Yes
	Roads & Streets	Deterioration of streets network	Verify that there are plans in place to initiate streets network upgrade / renewal.	Completed	Yes	Yes
	Performance Management (Cyclical Audit) – Quarter 1	Incorrect performance reporting monthly on the system Insufficient SOP's for KPI's	Determine whether an effective performance management system is in place and performance reporting is	Completed	No. No review was in place.	N/A

PERIOD	AUDIT AREA	RISKS COVERED	PROPOSED SCOPE OF AUDIT	PROGRESS STATUS	ADEQUACY	EFFECTIVENESS
			substantiated with sufficient appropriate evidence.	Completed		
	Ad hoc Audits		Recalculation of performance bonuses	Completed	Yes	Yes
Quarter 2	Leave Management	No leave form reach the HR office, Leave not captured at all or not captured timeously by HR officials	Review systems and controls in place which would contribute to adequate and sufficient leave management processes.	Completed	Yes	Yes
	Supply Chain Management (Cyclical Audit)	Awards made to persons in the service of the state.	Review systems and controls in place which would contribute to adequate and sufficient supply chain management processes i.r.o. bids.	Completed	Yes	Yes
	Performance Management (Cyclical Audit) – Quarter 2	Incorrect performance reporting monthly on the system	Determine whether an effective performance management system is in place and performance reporting is substantiated with sufficient appropriate evidence.	Completed	Yes	N/A. Effectiveness was not tested in Quarter 1 performance information.
Quarter 3	Supply Chain Management (Cyclical Audit)	Awarding of quotations are not done according to the SCM regulations/policy	Review systems and controls in place which would contribute to adequate and	Completed		



PERIOD	AUDIT AREA	RISKS COVERED	PROPOSED SCOPE OF AUDIT	PROGRESS STATUS	ADEQUACY	EFFECTIVENESS
			sufficient supply chain management processes in terms of bids.			
	Grants (DORA)	No risks identified.	Determine whether the different grants were applied for their intended purpose.	Completed	Yes	Yes
	Performance Management (Cyclical Audit) – Quarter 3	Incorrect performance reporting monthly on the system	Determine whether an effective performance management system is in place and performance reporting is substantiated with sufficient appropriate evidence.	Completed	Yes	No
	Cemeteries	Approaching shortage of Cemetery space in all towns	Inspect SMT discussions and plans for sourcing land for the cemeteries and follow up on procurement or land identification for the need.	Completed	No	No
Quarter 4	Performance Management (Cyclical Audit) – Quarter 4	Incorrect performance reporting monthly on the system	Determine whether an effective performance management system is in place and performance	Completed	Yes	No



PERIOD	AUDIT AREA	RISKS COVERED	PROPOSED SCOPE OF AUDIT	PROGRESS STATUS	ADEQUACY	EFFECTIVENESS
			reporting is substantiated with sufficient appropriate evidence.			
	Electricity	Illegal Electricity Connections	Assess that the controls to detect and to prevent illegal electrical connections exist, are efficient and are implemented.	Completed	Yes	No

All audits planned for in the Risk-based Internal Audit Plan were completed for the 2017/18 financial year.

#### **Details of Meetings for 2017/18:**

The following table provides details of when quarterly Audit and Performance Committee meetings were held as well as attendance of members.

A & PC Meetings		Members Present
Quarter 1	28 August 2017	Mr. A Amod- Chairperson Mr. K Pretorius Mr. E Abrahams Mr. RG Nicholls Mr. W van Deventer
	21 September 2017	Mr. A Amod- Chairperson Mr. K Pretorius Mr. E Abrahams Mr. RG Nicholls Mr. W van Deventer
Quarter 2	29 November 2017	Mr. A Amod- Chairperson Mr. K Pretorius Mr. E Abrahams Mr. RG Nicholls Mr. W van Deventer
Quarter 3	14 March 2018	Mr. A Amod- Chairperson Mr. K Pretorius Mr. E Abrahams Mr. RG Nicholls Mr. W van Deventer
Quarter 4	14 May 2018	Mr. A Amod- Chairperson Mr. E Abrahams Mr. RG Nicholls Mr. W van Deventer
	16 July 2018	Mr. A Amod- Chairperson Mr. E Abrahams Mr. RG Nicholls Mr. W van Deventer

**Investigations (if applicable)**

N/A

**Other Matters:**

Mr. Karl Pretorius resigned as a member of the Audit and Performance Committee on the 15<sup>th</sup> of April 2018.

Yours Sincerely

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**Chairperson: Audit & Performance Committee**

**REPORT TO COUNCIL - LATE SUBMISSION OF ANNUAL FINANCIAL STATEMENTS (5/1/1 – 2018/2019)**  
**(CHIEF FINANCIAL OFFICER)**

**Background**

The purpose of this report is twofold: namely to comply with the legislation and also to inform the Council about the late submission of the Annual Financial Statements.

**Legal Context**

The following sections within the Municipal Finance Management Act, Act 56 of 2003, (MFMA) are applicable and relevant to this report.

Section 126(1)(a) of the MFMA states the following:

“The accounting officer of a municipality –

- (a) **must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing; and**

Section 122(1)(a) of the MFMA states the following:

“Every municipality and every municipal entity must for each financial year prepare annual financial statements which:

- a) **fairly presents the state of affairs of the municipality or entity, its performance against its budget, its management of revenue, expenditure, assets and liabilities, its business activities, its financial results, and its financial position as at the end of the financial year; and**
- b) **disclose the information required in terms of sections 123, 124 and 125.”**

Section 122(3) of the MFMA states the following:

**“Both annual financial statements and consolidated ..... must be prepared in accordance with generally recognised accounting practice prescribed in terms of section 91 (1) (b) of the Public Finance Management Act.”**

Section 133 places the responsibility on the Mayor to table in Council a written explanation setting out reasons for the failure.

