

# DRAKENSTEIN MUNICIPALITY

## MINUTES: EXECUTIVE MAYOR AND MAYORAL COMMITTEE

ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR,  
CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON WEDNESDAY, 8  
OCTOBER 2008 AT 10:00

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**PRESENT:** The Executive Mayor, Clr CM Manuel (Chairperson)

**Councillors:** A Bekeer  
J T Basson  
S Davids  
H Douman  
T M Kompela  
M J Le Hoe; and  
B E Vos

**Officials:** Dr S Kabanyane (Municipal Manager)  
L Coetzee  
C Petersen  
J Rhoda  
G Fouldien; and  
A Marais

**ABSENT:** **Councillors:** The Executive Deputy Mayor,  
Clr M W Nothnagel (In Council duty)  
A M Petersen (In Council duty)  
A B Sithuba (leave)

**Officials:** K Mrali (In Council duty)  
Dr P Naidoo (apology)  
T Matthee (apology)



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**1. CONFIRMATION OF MINUTES**

The minutes of the Ordinary meeting of the Executive Mayor and Mayoral Committee held on 17 September 2008 was confirmed as correct.

**2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR**

No announcements were made.

**3. REQUEST TO WRITE OFF OUTSTANDING ACCOUNT - D ARENDSE: ACCOUNT 777770427552 – R25 863,26**

The Portfolio holder requested that the matter be further investigated since new information was available.

**RESOLVED**

that this matter be held over for a next meeting of the Committee.

Meeting: EM&MC – 8/10/2008		Submitted by Directorate: Financial Services	
Ref No: 5/15/1		Author/s: C Petersen	
Doc No: 8246/08		Referred from:	
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Submit updated report	Executive Director: Financial Services	

**4. FINAL SETTLEMENT - AFRICAN BOTTLECAP (PTY) LTD: ACCOUNT 77777013852 - R142 500,00**

**RESOLVED**

that the offer of African Bottlecap of R142 500 as final settlement on the original debt of R247 572,79 be accepted and that the outstanding amount of R105 072,79 be written off.

Meeting: EM&MC – 8/10/2008		Submitted by Directorate: Financial Services	
Ref No: 5/9/1		Author/s: C Petersen	
Doc No: 8247/08		Referred from:	
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Make arrangements for write off	Financial Services	

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**5. EXTERNAL FUNDING: PROGRESS REPORT**

**RESOLVED**

that the report be **noted**.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 8/3/3 8248/08	Submitted by Directorate: Author/s: Referred from:	Financial Services C Petersen
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**6. PAYMENT OF OVERTIME: MS U JOHANNESON AND MR S TSHALI: DIRECTORATE: SOCIAL SERVICES**

**RESOLVED**

1. that the encashment of overtime worked not be approved; and
2. that the employees concerned take time-off for overtime worked.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 4/8/8/3 8275/08	Submitted by Directorate: Author/s: Referred from:	Strategic Services C W Jacobs
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**7. EDUCATION, TRAINING AND DEVELOPMENT POLICY**

**RESOLVED**

that it be recommended to Council that the Education, Training and Development Policy be approved.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 4/B 6510/08	Submitted by Directorate: Author/s: Referred from:	Corporate Governance
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**8. OVERTIME POLICY**

The Acting Executive Director: Corporate Services requested an insertion to reflect that emergency work be excluded from the limitations on the amount of hours to be worked overtime. The Committee was of the view that this first be clarified with the Portfolio Committee.

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**RESOLVED**

that this matter be referred to the Portfolio Committee.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 4/B 6510/08	Submitted by Directorate: Author/s: Referred from:	Corporate Governance
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**9. POLICY ON RESETTLEMENT OF NEW EMPLOYEES**

The view was expressed that this policy should only be applicable to senior employees and employees with scarce skills.

