

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, 19 JANUARY 2011 AT 10:00.

PRESENT: The Executive Mayor, Clr C M Manuel (Chairperson)
The Executive Deputy Mayor, Clr M W Nothnagel

Councillors: J T Basson
A Bekeer
S Davids
T M Kompela
M J le Hoe
A M Petersen
A B Sishuba and
B E Vos

Officials: Mr K Mrali (Acting Municipal Manager)
Mr L Coetzee (Executive Director: Infrastructure and Planning)
Mr C Petersen (Executive Director: Financial Services)
Dr P Naidoo (Executive Director: Strategic Services)
Mr V Petersen (Acting Executive Director: Social Services)
Mr A V Marais (Head: Corporate Services)
Mr D Delaney (Head: Planning Services) and
Mr K R Gordon (Manager: Administrative Services)

ABSENT: Councillor : H Douman (apology)



MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011

1. CONFIRMATION OF MINUTES

The minutes of the following meetings of the Executive Mayor and Mayoral Committee were **confirmed as correct:-**

- i. Ordinary meeting held on 3 December 2010; and
- ii. Confidential meeting held on 3 December 2010.

2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

No announcements were made.

3. LEAVE ARRANGEMENTS AND NON-AVAILABILITY OF SENIOR MANAGEMENT

No leave agreements were tabled.

4. MINUTES OF THE BUDGET STEERING COMMITTEE MEETING

RESOLVED

that the minutes **be noted**.

Meeting: EM&MC – 19/01/11		Submitted by Directorate:	
Ref No:		Author/s:	
Doc No:		Referred from: Budget Steering Com –	
		12/1/11	
<u>PARAGRAPH:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

5. WARD PROJECTS 2010/2011

RESOLVED

- 1. that the updated list of 2010/2011 ward projects be approved;
- 2. that the amendments/changes to previously approved projects as indicated in the agenda be approved;
- 3. that the project proposals for the outstanding wards be urgently finalized by the Office of the Speaker; and
- 4. that the Speaker's Office also finalize the outstanding project proposal information on some approved ward projects.

Meeting: EM&MC – 19/01/2011		Submitted by Directorate: Social Services	
Ref no: 17/19/5/1		Author/s: A Abrahams	
Coll no: 98861		Referred from:	
<u>PARAGRAPH:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Implement decision	Office of the Speaker	

MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011

6. NATIONAL WATER AND SANITATION WEEK 2011

RESOLVED

1. that the provisional National Water and Sanitation Week 2011 program be approved; and
2. that the potential working of overtime in excess of 40 hours for one month by some Water Services staff be noted.

Meeting: Ref No: Coll no:	EM&MC – 19/01/2011 11/4/3 96513	Submitted by Directorate: Author/s: Referred from:	Infrastructure & Planning A Kowalewski / D Le Roux
PARAGRAPH:	ACTION: Implement decision	RESPONSIBLE DEPT: ED: Infra & Planning	DUE DATE:

7. RELOCATION OF MBEKWENI LIVESTOCK FARMERS FROM FARM 1341 ROGELAND, PAARL

The Acting Municipal Manager requested that this matter be held in abeyance in order for Management to discuss.

RESOLVED

1. that this matter be held over for input by Management; and
2. that a meeting between the Executive Mayor and Mayoral Committee and the Department of Agriculture and Rural Development be arranged as soon as possible.

Meeting: Ref no: Coll no:	EM&MC – 03/12/2010 15/4/1(8378) P 5/4/1 (412) T 7/2/4/2 96397	Submitted by Directorate: Author/s: Referred from:	Strategic Services ET Williams
PARAGRAPH:	ACTION: Arrange meeting	RESPONSIBLE DEPT: Strategic Services (Rural Development)	DUE DATE:

8. LIVING CONDITIONS ON CERTAIN FARMS: DRAKENSTEIN MUNICIPALITY

Concern was expressed with regard to the living conditions on some of these farms which in the view of the Committee borders on human rights abuses. It was agreed that media exposure should be given to this matter.

