

DRAKENSTEIN MUNICIPALITY

MINUTES: SPECIAL MAYORAL COMMITTEE

ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON THURSDAY, 26 MARCH 2020 AT 09:00.

- PRESENT:** The Executive Mayor, Ald C J Poole (Chairperson)
The Deputy Executive Mayor, Clr G C Combrink
- Councillors:** Ald JF le Roux
M A Andreas
C Kearns
E Gouws
J Miller
L P Mokoena
Ald R Smuts
R H van Nieuwenhuyzen
L Willemse
- Also Present:** Clr A C Stowman (Speaker)
Clr R A Koegelenberg (Chief Whip)
- Officials:** Dr J H Leibbrandt (City Manager)
Mr J Carstens (Chief Financial Officer)
Mr S Johaar (Executive Director: Corporate Services)
Mr M Wüst (Executive Director: Engineering Services)
Ms L Waring (Executive Director: Planning and Development)
Mr G Esau (Executive Director: Community Services)
Ms R Jaftha (Chief Audit Executive)
Mr A V Marais (Senior Manager: Legal and Administrative Services)

Ms C September (Manager: IDP)
Mr G Dippenaar (Chief Risk Officer)
Mr P January (Senior Administrative Officer)



DRAKENSTEIN MUNICIPALITY

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26 MARCH 2020**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

LT van Niekerk : apology.

2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

None.

3. DECLARATION OF INTEREST BY COUNCILLORS/OFFICIALS

None.

4. CONSIDERATION OF URGENT MATTERS, REPORTS, COMMUNICATIONS AND PETITIONS

None.

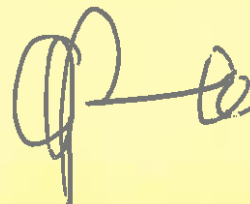
CORPORATE SERVICES**5. NOTIFICATION OF THE PROPOSED AMENDMENT OF THE 2019/2020 SECOND REVIEWED INTEGRATED DEVELOPMENT PLAN (IDP)**

KENNISGEWING VAN DIE VOORGESTELDE WYSIGING VAN DIE 2019/2020 TWEEDE HERSIENDE GEÏNTEGREERDE ONTWIKKELINGSPLAN (GOP)

ISAZISO SESINDULULO SOKULUNGISA UHLOLO KWAKHONA LWESIBINI LWEPLANI EDIBENEYO YOPHUHLISO KA 2019/2020

RECOMMENDED that

1. Council takes note of the intention to amend the 2019/2020 Second Reviewed IDP in line with the 2020/2025 SDF (which serves a core component of the IDP);
2. Council endorses the proposed timeline (as set out in the item) associated with the amendment process;
3. Council in principle approve the amendment of the IDP subject to public participation;



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4. An advertisement be placed on the official Municipal website, notice boards and in the local newspapers to notify the public of the amendment to the IDP;
5. Public comments or stakeholder input, if any, be tabled in Council for consideration;
6. The final amended IDP as well as the 2020/2025 SDF be tabled in Council for approval in May 2020; and
7. The final draft amended Integrated Development Plan, together with the 2020/2025 SDF be submitted to the:
 - Department of Local Government: Western Cape;
 - Provincial Treasury: Western Cape;
 - Auditor General (AG) of South Africa; and
 - National Treasury.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Corporate Services		
Ref No: 2/2/5	Author/s: C September		
Coll No: 1698252	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

FINANCIAL SERVICES

6. APPROVAL OF THE DRAFT 2020/2025 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK OPERATING AND CAPITAL BUDGET AND REVENUE STREAMS INCREASES
GOEDKEURING VAN DIE KONSEP 2020/2025 MEDIUM TERMYN INKOMSTE EN UITGAWE RAAMWERK BEDRYFS- EN KAPITAALBEGROTING EN INKOMSTE STROME VERHOOGINGS
UKUQINISEKISWA KWE DRAFT 2020/2025 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK OPERATING AND CAPITAL BUDGET AND REVENUE STREAMS INCREASES

RECOMMENDED that

1. Council approves the draft 2020/2025 Medium Term Revenue and Expenditure Framework attached as Annexure A to the Item.



