



KOUGA

local municipality

Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

SUPPLEMENTARY ITEMS

AGENDA

Date : 25 JANUARY 2018
Time: 10:00
Venue : Kouga Council Chamber
(Jeffreys Bay Unit)

18/01/MM3 Council Resolutions For November & December 2017 (Mayoral & Council)

Pages 254- 3 08

18/01/CORP5 Portfolio Committee Members To Council

Pages 310 - 312

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 25 JANUARY 2018

ITEM NO: 18/01/MM3

COUNCIL RESOLUTIONS FOR NOVEMBER & DECEMBER 2017 (MAYORAL & COUNCIL)

1. Introduction

The purpose of this item is to provide the Council with an overview report regarding the progress of the execution of Resolutions.

2. Background

At the Council meeting of 8 December 2017, the following resolution was made by Council:

17/12/AME-SP1

COUNCIL RESOLUTIONS FOR NOVEMBER 2017

- i) That future Council Resolution reports, reflecting outstanding resolutions, be submitted to Council for approval.

3. Recommendation

- i) That the updated Actions Sheets reflecting resolutions of the Council/Mayoral Committee meetings for November & December 2017 be accepted.

Noted by the Portfolio Councillor



A handwritten signature in black ink, consisting of a large, stylized initial 'P' followed by several loops and a horizontal line extending to the right, positioned above a solid horizontal line.

ACTION SHEET FOR EXECUTION OF RESOLUTIONS
MAYORAL COMMITTEE MEETING HELD ON 22 NOVEMBER 2017

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	REPORT BACK DATE / COMPLETION DATE
PRESENTATIONS					
<u>PRESENTATION: MSCOA - BYTES - CURRENT POSITION ON ISSUES WAY FORWARD</u>	<p><u>Way Forward</u></p> <p><u>Onsite Support:</u></p> <ul style="list-style-type: none"> - Either SAMRAS GM or CRM will visit Kouga weekly to ensure continuity of corrective support; <p><u>Training</u></p> <ul style="list-style-type: none"> - Training on the Report Writer will be done onsite to CFO and budget staff; - Other training requirements will be identified by the municipality and done by Bytes onsite; - The municipality to attend centralized training provided by Bytes - Access to the mSCOA Framework will be given as requested with personal usernames and passwords 				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	REPORT BACK DATE / COMPLETION DATE
17/08/LED6 <u>TRAINING DONE WITH GAMTOOS VALLEY AND THE SEWING MATERIALS HANDOVER</u>	i) That the five sewing machines that were purchased for training purposes in the Patensie area that is currently in Owen Nelsons' office be retrieved and moved to where they will be utilized for training. ii) That once an organization has been identified, the sewing machines be donated for the purposes of training and that the items be removed from the Assets Register. iii) That it be noted that a report is being awaited from the Manager: Assets and Fleet and will be submitted to the next Finance Portfolio Committee meeting.			PC Meeting November 2017 March 2018	

FINANCE					
<u>SUPPLY CHAIN MANAGEMENT/ STORES: MONTHLY TENDERS AND S39 DEVIATIONS FOR THE MONTH OF SEPTEMBER 2017</u>	i) That the report on the monthly tenders and Section 39 Deviations for the month of September 2017, be noted. ii) That a Joint Report be prepared by Directorate: IPD & Finance in relation to the provision of Suction Tanker Services with the associated billing/tariff structure. iii) That a costs comparison analysis report between leasing/purchasing of service delivery vehicles be compiled and finalized by 24 November 2017 and submitted to the Office of the Mayor.	CFO		Finance PC Report to be submitted to PC meeting March 2018 Report to be submitted to PC in March 2018	

<p>17/11/F2 <u>REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – SEPTEMBER 2017</u></p>	<p>i) That the Debtors Report for the month of September 2017, be noted. ii) That Sea Vista debtors be allocated to Ward 1 and be removed from Ward 12.</p>	CFO		Done	
<p>17/11/F3 <u>EXPENDITURE REPORTS: FOR THE MONTH SEPTEMBER 2017</u></p>	<p>i) That the Expenditure reports for the month of September 2017, be noted. ii) That the CFO be requested to distribute a memorandum regarding procedures and processes to follow for the procurement process.</p>	CFO		To be completed by end January 2018	
<p>17/11/F6 <u>ICT OPERATIONS: REPORT FOR THE MONTH OF SEPTEMBER 2017</u></p>	<p>i) That the ICT operations report for the month of September 2017, be noted. ii) That the ICT Steering Committee meet on 6 December 2017 to address such as:</p> <ul style="list-style-type: none"> • Limited ICT staff • Upgrade of ICT equipment • Improved ISP • Backup Systems <p>iii) That it be noted that the following ICT policies will be reviewed at the Policy Workshop to be held on 30 November 2017: -</p> <p>ICT Corporate Governance Policies; Corporate Governance of ICT Charter; Corporate Governance of ICT Policy; ICT Strategy; ICT Risk Management Framework; ICT Disaster Recovery Policy; Policy and Procedures for the Disposal of Immovable Capital Assets; Preferential Procurement Policy;</p>	CFO		<p>Meetings were held on 6 December 2017 and 10 January 2018.</p> <p>Skype meeting will be held on 17 January 2018.</p> <p>Workshopped on 30 November 2017</p> <p>28 February 2018 Council meeting for adoption</p>	

	Supply Chain Management Policy for Infrastructure Procurement and Delivery Management;				
17/11/F7 <u>REPORT ON STATUS OF FLEET FUNCTION</u>	<p>i) That the monthly fleet report as at 30 September 2017, be noted.</p> <p>ii) That a cost analysis be undertaken to provide all Municipal service delivery vehicles with a vehicle decal/sticker, indicating the call centre contact information as well as a "how's my driving" slogan, be obtained, to identify employees misusing municipal vehicles.</p> <p>iii) That the report as contemplated in (ii) be submitted to the <u>next Finance Portfolio Committee meeting</u>.</p>			Report to be submitted to next Infrac & Engineering PC in March 2018	

ADMINISTRATION, MONITORING, EVALUATION & SPECIAL PROJECTS					
17/11/AME-SP1 <u>MONTHLY REPORTS FOR THE ADMINISTRATION, MONITORING, EVALUATION & SPECIAL PROJECTS DIRECTORATE: ADMINISTRATION SECTION FOR AUGUST-SEPTEMBER 2017</u>	<p>i) That the monthly report for July, August and September 2017, of the Directorate of AME & SP be noted.</p> <p>ii) That the monthly progress report on the Call Centre activity i.e. number of calls received, resolved and not resolved, be submitted to the AME Portfolio Committee.</p> <p>iii) That a detailed Call Centre report on the nature of the issues per directorate be submitted to the respective Portfolio Committees.</p> <p>iv) That it be noted that the committee raised concern regarding Ward 1 meetings and logistics thereof.</p>	Dir: AME&SP		<p>Corp Services Report to be submitted in March 2018</p> <p>All Directorates to submit a report to the next PC meeting in March 2018</p>	

	v) That it be noted that to encourage active public participation especially in the forthcoming IDP Public Participation process, loud-hailing be used as a tool to communicate with the community regarding each meeting.			On-going Office of the Speaker to address with Ward Councillors and Ward Assistants	
17/11/AME-SP2 <u>PAPERLESS PROJECT PRELIMINARY REPORT</u>	i) That the preliminary investigation into a paperless solution, be noted and supported. ii) That the exorbitant printing cost currently being incurred be aligned with the National Drive to protect and preserve the environment and take into consideration the impact on climate change. iii) That training of councillors on the use of laptops be finalized before implementation of paperless solution. iv) That the proposed paperless solution be referred to the Council Meeting to held in February 2018.	Dir: AME&SP		Councillor training from 16-19 January 2018 Report 28 February 2018	
17/11/AME-SP3 <u>REPORT ON THE STATUS OF WARD COUNCILLORS OFFICES</u>	i) That the report on the Status of Ward Councillors Offices and the associated financial implications thereof, be noted. ii) That the Directorate be instructed to develop a Policy in support for Public Office Bearers in line with the provisions of tools of trade as contained in Government Gazette No. 40763, dated 3 April 2017.	Dir: AME&SP		March 2018	

