

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 29 OCTOBER 2015 AT 09H00

1. OPENING

The Executive Mayor opened the meeting and welcomed everyone present.

1.1 PRESENTATION

A presentation was conducted by representatives from the Department of Rural Development and Land Reform on the Bitou Municipality Desktop Land Audit Findings.

Questions were raised and answers given. It was agreed that, in order to complete the land audit exercise, the way forward should be as follows:

- (a) Update Valuation Roll using the results of this land ownership
- (b) Try and solve 2485 land parcels with no ownership in Deeds & Valuation Roll
- (c) Update from the land ownership audit.

It was;

Resolved

1. That the Department of Rural Development and Land Reform be thanked for conducting the land audit.
2. That the Head Strategic Services, in conjunction with the other relevant officials from Strategic Services and Finance meet to discuss and draft a proposal which would establish Geographical Information Systems in its rightful place in the organization, and capacitate the department to fully implement the Geographical Information System.

After the presentation was concluded the Mayoral Committee proceeded with the order of business as indicated on the Mayoral Committee Agenda.

2. ATTENDANCE

As per the attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

Application for leave of absence received from Councillors E Paulse and R Koeberg (Mayco members). Apologies received from Councillor W Craig.

4. **CONFIRMATION OF MINUTES**

* 4.1 **Mayoral Committee Meeting: 29 September 2015**

That the Minutes of the Mayoral Meeting of 29 September 2015, be approved.

5. **CONSIDERATION OF REPORTS (OPEN)**

5.1 **Section 1: Office of the Municipal Manager**

Recommendation C/1/108/10/15

**CREATION OF TEMPORARY POSITIONS IN COMMUNICATION SECTION
AND THE OFFICE OF THE EXECUTIVE MAYOR**

Department: Municipal Manager **Demarcation:** All Wards

File Ref: 4/3/3

Recommended by the Executive Mayor

1. That the Customer Care service be run on a 24 hour basis from the municipal premises is Sewell Street until the 24 hour centre managed by Community Services is fully operational;
2. That the creation of the 4 temporary positions be approved to run the customer Care Centre after normal working hours, provided that the Municipal Manager and Head Corporate Services source the personnel temporarily appointed in these positions as far as possible from the "Light Duty" staff, and that a further one temporary post be created to deal with communications exclusively from the office of the Mayor, which is political in nature.
3. That the funding for this project be sourced from the Salary budget in the interim.

For Actioning refer to Council resolution

5.2 Section 2: Finance

Recommendation C/2/258/09/15

OUTSTANDING DEBT: AUGUST 2015

Department: Finance Demarcation: All Wards

File ref: 9/1/3/4

Recommended by the Executive Mayor

That the Credit Control & Debt Collection statistics for August 2015 be noted.

For Actioning refer to Council resolution

Resolution M/2/259/10/15

FINANCIAL REPORT FOR THE MONTH ENDING 30 SEPTEMBER 2015

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Resolution by the Executive Mayor

That the Mayoral Committee take note of the Monthly Financial Report as at 30 September 2015.

For Information

Recommendation C/2/260/10/15

LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDING 30 SEPTEMBER 2015

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

1. That the Municipal Council confirms the withdrawals that were made in terms of Section 1(1)(b) to (j) of the Local Government: Municipal Financial Management Act, 2003 for the quarter ended 30 September 2015.

2. That the report accordingly be presented to the Provincial Treasury: Western Cape and Auditor – General, as determined by Section 11(4)(b) of the Local Government: Municipal Finance Management Act, 2003.

For Actioning refer to Council resolution

Recommendation C/2/261/10/15

OUTSTANDING DEBT: SEPTEMBER 2015

Department: Finance Demarcation: All Wards

File ref: 9/1/3/4

Recommended by the Executive Mayor

1. That the Credit Control & Debt Collection statistics for September 2015 be noted.
2. That Council approves water restriction in the Eskom distribution areas.

For Actioning refer to Council resolution

Section 3: Corporate Services

Recommendation C/3/137/10/15

**MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES
SECTION FOR THE PERIOD OF 01 SEPTEMBER 2015 TO 30 SEPTEMBER 2015**

Department: Corporate Services Demarcation: All Wards

File Ref: 9/1/33

Recommended by the Executive Mayor

That Council takes note of the content of the report for the period 1 September 2015 to 30 September 2015.