**RESOLVED**

that this matter be referred to the Portfolio Committee.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 4/B 6753/08	Submitted by Directorate: Author/s: Referred from:	Corporate Governance
<u>CLAUSE:</u>	<u>ACTION:</u> Submit to Portfolio Committee	<u>RESPONSIBLE DEPT:</u> Admin (I Erasmus)	<u>DUE DATE:</u>

**10. STAFFING POLICY**

The Committee questioned the meaning of certain words in clause 8.1 of the policy.

**RESOLVED**

that this matter be referred back to the Portfolio Committee.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 4/B 6510/08	Submitted by Directorate: Author/s: Referred from:	Corporate Governance
<u>CLAUSE:</u>	<u>ACTION:</u> Submit to Portfolio Committee	<u>RESPONSIBLE DEPT:</u> Admin (I Erasmus)	<u>DUE DATE:</u>

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**11. ROLES AND RESPONSIBILITIES OF COUNCIL, POLITICAL STRUCTURES, OFFICE BEARERS AND MUNICIPAL MANAGER**

**RESOLVED**

that it be recommended to Council that the Roles and Responsibilities of Council, Political Structures, Office Bearers and Municipal Manager be adopted.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 3B x 3/8 8326/08	Submitted by Directorate: Author/s: Referred from:	Corporate Governance A V Marais
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**12. MAYORAL CUP - 2008**

The Committee again requested that separate provision be made on the budget for annual events and in future not be funded from other general votes.

**RESOLVED**

that an amount of R100 000 be made available from Vote No 214 015 566 500, Special Events, to cover the shortfall on the Nation Building Vote for the 2008 Mayoral Cup.

Meeting: Ref No: Doc No:	EM&MC - 8/10/2008 17/7/3/1 3296/08	Submitted by Directorate: Author/s: Referred from:	Social Services M Moerat
<u>CLAUSE:</u>	<u>ACTION:</u> Arrange transfer of funds	<u>RESPONSIBLE DEPT:</u> Social Services	<u>DUE DATE:</u>

**13. YOUTH DEVELOPMENT: ESTABLISHMENT OF YOUTH DEVELOPMENT COUNCIL**

**RESOLVED**

that the report be **noted**.

Meeting: Ref No: Doc No:	EM&MC - 8/10/2008 17/19/7 7569/08	Submitted by Directorate: Author/s: Referred from:	Social Services J Rhoda
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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**14. PROVINCIAL SPORTS DAY (WEST COAST WINELANDS)**

**RESOLVED**

1. that an amount of R10 500 be made available from Vote No 214 015 566 500, Special Events for the provision of lunch to municipal employees partaking in the Provincial Sports Day on 10 October 2008; and
2. that Management exercise the necessary control to ensure continuation of normal services on 10 October 2008, and develop an annual programme for staff wellness/sports days, in order to limit ad-hoc events.

Meeting: EM&MC - 8/10/2008		Submitted by Directorate: Social Services	
Ref No: 11/3/1		Author/s: M Moerat	
Doc No: 7859/08		Referred from:	
<b><u>CLAUSE:</u></b>	<b><u>ACTION:</u></b>	<b><u>RESPONSIBLE DEPT:</u></b>	<b><u>DUE DATE:</u></b>
	1. Make further arrangements 2. Develop annual staff wellness program	Executive Director: Social Services (Sport) Executive Director: Corporate Governance	

**15. CENTENARY CELEBRATIONS OF WELLINGTON KLOPSE: JANUARY 2009**

**RESOLVED**

that this matter be held over and be considered with the other applications for financial support to festivals and events to be submitted by the Strategic Services Directorate (LED) at the next meeting.

Meeting: EM&MC - 8/10/2008		Submitted by Directorate: Social Services	
Ref No: 11/2/2		Author/s: T Matthee	
Doc No: 8274/08		Referred from:	
<b><u>CLAUSE:</u></b>	<b><u>ACTION:</u></b>	<b><u>RESPONSIBLE DEPT:</u></b>	<b><u>DUE DATE:</u></b>
	Submit report of Festival and Events application	Strategic Services (LED)	

**16. PROGRESS REPORT: JAMBOREES (IDENTITY DOCUMENT CAMPAIGN)**

**RESOLVED**

that the report be **noted**.