	<p>iii) That a progress report on the project, consideration of the R100 000.00 allocation to Ward Councillors' Offices, be submitted to the next AME Portfolio Committee meeting.</p> <p>iv) That it be noted with concern that the location of Ward 1 office has still not been resolved and that it be noted that the needs assessment of the Oyster Bay Community hall was not entirely correct and that, that hall currently does have a desk, chairs, telephone and photocopier.</p> <p>v) That a detailed report of logistics for Ward 1 office to be submitted at the next AME Portfolio Committee Meeting.</p> <p>vi) That the Budget Monitoring Committee be requested to liaise with the relevant Directorates to identify funds for the upgrading of all Ward Offices in terms of maintenance and that a report be submitted to the next AME Portfolio Committee meeting.</p>			<p>Report on projects which are implementable be submitted to the Executive Mayor.</p> <p>Report to be submitted to PC in March 2018.</p>	
<p><u>17/11/AME-SP5</u> <u>STATE OF THE ARCHIVES OF KOUGA MUNICIPALITY</u></p>	<p>i) That the report on the State of the Archives of Kouga Municipality be noted.</p> <p>ii) That the services of Metrofile, as a sole service provider, be investigated by the Directorate: AME&SP to convert hard copy documents of the Municipality into electronic records.</p>	<p>Dir: AME&SP</p>		<p>Refer to</p> <p>17/12/AME-SP2 dated 8 December 2017</p>	

	<p>iii) That a submission be made by the Directorate: AME&SP to the Office of the Municipal Manager regarding the procurement process which needs to be complied with in terms of the Supply Chain Management Policy and prescribed legislation.</p> <p>iv) That a report, as contemplated in (ii) be submitted to the next AME&SP Portfolio Committee meeting.</p>			Submission to be made to the Municipal Manager by 19 January 2018	
<p>17/11/AME-SP6 <u>RESCINDING OF COUNCIL RESOLUTION 13/07/F15 OF 27 MARCH 2014 – CELLPHONE CONTRACTS</u></p>	<p>i) That no future cellphone contracts be concluded by Kouga Municipality on behalf of Councillors and that current cellphone contracts be systematically phased out over a period of 3 months.</p> <p>ii) That the Director: AME&SP be requested to obtain clarity on the legalities from the Service Provider regarding the transfer of cellphone contracts from the Kouga Municipality to Councillors for the implementation of the phasing out process to be commenced with.</p> <p>iii) That the Director: AME&SP be requested to investigate as to why Council Resolution 13/07/F15 dated 27 March 2014 was not executed which resulted in the contravention of such Council Resolution.</p> <p>iv) That the item <u>be referred to Council for approval</u>.</p>	Dir: AME&SP		<p>Refer to</p> <p>17/12/AME-SP3 dated 8 December 2017</p> <p>Item to be submitted to Council on 25 January 2018</p>	

<p>17/11/AME-SP7 <u>LEGAL OPINION ON THE ISSUING OF PROOF OF RESIDENCE BY ADMINISTRATION</u></p>	<p>i) That the content and the associated risks, as outlined in the legal opinions of C. W. Malan and Britz Attorneys be noted,</p> <p>ii) That based on the legal opinions, Council terminate the practice of issuing Proof of Residence and that residents who seek such Proof of Residence, be advised to obtain a sworn affidavit at the local police station,</p> <p>iii) That the arbitrary issuing of Proof of Residence by Administration staff be investigated.</p> <p>iv) That the Communications Department be requested to liaise with all relevant institutions informing them of Council's Resolution and that a notice be placed in the local media as well as on the Kouga Municipality's Website.</p> <p>vi) That the item be <u>referred to Council for approval</u>.</p>	<p>Dir: AME&SP</p>		<p>Refer to 17/12/AME-SP4 dated 8 December 2017</p> <p>Applications forms to be completed by Councillors to activate process as a Commissioner of Oath.</p> <p>Office of the Speaker</p> <p>Media Liaison Officer</p>	
IFRASTRUCTRE, PLANNING & DEVELOPMENT					
<p>17/11/IPD1 <u>PROGRESS REPORT ON 10 X HUMAN SETTLEMENTS PROJECTS</u></p>	<p>i) That the progress report on the 10 x Low Cost Housing Projects be noted. That all the following concerns raised be addressed before 30 November 2017:</p> <ul style="list-style-type: none"> • The status of Kwa-Nomzamo 400 which includes Phola Park, Shukushukuma, Bungalows and Golf Course. 	<p>Dir: IPD</p>		<p>Done</p> <p>Done</p>	

	<ul style="list-style-type: none"> • Relocation of informal settlement next to Waste Water Treatment Plant in Kwa-Nomzama. • Land for a transfer station in St Francis Bay for Sea Vista residents. • Land for future Human Settlement Development to be investigated for Sea Vista 2000. • Report on the transfer of land between Department of Public Works and Kouga Municipality. <p>iv) That it be noted that contentious land issues are being addressed by the Land Advisory Committee and a report thereon will be submitted to the next IPD Portfolio Committee meeting.</p> <p>v) That a meeting be arranged with the Department of Public Works regarding the transfer of land to Kouga Municipality and that a report be submitted to the next IPD Portfolio Committee meeting.</p> <p>vi) That it be noted that an application for MIG funding for land for a transfer station in St Francis Bay for Sea Vista has been submitted to the Department of Human Settlements.</p>			<p>No land available at this point in time.</p> <p>Being investigated.</p> <p>Appointed Manager: Town Planner to investigate.</p> <p>The Municipal Manager is currently arranging meeting. Manager Town Planning to lead negotiations.</p>	
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	<p>vii) That it be noted that the status of KwaNomzamo 400 will require the submission of a new Environmental Impact Assessment study for the upgrade to formal housing.</p> <p>viii) That it be noted that once the relocation of the informal settlement next to the Waste Water Treatment Plant in Kwa-Nomzama has been finalised, that the Directorate: IPD ensure that no new informal settlement be permitted on the land vacated.</p> <p>ix) That a comprehensive progress report on the above be submitted to the next IPD Portfolio Committee meeting.</p>			<p>March 2018</p>	
<p>17/11/IPD3 <u>ILLEGAL ELECTRICAL CONNECTIONS</u> <u>PROGRESS REPORT AND ACTION PLAN</u></p>	<p>i) That Ward Councillors meet with the communities explaining the danger of the illegal electrical connections, be noted.</p> <p>ii) That the affected community be relocated to registered erven where services can be made available.</p> <p>iii) That transit land be identified and services be installed prior to the relocation of the affected community.</p> <p>iv) That legal action be taken against the perpetrators for illegal electrical connections caused by tampering.</p>	<p>Dir: IPD</p>		<p>Report to be submitted to the PC March 2018</p> <p>Costs to formalise Installation of 5amp</p>	

