

MINUTES

Ref no.2/1/4/4/2

COUNCIL MEETING

23 APRIL 2019

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1. OPENING AND WELCOME

In terms of the Rules of Order for Internal Arrangement By-Law 2012 the chairperson must take the chair at the time stated in the notice of the meeting or as soon thereafter as is reasonably possible: provided that the meeting does not commence later than 30 (thirty) minutes after the time stated in the notice of the meeting and must proceed immediately with the business of the meeting.

The Speaker opened the meeting at 10:07 and welcomed everyone present. The Speaker requested Rev G. West to open with Scripture reading and prayer.

2. OFFICIAL NOTICES**2.1 DISCLOSURE OF INTERESTS**

Item 5 of the Code of Conduct for councillors' states:

A councillor must –

- (a) disclose to the council, or any committee of which that councillor is a member, any direct or indirect personal or private business interest that that councillor or any spouse, partner or business associate of that councillor may have in any matter before the council or the committee; and
- (b) withdraw from the proceedings of the council or committee when that matter is considered by the council or committee, unless the council or committee decides that the councillors' direct or indirect interest in the matter is trivial or irrelevant.

None

2.2 APPLICATIONS FOR LEAVE OF ABSENCE

In terms of the Rules of Order for Internal Arrangement By-Law 2012;

- 2.2.1 Every Councillor attending a meeting of the Council must sign his or her name in the attendance register kept for such purpose.
- 2.2.2 A Councillor must attend each meeting except when –
 - (a) Leave of absence is granted in terms of Clause 10; or
 - (b) The Councillor is required to withdraw in terms of law.
- 2.2.3 The Attendance Registers will be available at the meeting.
- 2.2.4 A blank Application for Leave of Absence form is enclosed.

The Speaker received Applications for leave from Cllr M.T. Williams, Cllr E.N. Isaacs, Cllr T. Maridi, Alderman C. Ismail, Cllr N. Ismail and Alderman P. Tyira.

The Speaker reiterated that Leave applications must be applied for in the prescribed manner. (Rule of Order)

3. COMMUNICATION**3.1 INTERVIEWS OR PRESENTATIONS BY DEPUTATIONS**

In terms of the Rules of Order for Internal Arrangement By-Law 2012;

*“A deputation seeking an interview with Council must give the Municipal Manager **6 (six) days** written notice of its intention and furnish details of the representations to be made and the source of the deputation. The Municipal Manager must submit a request by a deputation for an interview with Council to the Speaker, who may decide to grant or refuse an interview and under what conditions”*

None

3.2 BIRTHDAYS OF COUNCILLORS

Cllr ESC Matjan	10 April
Cllr NP Williams	14 April
Cllr E vd Westhuizen	28 April

The Speaker requested Cllr J. Kritzinger to congratulate the Councillors with their respective birthdays.

3.3 STATEMENTS BY THE SPEAKER

The Speaker has no statements but welcomed Mr D Maart as the newly appointed Chief of Traffic Services.

3.4 STATEMENTS BY THE EXECUTIVE MAYOR

The Mayor welcomed all present and reminded everyone of the Easter weekend and the reason around it.

The Mayor conveyed her condolences to all the families who lost loved ones especially to Cllrs. Tyira, Mangali, Maridi, Wehr and Willemse. Cllr. Isaacs is currently going through a very difficult time and the Mayor requested that she be kept in our thoughts.

The Mayor wished all political parties participating in the upcoming National and Provincial elections well. “May we do our best for our communities and may the best parties prevail”.

The Mayor bid Cllr. Marran farewell as this might be the last time, he is attending the Council meeting as a councillor.

The Mayor thanked the community and the role they are playing in changing peoples lives and ask that we work together in bring the needed change within the community.

The matter of service delivery remains a focus area of Mayor Steyn and the members of the Mayoral Committee and challenges such as sewer blockages will receive priority attention.

4. CONFIRMATION OF MINUTES

4.1 In terms of the Rules of Order for Internal Arrangement By-Law 2012;

- (a) Minutes of the proceedings of meetings must be compiled in printed form and be confirmed by the Council at the next meeting and signed by the Speaker.
- (b) The minutes shall be taken as read, for the purpose of confirmation, if a copy thereof was sent to each Councillor within forty-eight hours before the next meeting, subject to the provisions of sub-Clause (4).
- (c) No motion or discussion shall be allowed on the minutes, except in connection with the correctness thereof.
- (d) The minutes formulated and screened during meetings, shall constitute a resolution for purposes of implementation of decisions.

