

DRAKENSTEIN MUNICIPALITY

MINUTES: 2nd MAYORAL COMMITTEE

ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON WEDNESDAY, 28 OCTOBER 2020 AT 09:00.

PRESENT: The Executive Mayor, Ald C J Poole (Chairperson)
The Deputy Executive Mayor, Clr G C Combrink

Councillors: Ald J F le Roux
M A Andreas
C Kearns
E Gouws
J Miller
L P Mokoena
Ald R Smuts
L T van Niekerk
R H van Nieuwenhuyzen

Also Present: Clr R A Koegelenberg (Chief Whip)

Officials: Dr J H Leibbrandt (City Manager)
Mr B Brown (Chief Financial Officer)
Mr S Johaar (Executive Director: Corporate Services)
Mr G Esau (Executive Director: Community Services)
Ms L Waring (Executive Director: Planning and Development)
Mr C Geldenhuys (Acting Executive Director: Engineering Services)
Ms R Jaftha (Chief Audit Executive)
Mr A V Marais (Senior Manager: Legal and Administrative Services)

Ms C September (Manager: IDP)
Ms R Geldenhuys (Manager: Communication and Marketing)
Mr G Dippenaar (Chief Risk Officer)
Mr F P Goosen (Manager: Administrative Support Services)
Ms W Prins (Performance Management Officer)



DRAKENSTEIN MUNICIPALITY

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28 OCTOBER 2020**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

- | | | | |
|----|---|---|--------------|
| 1. | Clr L Cyser | - | Apology; |
| 2. | Clr A C Stowman | - | Apology; and |
| 3. | Mr M Wüst: Executive Director: Engineering Services | - | Leave |

2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

The Executive Mayor announced that lower water tariffs will be implemented as from 1 November 2020.

3. DECLARATION OF INTEREST BY COUNCILLORS/OFFICIALS

None.

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

None.

FINANCIAL SERVICES

5. INDIGENT HOUSEHOLD STATISTICS REPORT AS AT 30 SEPTEMBER 2020
DEERNIS HUISHOUDING STATISTIEKE VERSLAG SOOS OP 30 SEPTEMBER 2020
INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA
30 EYOMSINTSI 2020

RESOLVED that

The report be noted.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1700870	Referred from: Finance Serv Port – 27/10/2020
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

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6. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 30 SEPTEMBER 2020
DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUUR VERSLAG SOOS OP 30 SEPTEMBER 2020
INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 30 EYOMSINTSI 2020

RESOLVED that

The report be noted.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1700512	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

7. COUNCILLORS' OUTSTANDING DEBT REPORT AS AT 30 SEPTEMBER 2020
RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 30 SEPTEMBER 2020
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 30 SEPTEMBER 2020

The Deputy Executive Mayor confirmed that names of the councillors who are in arrears were reported to the Speaker.

RECOMMENDED that

The report be noted.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1700466	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

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8. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 30 SEPTEMBER 2020
MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 30 SEPTEMBER 2020
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 30 EYOMSINTSI 2020

The increase in the outstanding debt of municipal employees was raised as a concern. The City Manager indicated that the matter is receiving attention.

RESOLVED that

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

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1700531	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

9. REPORT ON TENDER AWARDS AS ON SEPTEMBER 2020
VERSLAG OOR TENDERTOEkENNINGS SOOS OP SEPTEMBER 2020
INGXELO NGONIKEZELO LWETHENDA NJENGE SEPTEMBER 2020

RECOMMENDED that

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of September 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: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 8/1/2/1	Author/s: C Hess
Coll No: 1699754	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

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10. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: SEPTEMBER 2020
VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: SEPTEMBER 2020
INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: SEPTEMBER 2020

RECOMMENDED that

- In terms of paragraph 36(2) of the Supply Chain Management Policy, the deviations and the reasons for the deviations for the amount of R319,737 for September 2020 as recorded by the Accounting Officer in the annexures attached to the departmental report, be noted; and
- The Chief Financial Officer record the accumulated deviation amount of R1,515,238 for the financial year in the notes to the 2020/2021 annual financial statements as required by legislation.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/5	Author/s: C Hess
Coll No: 1700942	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