	<p>v) That the By-law regarding the tampering of municipal electrical connections be implemented with assistance from SAPS.</p> <p>vi) That registered/qualified electricians be requested to remove all the illegal electrical connections as a last resort.</p> <p>vii) That a comprehensive report be compiled indicating all financial implications, as contemplated in (ii) and (iii) and that the report be submitted to the next IPD Portfolio Committee meeting.</p>			Manager Legal Services	
<p>17/11/IPD4 <u>PROPOSED GUIDELINE IN DEALING WITH VANDALISM TO MUNICIPAL ASSETS</u></p>	<p>viii) That the implementation of the proposed Guideline in Dealing with Vandalism to Municipal Assets, be accepted.</p> <p>ix) That strategies to prevent vandalism of municipal assets i.e. CCTV approach be investigated for implementation, in line with the approved budget and available funds, be accepted.</p> <p>x) That the Communications Department be requested to follow the normal communication channels such as the media, monthly newsletters and the website as well as the distribution of pamphlets in all areas and through ward committees advising communities of the consequences of vandalism, be accepted.</p>	Dir: IPD		<p>Refer to</p> <p>17/12/IPD1 dated 8 December 2017</p> <p>March 2018</p>	

<p><u>17/11/IPD5</u> <u>REPORT ON FOUNTAINS/SANDS</u> <u>DEVELOPMENT: AUGMENTATION.</u></p>	<p>i) That the Report on the Fountains/Sands Development: Augmentation be noted.</p> <p>ii) That the Director: IPD be requested to conduct an investigation regarding the 2 vacant erven and whether the municipality has the right to claim the land due to outstanding augmentation contributions as the company has been liquidated and deregistered, noted.</p> <p>iii) That the Director: IPD be requested to submit an audit report on all other properties with outstanding augmentation fees to the next IPD Portfolio Committee meeting.</p>	Dir: IPD		Report on Augmentation fee March 2018	
<p><u>17/11/IPD7</u> <u>RE: REPORT ON STATUS OF REQUIRED</u> <u>OPERATION AND MAINTENANCE OF</u> <u>SURFACE ROADS</u></p>	<p>i) That the progress report on the Status of the required Operation and Maintenance of Surface Roads be adopted.</p> <p>ii) That the Director: IPD be requested to compile a status report on all gravel roads to be submitted by Friday, 24 November 2017.</p> <p>iii) That the Director: IPD be requested to investigate the possibility of a roads team to support the grader Operator and submit a report to the next IPD Portfolio Committee meeting.</p>	Dir: IPD		March 2018	

<p>17/11/IPD8 <u>RE: ELECTRIFICATION OF INFORMAL SETTLEMENTS: ALL AREAS IN KOUGA MUNICIPALITY</u></p>	<p>i) That the proposed plan to electrify informal settlements and to consideration be given on the 2018/2019 budget for implementation thereof, be noted.</p> <p>ii) That the application for formalisation of the area submitted to the Department of Human Settlements, be noted.</p> <p>iii) That a progress report on the electrification of informal settlements be submitted the next IPD Portfolio Committee meeting.</p>	Dir: IPD		March 2018	
COMMUNITY SERVICES					
<p>17/11/CS1 <u>MONTHLY REPORT COMMUNITY SERVICES: SEPTEMBER 2017</u></p>	<p>i) That the monthly report of Directorate: Community Services for September 2017 be accepted.</p> <p>ii) That the Directorate: Community Services be requested to arrange that the equipment stored at the Fire Department be removed to accommodate living quarters for Firefighters on duty.</p> <p>iii) That a progress report, as contemplated above (ii), be submitted to the next Community Services Portfolio Committee meeting.</p>	Acting Dir: CS		March 2018	

<p>17/11/CS6 <u>STANDARD OPERATING PROCEDURE (SOP)</u> <u>FOR PAUPER BURIALS</u></p>	<p>i) That the report on the Standard Operating Procedure for Pauper Burials or Kouga Municipality be noted.</p> <p>ii) That the Standard Operating Procedure (SOP) for Pauper Burials be referred to Policy Workshop to be held on 30 November 2017 & 1 December 2017, where all other policies will be reviewed.</p>	<p>Acting Dir: CS</p>		<p>Workshopped on 30 November 2017</p> <p>28 February 2018</p>	
<p>17/11/CS8 <u>REGISTRATION AND LICENSING SECTION</u></p>	<p>i) That the Chief Traffic Director Mr. C. Reynolds be invited to engage with the political leadership regarding the driver licence testing Centre as soon as possible.</p> <p>ii) That a skills program/intervention session with Human Resource be arranged to address the challenges of customer care.</p> <p>iii) That it be noted that a meeting with staff and management was held on 25 October 2017, where work ethics and service delivery standards were discussed and addressed.</p> <p>iv) That the financial implications for the provision of employee identification name tags be investigated for clear identification purposes and be submitted to the next Community Services Portfolio Committee meeting.</p>	<p>Acting Dir: CS</p>		<p>March 2018</p>	

<p>17/11/CS9 <u>INSTALLATION OF (CLOSE CIRCUIT TELEVISION (CCTV) CAMERAS IN CAPE ST. FRANCISBAY</u></p>	<p>i) That it be noted that in the absence of a policy on surveillance camera operation the application for the installation of (close circuit television (CCTV) cameras in Cape St Francis be approved.</p> <p>ii) That the Cape St Francis Ratepayers Association be requested to adhere and comply with all building regulations.</p> <p>iii) That the Cape St Francis Ratepayers Association take cognizance of the Provisions as contained in the Constitution of the Republic of South Africa and Protection of Private Information Act (POPI) legislation.</p> <p>iv) That the proposal of a Joint Partnership between Kouga Municipality and the Cape St Francis Ratepayers Association be accepted to include the contribution of electricity from the Council, at no cost, be accepted.</p> <p>v) That the item <u>be referred to Council for approval.</u></p>	<p>Acting Dir: CS</p>		<p>Refer to 17/12/CS2 Dated 8 December 2017</p> <p>Safety & Security with the Manager Legal Services compile A Policy On Surveillance Camera Operation as a matter of urgency.</p> <p>Policy to be submitted to PC meeting in March 2018</p>	
<p>17/11/CS11 <u>REPORT ON CARAVAN PARKS CONDITION, INCOME AND EXPENDITURE</u></p>	<p>i) That approval be granted to call for development proposals to lease the Gamtoos Rivermouth Caravan Park in terms of the procurement requirements and public participation process.</p> <p>ii) That the development proposal to lease the Gamtoos Rivermouth Caravan Park be for a period of 9 years and 11 months.</p>	<p>Acting Dir: CS</p>		<p>28 February 2018</p> <p>Public Participation Process is on-going</p>	

