

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL, ON FRIDAY, 18 NOVEMBER 2022 AT 10:00.

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

Councillors: T G Bester
M A Andreas
L C Arendse
E Gouws
J Miller
E Baron
A M B Appollis
L T van Niekerk
R H van Nieuwenhuyzen
L Cyster

ALSO PRESENT: Cllr C Kearns (Chief Whip)

Officials: Dr J H Leibbrandt (City Manager)
Mr B Brown (Chief Financial Officer)
Mr S Johaar (Executive Director: Corporate Services)
Mr M Wüst (Executive Director: Engineering Services)
Ms J Samson (Executive Director: Planning and Development)
Mr G Esau (Executive Director: Community Services)
Ms N October (Snr Manager: Legal and Administrative Services)
Ms C September (Manager: IDP/PM)
Mr G Dippenaar (Chief Risk Officer)
Mr F P Goosen (Manager: Administrative Support Services)
Mr A Koopman (Communication)




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1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT

Ald J F le Roux, Speaker - Apology (On Council duty).

2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

None.

3. CONFLICT OF INTERESTS BY COUNCILLORS/OFFICIALS

None.

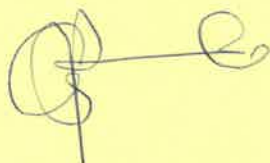
4. CONSIDERATION OF URGENT MATTERS, REPORTS, COMMUNICATIONS AND PETITIONS

None.

5. CONFIRMATION OF MINUTES

The minutes of the following meetings of the Mayoral Committee were **confirmed as correct:**

- i. Ordinary meeting held on 19 October 2022; and
- ii. Confidential meeting held on 19 October 2022.



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18 NOVEMBER 2022**6. CORPORATE SERVICES**

6.1	LEASE OF MUNICIPAL PROPERTY SITUATED ON A PORTION OF ERF 3952, (PAARL CITY HALL) MAIN STREET, PAARL (WARD 4)
	HUR VAN MUNISIPALE EIENDOM GELEË OP 'N GEDEELTE VAN ERF 3952, HOOFSTRAAT, PAARL (PAARL STADSAAL) (WYK 4)
	UKUQESHWA KWEPROPATI KAMASIPALA EMI KWICEBA LESIZA 3952, (IHOLO LESIXEKO SASE PAARL) ISITALATO MAIN, EPAARL (WADI 4)

RECOMMENDED that

1. In terms of Regulation 34 of the Municipal Asset Transfer Regulations read together with Paragraph 13 of the Asset Transfer Policy (2021), approval be granted for the lease of office space (3 offices and a kitchen) situated on a portion of Erf 3952, Main Street, Paarl also known as the "Paarl City Hall" to the Electoral Commission of South Africa subject to Council's approval of the deviation from paragraph 13.2.1 of the Asset Transfer Policy of 2021, and further subject to the standard lease conditions as well as the following further conditions:
 - 1.1 The property will be leased at a market related rental amount of R13 242.53 per month (VAT excluded, inclusive of municipal services consumed, including a 6% per annum escalation);
 - 1.2 A lease period of 5 (five) years will apply as from 1 October 2022;
 - 1.3 The subject property only be used for office purposes and no other purpose;
 - 1.4 The lessee will within 1 (one) month of signature of the lease agreement pay the account in arrears in full; and
 - 1.5 All administrative, legal and technical requirements be adhered to.
2. In terms of paragraph 13 of the Asset Transfer Policy, the property be leased by way of direct negotiation as the transaction entails a formalisation of a lease agreement for office space that is required by a Chapter 9 (Constitution of RSA) institution for official purposes; and
3. Approval for the deviation from paragraph 13.2.1 of the Asset Transfer Policy of 2021 allowing the Municipality to enter into the lease agreement with the lessee without counter proposals or offers being called for and obtaining objections or

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comments in respect of this transaction (public participation process) be granted due to the fact that this process of re-advertising for the proposed lease will not be cost effective for the Municipality.