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2. Council approves the draft capital budget expenditure of R217,149,000 for the 2020/2021 financial year as set out per GFS votes in the table below and in Appendix B of the Draft 2020/2025 MTREF Budget Report (Annexure A to this item):

2020/2025 MTREF HIGH LEVEL CAPITAL BUDGET EXPENDITURE PER GOVERNMENT FINANCIAL STATISTICS						
Serial Number	Description	2020/2021 Draft Capital Budget	2021/2022 Indicative Capital Budget	2022/2023 Indicative Capital Budget	2023/2024 Indicative Capital Budget	2024/2025 Indicative Capital Budget
Column Reference	A	B	C	D	E	F
1	Community and Social Services: Core Function - Cemeteries, Funeral Parlours and Crematoriums	500,000	1,500,000	1,500,000	-	-
2	Community and Social Services: Core Function - Community Halls and Facilities	100,000	300,000	500,000	-	-
3	Energy Sources: Core Function - Electricity	39,950,000	41,200,000	39,500,000	32,700,000	32,700,000
4	Executive and Council: Core Function - Municipal Manager, Town Secretary and Chief Executive	120,000	800,000	2,050,000	50,000	50,000
5	Finance and Administration: Core Function - Administrative and Corporate Support	3,080,000	-	-	-	-
6	Finance and Administration: Core Function - Fleet Management	1,683,543	4,156,186	8,550,000	11,100,000	11,600,000
7	Finance and Administration: Core Function - Information Technology	2,367,294	1,400,000	1,400,000	1,400,000	1,400,000
8	Finance and Administration: Core Function - Property Services	750,000	750,000	750,000	750,000	750,000
9	Finance and Administration: Core Function - Supply Chain Management	1,500,000	-	-	-	-
10	Housing: Non-core Function - Housing	8,100,800	4,000,000	3,950,000	2,950,000	2,950,000
11	Planning and Development: Core Function - Project Management Unit	350,000	-	-	-	-
12	Public Safety: Core Function - Fire Fighting and Protection	500,000	500,000	1,420,000	500,000	500,000
13	Road Transport: Core Function - Police Forces, Traffic and Street Parking Control	1,800,000	2,500,000	1,700,000	700,000	700,000
14	Road Transport: Core Function - Roads	95,454,000	6,000,000	20,800,000	6,500,000	6,500,000
15	Sport and Recreation: Core Function - Community Parks (Including Nurseries)	700,000	500,000	500,000	500,000	500,000
16	Sport and Recreation: Core Function - Recreational Facilities	5,680,163	6,350,000	8,950,000	1,350,000	1,350,000
17	Sport and Recreation: Core Function - Sports Grounds and Stadiums	5,600,000	8,000,000	6,500,000	-	-
18	Waste Management: Core Function - Solid Waste Removal	2,600,000	13,500,000	1,500,000	1,500,000	1,500,000
19	Waste Water Management: Core Function - Waste Water Treatment	1,985,000	1,910,000	1,500,000	41,782,000	41,282,000
20	Water Management: Core Function - Water Distribution	45,149,000	20,112,814	18,232,000	8,000,000	8,000,000
21	Grand Total	217,149,000	113,473,000	112,702,000	109,782,000	108,782,000

3. Council approves the following draft single and/or multi-year capital projects that exceeds the amount of R50 million referred to in Regulation 13(2)(c) of the Municipal Budget and Reporting Regulations:

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- 3.1 Saron: Bulk Storage and Water Treatment (R58,761,814);
- 3.2 Upgrading of Oosbosch Street between Bergriver Boulevard and Jan van Riebeeck Road project (R91,954,000);
- 3.3 Electrification Housing Projects (R112,000,000); and
- 3.4 New Bulk Sewer Simondlum project (R79,564,000).
4. Council takes note that the estimated costs of the above-mentioned capital projects are set out in detail in Appendix B attached to the Draft 2020/2025 MTREF Budget Report.
5. Council approves the draft capital budget expenditure funding sources of R217,149,000 for the 2020/2021 financial year as set out in the table below:

2020/2025 MTREF HIGH LEVEL CAPITAL BUDGET EXPENDITURE PER FUNDING SOURCE						
Serial Number	Description	2020/2021 Draft Capital Budget	2021/2022 Indicative Capital Budget	2022/2023 Indicative Capital Budget	2023/2024 Indicative Capital Budget	2024/2025 Indicative Capital Budget
Column Reference	A	B	C	D	E	F
1	Capital Replacement Reserve	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000
2	Grants	167,149,000	63,479,000	62,702,000	59,782,000	59,782,000
3	Grand Total	217,149,000	113,479,000	112,702,000	109,782,000	109,782,000

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6. Council approves the draft operating budget revenue of R2,680,525,048 for the 2020/2021 financial year as set out per GFS votes in the table below:

DRAFT 2020/2021 MEDIUM TERM OPERATING REVENUE PER GFS						
Serial Number	Description	2020/2021 Draft Operating Budget	2021/2022 Indicative Operating Budget	2022/2023 Indicative Operating Budget	2023/2024 Indicative Operating Budget	2024/2025 Indicative Operating Budget
Column Reference	A	B	C	D	E	F
1	Community and Social Services: Core Function - Cemeteries, Funeral Parlours and Crematoriums	(3,265,195)	(3,965,462)	(3,533,748)	(3,710,446)	(3,895,981)
2	Community and Social Services: Core Function - Community Halls and Facilities	(658,300)	(546,421)	(737,405)	(631,459)	(678,816)
3	Community and Social Services: Non-core Function - Libraries and Archives	(262,569)	(249,486)	(256,747)	(264,372)	(272,379)
4	Energy Sources: Core Function - Electricity	(3,400,733,277)	(3,502,442,962)	(3,608,996,284)	(3,723,916,425)	(3,844,786,816)
5	Executive and Council: Core Function - Mayor and Council	(392,424)	(406,395)	(421,064)	(436,468)	(452,642)
6	Finance and Administration: Core Function - Administrative and Corporate Support	(27,769,970)	(25,780,937)	(26,952,845)	(27,056,832)	(27,166,050)
7	Finance and Administration: Core Function - Finance	(349,287,012)	(375,688,380)	(403,858,058)	(430,887,267)	(459,927,028)
8	Finance and Administration: Core Function - Fleet Management	(20,610)	(21,641)	(22,723)	(23,859)	(25,052)
9	Finance and Administration: Core Function - Human Resources	(1,103,000)	(700,000)	(700,000)	(700,000)	(700,000)
10	Finance and Administration: Core Function - Property Services	(3,786,131)	(3,919,365)	(4,062,601)	(4,216,620)	(4,382,227)
11	Finance and Administration: Core Function - Supply Chain Management	(87,670)	(92,054)	(96,658)	(101,488)	(106,563)
12	Housing: Non-core Function - Housing	(114,860,897)	(116,800,967)	(119,688,973)	(122,769,912)	(126,081,895)
13	Planning and Development: Core Function - Economic Development/Planning	(331,180)	(141,019)	(151,595)	(162,965)	(175,187)
14	Planning and Development: Core Function - Project Management Unit	(4,893,000)	-	-	-	-
15	Planning and Development: Core Function - Town Planning, Building Regulations and Enforcement	(41,000)	(41,000)	(41,000)	(41,000)	(41,000)
16	Public Safety: Core Function - Fire Fighting and Protection	(205,276)	(215,540)	(1,146,317)	(237,633)	(248,515)
17	Public Safety: Core Function - Police Forces, Traffic and Street Parking Control	(99,456,898)	(300,955,131)	(301,658,898)	(300,660,231)	(301,711,693)
18	Road Transport: Core Function - Roads	(72,719,432)	(720,693)	(722,328)	(36,045)	(37,847)
19	Sport and Recreation: Core Function - Community Parks (including Nurseries)	(34,588)	(36,276)	(38,048)	(39,910)	(41,864)
20	Sport and Recreation: Core Function - Recreational Facilities	(3,880,639)	(4,077,254)	(4,283,895)	(4,501,075)	(4,729,336)
21	Sport and Recreation: Core Function - Sports Grounds and Stadiums	(268,750)	(288,906)	(310,574)	(333,867)	(358,907)
22	Waste Management: Core Function - Solid Waste Disposal (Landfill Sites)	(278,608)	(300,339)	(323,766)	(348,020)	(376,243)
23	Waste Management: Core Function - Solid Waste Removal	(189,464,695)	(204,913,725)	(221,265,280)	(234,136,662)	(246,008,186)
24	Waste Management: Core Function - Street Cleaning	(5,751)	(6,200)	(6,683)	(7,205)	(7,767)
25	Waste Water Management: Core Function - Sewerage	(1,960,708)	(2,123,444)	(2,299,689)	(2,490,565)	(2,697,281)
26	Waste Water Management: Core Function - Waste Water Treatment	(206,665,892)	(198,175,234)	(213,553,506)	(226,011,107)	(239,499,071)
27	Water Management: Core Function - Water Distribution	(199,975,343)	(214,036,845)	(228,987,224)	(243,562,758)	(259,139,511)
28	Grand Total	(2,680,525,048)	(2,756,088,366)	(2,844,115,447)	(3,127,285,191)	(3,325,947,898)

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7. Council approves the draft operating budget expenditure of R2,598,894,024 for the 2020/2021 financial year as set out per GFS votes in the table below:

DRAFT 2020/2021 MEDIUM TERM OPERATING EXPENDITURE PER GFS						
Serial Number	Description	2020/2021 Draft Operating Budget	2021/2022 Indicative Operating Budget	2022/2023 Indicative Operating Budget	2023/2024 Indicative Operating Budget	2024/2025 Indicative Operating Budget
Column Reference	A	B	C	D	E	F
1	Community and Social Services: Core Function - Cemeteries, Funeral Parlours and Crematoriums	7,559,580	8,077,040	8,693,291	9,236,929	9,830,879
2	Community and Social Services: Core Function - Child Care Facilities	269,995	269,995	269,995	269,995	269,995
3	Community and Social Services: Core Function - Community Halls and Facilities	9,229,969	9,577,388	10,264,087	10,696,508	11,327,873
4	Community and Social Services: Non-core Function - Agricultural	2,597,898	2,599,632	2,601,443	2,603,397	2,605,315
5	Community and Social Services: Non-core Function - Cultural Matters	7,800,596	8,230,045	8,691,134	9,191,682	9,734,002
6	Community and Social Services: Non-core Function - Disaster Management	3,881,302	4,213,154	4,573,379	4,964,402	5,388,860
7	Community and Social Services: Non-core Function - Libraries and Archives	20,412,998	21,970,405	23,663,602	25,480,617	27,462,229
8	Energy Sources: Core Function - Electricity	1,128,221,707	1,194,344,400	1,263,644,472	1,335,886,764	1,413,798,502
9	Environmental Protection: Core Function - Biodiversity and Landscape	996,878	1,081,248	1,173,692	1,274,039	1,382,973
10	Executive and Council: Core Function - Mayor and Council	42,340,953	45,144,193	48,154,589	51,369,812	54,217,840
11	Executive and Council: Core Function - Municipal Manager, Town Secretary and Chief Executive	10,668,529	11,593,521	12,539,402	13,697,708	14,895,749
12	Finance and Administration: Non-core Function - Property Services	8,950,949	9,677,977	10,424,486	11,234,702	12,114,404
13	Finance and Administration: Core Function - Administrative and Corporate Support	85,297,916	91,086,346	96,588,128	102,567,921	109,078,886
14	Finance and Administration: Core Function - Asset Management	5,549,092	5,699,462	5,877,195	6,078,529	6,305,877
15	Finance and Administration: Core Function - Finance	41,983,736	44,998,229	48,195,056	51,613,850	55,425,558
16	Finance and Administration: Core Function - Fleet Management	17,826,521	18,826,619	19,557,317	19,829,126	20,306,534
17	Finance and Administration: Core Function - Human Resources	17,947,090	18,334,433	19,211,641	20,187,585	21,271,584
18	Finance and Administration: Core Function - Information Technology	9,541,198	10,063,341	10,622,113	11,242,610	11,926,361
19	Finance and Administration: Core Function - Legal Services	1,794,772	2,169,397	2,586,902	3,051,482	3,567,709
20	Finance and Administration: Core Function - Marketing, Customer Relations, Publicity and Media	3,269,362	3,534,585	3,829,118	4,156,815	4,520,694
21	Finance and Administration: Core Function - Property Services	29,767,787	30,299,764	30,822,537	31,396,015	32,012,198
22	Finance and Administration: Core Function - Supply Chain Management	5,948,365	6,905,456	7,975,617	9,169,851	10,500,078
23	Finance and Administration: Core Function - Valuation Service	2,520,155	2,646,437	2,781,432	2,929,050	3,089,292
24	Finance and Administration: Non-core Function - Risk Management	875,633	989,588	1,125,064	1,271,365	1,439,993
25	Housing: Non-core Function - Housing	194,185,448	197,084,661	140,007,522	149,095,294	146,478,571
26	Internal Audit: Core Function - Governance Function	2,377,947	2,704,300	3,123,374	3,589,683	4,107,724
27	Other: Core Function - Tourism	704,036	764,232	829,574	900,501	977,494
28	Planning and Development: Core Function - Corporate Wide Strategic Planning (IDPs, LEDs)	3,879,477	4,231,968	4,627,141	5,063,128	5,543,641
29	Planning and Development: Core Function - Economic Development/Planning	18,185,986	19,562,120	21,054,112	22,673,580	24,431,064
30	Planning and Development: Core Function - Project Management Unit	18,225,684	15,241,237	16,439,523	17,734,830	19,135,048
31	Planning and Development: Core Function - Town Planning, Building Regulations and Enforcement	24,067,329	15,226,430	16,482,855	17,846,582	19,326,471
32	Public Safety: Core Function - Fire Fighting and Protection	42,639,481	45,576,284	48,698,683	52,088,094	55,785,729
33	Public Safety: Core Function - Police Forces, Traffic and Street Parking Control	138,340,428	140,956,121	142,315,968	146,298,737	150,624,141
34	Road Transport: Core Function - Roads	152,744,552	176,732,209	180,474,807	199,742,931	167,553,181
35	Sport and Recreation: Core Function - Community Parks (Including Nurseries)	48,889,341	52,122,408	55,618,069	59,404,290	63,504,086
36	Sport and Recreation: Core Function - Recreational Facilities	39,267,397	35,593,938	38,107,771	40,834,631	43,790,532
37	Sport and Recreation: Core Function - Sports Grounds and Stadiums	92,732,985	29,789,809	31,551,369	33,464,342	35,529,615
38	Waste Management: Core Function - Solid Waste Disposal (Landfill Sites)	23,566,307	24,088,005	24,618,970	25,167,017	25,768,767
39	Waste Management: Core Function - Solid Waste Removal	86,100,051	90,191,490	94,485,099	98,919,116	103,724,986
40	Waste Management: Core Function - Street Cleaning	39,517,953	31,484,625	32,533,779	33,672,462	34,908,316
41	Waste Water Management: Core Function - Public Toilets	8,621,404	9,255,407	9,940,959	10,683,181	11,486,610
42	Waste Water Management: Core Function - Sewerage	48,722,015	51,305,496	54,035,320	56,925,218	59,984,387
43	Waste Water Management: Core Function - Waste Water Treatment	138,154,698	141,054,937	143,550,328	145,083,223	147,191,643
44	Water Management: Core Function - Water Distribution	156,975,825	162,216,907	168,192,963	174,269,887	180,840,269
45	Water Management: Core Function - Water Treatment	1,554,795	1,687,731	1,832,031	1,988,670	2,158,701
46	Grand Total	2,598,894,024	2,798,089,935	2,872,376,842	3,023,089,776	3,146,757,857