	<p>iii) That the requirements of the Municipal Finance Management Act 56 of 2003 and the Municipal Asset Transfer Regulations be observed.</p> <p>iv) That the results of the procurement process, having due regard to the Supply Chain Management provisions, be referred to Council for approval.</p>				
LOCAL ECONOMIC DEVELOPMENT					
<p>17/11/LED4 <u>REPORT ON RESOLUTION TAKEN ON ITEM 17/08/LED 2 REQUESTING A DETAILED REPORT ON SMME BENEFICIATION AND PARTICIPATION THROUGH THE DEPARTMENT LED</u></p>	<p>i) That the report on SMME beneficiation from SMME projects in LED be noted.</p> <p>ii) That a comprehensive report on all car wash equipment kept at the Local Economic Development Office be valued and be submitted to the next LED Portfolio Committee meeting.</p> <p>iii) That an analysis be conducted to determine whether all equipment can be sold or donated and a report be submitted to the next LED Portfolio Committee meeting.</p>	<p>Acting Dir: LED</p>		<p>Report on equipment to be submitted to March 2018 Manager LED</p>	

TOURISM AND CREATIVE INDUSTRIES					
<p>17/11/TC2 <u>REPORT BACK ON THE RESOLUTIONS ON THE HUMANSDORP MUSEUM ASSOCIATION'S PROPOSALS TO EXTEND THE JEFFREYS BAY SHELL MUSEUM, AS WELL AS TO RELOCATE THE HUMANSDORP MUSEUM TO THE CURRENT TOWN PLANNING OFFICES</u></p>	<p>i) That the estimated cost for the extension of Shell Museum and relocation of Humansdorp museum be noted.</p> <p>ii) That the Humansdorp Museum Association be given approval to extend the Shell Museum as soon as the New Generation Mindset relocates to the Kouga Cultural Centre.</p> <p>iii) That the request to transfer funds from the LED and Tourism Directorates budget to repair the leaking balcony of the LED and Tourism Offices be noted.</p> <p>iv) That the request to relocate the Humansdorp Museum to the current Town Planning Offices be submitted to the Land Advisory Committee for approval, be noted.</p> <p>v) That the Directorate: IPD be requested to confirm the zoning of the Shell Museum Complex as well as that of the current Town Planning Offices to ensure that all legally required procedures are complied with.</p>	<p>Acting Dir: LED</p>		<p>Refer to the Land Advisory Committee</p> <p>Manager: Assets</p>	

CONFIDENTIAL					
FINANCE					
17/11/CF6 <u>REVENUE REPORT: THE HIGHEST WATER CONSUMERS PER SUBURB: SEPTEMBER 2017</u>	<p>ii) That a list of the top 20 highest water consumers per town/per suburb be compiled and those consumers be advised of possible measures to reduce water consumption i.e. installation of restrictive valve system.</p> <p>iii) That a list of problematic accounts be compiled and be investigated for authentication purposes.</p>	FINANCE I&E			
ADMINISTRATION, MONITORING, EVALUATION & SPECIAL PROJECTS					
17/11/CAME-SP2 <u>REPORT ON LAPTOPS ISSUED TO FORMER SECTION 56 & 57 SENIOR MANAGERS</u>	<p>i) That immediate legal action be instituted for non-adherence to the Policies of Council against those who left the institution with municipal assets, be approved.</p> <p>ii) That the requests by the former Municipal Manager and Director: AME & SP to pay for the laptops that are in their possession, be approved in principle.</p> <p>iii) That an investigation be undertaken and possible disciplinary action be instituted against staff who failed to retrieve the laptops prior to the former Municipal Manager and Senior Managers leaving the service of the Municipality, be approved.</p> <p>iv) That the item be <u>referred to Council for approval.</u></p>	Dir: AME&SP		Refer to 17/12/CAME-SP1 dated 8 December 2017 Manager: Legal Services is currently communicating with previous Directors and will report at the March 2018 PC	

ORDINARY COUNCIL MEETING HELD ON 8 DECEMBER 2017

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	REPORT BACK DATE / COMPLETION DATE
PRESENTATIONS					
None.					
MATTERS ARISING					
None.					
FINANCE					
17/12/F1 <u>MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2017 TO OCTOBER 2017 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 OCTOBER 2017 (2017/18 FINANCIAL YEAR)</u>	i) That the Executive Mayor notes the Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.	FINANCE		19 December 2017	

	<p>ii) That the monthly budget statements be submitted according to Provincial Treasury as stipulated in Section 71(1) of the MFMA.</p> <p>iii) That a report on the debtors' collection rate indicating measures to be implemented to increase the collection rate as well as the arrears against prepaid purchases be submitted to the Special Council meeting to be held on 19 December 2017.</p>			<p>Credit Control By-Law needs to be amended as determined by the Municipality from time to time.</p> <p>March 2018</p>	
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INFRASTRUCTURE AND ENGINEERING					
<p>17/12/IPD3</p> <p><u>PROPOSED AMENDMENTS TO THE 2017/18 CAPITAL BUDGET - IMPLEMENTATION OF DROUGHT RELIEF MEASURES- (DRILLING OF BOREHOLES).</u></p>	<p>i) That Council, by resolution taken by the majority of Council membership, and in terms of Section 30(2) of the Local Government: Municipal Structures Act, Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Municipal Finance Management Act, Act No 56 of 2003, approves the following amendments to the 2017/18 Capital Budget:</p>	<p>Dir: INFRA & ENGINEERING</p>		<p>Done</p>	

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Vote	Description	Budget Amount	Budget amendments	Amount Available
Finance Directorate				
	Machinery and Equipment	R 355,000	(R 200,000)	R 155,000
	Assets Management System	R 300,000	(R 300,000)	R 0
	Office Upgrade ICT	-	R 100,000	R 100 000
			(R 400,000)	

Vote	Description	Budget Amount	Budget amendments	Amount Available
Administration, Monitoring and Evaluation Directorate				
	Office Upgrade	-	R 100,000	R 100 000
			<u>R 100,000</u>	

Infrastructure, Planning and Development				
Vote	Description	Budget Amount	Budget amendments	Amount Available
	Fencing: Jeffreys Bay Waterworks	R 600,000	(R 600,000)	R 0
	Roads upgrade	R 500 000	R 600,000	R1,100,000
	Disaster: Boreholes	R 5 150 000	R 5 100 000	R 10,250,000

Social Services				
Vote	Description	Budget Amount	Budget amendments	Amount Available
	Vehicles	R 5,100,000	(R 1,390,000)	R 3,710,000
	Fencing of testing track	R 200,000.00	(R 200,000)	R 0
	Testing Track for vehicles	R 400,000	(R 400,000)	R 0
	Fencing of Caravan Parks & Camping sites	R 80 000	R 500,000	R580,000
	Fencing of existing cemeteries	R 500,000	(R 500,000)	R 0
	Nature Reserve (boat)	R 90,000	(R 90,000)	R 0
	Trailers	R 30,000	(R 30,000)	R 0
	Auto Scaff (tree felling)	R50,000	(R 50,000)	R 0
	2 x Bossie Kappers	R40,000	(R 40,000)	R 0
			(R 2,200,000)	