RESOLVED

1. that the report **be noted**;
2. that the various internal departments dealing with this matter (Social Services, Infrastructure and Planning and Finance) submit a further report with specific

**MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011**

recommendations as to how to address the living conditions on the farms referred to;

3. that the Portfolio holder for Rural Development report to the Executive Director: Strategic Services on other farms that might have to be included in this list; and
4. that media coverage be arranged around the conditions on these farms.

Meeting: EM&MC – 19/01/2011 Ref no: 15/1/5 x 15/7/1 Coll no: 98862		Submitted by Directorate: Strategic Services Author/s: ET Williams Referred from:	
PARAGRAPH:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:
2	Implement decision Report to Mayco	Strategic Services (Rural Dev) ED: Infra & Planning ED: Social Services ED: Financial Services	

9. SEED FUND FOR SMME's

The Committee expressed the view that the Drakenstein Seed Fund should be in line with the Cape Winelands District Municipality model. Furthermore the application process should be as simple as possible and should ensure sustainability beyond the Seed funding.

RESOLVED

1. that the establishment of a Drakenstein Seed Fund for SMME's be approved and funded from vote no 213515623500 (SMME Exhibitions);
2. that only legally registered emerging businesses of Drakenstein residents qualify for Seed funding; and
3. that Seed funding support not exceeding R40 000 be provided per business.

Meeting: EM&MC 19/01/11 Ref no: 5/7/1 Coll no: 96631		Submitted by Directorate: Strategic Services Author/s: G Fouldien Referred from:	
PARAGRAPH:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:
	Implement decision	Strategic Serv (LED)	

10. ALLOCATION OF VACANT SPACES IN MBEKWENI AND GOUDA BUSINESS HIVES

RESOLVED

that the vacant spaces at Mbekweni and Gouda Business Hives be allocated to the following persons at a nominal rental of R100 per month:-

**MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011**

MBEKWENI

Name and Surname	Type of business	Reason for success
1. Thuleka Casa	Selling cloths	Business already sustainable
2. Prop Leholo	Fridge rated chickens, fish and sausage	Unique
3. Ntsikelelo Mdidimba	Hair products	It's a demand
4. Siphon Ngcoza	Cleaning products	Demand and unique
5. Andile Ndinisa	Shoemaker, belts, bags and repairs	Already a success and experience
6. Pana Tshabe	Fast food	Sustainable and a demand
7. G M Sonamzi	Computer shop	Unique
8. Nokwakha Stuurman	Dressmaking and Tailor	Business is sustainable
9. Queency Bongo	Mini Hardware	Unique and a demand

GOUDA HIVE

Name and Surname	Type of business	Reason for success
1. Donavan Hansen	Game shop	It's a demand for the youth

Meeting: EM&MC 19/01/11 Ref no: 15/7/3/3/1 Coll no: 96630		Submitted by Directorate: Strategic Services Author/s: G Fouldien Referred from:	
PARAGRAPH:	ACTION: Implement decision	RESPONSIBLE DEPT: Strategic Serv (LED)	DUE DATE:

11. DRAKENSTEIN ECONOMIC DEVELOPMENT AGENCY: FEASIBILITY STUDY

RESOLVED

that this matter be held over and that a further report be submitted detailing the financial implications for establishing the Economic Development Agency.

Meeting: EM&MC 19/01/11 Ref no: 15/7/1 Coll no: 96674		Submitted by Directorate: Strategic Services Author/s: G Fouldien Referred from:	
PARAGRAPH:	ACTION: Submit further report	RESPONSIBLE DEPT: Strategic Serv (LED)	DUE DATE:

**MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011**

12. REPORT ON THE DRAKENSTEIN BUSINESS SUMMIT, LED EXPO AND WAY FORWARD

Concern was expressed with regard to the absence/non-participation of the Wellington Sakekamer.

RESOLVED

1. that the report **be noted**; and
2. that attempts be made to solicit the participation of the Wellington Sakekamer.