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8. Council takes note that a draft budgeted operating surplus of R81,631,024 is realised for the 2020/2021 financial year as set out in the table below:

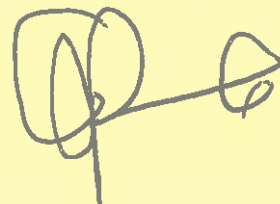
DRAFT 2020/2021 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK						
Serial Number	Description	2020/2021 Draft Operating Budget	2021/2022 Indicative Operating Budget	2022/2023 Indicative Operating Budget	2023/2024 Indicative Operating Budget	2024/2025 Indicative Operating Budget
Column Reference	A	B	C	D	E	F
1	Total Operating Revenue	(2,680,525,048)	(2,756,045,566)	(2,944,115,847)	(3,127,285,191)	(3,325,547,859)
2	Total Operating Expenditure	2,598,894,024	2,739,089,905	2,872,376,842	3,023,069,776	3,145,757,857
3	Operating (Surplus)/ Deficit	(81,631,024)	(16,955,661)	(71,739,005)	(104,215,415)	(179,790,002)

9. Council takes note that any actual cash surpluses at year-end will be used to boost Drakenstein's Capital Replacement Reserve to be utilised for future infrastructure assets investment.
10. Council approves the following draft revenue increases for the revenue streams of property rates, fees, charges and tariffs with effect from 1 July 2020:
- 10.1 Property rates revenue stream increase of approximately 7.5%;
 - 10.2 Water revenue stream increase of approximately 6.9%;
 - 10.3 Sewerage/sanitation revenue stream increase of approximately 8.3% to ensure that this economic service expenditure and revenue move towards a break-even point;
 - 10.4 Refuse removal revenue stream increase of approximately 7.8%;
 - 10.5 Electricity revenue stream increase of approximately 6.43% for life line consumers;
 - 10.6 Electricity revenue stream increase of approximately 4.9% for other domestic consumers;
 - 10.7 Electricity revenue stream increase of approximately 6.43% for all other electricity consumers; and
 - 10.8 Rental revenue stream increase of approximately 7.5%.
11. Council takes note of the envisaged draft increases in the property rates, fees, charges and tariffs as set in the Draft Tariff Book attached as Appendix 3 to the Draft 2020/2025 MTREF Budget Report.
12. Council approves the draft annual budget of Drakenstein Municipality for the 2020/2021 financial year as well as the indicative estimates for the four outer

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financial years (2021/2022 to 2024/2025) as set out in the new mSCOA version 6.4 Schedules A1 to A10 and SA1 to SA38 in Appendix C to the Draft 2020/2025 MTREF Budget Report.