Other Council (Capital Revenue)				
Vote	Description	Budget Amount	Budget virement	Amount Available
	Internal Funds Generated by Municipal Auction.		(R 1,600,000)	R1, 600, 000
	Sarah Baartman District Council Grant		(R 1,000, 000)	R1,000,000
			<u>(R 2,600,000)</u>	

	ii) That a Service Level Agreement be entered into between Sarah Baartman District Municipality and Kouga Municipality for the R1m grant.			SLA to be submitted to next PC March 2018	
COMMUNITY SERVICES					
17/12/CS4 <u>EXTENSION OF SERVICE LEVEL AGREEMENT/CONTRACT WITH SYNOPSIS FOR THE DELIVERY OF SMARTMUN CEMETERY MANAGER</u>	That the Extension of the Service Level Agreement/Contract with Synapsis for the Delivery of SMARTMUN Cemetery Manager be withdrawn and be referred to the next Ordinary Council Meeting.	Act Dir: CS		28 February 2018	

CONFIDENTIAL					
CORPORATE SERVICES					
<p>17/11/CAME&SP4</p> <p><u>APPROVAL FOR THE RE-ADVERTISEMENT OF THE DIRECTOR SOCIAL SERVICES</u></p>	<p>i) That the position of Director: Community Services be re-advertised in the Sunday Times and PE Herald.</p> <p>ii) That the selection panel be constituted as follows:</p> <ul style="list-style-type: none"> • <i>the municipal manager, who will be the chairperson;</i> • <i>a member of the Mayoral Committee or councillor who is the portfolio head of the relevant portfolio; and</i> • <i>at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.</i> • <i>The Executive Mayor as observer</i> <p>iii) That the position of Director: Community Services be advertised on a permanent employment contract, and that the same principle be applied to all future Section 56 Manager vacancies.</p> <p>iv) That the contract of employment for the appointment of the Director: Community Services include on a 6 month probation period.</p>	<p>Dir: CORP SERVICES</p>		<p>Media - 19 & 21 January 2018</p>	

SPECIAL COUNCIL MEETING HELD ON 19 DECEMBER 2017

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	REPORT BACK DATE / COMPLETION DATE
PRESENTATIONS					
None.					
MATTERS ARISING					
None.					

FINANCE					
17/12/F8 <u>DEBTORS' COLLECTION RATE</u>	<p>i) That the percentage of arrear property rates and service charges, that is offset against prepaid electricity purchases be increased from 30% to 50%, be approved.</p> <p>ii) That the report on the measures to be implemented to increase the debtors' collection rate, be approved.</p> <p>iii) That it be noted that the recovered offset amount be corrected to indicate R738 985,01.</p>	FINANCE		<p>Credit Control By-Law needs to be amended as determined by the Municipality from time to time.</p> <p>March 2018</p>	

				(Refer to 17/12/F1 dated 8 December 2017)	
<p>17/12/F9</p> <p><u>REVENUE: REGISTRATION OF ACCOUNT HOLDERS FOR INCLUSION IN THE INDIGENT REGISTER</u></p>	<p>i) That the registration of account holders be undertaken during the period February 2018 to June 2018, be approved.</p> <p>ii) That the registration process will be undertaken on an area-based approach, with a specific area being registered during a specific period (month), be noted.</p> <p>iii) That indigent account holder be removed from the indigent register and then be requested to re-apply for the indigent subsidy, be approved.</p> <p>iv) That the 50 free units be suspended until qualifying indigent account holders re-apply for the indigent subsidy, be approved.</p> <p>v) That proper notification be given to prepaid electricity purchasers advising them through the media and pamphlets as</p>	FINANCE		<p>Refer to</p> <p>17/12/F5 dated 8 December 2017</p> <p>Notifications in February 2018</p>	

	well as at municipal vendors, of the Council's decision, be approved.				
<p>17/12/F10</p> <p><u>LEASING OF PORTION OF ERF 170 – DOLPHIN BEACH, JEFFREYSBAY FOR BEACH ENTERTAINMENT WITH SWIMMING POOL</u></p>	<p>i) That in accordance with section 14(2)(a) of the MFMA, the Council confirms that the portion of Erf 170, Dolphin Beach, Jeffreys Bay is not required for the minimum level of basic municipal services, be approved.</p> <p>ii) That Council authorises the Municipal Manager to conclude a lease agreement for a period of three years, in respect of portion of ERF 170, Dolphin Beach, Jeffrey's Bay, be approved.</p> <p>iii) That the market related lease rental of R1 750 00 per month, as per the DDP Valuers Valuation Report, subject to annual escalation, be approved.</p> <p>iv) That the lessee be responsible for all municipal charges, be approved.</p> <p>v) That in the event of Council requiring land for development or other purposes, a 3 month notice period clause be included in the Lease Agreement, be approved.</p> <p>vi) That it be noted that all requirements in terms of the Municipal Finance Management Act, be adhered to.</p>	<p>FINANCE</p> <p>Municipal Manager</p>		<p>February 2018</p>	