Furthermore, Section 133 of the MFMA states:

- (1) If the accounting officer of a municipality or municipal entity fails to submit financial statements to the Auditor-General in accordance with section 126(1) or (2), or if the mayor fails to table the annual report of the municipality or a municipal entity in the council in accordance with section 127(2) –
  - (a) **the mayor must promptly table in the council a written explanation setting out the reasons for the failure;**
  - (b) the Auditor-General, in the case of any failure to submit financial statements for auditing, must promptly-

- (i) inform the speaker of the council, the National Treasury and the MEC for local government and the MEC for finance in the province of such failure; and
- (ii) issue a special report on the failure to the relevant provincial legislature; and
- (c) **the municipal council—**
  - (i) **must request the speaker or any other councillor to investigate the reasons for the failure and report to the council;**
  - (ii) **must take appropriate steps to ensure that the financial statements are submitted to the Auditor-General or that the annual report, including the financial statements and the audit report on those statements, is tabled in the council, as the case may be; and**
  - (iii) **may order that disciplinary steps be taken against the accounting officer or other person responsible for the failure;**
- (d) the provincial executive may intervene in the municipality in terms of section 139 of the Constitution;
- (e) the National Treasury may take appropriate steps against the municipality in terms of section 5(2)(e); and
- (f) the provincial treasury may take appropriate steps against the municipality in terms of section 5(4)(d).
- (2) The Auditor-General must submit to Parliament and the provincial legislatures—
  - (a) by no later than 31 October of each year, the names of any municipalities or municipal entities which have failed to submit their financial statements to the Auditor-General in terms of section 126; and
  - (b) at quarterly intervals thereafter, the names of any municipalities or municipal entities whose financial statements are still outstanding at the end of each interval.

### Discussion

Langeberg Municipality could not comply with this legislative requirement despite all efforts by the Finance Department. We had a set of AFS that could have been submitted but we could not trust the reliability of the figures after the mSCOA alignments and journals. The major cause for the non-submission is the time consuming processes associated with mSCOA.

The net result was that we could not trust the figures in our AFS and required more time to check the AFS. The decision for not submitting was primarily risk management for rather taking a non-compliance than submitting a set of AFS with possible material misstatements that do not reflect fair presentation and could influence the decisions of the users.

There is currently no system in the country that is fully mSCOA compliant. In the case of Langeberg, we are using the Promun system which requires a lot of human intervention in that the excel spread sheets must first be manipulated and then uploaded during the year. In other words, the documents that were uploaded during the year were not mSCOA compliant but manipulated by the system vendor to make them appear mSCOA compliant.

The constant updating of versions throughout the preparation and implementation period has contributed to the delays in finalizing the AFS. All of this added to the risk of possible misalignments of assets, liabilities, expenditure and revenue line items on the *Statement of Financial Position* and *Statement of Financial Performance*. The nature of the transactions determines the correct classifications. When the journals were processed with a view to correct the misalignments there was not enough time left to check and verify the figures, hence as a risk management measure we did not submit the AFS.

The reasons for late submission are a collective of many aspects that built up to the submission date, but one major cause is the implementation of mSCOA (the *Municipal Standard Chart of Accounts*) which was legislated in terms of regulations with an effective date of 1 July 2017. The effect of this is that the comparative figures for 1 July 2016 until 30 June 2017 must also be available in terms of GRAP. In some instances, it causes that mSCOA have highlighted incorrect treatment of certain aspects. mSCOA also provide guidance in the form of a generic classification framework with guidance on certain issues via position papers dealing with the most important challenges or changes.

It must not be viewed that Langeberg Municipality indicates that the implementation of mSCOA for the country is a bad idea but rather wants to highlight the challenges and the implications of it on financial systems. mSCOA posed major challenges on the internal capacity of Langeberg Municipality, but also on the service providers. It must be remembered that up to now the AFS of Langeberg Municipality was compiled in-house and Langeberg Municipality is proud of its track record in this regard.

The challenges with which Langeberg Municipality struggled the most were related to:

1. Time consuming processes related to mSCOA.
2. The integration of the capital asset register.
3. Update of bulk journals to correct mSCOA alignments.
4. The system triplicated journal amounts that would have caused material misstatements on the AFS
5. Trial Balance only completed in July 2018.
6. System regularly going out of balance.
7. Extract of trial balance into AFS taking  $\pm$  30 minutes and slowing down the system.

Other challenges relate to the expansion of the chart from below 10 000 accounts to over 90 000 causing all extracts in the form of reporting to be very slow and time consuming. The submissions and the budget modelling also caused big challenges which are still not addressed. Another result of the expanded chart is that the excel templates for the preparation of the AFS had become just too large for excel.

The mSCOA ledger and the old ledger went out of balance on numerous occasions. It was a legislative requirement to transact on the new mSCOA ledger as from 1 July 2017. During the year many system errors were identified and communicated to the system vendor. Throughout the year; various engagements between the service providers and the Municipality occurred where the problems were identified, and solutions were provided by the Municipality for the service provider to develop.

All of the above was time consuming and affected the operations of the budget office and the revenue section. It took time to identify the problems as and when it occurs, it even takes more time to resolve the issues and again more time to monitor the effect of the changes made by the service provider. These changes were almost never right the first time. It happened on numerous occasions that once the service provider rolled out an update the old challenges already resolved, reappeared.

Notwithstanding that it was impossible to meet the legislative deadline, the officials were hopeful all the time and have done more than what was expected under normal circumstances. Without isolating any one incident as the result, the biggest challenge was the fact that the system triplicated the batch journals for the mSCOA alignments. These problems could have been resolved if the team had more time. The problem was isolated at



23:15 on Friday, 31 August 2018. It left the team with too little time to fix, amend the disclosures and to review the AFS again and the set at that stage was not compliant with Section 122 of the MFMA which states:

**“Every municipality and every municipal entity must for each financial year prepare annual financial statements which-**

- (a) fairly presents the state of affairs of the municipality or entity, its performance against its budget, its management of revenue, expenditure, assets and liabilities, its business activities, its financial results, and its financial position as at the end of the financial year; and**
- (b) disclose the information required in terms of sections 123, 124 and 125....(3)....annual financial statements must be prepared in accordance with generally recognised accounting practice prescribed in term of section 91 (1) (b) of the Public Finance Management Act.”**

Langeberg Municipality do stand the chance of losing its clean audit status for 2017/2018. The audit has been postponed, with it the audit opinion, management reports and the annual report.