Meeting: MC – 18/11/2022	Submitted by Department: Corporate Services
Ref No: 15/4/1(3952) P	Author/s: N Williams
Coll No: 1995308	Referred from: Corp Serv Portf – 15/11/2022
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

6.2 LLF MINUTES: SEPTEMBER 2022
LLF NOTULES: SEPTEMBER 2022
LLF IMIZUZU: SEPTEMBER 2021

RESOLVED that

The LLF minutes of 29 September 2022 be noted.

Meeting: MC – 18/11/2022	Submitted by Department: Corporate Services
Ref No:	Author/s:
Coll No:	Referred from:
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

7. PLANNING AND DEVELOPMENT

7.1 INFORMAL TRADING MANAGEMENT POLICY
INFORMELE HANDELSBESTUURSBELEID
UMGAQO-NKQUBO WOLAWULO LWERHWEBO OLUNGEKHO SIKWENI

RECOMMENDED that

Council approves the amended Informal Trading Management Policy (Annexure A to the departmental report).

Meeting: MC – 18/11/2022	Submitted by Department: Planning and Development
Ref No: 15/7/3/2	Author/s: M Mlangeni
Coll No: 2000803	Referred from: Plan & Dev Portf – 16/11/2022
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:



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7.2 PROGRESS OF PROJECTS IMPLEMENTED THROUGH THE DRAKENSTEIN – NEUMARKT CLIMATE PARTNERSHIP
VORDERING VAN PROJEKTE GEÏMPLEMENTEER DEUR DIE DRAKENSTEIN – NEUMARKT KLIMAATVENNOOTSKAP
INKQUBELA YEPROJEKTHI EZIPHUNYEZWA NGE-DRAKENSTEIN – NEUMARKT CLIMATE PARTNERSHIP

RECOMMENDED that

The report be noted (Annexure A to the departmental report).

Meeting: MC – 18/11/2022	Submitted by Department: Planning and Development
Ref No: 15/7/1	Author/s: C Winter
Coll No: 1977252	Referred from: Plan & Dev Portf – 16/11/2022
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

7.3 RENAMING OF A PORTION OF THE R301 TO MANDELA FREEDOM ROAD
HERBENAMING VAN 'N GEDEELTE VAN DIE R301 NA MANDELA VRYHEIDSPAD
UKUTHIYWA KWAKHONA KWECEBA LE-R301 UKUYA E-MANDELA FREEDOM ROAD

RECOMMENDED that

1. Council takes note of the award that Drakenstein Municipality received in respect of the renaming of a portion of the R301 to Mandela Freedom Road; and
2. Council takes note that the Western Cape Department of Transport and Public Works has accommodated the name Mandela Freedom Road into its planning for the upgrading of the R301, which is currently underway.

Meeting: MC – 18/11/2022	Submitted by Department: Planning and Development
Ref No: 16/3/9/1	Author/s: J Meyer
Coll No: 2001112	Referred from: Plan & Dev Portf – 16/11/2022
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

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7.4 TERMS OF REFERENCE FOR THE DRAKENSTEIN HERITAGE ADVISORY COMMITTEE
VERWYSINGSRAAMWERK VIR DIE DRAKENSTEIN ERFENIS ADVIESKOMITEE
IMIMISELO YOKUBHEKISISA KWIKOMITI YASE-DRAKENSTEIN ENGCEBISI NGELIFA LEMVELI

RECOMMENDED that

1. The report be noted; and
2. The Terms of Reference for the Drakenstein Heritage Advisory Committee (Annexure A to the departmental report), be approved and implemented in order to establish the Drakenstein Heritage Advisory Committee.

Meeting: MC – 18/11/2022	Submitted by Department: Planning and Development
Ref No: 12/P	Author/s: W Hendricks
Coll No: 1984105	Referred from: Plan & Dev Portf – 16/11/2022
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

8. SOCIAL DEVELOPMENT

8.1 ASSET MOVEMENT – BOOK CHECK UNIT
BATESKUIWING – BOEKVERKLIKKER EENHEID
UKUHANJISWA KWEMPAHLA – IYUNITHI YOKUJONGA INCWADI

RECOMMENDED that

The redundant parts of the book check unit not used by Drakenstein Library Services anymore, be approved for transfer to Saldanha Bay Municipality as Drakenstein libraries upgraded to a newer SCX system.