For Actioning refer to Council resolution

Recommendation C/3/138/10/15

**EMPLOYMENT EQUITY STATUS REPORT FOR THE MONTH ENDING 30
SEPTEMBER 2015**

Department: Corporate Services Demarcation: Ward All

File Ref: 4/10/3

Recommended by the Executive Mayor

1. That cognizance be taken of the content of the report.
2. That the Administration urges compliance with every aspect of the Employment Equity plan.

For Actioning refer to Council resolution

Section 4: Community Services

Resolution M/4/83/10/15

PUBLIC SAFETY SEASONAL PLAN 2015 TO 2016

Department: Community Services Demarcation: All Wards

File Ref: 1/3/1

Resolution by the Executive Mayor

1. That the Public Safety Plan be acknowledged and approved
2. That, due to possible over commitment that may materialize during the season Council consider such possible over expenditure.

To be Actioned by: Senior Manager: Public Safety

Section 5: Engineering Services

Recommendation C/5/72/10/15

PAVEMENT MANAGEMENT SYSTEM: PAVED ROADS: NETWORK / STRATEGIC LEVEL ASSESSMENT (2015)

Department: Engineering Services Demarcation: All

File Ref: 16/3/5/1/4

Recommended by the Executive Mayor

1. That Council takes note of the required amount of R 5 300 000 for resurfacing and maintenance of the paved roads in the area for the next five financial years in order that premature reconstruction of roads is kept to a minimum and that the network is kept in a resealable condition.
2. That Council takes note of the required amount of R 3 560 000, plus Consultants fee R 534 000 (Capital funding) for the rehabilitation of roads in the area for the next five financial years.

For Actioning refer to Council resolution

Recommendation C/5/73/10/15

PAVEMENT MANAGEMENT SYSTEM: UNPAVE ROADS: NETWORK / STRATEGIC LEVEL ASSESSMENT (2015)

Department: Engineering Services Demarcation: All

File Ref: 16/3/5/1/4

Recommended by the Executive Mayor

1. That Council takes note of the required amount of R550 000 be made available for routine maintenance (blading and regravelling) for each financial year.
2. That the results of this report be used to plan for upgrading of the dirt roads to at least proper gravel standard.
3. That the results of this report be further be utilised to plan for the upgrading of especially the primary and secondary roads to paved standards through MIG Funding.

For Actioning refer to Council resolution

Resolution M/5/74/10/15

**KEURBOOMS WATER AGREEMENT BETWEEN BITOU MUNICIPALITY
AND THE HILLTOP PLETTENBERG BAY DEVELOPMENT (PTY)
LIMITED**

Department: Engineering Services

Demarcation: Ward 1 & 2

File Ref: Sec/A/461

Resolution by the Executive Mayor

That the Municipal Manager be authorized to sign the amended Agreement after it is referred to an external Legal Advisors for their comment and recommendation, as was required by a Mayoral Committee decision adopted on 30 June 2010.

To be Actioned by: Municipal Manager & Manager: Legal Services

Section 6: Strategic Services

Recommendation C/6/293/10/15

**REPORT ON THE RELOCATION OF THE BEACON WAY INFORMAL
TRADERS**

Department: Strategic Services

Demarcation: Ward 2

File Ref: 10/1/7

Recommended by the Executive Mayor

1. That Council resolutions C6/95/07/12 and C/6/173/06/13 to relocate beacon way informal traders to the N2 drop-off facility be rescinded.
2. That council resolve on maintaining the Beacon Way traders until the bottom part of Beacon Way is upgraded, and that the current status quo remain.