#### **OTHER COMPOUNDING FACTS/ REASONS FOR NON-COMPLIANCE WITH SECTION 126**

1. We are not aware of a financial system in the country that is appropriately mSCOA enabled allowing municipalities to be compliant with the mSCOA Regulations insofar reporting and management information are concerned. In the case of Langeberg, we are using the Promun system which requires a lot of human intervention in that the excel spread sheets must first be manipulated and then uploaded to the system. In other words, the documents that were uploaded during the better part of the year met the mSCOA validation requirements but the reports are not generated from the system without manual intervention.
2. The constant updating of program versions on the financial system throughout the preparation and implementation period has contributed to the delays in finalising the Financial Statements. All of this added to the risk of possible misalignments of assets, liabilities, expenditure and revenue line items on the Statement of Financial Position and Statement of Financial Performance. The nature of the transactions determines the correct classifications;
3. The testing of the asset module/program which must integrate seamlessly took more than a year to develop with further delays and challenges experienced during testing which complicated the passing of journals, further impacting the time required for effective and quality management oversight responsibility;
4. The old general ledger had to be “mapped” from scratch as the nature of the expense had to be correctly linked to an mSCOA item according to the mSCOA description;
5. The majority of line-items changed from General expenses to Contracted services or other materials which made comparability of the figures very complex and time consuming. (Take-on balances and transactions had to be re-classified);
6. One of the key requirements and characteristics of a credible set of AFS as per GRAP 1: Presentation of Financial Statements is “Consistency of Presentation”. Langeberg Municipality appropriately unbundled the opening balances of 30 June 2017. The prior year comparatives were restated (reclassified) to be aligned to MSCO A. Sufficient controls have also been put in place in order to ensure that transactions for the year ended 30 June 2018 have been processed in the correct MSCO A items. However, once the final figures for 30 June 2018 have been imported into the AFS where aggregated figures are presented, some figures appeared to no longer be comparable to those of 30 June 2017 which resulted in additional delays. The fact that the prior year 's figures were not comparable to the current year, is and was an unforeseen consequence of the implementation of mSCOA;



7. The overarching reason and crux are that the previous year figures had to be re-classified and in this regard mSCOA only required municipalities to re-state the opening balances (take-on balances) which Langeberg Municipality adhered to. Apart from the mapping and coding provided in the new chart of accounts, National Treasury never provided any guidance on the impact that the re-classification required by mSCOA, would have on previous year revenue, expenditure and more importantly, the movement within a specific AFS note. This proved to be very challenging and time consuming to unbundle the figures in such a way that it was comparable to the year under review's mSCOA balance sheet movement accounts;

Management accordingly from a risk point of view, decided to rather not submit AFS that did not comply with accounting framework given the technical system challenges experienced of which management did not possess the necessary expert knowledge to beforehand determine the credibility of the various functionalities within Promun, in order to ensure accuracy of the various accounting entries and note disclosures prior to the deadline of 31 August 2018.

The later submitting of our AFS after the deadline does not and cannot mean that the AFS then presented is not credible or accurate as Section 126 only deals with the deadline for submission. We had a set of AFS that could have been submitted, but we could not trust the figures after several journals were processed. The primary cause for the non-submission is directly attributed to the time consuming processes associated with the mSCOA alignment in order for the comparative years to make sense in line with GRAP 1, compounded by challenges experienced in aligning the mSCOA ledger to the old ledger which did not reconcile although the old ledger (pre-mSCOA environment) was accurate and credible .

The net result was that we could not trust the figures in our AFS and required more time to quality check the AFS to manage the associated risks resulting from program errors. At this point and juncture management would like to stress and conclude with the following:

- with the inception of the MFMA reforms some 15 years ago considerable effort went in to refining and streamlining management processes and controls in the financial system;
- with the implementation of mSCOA some 12 months ago, management has consistently pointed out that those controls and refinements in the pre-mSCOA Financial System needs re-engineering in order for reasonable assurance to be possible compared to the past.

All municipalities have been negatively affected by mSCOA and the failure by National Treasury to provide the guidance on AFS preparation as was promised. However, we accept that this situation might be different elsewhere in the province or country and therefore the core financial system's functionality is and was key in determining the level of complexity and challenges experienced during AFS preparation. This is evidenced by the extent to which other municipalities in the province which use the same financial system, were also not able to comply with section 126.

The AFS was submitted to the AGSA on 07 September 2018.

### **Recommendation**

1. That the Speaker investigates the correctness of the reasons for failure to submit the AFS on time, if the internal controls and capacitation of the Budget Office will be sufficient to rectify the matter and report back to Council as required by Section 133(c) of the MFMA.
2. That a copy of this item be sent to National Treasury and Provincial Treasury, MEC for Local Government and the MEC for Finance as required by Section 133(b)(i) of the MFMA.

This item served before the Finance Portfolio Committee on 19 September 2018  
Hierdie item het gedien voor die Finansies Portefeulje Komitee op 19 September 2018  
Recommendation / Aanbeveling

1. That the Speaker investigates the correctness of the reasons for failure to submit the AFS on time, whether the internal controls and capacitation of the Budget Office will be sufficient to rectify the matter and to report back to Council as required by Section 133(c) of the MFMA.
2. That a copy of this item be sent to National Treasury and Provincial Treasury, MEC for Local Government and the MEC for Finance as required by Section 133(b)(i) of the MFMA.

**FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – AUGUST 2018 (9/2/1/3) (CHIEF FINANCIAL OFFICER)**

**Purpose of report**

To submit a report in terms of the Monthly Budget Statement of the Local Government: Municipal Finance Management Act, 2003 to Council for information.

**Comments**

The report, as submitted to the Executive Mayor, National Treasury and Provincial Treasury, is attached to this report.

**Aanbeveling / Recommendation**

That the content of the report be noted.

*Dat kennis geneem word van die inhoud van die verslag.*

**NOTE:** The report and its annexures (pg 11 - 56) served at the Finance Services Portfolio Committee meeting of 19 September 2018.

**This item served before the Finance Portfolio Committee on 19 September 2018**

**Hierdie item het gedien voor die Finansies Portefeulje Komitee op 19 September 2018**

**Recommendation / Aanbeveling**

That the content of the report be noted.

*Dat kennis geneem word van die inhoud van die verslag.*

## FORENSIC REPORT ON THE MC GREGOR HOUSING PROJECT (MUNICIPAL MANAGER)

### Background

The Municipal Council instructed that a forensic investigation be undertaken on the McGregor Housing Project based on the numerous complaints that were received on the allocation of the houses.

### Discussion / Motivation

In 2012 the Provincial Human settlements purchased the farm of Mr Mouton for purpose of developing a housing project. In September 2015 Asla commenced with the installation of bulk services on the farm and houses were built as from August 2016.

A total of 496 sites were available for development of which 418 have already been completed and handed over. A further 68 houses still have to be built and the municipality is in the process of identifying beneficiaries for the remainder 68 houses. However, during the period of handing over the houses to the approved beneficiaries, a number complaints and allegations were made on irregular allocation of the houses. It is for this reason that the Council resolved that a forensic investigation be conducted.

Glynel International was appointed to undertake the investigation and they have consulted with most of the Councillors, Officials and some of the members of the public who availed themselves to the participate in this process. Glynel's report will be distributed separately for discussion by the Councillors.