Meeting: MC – 18/11/2022	Submitted by Department: Community Services
Ref No: 17/4	Author/s: L Thomas
Coll No: 1801511	Referred from: Comm Serv Portf – 15/11/2022
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>



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9. URGENT MATTERS
DRINGENDE SAKE
IMIBA ENGXAMISEKILEYO

None.

ADDITIONAL ITEMS**10. FINANCE**

10.1 REPORT ON TENDER AWARDS: OCTOBER 2022
VERSLAG OOR TENDERTOEKENNINGS: OKTOBER 2022
INGXELO NGONIKEZELO LWETHENDA: EYEDWARHA 2022

RECOMMENDED that

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of October 2022 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 - 18/11/2022	Submitted by Department: Financial Services		
Ref No: 8/1/2/1	Author/s: C Hess		
Coll No: 2000983	Referred from: Finance Serv Portf-21/11/2022		
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

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10.2 INDIGENT HOUSEHOLD STATISTICS REPORT AS AT 31 OCTOBER 2022
DEERNIS HUISHOUDING STATISTIEKEVERSLAG SOOS OP 31 OKTOBER 2022
INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 31 EYEDWARHA 2022

RESOLVED that

The report be noted.

Meeting: Mayco - 18/11/2022	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 2001612	Referred from: Finance Serv Portf-21/11/2022
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

10.3 COUNCILLORS' OUTSTANDING DEBT REPORT AS AT 31 OCTOBER 2022
RAADSLEDE SE UITSTAANDE SKULDVERSLAG SOOS OP 31 OKTOBER 2022
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 31 EYEDWARHA 2022

RECOMMENDED that

Council takes note of the contents of the report.

Meeting: Mayco - 18/11/2022	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 2000898	Referred from: Finance Serv Portf-21/11/2022
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

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10.4 MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 OCTOBER 2022
MUNISIPALE WERKNEMERS UITSTAANDE SKULDVERSLAG SOOS OP 31 OKTOBER 2022
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 31 EYEDWARHA 2022

RESOLVED that

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

Meeting: Mayco - 18/11/2022	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 2000980	Referred from: Finance Serv Portf-21/11/2022
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

10.5 DRAKENSTEIN OUTSTANDING DEBTORS REPORT AS AT 31 OCTOBER 2022
DRAKENSTEIN UITSTAANDE DEBITEUREVERSLAG SOOS OP 31 OKTOBER 2022
INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA 31 EYEDWARHA 2022

RESOLVED that

The report be noted.

Meeting: Mayco - 18/11/2022	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 2002145	Referred from: Finance Serv Portf-21/11/2022
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

10.6 MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR OCTOBER 2022
MUNISIPALE WET OP BESTUUR VAN FINANSIES: ARTIKEL 71 MAANDELIKSE BEGROTINGSMONITERINGSVERSLAG VIR OKTOBER 2022
UMTHETHO WOLAWULO LWEMALI KAMASIPALA: ICANDELO 71 INGXELO YOKUBEKA ESWENI ULAWULO LWABIWO-MALI LWENYANGA YEDWARHA 2022

RECOMMENDED that

1. The content of the section 71 monthly budget monitoring report for October 2022 and the supporting documentation be noted; and



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2. It be noted that the section 71 monthly budget monitoring report for October 2022 was submitted to the Executive Mayor, National Treasury and Provincial Treasury on 14 November 2022, being the 10th working day after the end of October 2022.

Meeting: MC – 18/11/2022		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Viola	
Coll No: 2002260		Referred from: Finance Serv Portf-21/11/2022	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

10.7 REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: OCTOBER 2022

VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: OKTOBER 2022

**INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA
KWINKQUBO ZOKUFUMANA: EYERDWARHA 2022**

RECOMMENDED that

In terms of paragraph 36(2) of the SCM Policy, the deviations and the reasons for the deviations for the amount of R701,886 (incl. VAT) for October 2022 as recorded by the Accounting Officer under the annexures attached to this report, be noted.