<p>17/12/F12</p> <p><u>LAND ADVISORY COMMITTEE MINUTES – NOVEMBER 2017</u></p>	<p>i) That the recommendations of the Land Advisory Committee meetings, held on 2 and 20 November 2017, as amended and reflected below, be approved.</p> <p>ii) That the placing of a notice in the local newspaper, on the municipality's website and the municipality's notice boards calling for objections, relating to the alienation and leasing of municipal land and property, be approved.</p> <p>ii) That it be noted that a progress report, as contemplated above, will be submitted to the next Finance Portfolio Committee Meeting to be held on February 2018.</p> <p><u>Stulting Primary School</u></p> <p>i) That the land required by Stulting Primary School – erf 346 Portion 4 of Humansdorp – be donated to the school on condition of the erf swop from the Department of Education – erf 3840 Wavecrest (9,264Ha).</p> <p>ii) That a Deed of Donation to the Department of Education be drawn up.</p> <p>iii) That erf 346 portion to be sub-divided according to the extent required by the new school.</p>	<p>FINANCE</p>		<p>1st Week February 2018</p> <p>March 2018</p>	
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	<p>iv) That the Municipal Manager and C Grootboom meet with the Headmaster of Stulting to discuss the extent required including a sports field etc.</p> <p><u>St Patricks Primary School</u></p> <p>i) That a Deed of Donation be drawn up – the erf number and extent to be confirmed as soon as sub-divisions have been completed.</p> <p>ii) That C Grootboom confirm the extent of the land required.</p> <p>iii) That a trade-off be done with the Department of Education – land swop will be identified.</p> <p>iv) That the sports field be made available to the school as well as the community.</p> <p><u>Donation of Land</u></p> <p>i) That erf 5059 Kruisfontein earmarked for a High School and erf 2306 Kruisfontein earmarked for a Primary school be donated to the Department of Education with the understanding that erf 2264 Wavecrest</p>				
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	<p>belonging to the Department be donated to Kouga Municipality.</p> <p>ii) That a Deed of Donation be drawn up.</p> <p><u>Erf 620 Oyster Bay</u></p> <p>i) That a Council resolution confirms to proceed with the transfer of erf 620 Oyster Bay to the Department of Education as stated in the signed Deed of Donation.</p> <p><u>Erf 2253 Hankey</u></p> <p>i) That a Deed of Donation be drawn up to transfer erf 2253, Weston Primary School, to the Department of Education.</p> <p><u>Jeffreys Bay High School erf 6797</u></p> <p>i) That erf 6797 be transferred to the Department of Education as per a Deed of Donation signed previously as well as a Council Resolution taken on 30 March 2010: 10/03/WTP18.</p>				
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	<p><u>Consent Use On Portion Of Erf 5465 Jeffreys Bay</u></p> <p>i) That a Consent Use Agreement be drawn up for the management and control of the property on behalf of Council.</p> <p>ii) That a termination clause be included in the agreement should Council require the land for alternative use.</p> <p>iii) That the agreement be valid for a period of three (3) years and the option to renew/extend the agreement be included.</p> <p>iv) That a notice be placed calling for possible objections.</p> <p>v) The Lessee will be responsible for payment of services to the municipality.</p> <p><u>Erf 3492 Sea Vista</u></p> <p>i) That the sale of erf 3492 Sea Vista (480m²) for R45 000.00 be concluded</p> <p><u>Erven 2082, 3296 & 3297 Humansdorp</u></p> <p>i) That the unregistered erven 3296 and 3297 be registered to Kouga Municipality after C Grootboom has confirmed the current status of said erven.</p>				
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	<p>ii) That open tender procedures be followed to alienate these erven.</p> <p>iii) That there must be full compliance with Section 14 of the MFMA.</p> <p><u>Farm Geelhoutboom (169) Portions 2 & 4 Loerie</u></p> <p>i) That the said portions be transferred to Kouga Municipality – Section 12 of MFMA.</p> <p>ii) That both portions be put out on a lease tender in full compliance with Section 14 of the MFMA.</p> <p>iii) That current valuations be obtained on the two portions.</p> <p>iv) That the land be either leased or given as consent use.</p> <p><u>Erf 275 Humansdorp – Old Market Building</u></p> <p>i) That erf 275 – Market Building – be advertised for alienation with full compliance for a competitive bidding process.</p>				
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	<p><u>Victory 4All</u></p> <p>i) That erf 8813 Ocean view be donated to Kings College and that a Deed of Donation be concluded.</p> <p>ii) That the facilities of Victory 4All be packaged and the principle of 25% of the value be applied for the sale of the erven where the other facilities are – in full compliance with legislation:</p> <p>Erven 4587 & 4588 Kruisfontein – Sonstraal School and foster homes – unregistered erven</p> <p>Erf 190 Pellsrus – Noah's Ark – pre-school/play school.</p> <p>Valuations for the abovementioned erven will be obtained.</p> <p>i) That the outstanding debt on erf 8813 be referred to the Bad Debts Committee to authorise the amount to be written off in respect of rates only and not service related charges.</p> <p>ii) That only consumption be charged for erf 8813 Ocean view and erven 4588 and 4587 Kruisfontein (Resolution 12/06/IPD5).</p> <p><u>Pellsrus Erven For Workers</u></p>				
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	<p>i) That 4 vacant erven with Residential 1 zonings in Pellsrus be identified and verified indicating erf numbers.</p> <p>ii) That the above erven be sold on public auction.</p> <p>iii) That the selected erven be valued and Council's consent sought for the alienation of the erven.</p> <p>iv) That a Special Land Advisory Meeting be held to finalise this matter.</p> <p><u>Farm 184 Portion 1 And Farm 182 Portion 0 Humansdorp Rd</u></p> <p>i) That the water quotas for the canals be verified to ensure that the alienation of this land will not influence the water supply.</p> <p>ii) Should there be any water quota problems the water rights on the said properties will be withheld.</p> <p>iii) That the land be sold per the competitive bidding processes.</p> <p>iv) That notices be published calling for any objections.</p>				
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	<p>v) That it be confirmed that the land will not be required by the municipality for future development.</p> <p><u>Mud House – Erf 2251 Hankey</u></p> <p>i) That erf 2251 Hankey be transferred to the Katoos family.</p> <p><u>Baptist Church – Hankey Erf 2252</u></p> <p>i) That the matter be discussed at a special LAC meeting in January 2018.</p> <p><u>Teen Challenge – Farm 374, Portion 4 Of Farm Zwartbosch, Humansdorp</u></p> <p>i) That the people occupying the municipal houses on the said property be identified.</p> <p>ii) That C Grootboom determines the extent of the smaller piece of land and that a value be obtained from a valuer.</p> <p>iii) That discussion be held with Teen Challenge regarding a smaller piece of land as proposed by the Land Advisory Committee.</p>				
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	<p>lv) That Council approves the sub-division of the portion indicated at the Land Advisory Committee meeting.</p> <p>v) That the portion be alienated through specified tender process.</p> <p>vi) That it be a condition that the land is to be developed within the next 3 years.</p> <p><u>Jeffreys Bay Caravan Park – Laundry</u></p> <p>i) That the Municipal Manager issue a termination letter to Mr. L.C.C. Hoffman as the lease to operate the laundry service at the Jeffreys Bay caravan park has expired.</p> <p><u>Right Of Way Over Erf 187 Hankey</u></p> <p>i) That a meeting be held with or a letter issued to the occupants of erf 155 regarding the right of way over the said erf in order to determine the conditions for said approval.</p> <p>ii) That the applicant be given, in principle permission, to utilize the gravel road leading over, Council owned erf 155, to his property.</p>				
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	<p><u>Erf 8783 – Taxi Rank Ocean View</u></p> <p>i) That C Grootboom determines the correct zoning of the area as well as do a breakdown of the different areas available to be leased.</p> <p>ii) That the old buildings and other available areas on the erf be leased through a competitive bidding process.</p> <p>iii) That the applicant for the placing of a container be given permission to operate his business from said erf.</p> <p><u>Farm Loerie River – Additional Land For Housing Development</u></p> <p>i) That the purchase of farm 436 portion 98 Uitenhage RD for the construction of low cost housing be supported.</p> <p>ii) That the valuation of the land be undertaken.</p> <p>iii) That the matter be considered for possible inclusion in the 2018/2019 budget subject to financial implications being determined.</p>				
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	<p><u>Erf 17 Hankey</u></p> <p>i) That the application be approved in principle pending the identification of a suitable portion.</p> <p>ii) That a site visit be conducted to identify a suitable portion to be leased.</p> <p>iii) That a valuation be done on the selected portion in order to determine the lease amount.</p> <p><u>Moravian Church Erf 2330 Kwanomzamo Humansdorp</u></p> <p>i) That Council notes the transfer of erf 2330 to the Moravian Church of South Africa.</p> <p><u>Re-Location Of SPCA Humansdorp</u></p> <p>i) That the SPCA identify suitable land to be re-located to.</p> <p>That the SPCA submit a formal application for the re-location to the Land Advisory Committee for consideration.</p> <p><u>Old Apostolic Church – Erven 2216, 2217, 2225 And 2226 Hankey</u></p> <p>i) That the legitimacy of the resolutions as well as the Deed of Sale be investigated</p>				
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	<p>before a recommendation regarding transfer is made to Council.</p> <p><u>Radio Karoo – Premises</u></p> <p>i) That it be noted that Council does not support the possible available premises for the housing of Radio Karoo.</p> <p>ii) That a meeting be held between the Municipal Manager and Radio Karoo.</p> <p><u>Erf 589 Umzamowethu – “Living Water”</u></p> <p>i) That erf 589 be sold on auction for the specific use.</p> <p>ii) That all the applicable legislation be complied with in terms of Section 14.</p> <p><u>Erf 620 Oyster Bay – “Sandwater Primary School”</u></p> <p>i) The erf 620 be transferred to the Department of Public Works by means of the Deed of Donation that has been signed by all parties, be supported.</p> <p><u>Erf 3481 Sea Vista – “United Ministries”</u></p> <p>i) That C Grootboom be requested to compile a comprehensive list of all the properties in Kouga zoned as church sites.</p>				