The key challenge in this report is the fact that the Senior Housing Officials, namely Mr Nel and Mr Wiese refused to participate in this process which leaves a few gaps in the report. For example, on page 104 Table 2 and page 108 Table 5 of the report there are approved beneficiaries who received houses but they were not on the waiting list approved by the Council and they are less than 3 years on the waiting list. I still need to investigate this part from the Housing officials as I assume this could have been the source of unhappiness with the allocation of houses as alleged by the community.

### Recommendation

1. The report is submitted for consideration.
2. That a follow up report be submitted on the outstanding investigation regarding the findings on page 104 Table 2 and page 108 Table 5 of the report.

**TWINNING AGREEMENT BETWEEN LANGEBERG MUNICIPALITY AND GEMEENTE RHEDEN FROM 2012 TO 2016 (10/1/8) (MUNICIPAL MANAGER)**

**PURPOSE OF REPORT**

To submit a report to Council regarding the Twinning agreement between Langeberg Municipality and Gemeente Rheden from 2012 - 2016 for Council's information.

**BACKGROUND**

In October 2006 Langeberg Municipality signed a Twinning Agreement with Rheden. The Purpose of the Agreement was as follows:

- Technical Exchange to build the technical ability of Langeberg staff in order to improve service delivery and deepening democracy; and
- Not a funding agreement;

The Agreement covered the following areas:

- A. Housing in 2006 -2011
- B. Waste Management in 2008 - 2011
- C. Local Economic Development in 2012-2016
- D. Community Participation in 2014 - 2016

**A The Housing Programme**

The Housing Programme was the anchor programme for the Collaboration Agreement. The Municipality had several challenges, namely:

1. There was no housing delivery programme;
2. Allocated budgets could not be spent;
3. There was no plan in place to deliver social housing (GAP Housing);
4. Since this collaboration agreement Langeberg has a housing pipeline that runs up to 2023,
5. Langeberg has built 1.067 houses which accommodate approximately 4.268 people; and
6. Langeberg has just started with another 450 units in McGregor.

**B The Waste Management Programme**

The Waste Management Programme was added to the exchange programme in 2007 by Dr. Frits van Aggelen after the establishment of WaMaSa. The reasons for including this programme in the Cooperation Agreement were as follows:

1. Langeberg Municipality had a challenge with regard to dealing with waste;
2. The Landfill site was running out of airspace;
3. There were no recycling initiatives in the municipality;
4. Very little expertise existed in the ranks of the municipality;



5. During this period Langeberg received assistance from Utrecht University where three different groups of Students were sent to the area to do research on the waste streams; and
6. They designed the first recycling plant within Langeberg

Through the Waste Management Programme Langeberg has achieved the following:

1. A minimisation plan was developed to separate waste at source;
2. Langeberg recycled 1.750 tons per year;
3. A recycling plant was constructed and is fully operational;
4. Due to waste diversion Langeberg has saved air space;
5. We employ 20 persons who were scavengers on the landfill site;
6. During 2009 Langeberg was awarded the status of the Cleanest Town in South Africa;
7. We were the first municipality in the Western Cape, outside of the Metropolitan City of Cape Town to have a weigh bridge; and
8. Langeberg is currently used as a best practice when it comes to Waste management.

### **C. Economic Development Programme**

The Economic Development Programme started in 2012 and ran to 2016. The key projects of the programme are:

1. Branding the area
2. Implementation of the tourism strategy
3. Improving economic situation in townships
4. Tourism is currently contributing about 3% to our GDP but has potential to grow to 10% of GDP.

#### **Economic Development Programme - Conference on Tourism**

There is commitment on branding from tour operators, entrepreneurs and tourism offices. To date Langeberg has developed a Tourism Strategy which has been adopted by the Municipal Council (route 62) and a Toolkit had been created to prioritise projects.

#### **Economic Development Programme - Township Tour**

A project plan has been created for a first township tour in Langeberg. This created more benefits for the people in the Townships! A business plan has been created and various stakeholders are involved in the project. For example: entrepreneurs, tour operators and tourism offices. There is full commitment (also from politicians). Some of the culture genres are doing well to the extent that they have been nominated to perform at various competitions in SA and abroad. The pre-launch was in October 2016 and the official launch in the beginning of 2017.

A complete tourists package has been developed:

- Arts and culture
- Craft
- Storytelling
- Food
- B&B
- Music and dance

Tour guides will receive accredited training and agreements have been made on the revenue for the townships.

## **D Community participation**

### **General principles of *Ek neem deel!***

1. Open communication (two way: **between** Municipality and residents/interactive input/consultation)
2. Focus on Information – communication - participation
  - Inform (internal and external) on what's happening, where and when.
  - Communicate about it
3. Participate
  - New way of working
  - Everybody knows what is going on

### **Participation tools:**

1. Idea-box: New ideas, that are not done by the Municipality.
2. Response-box: Input and reflection on project from the municipality that are not already executed/implemented

### **Conditions for success**

There are three main conditions for success, namely:

#### **A Relationship:**

1. Equality
2. Trying to understand each other's culture and respect that
3. Keep in contact in between visits
4. People are involved

#### **B Vision:**

1. Working on a shared goal
2. Open mind to new ideas
3. Space for development by top management
4. Working from why-how-what
5. Commitment Mayor and the Council
6. Council that wants to improve
7. Commitment from the administration

#### **C Way of working:**

1. Sharing knowledge, both ways
2. Working one-on-one
3. Showing results to the opposition parties
4. Learning from experts in working field
5. Working on integrated approach, tearing down silos
6. Creating employment

## Conclusion:

The visit undertaken in August 2017 was to officially close the programme and to receive the intellectual property which was developed and donated to Langeberg by the Rheden Municipality being the Public Participation Tool. The purpose of this electronic tool is described as follows by Rheden:

*"An example of how Rheden can offer support is by making online tools and formats in order to achieve more integration between all the stakeholders. Ik Buurt Mee (I Participate!) is a method in the municipality of Rheden. With people and organizations involved, we work on a more social, pleasant and safe neighborhood. The inhabitants are of great importance: they know what is going on in the neighborhood. Together we ensure that it is pleasant living in Rheden. With attention for each other and for the living environment. In the website [www.lkbuurtmee.nl](http://www.lkbuurtmee.nl) it is possible to bring in ideas, to see where work is being done and which projects are running from the municipality or neighborhood."*

This program has been transferred to us but the "Ek Neem Deel" site requires editing and updating with latest information before it can be launched. Having regard to the above, it can be seen that this partnership was truly worth the effort.

We extend our great appreciation to the Foreign Affairs Minister of Netherlands for funding such a developmental project.