4.2 Council Meeting held on 26 March 2019 (Copy enclosed)

RECOMMENDATION

That in respect of

**CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING
discussed by Council at the Council meeting held on 23 April 2019:**

1. As the Minutes of the Council Meeting held on 26 March 2019 were sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 26 March 2019 be taken as read and confirmed.

PROPOSED: CLLR J.F. VAN ZYL

SECONDED: CLLR E. VAN DER WESTHUIZEN

RESOLVED

C25/2019

That in respect of

**CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING
discussed by Council at the Council meeting held on 23 April 2019:**

1. As the Minutes of the Council Meeting held on 26 March 2019 were sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 26 March 2019 be taken as read and confirmed.

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

5.1 The Deputy Executive Mayor: Cllr. J.D. Levendal

5.2 MMC1: Cllr. M. Sampson

5.3 MMC 2: Cllr. J.P. Kritzinger

5.4 MMC 3: Cllr. R. Faroa

5.5 MMC 4: Cllr. S.J. Mei

5.6 MMC 5: Cllr. E.Y. Sheldon

5.7 MMC 6: Cllr. W.R. Meiring

Mayco Meeting held on 19 March 2019

**5.7.1 IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED
JANUARY 2019
MFMA SECTION 71 Report**

RESOLVED:

EX6/2019

That in respect of
**IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED
JANUARY 2019**
MFMA SECTION 71 Report

discussed by MayCo at the MayCo meeting held on the 19 March 2019:

That MayCo takes note of the contents in the In-year monthly report for January 2019 as set out in the schedules contained in Section 4 (In-year budget statement tables) as well as the supporting documentation in Section 6 to 13.

1. Table C1 – Monthly Budget Statement Summary;
2. Table C2 – Monthly Budget Statement – Financial Performance (Standard classification);
3. Table C3 – Monthly Budget Statement – Financial Performance Standard classification (Revenue and expenditure by Municipal vote);
4. Table C4 – Monthly Budget Statement – Financial Performance (Revenue by Source and Expenditure by Type);
5. Table C5 – Monthly Budget Statement – Capital Expenditure;
6. Table C6 – Monthly Budget Statement – Financial Position; and
7. Table C7 – Monthly Budget Statement – Cash Flows.

**5.7.2 ALLOCATION OF OBLIGATIONS PERTAINING TO THE PLANNING AND
IMPLEMENTATION OF HOUSING INFRASTRUCTURE DEVELOPMENT AND
STRATEGIC PROJECTS**

RESOLVED:

EX7/2019

That in respect of
**ALLOCATION OF RESPONSIBILITIES PERTAINING TO PLANNING AND
IMPLEMENTATION OF HOUSING INFRASTRUCTURE AND STRATEGIC
PROJECTS**

discussed by Mayco at the meeting held on 19 March 2019:

1. That the decision taken to re-allocate the responsibility pertaining to the planning and implementation of housing infrastructure and strategic projects to the Directorate Technical Services, be noted and supported for implemented.
2. That, as from 1st April 2019 the Directorate Technical Services be responsible for the planning and implementation of housing infrastructure and strategic projects, including the Transhex project.
3. That the Provincial Office and all relevant Stakeholders be duly inform about the decision.
4. That the Directorate Technical Services will be responsible for the implementation of strategic projects such as swimming pools eg. Zwelethemba swimming pool ect. and speedhumps.
5. That Community Services still be held responsible for the maintainance of the infrastucture projects under their responsibility.
6. That the Organogram and Job-descriptions of all positions that are impacted on by the decision be reviewed.
7. That the performance of the Directorate Technical not be negatively impacted on with the implementation of the new responsibility due to the fact that the resources to fully implemented the new responsibilities are not yet assessed or in place.
8. That the Municipal Manager be mandated to continue with the implementation of all aspects as indicated above.

5.7.3 BREDE VALLEY: NAMING OF DEVELOPMENT AND STREETS: WORCESTER TRANSHEX MIXED HOUSING DEVELOPMENT

RESOLVED:

EX8/2019

That in respect of

BREDE VALLEY: NAMING OF DEVELOPMENT AND STREETS: WORCESTER TRANSHEX MIXED HOUSING DEVOLPMENT

discussed by Mayco at the meeting held on 19 March 2019:

1. That MAYCo approves the principles, the process of naming of streets in township establishment and the criterion for the selection of names and this process be adhered in Transhex
2. That this process be provisionally adhered in all new housing developments until a policy is adopted by council;
3. That the Directorate draft and submitted a naming of streets policy to be approved by council.