11. QUARTERLY REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY: 1 JULY 2020 – 30 SEPTEMBER 2020
KWARTAAL VERSLAG RAKENDE DIE IMPLEMENTERING VAN DIE VOORSIENINGSKANAALBESTUURSBELEID: 1 JULIE 2020 – 30 SEPTEMBER 2020
INGXELO NGOKUMILISELWA KWENKQUBO YE SUPPLY CHAIN MANAGEMENT YOMASIPALA WASE DRAKENSTEIN: 1 JULAYI 2020 – 30 SEPTEMBER 2020

RESOLVED that

- The Mayoral Committee take note of this report and Annexure A; and

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2. The report be made public in accordance with section 21(a) of the Municipal Systems Act.

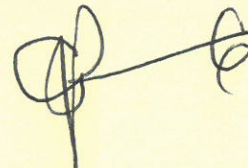
Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/5	Author/s: C Hess
Coll No: 1700819	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

12. ANNUAL STOCK TAKE REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2020
JAARLIKSE VOORRAAD OPNAME VERSLAG VIR DIE JAAR EINDIGEND 30 JUNIE 2020
UBALO LWEMPAHLA KUNYE NENKONZO: ISITOKO SASEKHAYA KUNENEZIXHOBO - UBALO LWEMPAHLA LONYAKA OPHELA NGE 30 JUNI 2020

RECOMMENDED that

1. The stock take report of 2020 and the ratification of the stock shortages, surpluses and write-offs (as indicated) be approved; and
2. The Chief Financial Officer records the information in point 1 above in the notes to the Annual Financial Statements for the year ending 30 June 2020 as required by legislation.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 6/2/1	Author/s: H Vergotine
Coll No: 1678347	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>



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13. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY AND 52 QUARTERLY BUDGET MONITORING REPORT FOR SEPTEMBER 2020

MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 EN 52 MAANDELIKSE EN KWARTAALLIKSE BEGROTING VERSLAGDOENING VIR SEPTEMBER 2020

UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA KUNYE NECANDELO 52 NGENYANGA INGXELO YOKONGAMELA KOHLAHLA LWABIWO MALI YENYANGA KA EYOMSINTSI 2020

RECOMMENDED that

1. Council notes the monthly budget statement and supporting documentation;
2. Council notes the quarterly report on the implementation of the budget and financial affairs of Drakenstein Municipality referred to in section 52(d) of the MFMA; and
3. Council notes the in-year report for September 2020 was submitted to the Executive Mayor, National Treasury and Provincial Treasury on 14 October 2020, being the 10th working day after the end of September 2020.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Viola
Coll No: 1702750	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

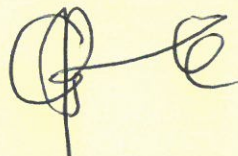
MINUTES: MAYORAL COMMITTEE
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14. APPROVAL OF THE 2nd SPECIAL 2020/2021 ADJUSTMENTS BUDGET
GOEDKEURING VAN DIE 2DE SPESIALE 2020/2021 AANPASSINGS BEGROTING
UKUVUNYWA KOLWABIWO-MALI OLULODWA LWESI-2 LIKA 2020/2021

RECOMMENDED that

1. The operating revenue of R2,614,031,497 (capital grants included) approved by Council in August 2020 be decreased with R67,462,000 to R2,546,569,497 for the 2020/2021 financial year; as set out in Table 1 of Special Adjustment report;
2. The operating expenditure of R2,516,371,421 approved by Council in August 2020 be decreased with R65,020,000 to R2,451,351,421 for the 2020/2021 financial year; as set out in Table 2 of Special Adjustment report;
3. The capital budget expenditure of R216,772,210 approved by Council in August 2020 be increased with R502,930 to R217,275,140 for the 2020/2021 financial year as set out in Table 4 of the 2020/2021 Special Adjustments Budget Report;
4. The capital budget expenditure from own revenue be reduced to zero for 2021/2022 and 2022/2023 as set out in Table 6;
5. Council approves the reprioritized Integrated Urban Development Grant project list attached as Annexure B to the departmental report;
6. Council takes note that no taxes and tariffs are affected with the approval of this special adjustments budget; and
7. B Schedules attached as Annexure C to the departmental report be approved by Council.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 5/2/2	Author/s: K Fredericks
Coll No: 1703067	Referred from: Finance Serv Port – 27/10/2020
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:



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15. DRAKENSTEIN OUTSTANDING DEBTORS REPORT AS AT 30 SEPTEMBER 2020
DRAKENSTEIN UITSTAANDE DEBITEURE VERSLAG SOOS OP 30 SEPTEMBER 2020
INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA 30 EYOMSINTSI 2020

RESOLVED that

The report be noted.

Meeting: Mayco 28/10/2020	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1700554	Referred from: Finance Serv Port – 27/10/2020
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

CORPORATE SERVICES

16. APPOINTMENT OF A PANEL TO CONDUCT INTERVIEWS FOR THE APPOINTMENT OF A NEW FRAUD AND RISK MANAGEMENT COMMITTEE CHAIRPERSON
AANSTELLING VAN 'N PANEEL VIR ONDERHOUDVOERING MET KANDIDATE VIR AANSTELLING AS VOORSITTER VAN DIE BEDROG- EN RISIKOBESTUURSKOMITEE
UKUQESHWA KWEQELA ELIZA KUQHUBA UDLIWANO-NDLEBE LOKUQESHWA KWESIHLALO SEKOMITI ENTSHA FRAUD AND RISK MANAGEMENT COMMITTEE

RECOMMENDED that

1. Council appoint a panel, assisting the City Manager as chairperson of the panel, to interview prospective candidates to serve as the Chairperson on the municipality's Fraud and Risk Management Committee (FARMCO); and

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2. The three members of Council to be appointed will be:

- Cllr A Stowman (Speaker);
- Alderman JF le Roux (Portfolio holder Engineering Services); and
- Chairperson of MPAC, Cllr MJ le Hoe.

Meeting: Mayco 28/10/2020	Submitted by Department: Corporate Services		
Ref No: 3/3/1/3/9/1	Author/s: G Dippenaar		
Coll No: 1702980	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

17. CLOSING OF MUNICIPAL OFFICES DURING THE FESTIVE SEASON
SLUITING VAN KANTORE OOR DIE FEESSEISOEN
UKUVALWA KWEE OFISI NGEXESHA LEMIBHIYOZA

Amendments were made to recommendations 3.1 and 3.2 in the departmental report. The 24th will be granted as a day off for all staff members as a result of the 2019/20 clean audit received.

RECOMMENDED that

1. It be noted that the municipal offices will close at 13h00 on 23 December 2020;
2. The closure of municipal offices on 23 December 2020 up to and including 31 December 2020 be approved;
3. It be noted that the required emergency services and essential services personnel will be operational as usual during the whole of the festive season;
4. Approval be granted, in addition to the one day leave granted to all staff at year end, the granting of two days additional leave to essential services staff who worked during Lockdown Level 5 (as identified by the respective Executive Directors); and



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5. The closure of offices be advertised in the local newspapers, municipal website and on all notice boards.

Meeting: Mayco 28/10/2020	Submitted by Department: Corporate Services		
Ref No: 4/6/4 (2018/2019)	Author/s: N Matolengwe		
Coll No: 1700926	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

ENGINEERING SERVICES

18. POLICY FOR THE INSTALLATION OF TELECOMMUNICATIONS INFRASTRUCTURE IN ROAD RESERVES
BELEID VIR INSTALLERING VAN TELEKOMMUNIKASIE INFRASTRUKTUUR BINNE DIE PADRESERWE
UMGAQO NKQUBO WOKUFAKELA ISEKHO ZOKUQAKAMSHELWANO KWINDLELA EZIBEKWE BUCALA

Consultation with the ward councillor was added in paragraph 4.6.1 of the policy.

RECOMMENDED that

The Policy for the Installation of Telecommunications Infrastructure in Road Reserves, be approved.