**SUBMITTED FOR INFORMATION**

**PROPOSED COOPERATION AGREEMENT BETWEEN RHEDEN, RUBAVU DISTRICT AND LANGEBERG  
(MUNICIPAL MANAGER)**

**Background**

Langeberg Municipality had a twinning agreement with Rheden Municipality since 2006 to December 2016. This agreement was officially closed when the Mayor and the Municipal Manager visited Rheden in August 2017. However, the Local Government Capacity Building Programme (LCGBP) came to an end in December 2016. The Ministry of Foreign Affairs in Netherlands has started a new programme known as IDEAL which excludes South Africa.

**Discussion/ Motivation**

VNG International (The Netherlands Association of Municipalities) is charged with the responsibility to capacitate municipalities in developing countries throughout the world. The Rheden Langeberg twinning agreement is seen to be the most successful capacity building in South Africa, as a result the VNG International wrote a letter dated 24 October 2016 in which they invited us to participate in a capacity building programme in Rubavu District Municipality, Rwanda. The purpose of our involvement is to share our experience since they are dealing with a similar programme, Tourism Development as they assisted this municipality. **The relevant letter is attached to this report** for ease of reference.

When this matter was discussed in Rheden during our visit in August 2017, it was resolved that we have to wait until the Council of Rheden Municipality has resolved on this matter. That Council resolved in August 2018 to accept the invitation to assist with a capacity development programme in Rubavu District Municipality, Rwanda. It should be borne in mind any collaboration that is facilitated by the VNG International cannot happen without a Dutch Municipality, hence we had to wait for Rheden to take a decision before we take our decision.

It has also been proposed that a delegation of two persons from Langeberg, the Mayor or his nominee and an official must attend a meeting in Rwanda on 22 – 24 November 2018.

The following report was provided to me by Rheden and provides more details about the programme going forward:

**“Proposal Action program Rubavu- Rheden 2019-2021”**

**Introduction**

VNG International, together with the Dutch Ministry of Foreign Affairs, has drawn up a new program to strengthen local government in developing countries for the period 2017-2021.

The program IDEAL (Inclusive Decisions At Local Level) 2017-2020, of which Rwanda is one of the country programs, will build on the results and lessons learned from the Local Government Capacity Program (LGCP). This program ended in December 2016 and the municipality of Rheden has since 2012 taken part successfully in its South Africa country program (concerning Langeberg cooperation). The new VNG International program aims to contribute to the Global Goals. Especially Global Goal 8 (Fair Work and Economic Growth) and Global Goal 16 (Peace, Security and Strong Public Services) are discussed in the new program of VNG International.

Following visits to Rubavu District in June 2017 and June 2018, the conclusion is that there is sufficient basis for a partnership between Rubavu and the municipality of Rheden. There is a win-win situation. The last visit in June 2018 confirmed this. In November 2018 we want to formalize this cooperation. Political decision making in the Netherlands is planned for September / October 2018.

Based on positive feedback from Rubavu, Rheden and Rubavu will use the coming period to develop a work plan. During the last visit in June 2018 it was agreed that the municipality of Rheden is making a proposal in draft for the subjects on which cooperation can be achieved. With this document a proposal is made to come to a concrete action program.

## Langeberg

The VNG International specifically also sees opportunities for Langeberg (South Africa) to transfer the knowledge and experience from the previous LGCP to Rwanda. The VNG International has indicated that it sees a great opportunity to combine South Africa and the Rheden's expertise and to export it to Rwanda. The Municipality of Langeberg responded enthusiastically to the request of VNG International. They would like to participate in the new program with Rubavu District and municipality Rheden.

This document aims to clarify some of the (realistic) potential activities that can take place within the framework of the partnership. The goal is to take these activities together by sharing knowledge with each other. On this basis we work on cooperation based on equality, respect and trust. Only then will tangible results be achieved.

## Visit June 2018

During our meeting in Rubavu in June 2018, the economic strategy of Rubavu (LOCAL ECONOMIC DEVELOPMENT STRATEGY 2017-2023) was present. The vision "**Rwanda Business and Tourism Gateway**" Rubavu districts consists of 3 main objectives:

1. Create a sustainable infrastructure and eco-tourism environment
2. Promote Business, social welfare and new off farm job creation
3. Boost agribusiness productivity

Examples of a number of important projects that result from the vision are: Extension of the airport in Gisenyi, Construction of a modern Port, Construction of 100 km feeder roads, Number of Hotels around hot spring site and Construction of a model Integrated Polytechnic Centre. These are all large projects that have a long lead time. The collaboration should lead to tangible results within a time span of 2 years. That is why we are now looking at the "quick wins". For our cooperation we see opportunities to share knowledge for projects that can be carried out within a period of 3 years. You can think of, for example, the development of a boulevard in Rubavu. We proposed to also look at the opportunities to get the tourist more in the area of Rubavu. We are thinking of a real African feeling tour and the development of a hotspot at the brewery. These activities are not in the economic vision of Rwanda district Rubavu, but we see great opportunities to take these activities together.

## Way of working together between Rubavu, Langeberg and Rheden

The support to each other will be based on colleague-to-colleague approach, in which expert practitioners exchange knowledge and experiences. The essence is that experts have experience in the same job or in a position comparable to the beneficiaries. The practitioners exchange vision and views and work together. Challenges and analyses are shared and are conducive for building on existing local capabilities. Colleagues might come from the Netherlands and Langeberg, but of course also from the beneficiary country. Colleague-to-colleague learning takes place mainly in coaching-mentoring trajectories, on-the-job training, workshops and study tours.

**Keywords for the cooperation are: respect, trust, equality, commitment and focus.**

**Important to mention is that no financial investments are involved in the projects / actions. The contribution that is made involves advising and sharing knowledge.**

## Contribute goals through cooperation

Through the collaboration we contribute to the following goals (IDEAL program):

1. Political decision making at all levels is participatory, representative and inclusive of all social groups
2. Government institutions, (local) civil society and the private sector increase sustainable employment opportunities in a conflict sensitive manner, working towards inclusive economic development and social cohesion.