13. Council takes note that Drakenstein's Investments and cash as at 29 February 2020 amounted to R144,870,355 made up of investments with:
 - 13.1 FNB Primary account (R49,441,509);
 - 13.2 ABSA Investments (R47,673,966);
 - 13.3 Investec investments (R19,089);
 - 13.4 Grindrod Investments (R47,648,156); and
 - 13.5 Eskom (R87,635).
14. Council takes note of the proposed total cost to municipality expenses for the salary, allowances and benefits of the Executive Mayor, Speaker, Deputy Executive Mayor, Chief Whip, Mayoral Committee members, Chairperson of MPAC, ordinary councillors, City Manager, Chief Financial Officer and executive directors as set out in the Draft 2020/2025 MTREF Budget Report.
15. Council takes note that Drakenstein Municipality do not have any current service delivery agreements, including material amendments to existing service delivery agreements, with any service provider who renders any power or function on behalf of Drakenstein Municipality as defined in Section 1 of the Municipal Systems Act.
16. Council takes note that Drakenstein Municipality do not have any municipal entities.
17. The City Manager in terms of legislation invite the local community through advertisements in the local press to submit representations in connection with the 2020/2021 draft operational and capital budget as required by the MFMA and the Municipal Systems Act.



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18. The IDP and budget road show programme, usually followed in April 2020, be cancelled due to gatherings being prohibited by the Regulations issued in terms of Section 27(2) of the Disaster Management Act in Government Gazette No 43107 dated 18 March 2020, as a result of the COVID-19 infectious disease being declared as a global pandemic.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 5/2/2	Author/s: C Latagan		
Cell No: 1640729	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

7. APPROVAL OF NEW AND AMENDED BUDGET RELATED POLICIES**GOEDKEURING VAN NUWE EN HERSIENE BEGROTINGS VERWANTE BELEIDE****UKUQINISEKISWA KWEMIGAQO NKQUBO ENTSHA NELUNGISIWEYO EXULUMENE NOHLAHLA LWABIWO MALI****RECOMMENDED that**

1. Council approves the following draft budget related policies as attached to this item:
 - 1.1 Annexure A: Credit Control and Debt Collection Policy; and
 - 1.2 Annexure B: Indigent Support Policy.

2. Council approves the following draft budget related policies with its amendments as attached to this item:
 - 2.1 Annexure C: Accounting Policy;
 - 2.2 Annexure D: Cash and Investment Management Policy;
 - 2.3 Annexure E: Virement Policy;
 - 2.4 Annexure F: Financial Asset Management Policy;
 - 2.5 Annexure G: Insurance Management Policy;
 - 2.6 Annexure H: Supply Chain Management Policy;
 - 2.7 Annexure I: Travel and Subsistence Policy;
 - 2.8 Annexure J: Tariff Policy;
 - 2.9 Annexure K: Property Rates Policy;
 - 2.10 Annexure L: Asset Transfer Policy;
 - 2.11 Annexure M: Budget and Management Oversight Policy;
 - 2.12 Annexure N: Events Policy; and
 - 2.13 Annexure O: Cost Containment Policy.



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3. The City Manager in terms of legislation invite the local community through advertisements in the local press to submit written representations in connection with the draft budget related policies as required by the MFMA and the Municipal Systems Act.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 5/2/2	Author/s: C Lategan		
Call No: 1698988	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

8. INDIGENT HOUSEHOLDS' STATISTICS REPORT AS AT 29 FEBRUARY 2020
DEERNIS HUISHOUDINGS STATISTIEKE VERSLAG SOOS OP 29 FEBRUARIE 2020
INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 29 EYOMDUNGA 2020

RESOLVED that

The report be noted.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Call No: 1694228	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

9. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 29 FEBRUARY 2020
DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 29 FEBRUARIE 2020
INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA 29 EYOMDUNGA 2020

RESOLVED that

The report be noted.

Meeting: Spec Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Call No: 1695604	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

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10. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 29 FEBRUARY 2020
MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 29 FEBRUARIE 2020
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 29 EYOMDUNGA 2020

RESOLVED that

The content of the report and actions implemented by the City Manager, be noted.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Cell No: 1694408	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

11. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 29 FEBRUARY 2020
DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUUR VERSLAG SOOS OP 29 FEBRUARIE 2020
INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 29 EYOMDUNGA 2020

RESOLVED that

The report be noted.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Cell No: 1695130	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

DRAKENSTEIN MUNICIPALITY

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12. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 29 FEBRUARY 2020
RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 29 FEBRUARIE 2020
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 29 EYOMDUNGA 2020

RECOMMENDED that

The report be noted.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1694222	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

13. REPORT ON TENDER AWARDS: FEBRUARY 2020
VERSLAG OOR TENDERTOEKENNINGS: FEBRUARIE 2020
INGXELO NGONIKEZELO LWETHENDA: FEBRUWARI 2020

RECOMMENDED that

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of February 2020, be noted; and
2. The tenders and/or contracts and the reasons for the awards as recorded by the Accounting Officer in the departmental report, be noted.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/2/1	Author/s: C Hess		
Coll No: 1698569	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

DRAKENSTEIN MUNICIPALITY

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14. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: FEBRUARY 2020
VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: FEBRUARIE 2020
INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: FEBRUWARI 2020