5.8 MMC 7: Cllr. J.F. Van Zyl

5.9 MMC 8: Cllr J. J. Von Willingh

6. CONSIDERATION OF AGENDA ITEMS**6.1 SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2019.
MFMA SECTION 71 & 52 (d) Report****File No. /s: 3/15/1****Responsible Officials: R. Ontong****Directorate: Financial Services****Portfolio: Financial Services****Purpose**

To submit to Council the In-year financial management report for adoption.

Background**In terms of the Municipal Finance Management Act, 56 of 2003, section 71**

(1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;
- (b) actual borrowings;
- (c) actual expenditure, per vote;
- (d) actual capital expenditure, per vote;
- (e) the amount of any allocations received;
- (f) actual expenditure on those allocations, excluding expenditure on
 - (i) its share of the local government equitable share; and
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
- (g) when necessary, an explanation of-
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
 - (ii) any material variances from the service delivery and budget implementation plan; and
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include-

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality

and per municipal entity.

- (7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter.

In terms of the Municipal Finance Management Act, 56 of 2003, section 52(d)

The mayor of a municipality—

- (d) must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.

Financial Implications

None

Applicable Legislation/ Council Policy:

Municipal Finance Management Act, 56 of 2003 (Section 52(d) & 71);
Municipal Budget and Reporting Regulations, 2009

Comment of Directorates/Departments concerned

Municipal Manager:	Recommendation supported
Director: Strategic Support Services:	Recommendation supported
Director: Financial Services:	Recommendation supported
Director: Technical Services:	Recommendation supported
Director: Community Services:	Recommendation supported

RECOMMENDATION:

That in respect of -

SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT 2018/2019

Discussed by Council at the council meeting held on the 23 April 2019:

1. That council takes note of the in-year financial management report for the 2018/2019 financial year.

PROPOSED: CLLR W.R. MEIRING

SECONDED: ALDERMAN A. STEYN

RESOLVED:

C26/2019

That in respect of -

SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT 2018/2019

Discussed by Council at the council meeting held on the 23 April 2019:

1. That council takes note of the in-year financial management report for the 2018/2019 financial year.

To action

Mr R Ontong

6.2 QUARTERLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR THE THIRD QUARTER OF THE 2018/19 FINANCIAL YEAR**File No./s: 2/1/1/1****Directorate: Financial Services****Responsible Official: R. Ontong****Portfolio: Supply Chain Management****Purpose**

The Local Government: Municipal Finance Management Act, no 56 of 2003 (MFMA), requires the municipality to have and implement a Supply Chain Management (SCM) Policy which gives effect to the provisions of Part 1 of Chapter 11 of the Act that deals with 'Supply Chain Management'.

Background

Although the MFMA prohibits a Councillor from being a member of a bid committee or any other committee evaluating or approving quotations or tenders, Council has an oversight role to ensure that the Accounting Officer implements all supply chain management activities in accordance with this policy. For the purposes of such oversight, Council's Supply Chain Management Policy, **paragraph 6.3** requires that the Accounting Officer must "**within 10 working days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor of the municipality.**" In addition, **paragraph 6.4** requires that the report referred to in paragraph 6.3 above **also to be tabled to council on a quarterly basis**. The report may be included as part of any other report to serve before council.

The SCM quarterly implementation report approved in terms of paragraph 6.3 for the third quarter of the 2018/19 financial year, is attached as **Annexure A**.

Financial Implications

None

Applicable Legislation / Council Policy

Municipal Finance Management Act. 2003, (Act 56 of 2003)
Breedee Valley Supply Chain Management Policy, as amended.
Supply Chain Management Regulations

Annexure

Annexures A: SCM quarterly implementation report (3rd quarter ending 31 March 2019) approved in terms of paragraph 6.3.

RECOMMENDATION:**That in respect of –****SCM quarterly implementation report (3rd quarter ending 31 March 2019)****Discussed by Council at the council meeting held 23 April 2019:**

1. That the approved SCM quarterly implementation report for the third quarter of the 2018/19 financial year, **be noted**.

PROPOSED: CLLR W.R. MEIRING**SECONDED: CLLR E. VAN DER WESTHUIZEN****RESOLVED:****That in respect of –****SCM quarterly implementation report (3rd quarter ending 31 March 2019)****Discussed by Council at the council meeting held 23 April 2019:****C27/2019**

1. That the approved SCM quarterly implementation report for the third quarter of the 2018/19 financial year, **be noted**.