For Actioning refer to Council resolution

Resolution M/6/294/10/15

**PORTION 58 OF THE FARM GANSE VALLEI NO. 444 (THE TIDES):
PROPOSED REZONING, SUBDIVISION & DEPARTURE**

Department: Strategic Services

Demarcation: Ward 1

File Ref: 18/58/444

Resolution by the Executive Mayor

1. That the rezoning of Portion 58 Ganse Vallei NO. 444 from Resort Zone II to Residential Zone II be approved in terms of Section 18 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) in order to permit the conversion of the existing Holiday Resort Units into Group Housing;
2. That subdivision of Portion 58 Ganse Vallei No. 444 into 36 erven, 2 private open space & a private road be approved in terms of Section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985) in order to permit registration of individual cadastral freehold properties, in accordance with subdivision plan No, 444/58/SUB1 dated May 2014;
3. That departure be granted in terms of Section 15 of the Land Use Planning Ordinance (Ordinance 15/1985), in order to depart from section 3.4.4 of the Section 8 Scheme Regulations to permit a Group Housing Site larger than 2ha;
4. That item 1, 2 & 3 above are subject to the following Conditions in terms of Section 42 of the Land use Planning ordinance (Ordinance 15/1985), namely:
 - (a) The applicant is to apply to the relevant authorities for Removal of Condition (c) and (D)(c) from the title deed No T6576/1972 applicable to the subject property prior to implementing this decision;
 - (b) The applicant at his own cost is to prepare a proper Site Development Plan (SDP) and have it submitted to Council for approval prior to registration of the first freehold property;
 - (c) The applicant is to establish a Home Owners Association and have it approved in terms of Section 29 of the Land Use Planning Ordinance (Ordinance 15/1985) with its Constitution and the Design Guidelines to the Satisfaction of Council requirements;
 - (d) This approval does not absolve the owner/applicant from complying with the provisions of any other laws that may be applicable to this proposal and the subject property;

The reasons for the decision:

1. The Executive Mayor agreed in 2012 that all resort units and developments in the Bitou should be rezoned to an appropriate Residential Use Zone, to allow for the rectification of various departures and to create economic opportunities for the building industry. This strategic decision was implemented through Resolution M/6/160/05/13 and subsequent. The intention was to remove or amend all conditions (land use parameters) imposed by the Provincial Government of the Western Cape through guidelines on resort developments with the intention of limiting the use and scale of the houses / residential dwellings and to prevent them from being used for permanent occupation. Amongst others these conditions limited holiday houses in resort developments to 175m² and smaller.
2. The proposal is consistent with the Executive Mayor's decision to normalise all old resort developments to achieve maximum benefit from the developments and to allow residential development with the least possible limitations.
3. The densification of the subject property is unlikely to compromise the "character and form of the original development". Instead, it will allow a wider range of choice, better utilisation of the available resources and less pressure for alternative developments, requiring growth outside of the urban edge. All current planning trends are towards densification and increased development intensity and these should be promoted.

To be Actioned by: Manager: Town Planning and Town Planner (M Mdena)

Resolution M/6/295/10/15

PORTION 138 OF THE FARM MATJESFONTEIN NO. 443, DIVISION KNYSNA, BITOU MUNICIPALITY

Department: Strategic Services

Demarcation: Ward 1

File Ref: 18/138/304

Resolution by the Executive Mayor

1. That the rezoning from Resort Zone II and Agriculture Zone I to Residential Zone I (only current footprint and proposed extension to main house) in terms of Section 18 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) be approved.
2. That the rezoning from Agriculture Zone I and Resort Zone II to Open Space III (Private Nature Reserve) in terms of Section 17 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) of the remainder of the property be approved.
3. That (1) and (2) above be subject to the following conditions of approval in terms of Section 42 of the Land Use Planning Ordinance (Ordinance 15 of 1985);