Meeting: Mayco 28/10/2020	Submitted by Department: Engineering Services		
Ref No: 16/9	Author/s: L Pienaar		
Coll No: 1690924	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

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28 OCTOBER 2020CONFIDENTIAL

19. WRITING-OFF OF IRRECOVERABLE DEBT REPORT - SEPTEMBER 2020
AFSKRYWING VAN ONINVORDERBARESKULDVERSLAG - SEPTEMBER 2020
INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – SEPTEMBHA 2020

See Confidential minutes.

Meeting: Mayco-28/10/2020	Submitted by Department: Financial Services		
Ref No: 5/15/1	Author/s: A Abrahams		
Coll No: 1699696	Referred from: Fin Serv Portfolio 27/10/2020		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

ADDITIONAL ITEMS

20. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2020/2021 (QUARTER 1: 01 JULY - 31 SEPTEMBER 2020)
KWARTAALLIKSE PRESTASIE ASSESSERINGSVERSLAG 2020/2021 (KWARTAAL 1: 01 JULIE – 31 SEPTEMBER 2020)
INGXELO YOKUHLOLWA INDLELA YOKUSEBENZA KA 2020/2021 (IKOTA 1: 01 JULAYI – 31 SEPTEMBHA 2020)

RECOMMENDED that

1. The Quarterly Performance Assessment Report 2020/2021 (Quarter 1: 1 July – 30 September 2020) be adopted;
2. The Quarterly Performance Assessment Report be placed on the Municipal Website after Council adoption; and
3. The approved Quarterly Performance Assessment Report be submitted to the:
 - Internal Audit Unit (for notification);
 - Auditor General of South Africa;
 - Provincial Treasury: Western Cape;
 - National Treasury; and



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- Department of Local Government: Western Cape.

Meeting: Mayco-28/10/2020	Submitted by Department: Performance Management		
Ref No: 2/2/8	Author/s: W Prins		
Coll No: 1706377	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

ADDITIONAL ITEM CONFIDENTIAL

The item was handed out at the meeting.

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

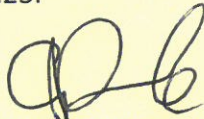
See Confidential minutes.

Meeting: Mayco-28/10/2020	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1666471	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

The meeting ended at 10.25.

CHAIRPERSON:

DATE:



25 November 2020

Confirmed with/without amendments.

fg/rs



Mayoral Committee Attendance Register

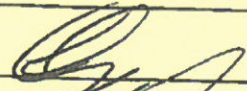

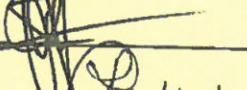
Date: 28 October 2020

Time: 09:00

Venue: Council Chambers

SURNAME	INITIALS	TITLE	SIGNATURE
POOLE Executive Mayor	C J	MR	
COMBRINK Deputy Executive Mayor (Financial Services)	G C	MR	
LE ROUX (Engineering Services)	J F	MR	
ANDREAS (Rural Management)	M A	MS	
KEARNS (Environment, Parks and Open Spaces)	C	MS	
GOUWS (Social Services)	E	MS	
MILLER (Planning and Development)	J	ADV	
MOKOENA (Corporate Services)	LP	MS	
SMUTS (Public Safety)	R	MR	
VAN NIEKERK (Sport, Recreation, Arts and Culture)	LT	MS	
VAN NIEUWENHUYZEN (Communication and Inter-Governmental Relations (IGR))	R H	MR	
CYSTER (Human Settlements and Property Management)	L	MS	
STOWMAN SPEAKER	AC	MR	
KOEGELENBERG CHIEF WHIP	RA	MR	
RICHARDS LEADER OF OPPOSITION	AM	MR	

Office of the / Kantoor van die
CHIEFWHIP / HOOESWEEP
 Cllr / Rdl R.A. KOEGELENBERG
 Drakenstein
 28/10/2020

SURNAME	INITIALS	TITLE	SIGNATURE
Goldenkuyts	C	Mrs	
Dopperman	G	Mr	
Newton	RD	Mr	
Goldenkuyts	E	Ms	