To action

Mr R Ontong

**6.3 QUARTERLY PERFORMANCE REPORT FOR THIRD QUARTER (1 JANUARY
2019 – 31 MARCH 2019)****File No./s: 3/15/1****Responsible Official: C. Malgas****Directorate: Strategic Support Services****Portfolio: IDP/PMS****Purpose**

To inform Council on the implementation of the budget and the financial state of affairs of the Municipality and assess performance against the performance indicators set in approved Top-Layer SDBIP 2018/2019.

To obtain council's approval to reassign the following Top-Layer Key Performance Indicators (27, 28, 29 and 30) to Strategic Objective 4.

Background**Quarterly Performance Report (3rd Quarter: 1 January 2019 – 31 March 2019):**

According to Section 52(d) of the MFMA, the Mayor must, submit a report to the Council on the implementation of the budget and the financial state of affairs of the Municipality. Effective in-year reporting provides municipal management with an opportunity to analyse performance and address shortcomings and improve internal controls and service delivery.

All quarterly reports tabled in the Council in terms of section 52(d) must be placed on the website not later than five days after its tabling in the Council or on the date on which it must be made public, whichever occurs first.

Reassigning TL KPI's to Strategic Objectives 4:

The AGSA recently raised a concern pertaining to the fact that no KPI's have been aligned to Strategic Objective (SO) 4 (*To provide democratic, accountable government for local communities and encourage involvement of communities and community organisations in the matters of local government*) in the 2018/2019 financial year.

In order to mitigate the risk of potential audit queries, it is proposed that the following Top Layer KPI's be reassigned to SO4:

- TL 27 - Review the MGRO Clean Audit Plan and submit to the Municipal Manager by 31 January 2019
- TL 28 - Achieve a clean audit for the 2017/18 financial year by 31 December 2018
- TL 29 - Compile a Risk Based Audit Plan and submit to the Audit Committee by 30 June 2019
- TL 30 - Compile a strategic risk report and submit to Council by 31 May 2019

Council should note that the detail pertaining to the KPI's will not change.

Comment

A copy of the Quarterly Performance Report is attached as Annexure "A". A copy of the updated TL SDBIP (as proposed to be amended) is attached as Annexure "B".

Financial Implications

None

Applicable Legislation/Council Policy

Municipal Finance Management Act, no. 56 of 2003

Municipal Finance Management Act, no. 56 of 2003 – Circular No. 13

RECOMMENDATION:

That in respect of -

**QUARTERLY PERFORMANCE REPORT FOR THIRD QUARTER (1 JANUARY 2019 – 31 MARCH 2019) Reassigning TL KPI's to Strategic Objective 4
Discussed by Council at the Council meeting held on 23 April 2019**

1. That Council takes note of the Quarterly Performance Report for Third Quarter (1 January 2019 – 31 March 2019).
2. Approves the reassignment of Top-Layer Key Performance Indicators (27, 28, 29 and 30) to Strategic Objective 4.

**PROPOSED: CLLR W.R. MEIRING
SECONDED: CLLR J.D. LEVENDAL**

RESOLVED:

C28/2019

That in respect of -

**QUARTERLY PERFORMANCE REPORT FOR THIRD QUARTER (1 JANUARY 2019 – 31 MARCH 2019) Reassigning TL KPI's to Strategic Objective 4
Discussed by Council at the Council meeting held on 23 April 2019**

1. That Council takes note of the Quarterly Performance Report for Third Quarter (1 January 2019 – 31 March 2019).
2. Approves the reassignment of Top-Layer Key Performance Indicators (27, 28, 29 and 30) to Strategic Objective 4.

**To action
Mr C Malgas**

6.4 REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH: MARCH 2019**File No./s: 2/1/1/1****Responsible Official: R. Ontong****Directorate: Financial Services****Portfolio: Supply Chain Management****Purpose**

To report to Council on all deviations and their reasons, approved by the delegated authority in terms of paragraph 36(2) of the Supply Chain Management Policy, for the month: March 2019.

Background

The purpose of this report is to ensure that Council maintains oversight over the implementation of the Supply Chain Management Policy. In terms of paragraph 36(2) of the said policy, the Accounting Officer must record the reasons for any deviations in terms of paragraph 36(1)(a) of the policy and report them to Council. However, it must be noted that these deviations also serve on the **monthly Section 71** (MFMA) report/s to Mayco and **quarterly Section 52** (MFMA) report/s to Council.