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- a) The owner, or his assignee, must confirm in writing that the following conditions are understood and will be adhered to, before the approval will come into effect and before any building plans will be approved and/or clearance will be given by the Municipality.
- b) These conditions of approval must be made known to all new owners and/or developers and are binding on any new owner and/or developer;
- c) The applicant shall be responsible for all costs necessary to comply with all the conditions, unless otherwise specified;
- d) The main dwelling house shall be restricted to a maximum floor area of 800m² and a height of 2 storeys (basement excluded).
- e) The applicant/developer must draw up an Environmental Management Plan (EMP), addressing, inter alia, all environmental issues like rehabilitation, erosion control, open space management, rain water harvesting, storm water management, and fencing, and submit it for consideration by the Municipality (who reserves the right to approve, refuse or conditionally approve the EMP, subject to conditions). The owner of the property must submit an annual compliance and monitoring audit to the Municipality.
- f) The proposed Conservation Zone (Open Space II) will be managed in accordance with the EMP.
- g) That an application for amendment or removal of conditions pertaining to the 2004 application be submitted and approved prior to any building works on the site.
- h) A Consent Use application or application for Contravention Levy required in order to legalise the second dwelling unit on site. The second dwelling unit shall be restricted to a maximum floor area of 200m² and a height of 2 storeys (basement excluded).
- i) That the current public access over Portion 138 be registered in the deeds office as a pedestrian access to the beach in favour of the general public.
- j) This approval does not absolve the applicant/developer from compliance with any other relevant legislation.
- k) The portion of the property to be zoned "Open Space Zone III" shall be demarcated on a site development plan for conservation purposes.
- l) At least one parking bay per dwelling unit shall be provided on the property.
- m) The design and materials of construction of the decks and walkways must be of such a nature that it blends with the natural environment.
- n) Indigenous flora must be retained wherever possible and more indigenous trees and shrubs must be planted where necessary to soften the visual impact of the buildings, in accordance with an approved site development plan.

- o) The Applicant must submit electrical plans for approval to the Electrical Engineer.

Reasons for approval:

1. The approval legalises the structures on the property.
2. The site is within an existing urban area and within the approved urban edge.
3. No new buildings / construction will take place within 100m from the high water mark.
4. No new buildings / construction will take place within 32m of a wetland.
5. The site is not classified as an endangered or critically endangered eco system as Gazetted, but is defined as a Critical Biodiversity Area, and the Private Nature Reserve will serve to protect this valuable and sensitive habitat.
6. A positive conservation outcome is achieved.

To be Actioned by: Manager: Town Planning and Town Planner (A Stander)

Resolution M/6/296/10/15

PROPOSED REZONING, SUBDIVISION & DEPARTURE (DOLPHINES WAVES; PORTION 12 MATJIESFONTEIN NO. 304), DIVISION OF KNYSNA, IN BITOU MUNICIPALITY

Department: Strategic Services

Demarcation: Ward 1

File Ref: 18/12/304

Resolution by the Executive Mayor

1. That the rezoning of Portion 12 of Farm Matjiesfontein No. 304, Division of Knysna, Bitou Municipality, from *Resort Zone II* to Residential Zone II (*Group Housing*) zone BE APPROVED in terms of Section 18 of the Land Use Planning Ordinance, 1985 (Ord. 15 of 1985), subject to the following conditions:
 - a) The development is to occur broadly in accordance with the approved *Site Development Plan F304P12CP-3 dated 28 June 2003*;
 - b) All other conditions imposed by Council, the then Cape Nature and the then Provincial Administration during the approval of rezoning, subdivision, EMP, SDP, Design Manual, and HOA Constitution be complied with;
 - c) The procedure relating regarding future submission of applications for Sensitive Coastal Area authorisation as required in Council's letter dated 07 June 2011, be complied with;

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- d) That, this approval does not absolve the applicant/developer from compliance with any other relevant legislation.
2. Departure be granted in terms of Section 15 of the Land Use Planning Ordinance (Ordinance 15/1985) as required in clause 3.4.4(e) of the Section 8 Zoning Scheme (1988), in order to permit a group housing site larger than 2ha in extent.
3. That approval be granted for Subdivision of Portion 12 Farm Matjiesfontein No. 304 into 66 Portions in terms of Section 25 of the Land Use Planning Ordinance (Ordinance 15/1985), subject to the following conditions:
 - a) The development of 62 group housing sites, 51 plots/stands in the southern portion, each +/- 500m² in extent;
 - b) 51 stands in the southern portion and 11 in the northern portion, each ±500m² in extent. *Two* portions, north and south of Public Road M394 representing Private Open Space & Private Streets. (18,1 ha);
 - c) Portion of Public Road M394 dividing the property. (Transport Zone II);
 - d) Public Parking area at entrance for 8 vehicles. (Transport Zone III);
 - e) That, the subdivision is to occur broadly in accordance with the approved *Site Development Plan F304P12CP-3 dated 28 June 2003*;
 - f) This approval does not absolve the applicant from compliance with the requirements of any other legislation;