RECOMMENDED that

1. In terms of paragraph 36(2) of the Supply Chain Management Policy, the deviations and the reasons for the deviations for the amount of R244,861 for February 2020 as recorded by the Accounting Officer in the annexures attached to the departmental report; be noted; and
2. The Chief Financial Officer record the accumulated deviation amount of R10,900,884 for the financial year in the notes to the 2019/2020 annual financial statements as required by legislation.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: C Haas		
Coll No: 1633944	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:



DRAKENSTEIN MUNICIPALITY

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15. WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – SIMONSVLEI INTERNATIONAL (PTY) LTD (ACCOUNT NUMBER 058078700049)
AFSKRYF VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGBELEID) – SIMONSVLEI INTERNATIONAL (PTY) LTD (REKENINGNOMMER 058078700049)
UKUCINWA KWAMATYALA ANGAHLAWULWAYO (5.10 UMGAQO NKQUBO WOKUCINWA KWAMATYALA) – SIMONSVLEI INTERNATIONAL (PTY) LTD (INOMBHOLO YEAKHAWUNTI 058078700049)

RECOMMENDED that

The writing-off of the balance of Simonsvlei (Pty) Ltd's account of R404,388.04 after accepting the full and final settlement amount of R470,000.00 offered by the business rescuer, be approved.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1697127	Referred from:
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

16. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR FEBRUARY 2020
MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR FEBRUARIE 2020
UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA NGENYANGA INGXELO YOKONGAMELA KOHLAHLA LWABIWO MALI YENYANGA KA EYOMDUMBA 2020

RECOMMENDED that**It be noted that:**

- The variance between the actual operating revenue (R1,519,078,496) and the pro rata budgeted operating revenue (R1,532,529,464) has a negative variance of R13,450,968 or 0.88%;




DRAKENSTEIN MUNICIPALITY

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2. The variance between the actual operating expenditure (R1,382,272,649) and the pro rata budgeted operating expenditure (R1,462,793,341) has a positive variance of R80,520,691 or 5.50%;
3. Actual capital expenditure of R123,660,560 represents 42.15% of the total capital budget of R293,413,739 after eight months of the financial year;
4. The actual and committed capital expenditure of R221,327,310 compared with the capital expenditure budget of R293,413,739 represent a spending percentage of 75.43% after eight months of the financial year;
5. External borrowings amounted to R1,672,551,989 as at 29 February 2020 and that it represents 76.65% of Drakenstein's total budgeted operating revenue of R2,182,162,436 (conditional capital and operational grants excluded) for the 2019/2020 financial year;
6. Unspent conditional and unconditional grants amounted to R53,883,340 at the end of February 2020;
7. The actual employee related cost expenditure of R434,313,035 compared with the pro rata budgeted expenditure of R447,095,419 relates to a positive variance of R12,782,384 or 2.86%;
8. Total outstanding debtors as at 29 February 2020 amounted to R375,717,003 and that 30 days and older debt constitutes 57.61% of total outstanding debtors;
9. Domestic consumers owe the municipality R233,104,558 or 62.0% of the municipality's total debtor's book;
10. Outstanding creditors amounted to R282,683 as at 29 February 2020;
11. The primary bank account had a positive bank balance at 29 February 2020 which amounted to R49,441,509; and
12. Total investments in cash and shares amounted to R95,428,846 as at 29 February 2020 at the six local banks and Eskom.

Meeting: Spec Mayco-26/03/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Viola
Cell No: 1686012a	Referred from:
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

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The matter was withdrawn for submission at the next meeting.

Meeting: Special Mayco-26/03/2020	Submitted by Department: Planning and Development
Ref No: 15/4	Author/s: W Hendricks
Coll No: 1515844	Referred from:
PAR:	ACTION:
	Re-submit Item
	RESPONSIBLE DEPARTMENT:
	ED Planning and Development
	DUE DATE:

CONFIDENTIAL**18. WRITING-OFF OF IRRECOVERABLE DEBT REPORT – FEBRUARY 2020****AFSKRYF VAN ONINVORDERBARESKULDVERSLAG – FEBRUARIE 2020****INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – KWEYOMDUNGA 2020****RECOMMENDED that****(See confidential minutes)**

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services
Ref No: 5/15/1	Author/s: A Abrahams
Coll No: 1564480	Referred from:
PAR:	ACTION:
	RESPONSIBLE DEPT:
	DUE DATE:

DRAKENSTEIN MUNICIPALITY

**MINUTES: SPECIAL MAYORAL COMMITTEE
26 MARCH 2020**

19. APPOINTMENT OF THE CHIEF FINANCIAL OFFICER
AANSTELLING VAN DIE HOOF FINANSIËLE BEAMPTTE
UKUQESHWA KWEGOSA ELIKHULU LEZEMALI