## Realistic action program

The collaboration should lead to tangible results within a time span of 2 years. As indicated we are now looking at the "quick wins". The earlier discussions in 2017 and 2018 show that knowledge sharing / support is welcome for Rubavu on the following topics:

1. Urbanisation
2. Local Economic Development

There are also opportunities to increase the participation of residents, companies and institutions in Rubavu District. Municipality of Rheden has a lot of experience in increasing the participation of residents, companies and institutions. Good results were also achieved in this area together with the municipality of Langeberg. An example of how Rheden can offer support is by making online tools and formats in order to achieve more integration between all the stakeholders. Ik Buurt Mee (I'm joining!) is a method in the municipality of Rheden. With people and organizations involved, we work on a more social, pleasant and safe neighborhood. The inhabitants are of great importance: they know what is going on in the neighborhood. Together we ensure that it is pleasant living in Rheden. With attention for each other and for the living environment. In the website [www.lkbuurtmee.nl](http://www.lkbuurtmee.nl) it is possible to bring in ideas, to see where work is being done and which projects are running from the municipality or neighborhood

### Work session Urbanisation

What emerged from all visits was the need in Rubavu for support in implementing the master plans (for example: Rubavu LED strategy). An idea is to start with a short training in 2019 how to implement a master plan + set (realistic) priorities within the master plan, followed by a coaching process (colleague-to-colleague learning). The subject of participation must be explicitly given a role here (goal: increase participation). Municipality of Rheden has a lot of experience in project management.

### Actions in the field of Local Economic Development

- During the interviews Rubavu mentioned that they wanted to improve the skills of the private sector. The municipality of Rheden has a lot of experience in improving the business climate. This is explicitly done with the organized business community. This experience can be shared. Support from Rheden can be given in involving businesses more in government issues. In order to increase labor participation, it is important to have a good relationship with the business community. There is a real chance to start a conversation with Bralirwa (beer brewery) in order to increase the economic opportunities of the people in Rubavu. This starts with organizing meetings to get to know each other better.
- There are opportunities to improve cooperation with education institutes. We believe that it can be a real potential to bring local authorities, the private sector and educational institutions together. This can lead to better trained employees. Rheden has experience with setting up a so-called Triple Helix (cooperation education, government and entrepreneurs). There are opportunities to involve the business community from Rheden in the cooperation in the field of knowledge sharing.
- There are plenty of opportunities to develop a serious revenue model in Rubavu in the field of tourism. Specifically, we think of:
  - Professional branding of the area, starting from the Airport in Kigali. It is important that the area gets a professional branding at the airport already, because that is where people get to know Rwanda for the first time. The important stakeholders in Kigali must also be involved in this project. We will share knowledge and exchange experiences and not a financial contribution for profiling.
  - Establish a stronger relationship with important stakeholders of Kigali in relation to the tourists. For example: Rwanda Development Board It is important that there is an interaction between

the tourism sector in Kigali and in Rubavu. In this way you can create a win - win situation. Establish a stronger relationship with Musanze District because many tourists go there

- Develop a boulevard The lake in Rubavu district is a long stretched area. It offers a great opportunity to develop a boulevard where economic activities can take place. The contribution that is made involves advising and sharing knowledge which are not financial investments.
- Develop eco- tourism in relation to the mountain.
- Develop a Real African Feeling tour in Rubavu (with local entrepreneurs). This project offers great opportunities for increasing the income of the local population. Rheden has experience with the development of tourist activities in the South African municipality of Langeberg.
- Creating a tourist hotspot at the beer brewery. The beer brewery in Rubavu offers an opportunity to let the tourism sector profit from the presence of the brewery. A beer museum on location and tours through the factory grounds can lead to more tourism and employment.
- Use Lake Kivu more for leisure activities. You can think of leisure activities like boat trips / fishing tours with the local population etc.
- Further development of hot springs. The water sources are unique and have to come into the picture more for the tourists. A total concept must be developed (e.g. in combination with massages / baths) and accommodation location. The contribution that is made involves advising and sharing knowledge which are not financial investments.

Municipality of Rheden has a lot of experience in the above topics. For all action points, we must do this through participation (private sector, community, education and the government) This is an important part of all projects.

### **Schedule**

The VNG program runs until the end of 2021. The schedule below indicates when the projects are planned.

#### **2018 Activities**

- Formal signing of Memorandum of Understanding by mayors
- Starting projects/ drafting project plans for the projects in 2019
- Exchanging ideas about the subject of participation
- First conversation with beer brewery about opportunities

#### **Visits**

November 2018: Visiting delegation from Rheden in Rwanda (3 persons). Visiting delegation from Langeberg in Rwanda (2 persons).

#### **2019 Activities**

- Branding of district Rubavu (start discussions with stakeholders in Rubavu and Kigali)
- Working on a strong relationship between Kigali and Rubavu district but also with the Musanze district.
- Training in 2019 how to implement the master plan + set (realistic) priorities within the master plan, followed by a coaching process (colleague-to-colleague learning). This is the priority in the field of LED and tourism. The training is about implementation and prioritization in the areas of LED and tourism.
- Develop a boulevard (2019/2020/2021). The contribution that is made involves advising and sharing knowledge which are not financial investments.
- Starting projects/ drafting project plans for the projects in 2020

#### **Visits**

- June 2019: visit delegation Rheden and Langeberg in Rwanda (2/ 3 persons from Rheden, 1 person from Langeberg)
- November 2019: visit delegation Rheden in Rwanda

### **2020 Activities**

- Develop a Real African Feeling tour (including eco-tourism to the Mountain) in Rubavu (with local entrepreneurs). Tourists want to experience how local people live. Tourists are interested in other cultures, ways of life and like to experience how local dishes taste. The aim of this project is to offer opportunities for tourists together with local entrepreneurs to get in touch with the local population. At the same time, this offers economic opportunities for the people who live there and for the entrepreneurs.
- Creating a tourist hotspot at the beer brewery. The beer brewery in Rubavu offers an opportunity to let the tourism sector profit from the presence of the brewery. A beer museum on location and tours through the factory grounds can lead to more tourism and employment
- Starting projects/ drafting project plans for the projects in 2021

### **Visits**

- June 2020: visit delegation Rheden and Langeberg in Rwanda (2/ 3 persons from Rheden, 1 person from Langeberg)
- November 2020: visit delegation Rheden in Rwanda

### **2021 Activities**

- Develop a Real African feeling tour in Rubavu (with local entrepreneurs): completion
- Creating a tourist hotspot at the beer brewery
- Further development of hot springs. This is about developing an idea / plan to use the hot springs for more for economic activities. This is not about financial investment but about sharing knowledge.