Meeting: EM&MC - 8/10/2008		Submitted by Directorate: Social Services	
Ref No: 2/6/8		Author/s: J Rhoda	
Doc No: 8273/08		Referred from:	
<b><u>CLAUSE:</u></b>	<b><u>ACTION:</u></b>	<b><u>RESPONSIBLE DEPT:</u></b>	<b><u>DUE DATE:</u></b>

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**17. TRAFFIC PROFILE**

**RESOLVED**

1. that the report be **noted** and that the proposed new posts form part of the next budget process; and
2. that a further report be submitted on the rendering of traffic control services after hours, how it can be improved and the implications thereof on the budget.

Meeting: Ref No: Doc No:	EM&MC - 8/10/2008 17/7/3/2 8256/08	Submitted by Directorate: Author/s: Referred from:	Social Services T Matthee
<u>CLAUSE:</u>	<u>ACTION:</u> Further report	<u>RESPONSIBLE DEPT:</u> Social Services	<u>DUE DATE:</u>

**18. SUBDIVISION OF ERF 1246, MALAN STREET, WELLINGTON**

**RESOLVED**

1. that approval be granted in terms of Section 25(1) of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) for the subdivision of Erf 1246, Wellington into two portions, subject to the following conditions:-

Copies of the approved subdivision diagrams be provided to Council;

A single dwelling of a valuation of not less than R250 000 be erected on Portion 1 within a period of two (2) years from the date of registration of Portion A in the Deeds Office. The owner shall disclose the existence of this condition in any Deed of Sale in respect of Portion A. The effect of this condition is that should it not be complied with, rates which is levied by the municipality shall be payable on Portion A as if a single dwelling with the specified valuation has been erected thereon;

Portion A be provided with a separate water connection and is available at actual cost. The water systems be separated by the developer;

Portion A be provided with a separate sewer connection which is available at actual cost;

The existing backwash water from the swimming pool be connected to the new sewer connection on Portion A. Plans be submitted to Council for approval;

Five (5) sewer manholes be upgraded to standard (channelling, plasterwork and benching);

Tree roots be removed from the manholes and pipework;

One (1) sewer manhole be provided with a proper heavy duty cover and frame;

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Two (2) sewer gullies be lifted to above ground level and plastered. One (1) gully be fitted with a grid;

Roof water be disconnected from the sewer system and rerouted to a proper stormwater system;

Bulk services levies are applicable on Portion A;

An Environmental Management Plan (EMP) with respect to the Spruit River be submitted to the Civil Engineering Services Department for approval;

2. that the applicant be requested to draw the owner's attention to the following:-

No clearance for the separate registration of any subdivided portion will be issued by Council until conditions 1.1 to 1.12 above, have been complied with to the satisfaction of Council;

The owner is responsible for all engineering installation and upgrading costs including the costs for new municipal connections including stormwater connections and vehicle access points;

Plans for any proposed construction or changes to services are to be submitted to the Civil Engineering Services Department for approval prior to construction; and

3. that the objector be informed of his right of appeal with Provincial Administration that the applicant's response to the objection (Paragraph 4 of the departmental report) as well as the comments as quoted under paragraph 5 of the departmental report are regarded as Council's reasons for the decision to approve the subdivision.

Meeting: Ref No: Doc No:	EM&MC - 8/10/2008 15/4/1 (1246) W 10152/07, 11152/07 & 3087/08	Submitted by Directorate: Author/s: Referred from:	Infrastructure & Planning D Cupido
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**19. THE PAARL WATERFRONT DEVELOPMENT: MINUTES OF DEVELOPMENT MEETING NO 6**

**Noted.**

Meeting: Ref No: Doc No:	EM&MC - 8/10/2008 15/4/1 (8431) P 7823/08	Submitted by Directorate: Author/s: Referred from:	Infrastructure & Planning A G Roelf
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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**20. AGREEMENT: BETWEEN DRAKENSTEIN MUNICIPALITY AND THE WESTERN CAPE PROVINCIAL GOVERNMENT REGARDING THE BUILT ENVIRONMENT SUPPORT PROGRAMME (BESP)**

**RESOLVED**

1. that the Municipal Manager be mandated to sign The Built Environment Support Programme (BESP) agreement between Drakenstein and the PGWC; and
2. that the Municipal Manager nominate an official to serve on the BESP Steering Committee.