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	<p>ii) That a Special Land Advisory Committee meeting be held in January 2018 to discuss portions of land to be made available for the development of churches.</p> <p>iii) That all the church applications be discussed at a Special Land Advisory Committee meeting to be held in January 2018.</p> <p>iv) That the land be made available to churches through open and transparent processes.</p> <p><u>Erf 600 Pellsrus – “Uniting Reformed Church In Southern Africa”</u></p> <p>i) That the current valuation for erf 600 Pellsrus is obtained.</p> <p>ii) That the selling price of erf 600 Pellsrus be tabled to Council for approval.</p> <p>iii) That erf 600 Pellsrus be re-zoned for the construction of a church in terms of Section 14.</p> <p><u>Community Project Application – Piet Uys Street, Humansdorp. Look At Erf 1080</u></p> <p>i) That the applicant, for the lease of erf 1080 in Piet Uys Street, Humansdorp, be requested to identify an alternative</p>				
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	<p>property as there are no properties available in said street.</p> <p>ii) That the sub-division of erf 1080 in Piet Uys Street be confirmed by Town Planning.</p> <p><u>Farm 346 Portion 4 – Humansdorp Kooperasie</u></p> <p>i) That the extent required by the Humansdorp Co-op be determined.</p> <p>ii) That the sub-division and the re-zoning of farm 346 portion 4 be proceeded with.</p> <p>iii) That the valuation be undertaken on the sub-divided portions.</p> <p>iv) That the Municipal Manager, E van Biljon and C Grootboom conduct a site visit.</p> <p>v) That the selling price be tabled before Council for final approval.</p> <p>vi) That the portion be sold by means of open tender processes.</p>				
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	<p><u>Erf 2337 Sea Vista</u></p> <p>i) That the disposal of erf 2337 Sea Vista, be approved</p> <p>ii) That C Grootboom be requested to confirm the zoning of erf 2337.</p> <p>iii) That a new valuation of the said erf be obtained.</p> <p>iv) That the process is to comply with all Section 14 legislative requirements.</p> <p>v) That the erf 2337 be sold by means of public auction.</p> <p><u>Erf 2291 St Francis – Offices</u></p> <p>i) That the application to utilize the municipal house on erf 2291 in St Francis Bay not be approved as the said property is not available.</p> <p>ii) That the applicant be informed that there are currently no municipal property/buildings available for leasing in St Francis Bay.</p> <p><u>Thornhill – New Zion Apostolic Church</u></p> <p>i) That it be noted that all church applications will be discussed at a Special Land Advisory Committee meeting to be held in January 2018.</p>				
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	<p><u>Erf 360/Erf 552 – St Francis Property Owners</u></p> <p>i) That the applicant be informed that his application has not been successful.</p> <p>ii) The it be noted that the above portion of erf 552 forms part of a servitude and after consulting with Technical Services it was confirmed that the servitude will be required for future use by the Municipality.</p> <p><u>Erf 1013 Kruisfontein – Groenewald/Madatt</u></p> <p>i) That it be noted that the Municipal Manager has the mandate to issue the letter cancelling the paid off house bond on erf 1013 Kruisfontein as per the request from Nel Mentz Attorneys.</p> <p><u>Erven 1325 (Kwanomzamo), 2253 (Hankey), 347 (Patensie), 560 (Pellsrus)</u></p> <p>i) That it be noted that schools have already been erected on the four erven in question: Erf 1325 Kwanomzamo – Mzingisa Primary School Erf 2253 Hankey – Vukani Combined School Erf 560 Pellsrus - Makukhanye Primary School Erf 347 Patensie – Patensie Primary School & sports field.</p> <p>ii) That Council approves the donation of the four erven to the Department Public</p>				
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	<p>Works Eastern Cape Government as per their request.</p> <p>iii) That a Deed of Donation be concluded.</p> <p><u>Erf 1085 Patensie – “African Gospel Church”</u></p> <p>i) That it be noted that all church applications will be discussed at a Special Land Advisory Committee meeting to be held in January 2018.</p> <p><u>Erf 554 St Francis - Bowling Club</u></p> <p>i) That erf 554 be sub-divided and the section of the bowling club be valued.</p> <p>ii) That the sub-divided portion be sold to the St Francis Bowling Club by means of an unsolicited bid in compliance with Section 14 legislation.</p> <p>iii) That all processes in terms of legislative requirements be complied with.</p> <p><u>Erven 2078, 2079, 2081, 2082, 3296, 3297 – Humansdorp Woodlands</u></p> <p>i) That the current valuations of erven 2078, 2079, 2081, 2082. 3296 and 3297 be submitted to Council for approval.</p>				
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	<p>ii) That the legal opinion on this matter from Attorneys Rushmere and Noach be submitted to Council.</p> <p>iii) That the purchase agreements be drawn up for the disposal of erven 2078, 2079, 2081, 2082, 3296 and 3297 to Woodlands Dairy.</p> <p><u>Erf 1245 Pellsrus – Community Project</u></p> <p>i) That a meeting be held with Meals on Wheels to determine the extent they require.</p> <p>ii) That erf 1245 be sub-divided and the re-zoning be put in place.</p> <p>iii) That the valuation of the sub-divided portions be submitted to Council for approval.</p> <p>iv) That the Deed of Sale be drawn up for the disposal of erf 1245 to Meals on Wheels.</p> <p><u>Erf 17 Hankey – Milton Farmers & Red Lions Rugby Club</u></p> <p>i) That the previous lease agreement with the Milton Farmers be rescinded and a new lease agreement with a realistic rental amount be drawn up in line with the policy.</p>				
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	<p>ii) That the writing off of the outstanding rental debt of R734 775.38 due to the very high rental charged to these emerging farmers, be referred to the Bad Debts Committee for approval.</p> <p>iii) That a Lease Agreement be entered into with the Red Lions Rugby Club for the utilization of the derelict building and sports field as per their request.</p> <p><u>Adventure Project – Humansdorp Erf 697</u></p> <p>i) That the application to establish an office of Youth and Minors Community Development Programs in the building at the back of the rent office/office of the Ward Councillor in Jacob Street, Arcadia opposite Graslaagte Primary, be approved.</p> <p>ii) That a Consent Use Agreement be concluded.</p> <p><u>Erf 719 Sea Vista (Canals) – Vodacom Temporary Tower</u></p> <p>i) That a blanket approval be considered subject to complying with the following conditions:-</p> <ul style="list-style-type: none"> a) Conducting of public participation process (Ward Councillors) b) A market related rental amount is paid per m² extent required. 				
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	<p>c) That notices are published for comments and inputs by the members of the public.</p> <p>d) That the required portions of land is available and suitable as approved by Town Planning.</p> <p>e) That it is clearly understood that they are just temporary sites.</p> <p>f) That all aspects of Section 14 is complied with.</p> <p>g) Proof of payment from consent use in 2016/2017.</p> <p><u>Farm 689 (Dieprivier) Portions 13 & 8 – Vukani Fisheries</u></p> <p>i) That Council gives in principle approval for the purchasing of farm 689 portions 8 & 13 Kwanomzamo, Humansdorp in order to relieve the urgent need for low cost housing development land in the area.</p> <p>ii) That the Municipal Manager enters into negotiations with Vukani Fisheries.</p> <p>iii) That an updated valuation be done on the two portions whereafter Council is to consider, once the valuation is done, the purchasing prices of said properties.</p> <p><u>Ocean Smile Project – Sea Vista</u></p> <p>i) That a Consent Use Agreement be drawn up with the Rotary Satellite Club of St Francis for the use of the brick building of</p>				
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	<p>Building God's Acre in Taragona Street St Francis Bay.</p> <p><u>Application For The Leasing Of The Barn On The Farm Zwartbosch And Papiestfontien – Erf 319 Portion 5 Humansdorp Rd.</u></p> <p>i) That the application for the leasing of the brick barn on the farm Zwartbosch, not be approved.</p> <p>ii) That it be noted that Erf 319 portion 5 Humansdorp RD is registered to the Department of Human Settlement and has not been transferred to the Kouga Municipality.</p> <p>iii) That it be noted that Kouga Municipality is not in the position to grant any leasing or consent use of the portion and a Year to year lease can only be considered once the land has been transferred to Kouga Municipality.</p> <p><u>Business Proposal For Erf 6614 Jeffreys Bay.</u></p> <p>i) That the application to operate a Car Wash business from erf 6614, Jeffreys Bay, not be approved.</p> <p>ii) That it be noted that the property is regarded as a potential future development erf.</p>				
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	<p><u>Erf 2331 Sea Vista</u></p> <p>i) That the sale of erf 2331 be concluded according to the awarded tender – Tender Notice 48/2014.</p> <p><u>Erf 1324 Kwanomzamo – Municipal Houses</u></p> <p>i) That the four municipal houses on erf 1324 Kwanomzamo be sold voetstoots by means of competitive bidding processes, be supported.</p> <p>ii) That Council approves the alienation of these houses.</p> <p>iii) That the valuations be submitted to Council, for approval.</p>				
<p>17/12/F13</p> <p><u>LEASING OF COUNCIL LAND AND PROPERTIES</u></p>	<p>i) That in accordance with section 14(2)(a) of the MFMA, the Council confirms that the following erven is not required for the minimum level of basic municipal services:</p> <p><u>Crèches</u></p> <ul style="list-style-type: none"> • Erf 33 Pellsrus • Erf 1568 Pellsrus • Erf 190 Pellsrus • Erf 492 Pellsrus • Erf 74 Thornhill • Erf 570 Patensie • Erf 1320 Phippilsvile • Erf 59 Loerie 	FINANCE			