Deviations approved in terms of paragraph 36(1)(a) for the month of March 2019, are attached as **Annexures A**.

Financial Implications

None

Applicable Legislation / Council Policy

Municipal Finance Management Act. 2003, (Act 56 of 2003)
Breed Valley Supply Chain Management Policy, as amended.
Supply Chain Management Regulations

Comment of Directorates / Departments

Municipal Manager:	Recommendation is supported
Director: Strategic Support Services:	Recommendation is noted
Director: Financial Services:	Recommendation is supported
Director: Technical Services:	None
Director: Community Services:	None
Senior Manager: Legal Services:	Recommendation is noted

Annexures

Annexures A: Schedule of deviations from the procurement processes approved in terms of sub-delegations

RECOMMENDATION:

That in respect of-

THE DEVIATIONS REPORT FOR THE MONTH OF MARCH 2019**Discussed by Council at the council meeting held on 23 April 2019:**

1. That the deviations from the procurement processes, approved in terms of the delegated authority for the month of March, **be noted**.

PROPOSED: CLLR W.R. MEIRING**SECONDED: CLLR E.Y. SHELDON**

RESOLVED:

C29/2019

That in respect of-

THE DEVIATIONS REPORT FOR THE MONTH OF MARCH 2019

Discussed by Council at the council meeting held on 23 April 2019:

1. That the deviations from the procurement processes, approved in terms of the delegated authority for the month of March, **be noted**.

To action

Mr R Ontong

6.5 MINUTES AND QUARTER 2 REPORT OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE SUBMITTED TO COUNCIL FOR INFORMATION AND NOTIFICATION

File No. /s: 2/1/1/3/2

Directorate: Municipal Manager

Responsible Official: W du Plessis

Portfolio: Internal Audit

Purpose

To submit the minutes and the Quarter 2(2018/2019) Report of the Audit & Performance Audit Committee to Council for information and notification.

Background

Since the initial appointment date, the Audit & Performance Audit Committee is fully functional and have met regularly as prescribed.

The members of the Audit & Performance Audit Committee requested that the minutes of the committee be submitted to Council as part of their communication to Council.

Audit & Performance Audit Committee minutes for the relevant quarters are hereby submitted to Council as prescribed, which includes the Quarter 2(2018/2019) Report of the committee.

Financial Implications

N/A

Applicable Legislation / Council Policy

Municipal Finance Management Act (Section 166)
National Treasury Internal Audit Framework 2nd Edition (March 2009)
MFMA Circular 65(November 2012)
Audit Committee Charter 2018/2019

Comment of Directorates/Departments concerned

Municipal Manager:	Supported
Director: Community Services:	Supported
Director: Strategic Support Services:	Noted
Director: Financial Services:	Supported
Director: Technical Services:	Support item and recommendation
Senior Manager: Legal Services:	Recommendation supported

RECOMMENDATION:

That in respect of-

MINUTES AND QUARTER 2 REPORT OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE SUBMITTED TO COUNCIL FOR INFORMATION AND NOTIFICATION discussed by Council at the Council meeting held on 23 April 2019:

1. Council notes the content of the Minutes and Quarter 2 Report of the Committee.

PROPOSED: CLLR W.R. MEIRING
SECONDED: CLLR J.D. LEVENDAL

RESOLVED:

C30/2019

That in respect of-

**MINUTES AND QUARTER 2 REPORT OF THE AUDIT & PERFORMANCE AUDIT
COMMITTEE SUBMITTED TO COUNCIL FOR INFORMATION AND NOTIFICATION
discussed by Council at the Council meeting held on 23 April 2019:**

1. Council notes the content of the Minutes and Quarter 2 Report of the Committee.

To action

W. du Plessis

6.6 DRAFT COMBINED ASSURANCE FRAMEWORK SUBMITTED FOR NOTIFICATION**File No. /s: 2/1/1/3/2**
Directorate: Municipal Manager**Responsible Official: W du Plessis**
Portfolio: Internal Audit**Purpose**

To submit to Council the Draft Combined Assurance Framework for Breede Valley Municipality for notification purposes. The draft framework to be work shopped by Council as soon as possible; after which the final framework to be re-submitted to Council for approval.