### **Visits**

- June 2021: visit delegation Rheden and Langeberg in Rwanda (2/ 3 persons from Rheden, 1 person from Langeberg)
- November 2021: visit delegation Rheden in Rwanda"

### **Recommendation**

1. That the Council approve the participation of Langeberg Municipality in the trilateral agreement;
2. That it be noted that all costs associated with this programme shall be for the account of the Minister of Foreign Affairs of Netherlands via VNG International;
3. That the Executive Mayor will identify the Councillor in terms of his delegated power to go to Rwanda on 22 – 24 November 2018.
4. That the Accounting Officer will identify the official in terms of his delegated power to go to Rwanda on 22 – 24 November 2018

( A 3701 )

INTERNATIONAL  
CO-OPERATION AGENCY  
OF THE ASSOCIATION  
OF NETHERLANDS  
MUNICIPALITIES

Langeberg Municipality  
Attn. Mr. Soyisile A Mokweni,  
municipal manager



date:	24 October 2016	your ref:		direct tel:	8773
subject:	New programme on strengthening local government in developing countries	our ref:	IO/LG.00	encl.:	

Dear Mr. Soyisile,

Your municipality is participating in the Local Government Capacity Programme (2012-2016), a programme with the aim of strengthening local government in developing countries, financed by the Dutch Ministry of Foreign Affairs and implemented by VNG International in cooperation with multiple Dutch and foreign municipalities, water authorities and foreign partners. This programme ends this year, and although we still have some interesting activities ahead of us, we are looking forward to a new programme to support local governments from January 2017 onwards. This letter is to inform you about the new programme and to invite you to participate therein, sharing your expertise and experience with municipalities in one of the target countries.

The Dutch Ministry of Foreign Affairs has withdrawn the priority status of South Africa, which is why South Africa is no longer in the scope of the proposed programmes. However, VNG International would like to keep including the South African municipalities that are actively participating in the current Local Government Capacity Programme in the new programmes wherever possible.

Stakeholder meetings to formulate the new programme took place between March and July and a proposal for the new programme was presented to the Dutch Ministry of Foreign Affairs on August 8, 2016.

These were the presented initiatives:

1. Programme 'Inclusive Decisions at Local Level' (IDEAL 2017-2021):

Proposed overall programme impact is '*Local governments in the programme areas have broad-based legitimacy and contribute to social cohesion in their communities*', and the programme contributes to SDG 16 ('Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels'). This new programme will work in 8 countries which are or have been affected by past or present conflict and which cope with challenges in the field of security, legitimate governance and/or inclusive decision-making processes: Mali, South-Sudan, Somalia, Rwanda, Burundi, Uganda, Kenya and the Palestinian Territories.

This programme has been written for the Stability and Humanitarian Aid Department (DSH) of the Dutch Ministry of Foreign Affairs.

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2. Programme 'Governance of Inclusive Green Growth in Cities' (Deals 2017-2021): A concept note has been presented. The proposed overall programme objective is '*effective and inclusive city governance for integrated, sustainable urban(-rural) development and resilience to climate change*', contributing to all SDGs, in particular SDG 11 ('Make cities and human settlements inclusive, safe, resilient and sustainable'). This concept note has been prepared for the Inclusive Green Growth Department (IGG). The concept note indicates that in the coming months, a proposal will be developed together with all stakeholders and the IGG Department of the Dutch Ministry of Foreign Affairs.

VNG International hopes that Langeberg municipality is willing to participate in these new programmes through sharing your municipal knowledge and expertise in the benefit of local governments in target countries. We believe your municipality could share experiences in the field of citizen participation and integrated municipal management in the field of housing, waste management and economic development.

Based on the knowledge and expertise of Langeberg municipality, we foresee concrete leads in the country programmes of Rwanda, Uganda, and Kenya of the IDEAL programme, and in the to be further developed Deals programme. For further information you will find a summary of the aforementioned programmes in the attachment. These documents are written by the Ministry of Foreign Affairs and have not yet been approved. Therefore we kindly request you to only use this summary within the municipality and not further distribute it.

The 1<sup>st</sup> of September, VNG, in the name of the chairman, Mr. Van Zanen, had a meeting with the Minister for Foreign Trade and Development Cooperation, Mrs. Ploumen. The Minister has indicated to be very positive about the development work that the VNG conducts through VNG International. Nonetheless, the budget of development cooperation has been under pressure, principally because of limited economic growth and the caretaking of refugees coming to the Netherlands, which is paid for by this ministry. As a consequence of this, it is still uncertain what will be the available financial amount for the proposed programme, and therefore whether all plans can be implemented. That there will be a programme is certain and we will inform you about the final decision of the Ministry that we expect in November.

We hope that you, while reading the programme documents, will find enough leads to participate in one of the new programmes. We are convinced that we can benefit from your knowledge and expertise to be able to support other municipalities in the right way. We would like to hear, if, and if yes in which programmes Langeberg municipality would like to participate.

If you have any questions, do not hesitate to contact Anne-Marie Tosserams:

Email: [Anne-Marie.Tosserams@vng.nl](mailto:Anne-Marie.Tosserams@vng.nl)

Phone: +31703738234

Kind regards,  
VNG International

Irene Oostveen  
Senior project manager



## SLEGS VIR KENNISNAME • FOR INFORMATION ONLY

### B & BB ITEMS

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## SLEGS VIR KENNISNAME • FOR INFORMATION ONLY

### B & BB ITEMS

- B 5427 DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES - JULY 2018 - STRATEGY & SOCIAL DEVELOPMENT (9/2/1) (DIRECTORATE: STRATEGY AND SOCIAL DEVELOPMENT)**

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

That the contents of the report of deviations from the procurement processes be noted.

*Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.*

- B 5428 DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES FOR JULY 2018 – DIRECTORATE: ENGINEERING SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

That the contents of the report of deviations from the procurement processes be noted.

*Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.*

- B 5429 DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES FOR JULY 2018 - DIRECTORATE FINANCE (9/2/1) CHIEF FINANCIAL OFFICER**

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

That the contents of the report of deviations from the procurement processes be noted.

*Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.*

- B 5430 APPLICATION FOR THE PURCHASE OR LEASE OF A PORTION OF ERF 2 (5.5 HA) ADJACENT TO ERF 7647, ROBERTSON (7/2/3/2/5) (PRINCIPAL CLERK: PROPERTY ADMINISTRATION)**

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

1. That the application received from Mr D van Wyk for the purchase or lease of a portion of erf 2 (5.5 ha) adjacent to erf 7647, Robertson not be approved taking in consideration comments received from the Manager: Town Planning and Mr Claassen from Cape Nature that the site is environmentally sensitive and of high conservation value.

*Dat die aansoek van Mnr D van Wyk vir die koop of huur van ' gedeelte van erf2 (5.5 ha) aangrensend erf 7647, Robertson nie goedgekeur word nie in aggenome kommentaar ontvang vanaf die Bestuurder: Stadsbeplanning en Mnr Claassen van Cape Nature dat die ligging omgewingsensitief en van uitstaande konservasie waarde is.*

2. That future applications to purchase or lease this portion of Erf 2, Robertson be dealt with administratively.

*Dat toekomstige aansoeke om hierdie gedeelte van Erf 2, Robertson te koop of te huur administratief hanteer word.*

**B 5431 DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES FOR JULY 2018 -- DIRECTORATE: CORPORATE SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)**

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

That the contents of the report of deviations from the procurement processes be noted.