Reasons for a decision

1. Given the history of the zoning rights and taking into account of previous Council decisions, it is difficult to deal with the merits of the proposal as the rezoning is as a result of Council policy positions. In other words Council recently took a strategic decision to advise all land owners of the properties zoned Resorts which are not functioning as resorts anymore, to rezone them to an appropriate zone that would allow permit occupation other than holiday housing.
2. Likewise, the layout being submitted now has previously be approved and implemented. The subdivision application merely entails the subdivision of the Resort Zone II units as approved.
3. The departure is to facilitate the development of the property as a group housing site large than 2ha.
4. The rights exist, service level agreements have been concluded, and SDP, EMP and HOA constitution have been approved already.
5. It argued that the Council has previously approved the development and the merits of the development were addressed during the subsequent approvals. The concerns raised in the objections are considered not applicable as the rights have been confirmed and the current application is intended to comply with Council position as the market demand for holiday housing and current usage of resorts has changed.

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6. The subdivision is proposed to facilitate alienation and individual ownership of properties and it does not deviate from the previously approved SDP.
7. The proposal does not deviate from the approved development footprint and in there is no increase in the previous development form.
8. The land use change from Resort (share block) to Residential Zone II will not constitute new rights which have not previously been approved in regard to the extent and the nature of the development.

To be Actioned by: Manager: Town Planning and Town Planner (M Mdena)

Resolution M/6/297/10/15

PROPOSED DEPARTURE; ERF 152 PLETTENBERG BAY, IN BITOU MUNICIPALITY

Department: Strategic Services

Demarcation: Ward 2

File Ref: 18/152/PB

Resolution by the Executive Mayor

1. That approval BE GRANTED in terms of Section 15(1)(b) of the Land Use Planning Ordinance, No 15 of 1985, for the departure application involving:
 - (a) Departure from the Plettenberg Bay Zoning Scheme (1986) to relax the street building line from 4,5m to 0m in order to permit the proposed ramp, boat parking area, outbuilding under the ramp and the existing garage, in accordance with Drawing No.: 07 Nov/W/DWG-007 & 008 Dated 22 Aug 2014, subject to the following condition:
 - (i) The approval only applies to the structure submitted for and no other portion of the building may be erected without the necessary approvals from Council.
 - (b) Departure from the Plettenberg Bay Zoning Scheme Regulations in order to encroach on the 8,5m height limit as indicated on Drawing No.: 07 Nov/W/DWG-007 & 008 Dated 22 Aug 2014, subject to the following conditions:
 - (i) The height limit applies to the proposed roof and no other structure.
2. That approval be granted in terms of Section 3(a) of the Bitou Municipality By-Laws relating to Roads and Streets to permit the access ramp, retaining wall, outbuilding under access ramp erected on Municipal road reserve, subject to:

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- (a) That as built plans for both the buildings and the roads be submitted to Council in order to determine the exact extent of the encroachment and to facilitate an encroachment agreement which needs to be entered into with the owner of Erf 152, at which stage further conditions may be determined.
- (b) That the design of the storm water system in Sinclair Street be extended to include the areas affected downstream and along Perestrello Street, to the satisfaction of the Department Engineering Services, the cost of which to be born by the owner of Erf 152.
- (c) That the embankment at the lower end of Sinclair Street be reinstated in order to provide parking for the residents and a pedestrian friendly facility to be provided down the embankment for public use.
- (d) That the Architect / draughtsman responsible for this build be reported to his professional association for ignoring the approved plan.
- (e) That the conditions imposed by the Department: Engineering Services, dated 25 November 2014, be complied with and that any further conditions arising from 2(a) and – (b) above become conditions of approval.

Reasons for the decision

1. The proposed extensions will not detract from the character of the surrounding area.
2. No municipal services will be adversely affected although the issue of treatment of stormwater must be evaluated by an engineer and implemented.
3. The additional access is sensible due to the topography, existing building on the site.
4. The proposal will not adversely affect the rights of the surrounding property owners.