Meeting: EM&MC 19/01/11 Ref no: 17/19/5 , 15/7/1 Coll no: 96632		Submitted by Directorate: Municipal Manager Author/s: Dr S Kabanyane Referred from:	
<u>PARAGRAPH:</u>	<u>ACTION:</u> Implement decision	<u>RESPONSIBLE DEPT:</u> ED: Strategic Services	<u>DUE DATE:</u>

13. GRANTS-IN AID: 2010/2011 FINANCIAL YEAR

RESOLVED

1. that the allocation of Grants-in Aid be finalised by the Executive Mayor and the Portfolio holder for Finance; and
2. that future allocations for Grants-in Aid be increased by R180 000.

Meeting: EM&MC – 19/01/2011 Ref No: 5/13/1/11 Doc No: 98890		Submitted by Directorate: Financial Services Author/s: Referred from:	
<u>PARAGRAPH:</u> 13.1 13.2	<u>ACTION:</u> Arrange meeting Include in budget	<u>RESPONSIBLE DEPT:</u> I Erasmus Executive Director: Financial Serv	<u>DUE DATE:</u>

14. DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESSES

RESOLVED

that it be recommended to Council that the report **be noted**.

Meeting: EM&MC – 19/01/2011 Ref No: 8/1/B Coll No: 96731		Submitted by Directorate: Financial Services Author/s: D Jacobs Referred from:	
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**MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011**

<u>PARAGRAPH:</u>	<u>ACTION:</u> Submit to Council	<u>RESPONSIBLE DEPT:</u> Admin	<u>DUE DATE:</u>
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15. IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT (SCM) SYSTEM OF DRAKENSTEIN MUNICIPALITY: QUARTER 1: 1 JULY 2010 – 30 SEPTEMBER 2010

RESOLVED

that it be recommended to Council that the report **be noted**.

Meeting: Ref No: Col No:	EM&MC – 19/01/2011 8/1/B 96731	Submitted by Directorate: Author/s: Referred from:	Financial Services D Jacobs
<u>PARAGRAPH:</u>	<u>ACTION:</u> Submit to Council	<u>RESPONSIBLE DEPT:</u> Admin	<u>DUE DATE:</u>

16. ADOPTION OF THE FINAL HERITAGE RESOURCES SURVEY DATA FOR DRAKENSTEIN MUNICIPALITY

RESOLVED

1. that the Heritage Resources Survey be approved and adopted; and
2. that the Heritage Survey Data be submitted to Heritage Western Cape for adoption and formal promulgation.

Meeting: Ref No: Col No:	EM&MC – 19/11/2011 17/13/1 98842	Submitted by Directorate: Author/s: Referred from:	Infrastructure & Planning A Shortles
<u>PARAGRAPH:</u>	<u>ACTION:</u> Submit data to HWC	<u>RESPONSIBLE DEPT:</u> Infra & Planning (Planning)	<u>DUE DATE:</u>

17. APPLICATION FOR THE AMENDMENT OF THE URBAN STRUCTURE PLAN FOR THE CAPE METROPOLITAN AREA: VOLUME 4: PAARL/WELLINGTON (“GUIDE PLAN”): ERF 8426 PAARL

RESOLVED

1. that the Provincial Government: Western Cape as the decision-making authority, be informed that Council is in support of the amendment of the Urban Structure Plan for the Cape Metropolitan Area: Volume 4: Paarl/Wellington from “Agricultural Purposes” to “Urban Development” with regards to the application property, comprising Erf 8426 Paarl, as indicated on the proposed development plan (Annexure B to the departmental report); and
2. that all relevant documentation as mentioned in the departmental report be made available to the Provincial Government: Western Cape to enable final decision-making.

Meeting: Ref No: Col no:	EM&MC – 19/01/2011 15/4/1 (8426)P 98840	Submitted by Directorate: Author/s: Referred from:	Infrastructure & Planning H Louw
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**MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011**

PARAGRAPH:	ACTION: Submit to Province	RESPONSIBLE DEPT: Helene Barends	DUE DATE:
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18. REVISED LEASE AGREEMENT FOR MUNICIPAL RENTAL STOCK

RESOLVED

that the amended Rental Lease Agreement for municipal housing stock be approved.