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008 H13/Planning/BESP 8287/08	Submitted by Directorate: Author/s: Referred from:	Infrastructure & Planning A G Roelf
<b><u>CLAUSE:</u></b>	<b><u>ACTION:</u></b> Arrange signing	<b><u>RESPONSIBLE DEPT:</u></b> Admin (Y Matthews)	<b><u>DUE DATE:</u></b>

**21. OUTSTANDING MATTERS**

Noted.

**22. URGENT MATTERS**

**22.1 COMMUNITY DEVELOPMENT WORKERS**

The Committee discussed the various issues and problems around CDW's and requested that a report be submitted. The report should cover the following:-

3. Office accommodation for Community Development Workers closer to the communities where they are needed;
4. Remuneration of CDW's;
5. Accountability and control over of CDW's employed by Province; and
6. The training status of CDW's.

**ACCORDINGLY RESOLVED**

Meeting: Ref No: Doc No:	EM&MC – 8/10/2008	Submitted by Directorate: Author/s: Referred from:	
<b><u>CLAUSE:</u></b>	<b><u>ACTION:</u></b> CDW's report	<b><u>RESPONSIBLE DEPT:</u></b> Executive Director: Social Servides	<b><u>DUE DATE:</u></b>

**22.2 OLD POST OFFICE BUILDING**

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Reference was made to the fact that SAPS would soon vacate the Old Post Office Building in Paarl East and that a report on the possible utilization thereof, possible for CDW's or other Municipal activities, be submitted.

**ACCORDINGLY RESOLVED**

Meeting: EM&MC – 8/10/2008		Submitted by Directorate:	
Ref No:		Author/s:	
Doc No:		Referred from:	
<u>CLAUSE:</u>	<u>ACTION:</u> Report on future utilization of Old Post Office Building	<u>RESPONSIBLE DEPT:</u> Corporate (Properties)	<u>DUE DATE:</u>

**22.3 FLAT RATE FOR TENANTS OF RENTAL STOCK**

The Committee requested that a possible flat rate for tenants of municipal rental stock be investigated and a report be submitted.

**ACCORDINGLY RESOLVED**

Meeting: EM&MC – 8/10/2008		Submitted by Directorate:	
Ref No:		Author/s:	
Doc No:		Referred from:	
<u>CLAUSE:</u>	<u>ACTION:</u> Report on flat rates	<u>RESPONSIBLE DEPT:</u> Executive Director: Financial Services	<u>DUE DATE:</u>

**23. MONTHLY REPORT: ELECTRICAL SERVICES – AUGUST 2008**

Noted.

Meeting: EM&MC - 8/10/2008		Submitted by Directorate: Infrastructure & Planning	
Ref No:		Author/s: J Coetzee	
Doc No:		Referred from:	
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**24. MONTHLY REPORT: CIVIL ENGINEERING SERVICES – SEPTEMBER 2008**

Noted.

Meeting: EM&MC -8/10/2008		Submitted by (Dept): Infrastructure & Planning	
Ref No: 9/1/1/2		Author/s: L P Coetzee	
Doc No's:		Referred from:	
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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**25. QUARTERLY REPORT: PARKS SECTION : APRIL – JUNE 2008**

**Noted.**

Meeting: Ref No: Doc No's:	EM&MC -8/10/2008 17/5/10	Submitted by (Dept): Author/s: Referred from:	Social Services A B van der Merwe
<u>CLAUSE:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

The meeting ended at 10:52.

**CHAIRPERSON:** .....

**DATE:** .....

Confirmed on ..... with/without amendments.

**PJ/db**  
**13/10/2008**