To be Actioned by: Manager: Town Planning and Town Planner (M Mdena)

Recommendation C/6/298/10/15

BUILDING CONTROL SECTION: QUARTERLY REPORT: JULY – SEPTEMBER 2015

Department: Strategic Services Demarcation: All wards

File Ref: 9/1/3/7

Recommendation by the Executive Mayor

That cognizance be taken of the quarterly report from the Building Control Section.

For Information

5. IN – COMMITTEE ITEMS

No Items for consideration

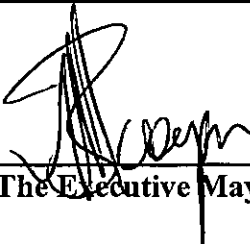
6. CLOSURE

The Executive Mayor declared the meeting terminated at 11h09.

CONFIRMED AND SIGNED

DATE: 26 NOVEMBER 2015

SIGNATURE:

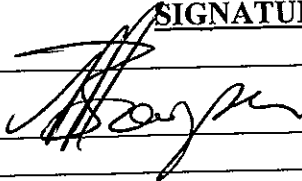
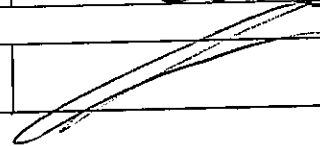
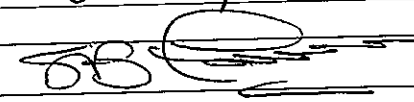
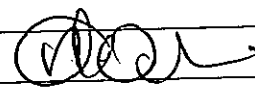


The Executive Mayor, Councillor M Booyesen

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, THURSDAY, 29 OCTOBER 2015
AT 09H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN (EXECUTIVE MAYOR)	
COUNCILLOR RS KOEBERG (DEPUTY EXECUTIVE MAYOR)	APOLOGY
COUNCILLOR N M DE WAAL	
COUNCILLOR EE PAULSE	APOLOGY
NON - MEMBERS	SIGNATURE
COUNCILLOR S BESANA	
COUNCILLOR WR CRAIG	APOLOGY
COUNCILLOR S FARROW	
COUNCILLOR AR OLIVIER	
COUNCILLOR SE GCABAYI	
COUNCILLOR MM MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR LM SEYISI	
COUNCILLOR H PLAATJIES	


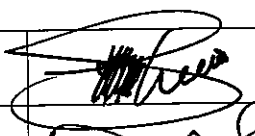
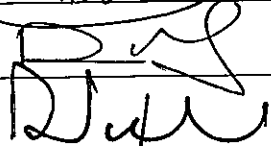
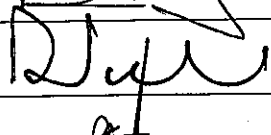
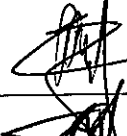

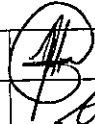
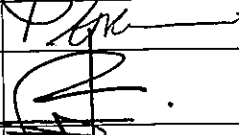

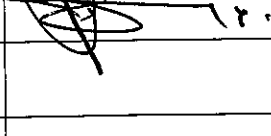
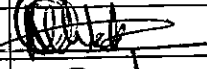
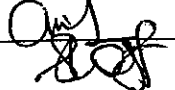
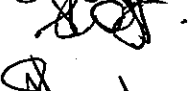
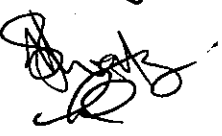


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 29 OCTOBER 2015 AT 09H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Mr F M Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. D Friedman	Head: Strategic Services	
Me P Ngqumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	
Managers		
Mr T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Crouz	Manager Legal Services	
Mr S Dladla	Manager: Office of the Mayor	
Mr M Fourie	Manager: Housing, Beaches & Parks	
Mr A Sakati	Manager: Public Safety	
Mrs VR Cunningham	Acting: Executive Manager: HR	
Mrs JJ Jansen	Principal Admin Officer	LEAVE
Ms M Nel	Clerk/ Administrator	M.A.N.
Mr. M. Nhlako	GIS SPECIALIST	
Mr. E. JEJE	GIS SPECIALIST: DRIVER	
Ms. S. CHORDNUM	TOWN PLANNING INTERN	
Mr. H. SWARTZ	COMMUNICATIONS	
C. SCHLIFMANN	TOWN PLANNING	