RECOMMENDED that

(See confidential minutes)

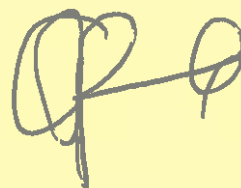
Meeting: Special Mayco-26/03/2020		Submitted by Department: Corporate Services	
Ref No: 4/6/3/1		Author/s: S Johaar	
Coll No: 1642319		Referred from:	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

20. WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – HANDOVER ACCOUNTS
AFSKRYWING VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGSBELEID) – OORHANDIGDE REKENINGE
UKUCINYWA KWAMATYALA ANGAHLAWULWAYO (5.10 UMGAQO NKQUBO WOKUCINYWA KWAMATYALA) – IAKHAWUNTI EZIGQITHISIWEYO

RECOMMENDED that

(See confidential minutes)

Meeting: Spec Mayco-26/03/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1620818		Referred from:	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:



DRAKENSTEIN MUNICIPALITY

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21. WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – HANDOVER ACCOUNTS
AFSKRYWING VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGSBELEID) – OORHANDIGDE REKENINGE
UKUCINWA KWMATYALA ASEMVA NGENTLAWULO (5.10 UMGAQO NKQUBO QOKUCINWA KWAMATYALA) – IAKHAWUNTI EZIGQITHISIWEYO

RECOMMENDED that

(See confidential minutes)

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1636972	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

22. WRITING-OFF OF IRRECOVERABLE DEBT (5.3 OF WRITING OFF-POLICY) – INSOLVANT AND DECEASED ESTATES ACCOUNTS
AFSKRYWING VAN ONVERHAALBARE SKULD (5.3 VAN AFSKRYWINGSBELEID) – INSOLVENTE EN BOEDELSREKENINGE
UKUCINWA KWABATYALA ANGAHLAWULWAYO (5.3 UMGAQO NKQUBO WOKUCINWA KWAMATYALA) – IAKHAWUNTU YENDLU YOKUBHANGA KWAYE WASWELEKA

RECOMMENDED that

(See confidential minutes)

Meeting: Special Mayco-26/03/2020	Submitted by Department: Financial Services		
Ref No: 5/15/1	Author/s: A Abrahams		
Coll No: 1634484	Referred from:		
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:



DRAKENSTEIN MUNICIPALITY

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23. WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – FINAL ACCOUNTS
AFSKRYWING VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGSBELEID) – FINALE REKENINGE
UKUCINWA KWAMATYALA ANGAHLAWULWAYO (5.10 UMGAQO NKQUBO WOKUCINWA KWAMATYALA) – IAKHAWUNTI YOKUGQIBELA

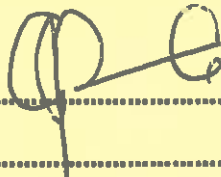
RECOMMENDED that

(See confidential minutes)

Meeting: Special Mayco-26/03/2020		Submitted by Department: Financial Services	
Ref No: 9/1/1/A		Author/s: A Abrahams	
Coll No: 16208917		Referred from:	
PAR:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:

The meeting ended at 09:47.

CHAIRPERSON:



DATE:

Confirmed with/without amendments.

FG



Special Mayoral Committee Attendance Register

Date: 26 March 2020

Time: 09:00

Venue: Council Chambers

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
POOLE Executive Mayor	C J	MR	0785304285 0824979046	
COMBRINK Deputy Executive Mayor (Financial Services)	G C	MR	0824553445	
ROUX (Engineering Services)	J F	MR	0834595965	
ANDREAS (Rural Management)	M A	MS	0767901066	
KEARNS (Environment, Parks and Open Spaces)	C	MS	0765018441 0769406614	
GOUWS (Social Services)	E	MS	0824479711	
MILLER (Planning and Development)	J	ADV	0834400507	
MOKOENA (Corporate Services)	L P	MS	0734198671	
SMUTS (Public Safety)	R	MR	0824948467	
VAN NIEKERK (Sport, Recreation, Arts and Culture)	L T	MS	0818858365	
VAN NIEUWENHUYZEN (Communication and Inter- Governmental Relations (IGR))	R H	MR	0826296239	
WILLEMSE (Human Settlements and Property Management)	L	MS	0820799421	
STOWMAN SPEAKER	AC	MR	0791895359	
KOEGELENBERG CHIEF WHIP	RA	MR	0832693128	
RICHARDS LEADER OF OPPOSITION	AM	MR	0827860053	

Office of the / Kantoor van die
CHIEFWHIP / HOOFSWEEP
Cllr / Rdl R.A. KOEGELENBERG
Drakenstein