Background

The audit committee is an independent advisory committee responsible for the oversight of the organization's controls, governance and risk management. The audit committee executes its functions in terms of a Council approved charter. The King III Report on Governance states that the audit committee must ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities as defined in the organization's combined assurance framework. In terms of King III combined assurance is defined as *"Integrating and aligning assurance processes in a company to maximize risk and governance oversight and control efficiencies, and optimize overall assurance to audit and risk committee, considering the company's risk appetite"*.

King IV states that the governing body should ensure that assurance services and functions enable an effective control environment, and that these support the integrity of information for internal decision-making and of the organization's external reports. The audit committee is responsible for monitoring the appropriateness of the organization's combined assurance model and must ensure that the combined assurance approach addresses the significant risks facing the organization which includes monitoring the effective functioning of internal audit and monitoring the relationship between the external assurance providers and the organization.

Breede Valley Municipality's Audit & Performance Audit Committee (APAC) requested that a quarterly status report be tabled before the committee on the progress of the implementation of the Combined Assurance Framework, which included a project plan that was created to facilitate formal implementation.

Financial Implications

N/A

Applicable Legislation / Council Policy

King III Report on Governance, 2009

King IV Report on Corporate Governance, 2016

Municipal Finance Management Act, 2003

International Standards for the Professional Practice of Internal Auditing

BVM Audit & Performance Audit Committee Charter

Comment of Directorates / Departments concerned

Municipal Manager:	Recommendation supported
Director: Community Services:	Supported
Director: Strategic Support Services:	Supported
Director: Financial Services:	Supported
Director: Technical Services:	Support the item and recommendation
Senior Manager: Legal Services:	Recommendation supported

RECOMMENDATION:**That in respect of****DRAFT COMBINED ASSURANCE FRAMEWORK SUBMITTED FOR NOTIFICATION
discussed by Council at the Council meeting held on 23 April 2019:**

1. Council take note of the Draft Combined Assurance Framework submitted
2. The draft framework to be work shopped by Council as soon as possible, after which the final framework will be re-submitted for approval.

PROPOSED: CLLR W.R. MEIRING**SECONDED: CLLR E.S.C. MATJAN****RESOLVED:****C31/2019****That in respect of****DRAFT COMBINED ASSURANCE FRAMEWORK SUBMITTED FOR NOTIFICATION
discussed by Council at the Council meeting held on 23 April 2019:**

1. Council take note of the Draft Combined Assurance Framework submitted
2. The draft framework to be work shopped by Council as soon as possible, after which the final framework will be re-submitted for approval.

To action**W. du Plessis**

6.7 ADDENDUM**6.7.1 BREDE VALLEY: NAMING OF DEVELOPMENT AND STREETS: WORCESTER
TRANSHEX MIXED HOUSING DEVELOPMENT****File No. /s: 12/8/3/1/1****Responsible Official: Simphiwe Mayeki****Directorate: Community Services****Portfolio Committee: Housing & Human
Settlements****Purpose:**

To obtain MAYCO approval of the process of naming the Transhex Housing Development and streets naming.

Background:

The application for Environmental Authorization for Transhex Housing Development was granted on 25 October 2016. The establishment of a residential development of approximately 8873 units to be located on erf no 1, Worcester. The development will be undertaken in phases and will comprise residential, business and civic components.

The development is situated along the R60 provincial road next to Zwelethemba township approximately 800 metres from the area affluent suburb of Johnson Park and Hexpark residential area.

The Western Cape Department of Human Settlements and Breede Valley have signed a Memorandum of Agreement (MOA). The MOA gives authority to the Department to act as a Developer on behalf of the municipality.

The construction of Phase 1 serviced sites started in December 2017 and is expected to continue until December 2019.

Naming of streets and new town Establishment are recognised as being an integral part of place making. This includes but is not limited to the creation of places that residents can relate to and take pride.

Naming is also an important element of service delivery as it promotes legibility and facilitates the effective delivery of services such as policing, emergency services and billing for services consumed.

The allocation of names to people is recognised as being a way of honouring the certain individuals for their contribution to the development and in BVM we it should therefore be done with careful consideration.

The site development plan (SDP) was approved and a provision General Plan (GP) was issued by the relevant authority.

It is imperative that the name of the development and street be finalised in order to be included in the final General Plan (GP).

The current name "Transhex" is a common name for the area the development is located, and this proposal includes the new name for the development and all streets.

The development has a total of approximately 168 streets/roads and we propose that Phase 1 be concluded first within the next two months because the construction.