Meeting: EM&MC – 19/1/2011 Ref No: 17/5/3/7 Col No: 98865	Submitted by Directorate: Social Services Author/s: K Sethoabane Referred from:		
PARAGRAPH:	ACTION: Note decision	RESPONSIBLE DEPT: Social Serv (Housing)	DUE DATE:

19. ELECTRIFICATION OF INFORMAL SETTLEMENTS: ERF 10545 CHESTER WILLIAMS AND ERF 13467 LOVERSLANE

RESOLVED

that the electrification of Erf 10544 Chester Williams and Erf 13467 Loverslane be proceeded with.

Meeting: EM&MC – 6/10/2010 Ref No: 17/5/6/2 Col No: 98864	Submitted by Directorate: Social Services Author/s: K Sethoabane Referred from: EM&MC (14.1) 1/9/2010		
PARAGRAPH:	ACTION: Implement decision	RESPONSIBLE DEPT: Infra & Planning/Social Serv (Housing)	DUE DATE:

20. DROMMEDARIS HOUSING PROJECT – 1407 UNITS: CRITERIA FOR BENEFICIARY ALLOCATION AND HOUSING TYPOLOGIES

RESOLVED

1. that the following criteria for the allocation of housing units in Drommedaris Housing Project be approved:-
 - 1.1 Single Units – 220 (Families with Special needs i.e Disabled, Old Age, HIV and Aids, as per National Department of Human Settlements Policy);
 - 1.2 Semi-Detached Units – 498 (Families between the ages 38-49);
 - 1.3 Double Storey Units – 689 (Families under 38 years); and
2. that a list of beneficiaries in the different categories be provided to the Portfolio Holder.

Meeting: EM&MC – 19/1/2011 Ref No: 17/5/6/2/2 Col No: 98863	Submitted by Directorate: Social Services Author/s: K Sethoabane Referred from:
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MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011

<u>PARAGRAPH:</u>	<u>ACTION:</u> Implement decision	<u>RESPONSIBLE DEPT:</u> Social Serv (Housing)	<u>DUE DATE:</u>
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21. OUTSTANDING MATTERS

The Executive Mayor requested that the outstanding matters receive urgent attention.

RESOLVED

Noted.

Meeting: EM&MC – 19/01/2011 Ref no: Coll no:		Submitted by Directorate: Author/s: Referred from:	
<u>PARAGRAPH:</u>	<u>ACTION:</u> Outstanding reports	<u>RESPONSIBLE DEPT:</u> All directorates	<u>DUE DATE:</u>

22. URGENT MATTERS

No urgent matters were tabled.

ADDITIONAL ITEMS

23. REPORT AND RECOMMENDATIONS TO COUNCIL FROM THE PERFORMANCE AUDIT COMMITTEE MEETING HELD ON 30 NOVEMBER 2010

RESOLVED

1. that it be recommended to Council
 - 1.1 that the amalgamation of the Audit Committee and the Performance Audit Committee be approved;
 - 1.2 that the terms of the contracts of members of the Audit Committee and Performance Audit Committee remain the same;
 - 1.3 that the Executive Mayor or her nominee attends Audit Committee meetings on invitation of the Audit Committee in order to ensure direct communication on issues raised for Executive action;
 - 1.4 that a service-focused performance approach with regular reports from Management be promoted; and
2. that once the amalgamation of the Committees have been approved interaction between the Executive Mayor and Mayoral Committee and the Committee be arranged.

Meeting: EM&MC – 19/01/2011 Ref no: 3/3/1/3/13 Coll no: 98919		Submitted by Directorate: Municipal Manager Author/s: T Matthee Referred from:	
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MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011

24.			
<u>PARAGRAPH:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1. 2.	Submit to Council Implement decision	Admin Municipal Manager (Int Audit)	

24. ANNUAL REPORT 2009/2010

The Committee requested that the Annual Report from next year as far as possible be drafted in a more user friendly manner and that especially the performance part include a narrative on performance.