*Dat kennis geneem word van die inhoud van die verslag in verband met afwykings van die verkrygingsprosesse.*

**B 5432 APPLICATION TO TRANSFER MUNICIPAL RENTAL HOUSE: ERF 816, FH 16 KHOSI AVENUE, ZOLANI ASHTON FROM BENJAMIN MBEKA TO NOMONDE MBEKA (17/5/5/4) (SNR HOUSING CLERK – ASHTON)**

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

That the Municipal family hostel on erf 816, FH16 Khosi Avenue Zolani, Ashton be allocated to Nomonde Mbeka on the following conditions.

*Dat die Munisipale familie hostel gelee te erf 816, Khosilaan FH16, Zolani, Ashton op die volgende voorwaardes aan Nomonde Mbeka toegeken word.*

1. That the Municipal Family Hostel on erf 816, FH16 Family Hostel, Zolani be sold to Nomonde Mbeka for R15 000-00 in terms of the Enhanced Extended Discount Benefit Scheme (EEDBS)

*Dat die Munisipale Familie Hostel geleë te erf 816 Zolani, Ashton vir die bedrag van R15 000.00 interme van die Verbeterde Uitgebreide Afslag Voordeelskema (EEDBS) aan Nomonde Mbeka vervreem word.*

2. That Nomonde Mbeka enter into lease agreement with Municipality until her subsidy for the Enhanced Discount Benefit Scheme (EEDBS) is approved by the Department of Human Settlements, where after a deed of sale be entered into between herself and the Municipality.

*Dat Nomonde Mbeka 'n huurkontrak sluit met die Munisipaliteit totdat haar subsidie vir die verbeterde uitgebreide afslag voordeelskema (EEDBS) deur die Departement van Menslike Nedersettings goedgekeur is waarna 'n koopvooreenkoms tussen haarself en die Munisipaliteit gesluit word.*

**B 5433 APPLICATION TO TRANSFER MUNICIPAL RENTAL HOUSE: ERF 820, FH 29 KHOSI AVENUE, ZOLANI, ASHTON FROM GILBERT MBOVANE TO SIPHO MBOVANE (17/5/5/4) (SNR HOUSING CLERK – ASHTON)**

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

That the Municipal family hostel on erf 820, FH 29 Khosi Avenue Zolani, Ashton be allocated to Siphon Mbovane on the following conditions.

*Dat die Munisipale familie hostel gelee te erf 820, Khosilaan FH 29, Zolani, Ashton op die volgende voorwaardes aan Siphon Mbovane toegeken word.*

1. That the Municipal FH 29 Family Hostel on erf 820, Zolani, Ashton be sold to Siphon Mbovane for the amount of R15 000-00 in terms of the Enhanced Extended Discount Benefit Scheme (EEDBS).

*Dat die Munisipale Familie Hostel FH29 te erf 820, Zolani, Ashton vir die bedrag van R15 000-00 interme van die Verbeterde Uitgebreide Afslag Voordeelskema (EEDBS) aan Siphon Mbovane vervreem word.*

2. Sipho Mbovane enter into lease agreement with the Municipality until his subsidy for Enhanced Extended Discount Benefit Scheme (EEDBS) is approved by the Department of Human Settlements, where after a deed of sale be entered into between himself and the Municipality.

*Dat Sipho Mbovane 'n huurkontrak sluit met die Munisipaliteit totdat sy subsidie vir die verbeterde uitgebreide afslag voordeelskema (EEDBS) deur die Departement van Menslike Nedersettings goedgekeur is waarna 'n koopvooreenoms tussen homself en die Munisipaliteit gesluit word.*

**B 5434 APPLICATION TO TRANSFER RDP HOUSE: ERF 595, NKQUBELA, ROBERTSON FROM RICHARD MBATSHA TO ANGELINA NOKOLISEKO MBATSHA (17/5/8/2/1) (SENIOR CLERK HOUSING, ROBERTSON)**

This item served before the Executive Mayoral Committee on 11 September 2018

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018

Eenparig Besluit / Unanimously Resolved

That the RDP House situated on erf 595, 34 Maflika Street Nkqubela, Robertson be allocated to Angelina Nokoliseko Mbatsha on the following conditions:

*Dat die HOP woning gelee te erf 595, Nkqubela, Robertson op die volgende voorwaardes toegeken word aan Angelina Nokoliseko Mbatsha:*

1. That a housing subsidy application be submitted to the Provincial Housing Board for consideration on behalf of Angelina Nokoliseko Mbatsha.

*Dat 'n behuisingssubsidie aansoek namens Angelina Nokoliseko Mbatsha aan die Provinsiale Behuisingsraad voorgele word ter oorweging.*

2. That once the subsidy as mentioned in point 1 above, is approved, the property be transferred into the name of Angelina Nokoliseko Mbatsha.

*Dat nadat die subsidie soos in punt 1 gemeld, goedgekeur is, die eiendom in Angelina Nokoliseko Mbatsha se naam getranspoteer word.*

3. That Angelina Nokoliseko Mbatsha enter into a Lease Agreement with the Municipality until the housing subsidy has been approved after which a Deed of Sale will be entered into between herself and the Municipality.

*Dat Angelina Nokoliseko Mbatsha 'n huurkontrak sluit met die Munisipaliteit totdat die behuisingssubsidie in haar naam goedgekeur is waarna 'n koopkontrak met haar gesluit word.*

**B 5435 APPLICATION TO LEASE A PORTION OF MUNICIPAL LAND ADJACENT TO ERF 499, NKQUBELA, ROBERTSON (7/2/3/1/5) (PRINCIPAL CLERK: PROPERTY ADMINISTRATION)**

This item served before the Executive Mayoral Committee on 11 September 2018

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018

Eenparig Besluit / Unanimously Resolved

That the report be referred back to the Corporate Services Portfolio Committee and that the Manager Town Planning amend his *Comments & Recommendations* where after the report will be resubmitted for consideration.

BB 707 REPORTING ON LITIGATION – AUGUST & SEPTEMBER 2018 (7/1/R + 7/2R)(DIRECTOR CORPORATE SERVICES)

This item served before the Executive Mayoral Committee on 11 September 2018  
Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 11 September 2018  
Eenparig Besluit / Unanimously Resolved

That the contents of the report on litigation be noted.

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