PROBLEM STATEMENT

Breede Valley currently does not have an approved policy or formal process of naming new developments and streets.

The previous all housing development process were driven by ward councillors and the ward committee where the project is located. Transhex incorporates several wards and includes beneficiaries from all over Breede Valley.

The current norm will not be practical in this project and will side-line a large portion of the citizenry.

PRINCIPLES TO BE ADHERED TO IN THE NAMING PROCESSES:

The principles detailed below should be considered in all submissions and petitions for the naming of streets and the Transhex Development / Area.

- i. Naming is the responsibility of the municipality. The decision to proceed with the process of naming must therefore be taken by the Municipal Manager / Director Community Services before the process may commence.
- ii. All names should be after themes, i.e. rivers and mountains, only in exceptional cases should people's names be used and any submissions/ petitions to name after people must be accompanied by a detailed motivation, indicating why the specific person is worthy of the honour and profile of the person should also be included.
- iii. The Municipality shall not accept submission of people's names, for religious and political reasons.

CRITERION FOR THE SELECTION OF NAMES:

Below is the criterion for the identification and allocation of names.

- i. There shall be no duplication of names or confusingly similar names in the BVM.
- ii. Names of which the spelling or pronunciation may cause confusion because of its correlation with existing names, should be avoided.
- iii. Names of well-known places in other countries and the names of other countries should be avoided.
- iv. The use of a name which relates to people either living, or those alive during living memory shall not be used when naming new township establishments
- v. Names shall not be too long or clumsy, shall be limited to a length of 18 characters, including any combination of spaces, letters or punctuation in the base portion of the name, in order to facilitate the use of standard signage materials. Only in exceptional circumstances will street names of a longer length be considered with the required justification.

- vi. The use of compound names shall be discouraged.
- vii. Names shall not be discriminatory or derogatory from the point of view of race, religion, sex, colour, creed, political affiliation or other social factors to any community or section of a community.
- viii. Names shall promote goodwill and reconciliation.
- ix. Names may be expressed in any of the three official languages of the Province;
- x. Names shall promote a sense of ownership and the character of an area.
- xi. Names shall be in keeping with the theme of an area, meaning that they should have local relevance.
- xii. Street names cannot change at intersections. Continuations of existing streets must use the existing name.
- xiii. Names that could be construed as advertising a particular business, service or product shall not be allowed.
- xiv. Names should increase the marketing potential and investment attractiveness of an area.
- xv. Definitions of the street name suffixes (i.e. Drive, Lane, Road, etc) are to be used to determine the appropriate suffix to be applied to any street to be named.
- xvi. Streets adjacent to a freeway shall be given different names on each side of such a freeway/national highway.
 - a) The use of compass directions, such as North, South, East and West, should be avoided.

PROCESS FOR NAMING OF STREETS TOWNSHIP ESTABLISHMENT:

It is imperative that the public is afforded the opportunity to comment on, or object to, proposed names for streets new township establishment. It is therefore recommended that the following process be followed:

- i. An advert will be placed in the local newspaper, in line with legislation, to invite proposals for names from the communities.
- ii. The public must submit written representations for consideration by the Council/ Delegated Official.
- iii. Comments on the proposed names be included in a report for consideration by MAYCO for approval.
- iv. The name of a township or suburb is registered with the Surveyor General and the Registrar of Deeds when the General Plan of the township is approved in the process of township establishment.

Financial Implications:

- The registration of the street names and the development is funded through the subsidy quantum planning fees.

- The funds for the council processes i.e. advert and suggestion boxes will be funded through the department funding.

Applicable Legislation / Council Policy:

- Breaking New Ground: A Comprehensive Plan for the Development of Sustainable Human Settlements, 2004
- National Housing Code, 2009
- Social Housing Act, Act of 2008
- Breede Valley Municipal Spatial Development Framework, 2013
- Breede Valley Municipal Human Settlement Plan/Pipeline
- Breede Valley Housing Administration policy
- Surveyor General Act

Comment of Directorates / Departments concerned:**Municipal Manager:**

Director: Community Services:

Director: Strategic Services:

Director: Financial Services: Supported.

Director: Technical Services: Support the item and recommendation.

Senior manager: Municipal Planning and Building Control:

Concur with the proposed criteria for name selection.

The GIS Section will provide a selection of streets to be named (on map) and issue the numbering of addresses.