RESOLVED

that it be recommended to Council

that the Final Draft Annual Report for the 2009/2010 financial year be released for public comment.

Meeting: EM&MC – 19/01/2011 Ref no: 9/1/2 Coll no: 98965	Submitted by Directorate: Strategic Services Author/s: N G Referred from:		
<u>PARAGRAPH:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Submit to Council	Admin	

25. WASTE WEEK

RESOLVED

1. that the provisional program for Waste Week 2011 be approved; and
2. that the potential working of overtime in excess of 40 hours for one month by some Waste Management Services staff **be noted**.

Meeting: EM&MC – 19/01/2011 Ref no: 11/4/11 Coll no: 98918	Submitted by Directorate: Infrastructure & Planning Author/s: R M Brown Referred from:		
<u>PARAGRAPH:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Implement decision	ED: Infra & Planning	

26. DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF COUNCILLORS

RESOLVED

that it be recommended to Council

1. that the increase in the annual remuneration of councillors of 5% per annum with effect from 1 July 2010 as determined by Government Notice No 1196 dated 10

MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011

December 2010 and published in Government Gazette No 33867 of the same date, be approved;

2. that the Council resolution in this regard and prescribed information be submitted to the Provincial Minister for Local Government for consultation in terms of the Remuneration of Public Office Bearers Act, 1998 (Act No 20 of 1998); and
3. that the increase in the councillor remuneration be implemented as soon as all due processes are followed and the concurrence of the Provincial Minister has been received.

Meeting: EM&MC – 19/01/2011		Submitted by Directorate: Finance	
Ref no: 3/8/4		Author/s: C M Petersen	
Coll no: 98974		Referred from:	
<u>PARAGRAPH:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

27. DRAKENSTEIN SUSTAINABILITY AND LEARNING INITIATIVE (DSLII)

RESOLVED

that it be recommended to Council

1. that the Drakenstein Sustainability and Learning Initiative (DSLII) be approved; and
 2. that the attached MOU to be entered into with the University of Stellenbosch be approved and signed by the Executive Mayor.
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Meeting: EM&MC – 19/01/2011		Submitted by Directorate: Strategic Services	
Ref no: 3/1 x 17/19/5/1		Author/s: A Sauls	
Coll no: 99030		Referred from:	

**MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011**

PARAGRAPH:	ACTION: Submit to Council	RESPONSIBLE DEPT: Admin	DUE DATE:
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28. REPORT ON OUTSTANDING DEBT OF THE MUNICIPALITY

RESOLVED

that this matter be referred to the special meeting to be held on 21 January 2011.

Meeting: EM&MC – 19/01/2011 Ref no: 5/9/8 Coll no: 99046	Submitted by Directorate: Financial Services Author/s: C M Petersen Referred from: Sub-com – 17/1/11		
PARAGRAPH:	ACTION: Submit to Special EM& MC	RESPONSIBLE DEPT: Admin	DUE DATE:

29. MONTHLY REPORT: NOVEMBER 2010: DIRECTORATE: INFRASTRUCTURE AND PLANNING: ELECTRICAL SERVICES

RESOLVED

Noted.

Meeting: EM&MC – 19/01/2011 Ref no: 9/1/1/2 Coll no:	Submitted by Directorate: Infrastructure and Planning Author/s: Referred from:		
PARAGRAPH:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

30. MONTHLY REPORT: DIRECTORATE: INFRASTRUCTURE AND PLANNING: PLANNING SERVICES: DECEMBER 2010

RESOLVED

Noted.

Meeting: EM&MC – 19/01/2011 Ref no: 9/1/1/1 Coll no:	Submitted by Directorate: Infrastructure and Planning Author/s: Referred from:		
PARAGRAPH:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

The meeting ended at 11:20.

CHAIRPERSON:

MINUTES: EXECUTIVE MAYOR & MAYORAL COMMITTEE
19 JANUARY 2011

DATE:

Confirmed on **with/without amendments.**