Meeting: MC – 18/11/2022		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: C Hess	
Coll No: 2001140		Referred from: Finance Serv Portf-21/11/2022	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

DRAKENSTEIN MUNICIPALITY**MINUTES: MAYORAL COMMITTEE
18 NOVEMBER 2022****10.8 DRAFT PREFERENTIAL PROCUREMENT POLICY****KONSEP VOORKEUR VERKRYGINGSBELEID****UYILO LOMGAQO-NKQUBO WOKUTHENGA OKUKHETHAYOLO****RECOMMENDED that**

The draft Preferential Procurement Policy be made public in terms of section 21 of the Municipal Systems Act (Act no. 32 of 2000), as amended, in order to invite the local community to submit written comments or representations on the content of this draft policy from 1 December 2022 until 5 January 2023.

Meeting: MC – 18/11/2022	Submitted by Department: Financial Services
Ref No: 8/1/2/1	Author/s: H Vergotine
Coll No: 2004957	Referred from: Finance Serv Portf-21/11/2022
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

CONFIDENTIAL**10.9 WRITING-OFF OF IRRECOVERABLE DEBT REPORT – OCTOBER 2022****AFSKRYWING VAN ONINVORDERBARESKULDVERSLAG – OKTOBER 2022****INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – EYERDWARHA 2022**

See confidential minutes.

Meeting: Mayco - 18/11/2022	Submitted by Department: Financial Services
Ref No: 5/15/1	Author/s: A Abrahams
Coll No: 2000894	Referred from: Finance Serv Portf-21/11/2022
PAR:	ACTION:
	RESPONSIBLE DEPARTMENT:
	DUE DATE:

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10.10 DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 OCTOBER 2022
DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUURVERSLAG SOOS OP 31 OKTOBER 2022
INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 30 EYERDWARHA 2022

See confidential minutes.

Meeting: Mayco - 19/10/2022	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 2000910	Referred from: Finance Serv Portf-21/11/2022
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

The meeting ended at 11:07.

CHAIRPERSON:

DATE:

Confirmed with/without amendments.

FG/rs



Mayoral Committee Attendance Register

Date: 18 November 2022

Time: 10:00

Venue: Council Chambers

SURNAME	INITIALS	TITLE	SIGNATURE
POOLE Executive Mayor	CJ	ALD	
COMBRINK Deputy Executive Mayor (Financial Services)	GC	ALD	
BESTER (Engineering Services)	TG	CLLR	
ANDREAS (Human Settlements)	MA	CLLR	
ARENDSE (Sport, Recreation, Arts and Culture)	LC	CLLR	
GOUWS (Social Development)	E	CLLR	
MILLER (Governance and Compliance)	J	CLLR	
BARON (Corporate Services)	E	CLLR	
APPOLLIS (Public Safety)	AMB	CLLR	
VAN NIEKERK (Planning and Development)	LT	CLLR	
VAN NIEUWENHUYZEN [Communication and Inter-Governmental Relations (IGR)]	RH	CLLR	
CYSTER (Parks, Waste and Cemeteries)	L	CLLR	
LE ROUX SPEAKER	JF	ALD	
KEARNS CHIEF WHIP	C	CLLR	

OFFICE OF THE/ KANTOOR VAN DIE
CHIEF WHIP/HOOFSWEEP
CLLR/ RDL CHRISTEPHINE KEARNS
DRAKENSTEIN MUNICIPALITY/ MUNISIPALITEIT

18/11/22

OFFICIALS

NAME AND SURNAME	SIGNATURE
E. Dimmenca	
M. Jones	
J. SAMSON	
H. LEIBBRANDT.	
J. SAMSON	Meiss Brandt
B. Brown	
G. Esau	
J. Brown	
M. Winst	
C. September	September
N. October	
A. KOOPMAN	Koopman

OFFICE OF THE/ KANTOOR VAN DIE
 CHIEF WHIP/HOOFSWEEP
 CLLW/ RDL CHRISTEPHINE KEARUS
 DRAKENSTEIN MUNICIPALITY/ MUNISIPALITEIT

Christephine Kearus

18/11/20.

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