	<p><u>Airfield</u></p> <ul style="list-style-type: none"> • Erf 1373 Paradise Beach ii) That a 5-year lease period for crèches, with an option to renew for a further period of 5 years thereafter, be approved. iii) That the application to erect a cellphone tower at the water tower on erf 6797, Jeffreys Bay <u>not be supported</u> as recommended by the Land Advisory Committee dated 2 November 2017, be accepted. iv) That market related rentals be determined by a registered Valuer and that the respective lessees be responsible for all municipal charges, be supported. v) That lease agreements be concluded with the lessees, be approved. vi) That the outstanding Town Planning process be concluded in relation to erf 1568 Pellsrus, Erf 190 Pellsrus, Erf 492 Pellsrus, Erf 74 Thornhill, Erf 1320 Phillipsville, Erf 873 Jeffreys Bay and Erf 59 Loerie, be approved. 				
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KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****CORPORATE SERVICES****DATE: 25 JANUARY 2018****ITEM NO: 18/01/CORP5****PORTFOLIO COMMITTEE MEMBERS TO COUNCIL**1. Introduction

The purpose of the item is to report the changes regarding the Portfolio Committee Members to Council.

2. Changes

The Mayor is proposing the following member changes to the Portfolio Committees

PORTFOLIO COMMITTEE MEMBERS:**Infrastructure & Engineering**

Portfolio	Committee	Functions
Chairperson	F. J. Campher	<ul style="list-style-type: none"> • Civil services • PMU • Electrical Services • Fleet Management
	B.F. Rheeder	
	W.P.D. Gertenbach	
	B. Dhludhlu	
	C. Matroos	
Alternative Member	A. Mabukane Z. Mayoni	
Ex-Officio	EC van Lingen	

Planning, Development & LED

Portfolio	Committee	Functions
Chairperson	B. Dhludhlu	<ul style="list-style-type: none"> • LED • Human Settlements • Town & Regional Planning
	F. Campher	
	L. Vorster	
	C.H. Bornman	
	M. Dayimani	
	W. Coenraad	
	B. Williams	
Alternative Member	E. February P. Nkwalase	
Ex-Officio	EC van Lingen	

Tourism, Creative Industry, Crèche's & Special Programmes

Portfolio	Committee	Functions
Chairperson	F. Baxter	<ul style="list-style-type: none"> • Tourism • Creative Industries • Mayoral Special Projects
	B. Williams	
	H. Bornman	
	F.J. Louw	
	B. Rheeder	
	V.A. Camealio-Benjamin	
Alternative member	S. Mandeka S. Jujwana	
Ex-Officio	EC van Lingen	

Corporate Services

Portfolio	Committee	Functions
Chairperson	H. Bornman	<ul style="list-style-type: none"> • Administration • Human Resources • Strategic Institutional Projects • Legal Services
	B.F. Rheeder	
	D. Biggs	
	D. Benson	
	P. Nkwalase	
Alternative member	S. Vumazonke S. Jujwana	
Ex-officio	EC van Lingen	

Finance:

Portfolio	Committee	Functions
Chairperson	B.J. Williams	<ul style="list-style-type: none"> • Budget & treasury • Revenue • Expenditure • Assets Management • Supply Chain Management • Information, Communication & Technology • MSCOA
	C.H. Bornman	
	B. Dhludhlu	
	L. Vorster	
	V.A. Camealio-Benjamin	
	M. Dayimani	
Ex-Officio	EC van Lingen	

Community Services

Portfolio	Committee	Functions
Chairperson	D. Benson	<ul style="list-style-type: none"> • Environmental Management • Community Amenities & Environmental Health • Protection Services
	N.S. Botha	
	F.J. Campher	
	D.M. Nkomo	
	W. Coenraad	
	T. Meleni	
Alternative member	Z. Mayoni M. Peters	
Ex-Officio	EC van Lingen	

MPAC

Portfolio	Committee	Functions
Chairperson	C. Carstens	<ul style="list-style-type: none"> • Exercise oversight Evaluate annual report – recommendations In-year reports: quarterly and mid-year also Examine financial statements and audit reports – consider improvements -evaluate content • To promote and ensure good governance, transparency and accountability of municipal resources • Investigations • Other functions assigned by council
	B. Rheeder	
	W. Gertenbach	
	L. Vorster	
	D. Biggs	
	F. Louw	
	E. February	
	S. Jujwana	
	M. Peters	
	H. Thiar	
	L. Mostert	
Ex-Officio	EC van Lingen	

4 Recommendations

- i) That the proposed changes to the members of the Portfolio Committees be accepted by Council as set out in the above proposal

Noted by the Portfolio Councillor