Senior Manager: Legal Services:

Manager: Human Settlements: Author of the report

RECOMMENDATION:

That in respect of-

**BREDE VALLEY: NAMING OF DEVELOPMENT AND STREETS: WORCESTER
TRANSHEX MIXED HOUSING DEVELOPMENT**

Discussed by the Council at the Council meeting held on 23 April 2019:

1. That MAYCo approves the principles, the process of naming of streets in township establishment and the criterion for the selection of names and this process be adhered in Transhex
2. That this process be provisionally adhered in all new housing developments until a policy is adopted by council;
3. That the Directorate draft and submitted a naming of streets policy to be approved by council;

PROPOSED: CLLR E.Y. SHELDON

SECONDED: CLLR M. N. BUSHWANA

RESOLVED:**C32/2019**

That in respect of

**BREDE VALLEY: NAMING OF DEVELOPMENT AND STREETS: WORCESTER
TRANSHEX MIXED HOUSING DEVELOPMENT**

Discussed by Council at the Council meeting held on 23 April 2019:

1. That the item be withdrawn.
2. That a workshop be held in respect of the Transhex Housing Development with reference to inter alia:
 - Appointment and compilation of project Steering Committee
 - Naming of streets (policy)
 - Compilation of beneficiary list
 - General project management
3. That the item be resubmitted to council together with the recommendations stemming from the workshop

To action

Simphiwe Mayeki

7. **CONSIDERATIONS OF REPORTS, PETITIONS AND APPLICATIONS DEALING WITH MATTERS OF URGENCY SUBMITTED BY THE MUNICIPAL MANAGER**

8. **CONSIDERATIONS OF MATTERS SUBMITTED BY THE CHAIRPERSON OF COUNCIL**

9. **CONSIDERATION OF NOTICES OF MOTION AND NOTICES OF QUESTIONS WHICH SHALL APPEAR ON THE AGENDA IN THE ORDER IN WHICH THEY HAVE BEEN RECEIVED BY THE MUNICIPAL MANAGER**

10. **CONSIDERATION OF MOTION OF EXIGENCY**

11. **CLOSURE**

The meeting adjourned at 13:25

11.1 Copy of notice placed on notice boards

For information, a copy of the Notice follows:

NOTICE IS HEREBY GIVEN that a **COUNCIL MEETING**
of the **Breede Valley Municipality** will be held on
TUESDAY, 23 APRIL 2019 at 10:00 in the
CAPE WINELANDS DISTRICT MUNICIPALITY, WORCESTER

Members of the media and the public wishing to attend the meeting must please contact **Mr. J.R. Botha (Public Relations Officer)** at **023 348 2807** during office hours to book one of the **16 (sixteen) seats available to the public** on a first come first served basis. The list will be closed at **16:30** on **Thursday, 18 April 2019** and will be handed to Security officials the morning of the meeting. Only persons whose names appear on the list will be allowed to attend the meeting and they must be seated at least five minutes before the scheduled start of the meeting. Once the meeting has started, no member of the public will be allowed into the meeting. If a member of the public leaves the meeting venue during the course of the meeting, he / she will not be allowed to return to the meeting.

KENNIS GESKIED HIERMEE dat 'n **RAADSVERGADERING**
van die **Breede Vallei Munisipaliteit** op
DINSDAG, 23 APRIL 2019 om 10:00
gehou sal word in die
KAAAPSE WYNLAND DISTRIK MUNISIPALITEIT, WORCESTER

Lede van die media en die publiek wat graag die vergadering wil bywoon moet asseblief **Mnr. J.R. Botha (Skakelbeampte)** by **023 348 2807** gedurende kantoorure kontak om een van die **16 (sestien) sitplekke wat vir die publiek beskikbaar is** op 'n "first come first served basis" te bespreek. Die lys sal om **16:30** op **Donderdag, 18 April 2019** die werksdag voor die vergadering sluit en sal aan Sekuriteitbeamptes die oggend van die vergadering gegee word. Alleenlik persone wie se name op die lys verskyn sal toegelaat word om die vergadering by te woon en hulle moet 'n sitplek inneem minstens vyf minute voor die geskeduleerde tyd van die vergadering. Niemand sal tot die vergadering toegelaat word wanneer dit reeds begin het nie. Indien 'n lid van die publiek die vergaderplek gedurende die duur van die vergadering verlaat sal hy / sy nie weer tot die vergadering toegelaat word nie.

D. MCTHOMAS
MUNICIPAL MANAGER/MUNISIPALE BESTUURDER

04 2019