

## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE (2)

ORDINARY MEETING HELD IN THE BIG COMMITTEE ROOM, FIRST FLOOR, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON WEDNESDAY, 26 SEPTEMBER 2018 AT 09:00.

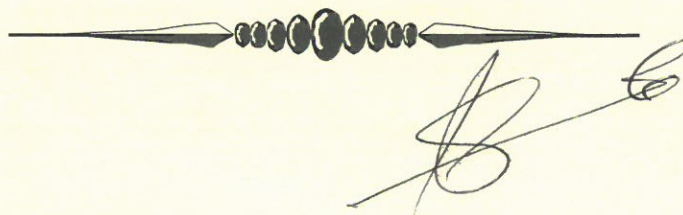
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**PRESENT:** The Executive Mayor, Clr C J Poole (Chairman)  
The Deputy Executive Mayor, Clr G C Combrink

**Councillors:** M A Andreas  
C Kearns  
J F le Roux  
J Miller  
L P Mokoena  
L van Niekerk  
R Smuts  
L Willemse  
R H van Nieuwenhuyzen

**Also Present:** Clr A Stowman (Speaker)  
Clr R A Koegelenberg (Chief Whip)  
Clr J Matthee (MPAC Chairperson)

**Officials:** Dr J H Leibbrandt (City Manager)  
Mr D Hattingh (Executive Director: Engineering Services)  
Mr J Carstens (Chief Financial Officer)  
Mr S Johaar (Executive Director: Corporate Services)  
Ms L Waring (Executive Director: Planning and Development)  
Mr V Petersen (Acting Executive Director: Community Services)  
Mr AV Marais (Senior Manager: Administration and Legal Services)  
Ms R Geldenhuys (Manager: Communication and Marketing)  
Ms N Magongo (Manager: Internal Audit)  
Ms F Qebanya (Manager: IDP and Performance Management)  
Mr G Dippenaar (Chief Risk Officer)  
Mr F P Goosen (Manager: Administrative Support Services)



A decorative flourish consisting of a horizontal line with a central cluster of circles, followed by a handwritten signature in black ink.

## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

None.

**2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR**

None.

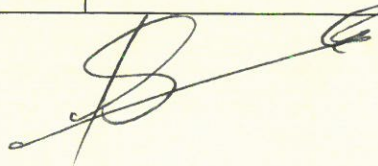
**3. DECLARATION OF INTEREST BY COUNCILLORS/OFFICIALS**

None.

**EXECUTIVE MAYOR****4. RESIGNATION OF COUNCILLORS M M ADRIAANSE AND E GOUWS AS REPRESENTATIVES OF DRAKENSTEIN MUNICIPALITY ON CAPE WINELANDS DISTRICT MUNICIPALITY****BEDANKING VAN RAADSLEDE M M ADRIAANSE EN E GOUWS AS VERTEENWOORDIGERS VAN DRAKENSTEIN MUNISIPALITEIT OP KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT****UKURHOXA KOCEBA M M ADRIAANSE KUNYE NO E GOUWS NJENGABAMELI BOMASIPALA WASE DRAKENSTEIN KWI CAPE WINELANDS DISTRICT MUNICIPALITY****RECOMMENDED that**

1. The resignation of Councillors M M Adriaanse and E Gouws, as representatives of Drakenstein Municipality on the Council of Cape Winelands District Municipality as from 30 July 2018, be noted; and
2. It be noted that the Democratic Alliance will nominate two other councillors to replace Councillors M M Adriaanse and E Gouws, in collaboration with the IEC.

Meeting: MC-26/09/2018	Submitted by Department: Corporate Services		
Ref No: 3/4	Author/s: F Goosen		
Coll No: 1404422	Referred from:		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018FINANCIAL SERVICES

<b>6. INDIGENT HOUSEHOLDS' STATISTICS REPORT AS AT 31 AUGUST 2018</b>
<b>DEERNIS HUISHOUDINGSVERSLAG SOOS OP 31 AUGUSTUS 2018</b>
<b>INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 31 AGASTI 2018</b>

RESOLVED that

The report be noted.

Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1365073	Referred from: Fin Serv Portf 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>7. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 AUGUST 2018</b>
<b>DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUURVERSLAG SOOS OP 31 AUGUSTUS 2018</b>
<b>INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 AGASTI 2018</b>

RESOLVED that

The report be noted.

Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1365883	Referred from: Fin Serv Portf 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

<b>5. APPOINTMENT OF ACTING EXECUTIVE DIRECTOR: COMMUNITY SERVICES</b>
<b>AANSTELLING VAN WAARNEMENDE UITVOERENDE DIREKTEUR:</b>
<b>GEMEENSKAPSDIENSTE</b>
<b>UKUQESHWA KWEBAMBELA LOMLAWULI WESIGQEBA : KWINKOZO ZOLUNTU</b>

**RECOMMENDED that**

1. In terms of Section 56(1) of the Local Government Municipal Systems Act 2000 (Act 32/2000), Mr Vernon Petersen, Senior Manager: Public Safety, be appointed as Acting Executive Director: Community Services from 1 September 2018 until 30 September 2018;
2. In terms of Section 56(1) of the Local Government Municipal Systems Act 2000 (Act 32/2000), Mr Ernest Saayman, Senior Manager: Parks, Sports, Recreation and Cemeteries, be appointed as Acting Executive Director: Community Services from 1 October 2018 until 30 November 2018; and
3. An acting allowance be paid to Mr Petersen and Mr Saayman for their acting periods in accordance with applicable policy.

Meeting: MC-26/09/2018	Submitted by Department: Corporate Services		
Ref No: 4/6/3/1	Author/s: N Matolengwe		
Coll No: 1405141	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

<b>10. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 AUGUST 2018</b>
<b>MUNISIPALE WERKNEMERS UITSTAANDE SKULDVERSLAG SOOS OP 31 AUGUSTUS 2018</b>
<b>INGXELO YAMATYA YABASEBENZI BAKAMSIPALA NGOBUNJALO NGOMHLA WE 31 AGASTI 2018</b>

**RESOLVED that**

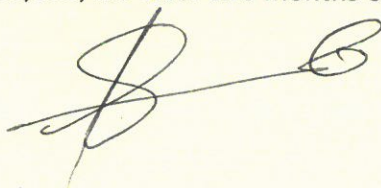
The contents of the report and actions implemented by the Accounting Officer **be noted.**

Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1355940	Referred from: Fin Serv Portf 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>11. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR AUGUST 2018</b>
<b>MUNISIPALE FINANSIËLE BESTUUR: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR AUGUSTUS 2018</b>
<b>UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA NGENYANGA INGXELO YOKONGAMELA KOHLAHO LWABIWO MALI YENYANGA KA AUGUST 2018</b>

**RECOMMENDED that**

1. The variance between the actual operating revenue (R738,802,249) and the pro rata budgeted operating revenue (R775,869,667) has a negative variance of R37,067,418 or 4.78%;
2. The variance between the actual operating expenditure (R249,605,962) and the pro rata budgeted operating expenditure (R253,611,181) has a positive variance of R4,005,219 or 1.58%;
3. The actual capital expenditure of R52,306,350 and the pro rata budgeted capital expenditure of R63,275,387 realised underspending of R10,969,037 or 17.34%;
4. The actual capital expenditure of R52,306,350 represents 8.20% of the total capital budget of R638,030,450 after two months of the financial year;



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

<b>8. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 31 AUGUST 2018</b>
<b>DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 31 AUGUSTUS 2018</b>
<b>NGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 AGAST 2018</b>

**RESOLVED that**

The report be noted.


Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1366654	Referred from: Fin Serv Portf 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>9. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 31 AUGUST 2018</b>
<b>RAADSLEDE SE UITSTAANDE SKULDVERSLAG SOOS OP 31 AUGUSTUS 2018</b>
<b>INGXELO NGAMATYALA OOCEBA KWINYANGA 31 AGASTI 2018</b>

**RECOMMENDED that**

The report be noted.

Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1366194	Referred from: Fin Serv Portf 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

5. The actual and committed capital expenditure of R188,735,641 compared with the capital expenditure budget of R638,030,450 represent a spending percentage of 29.58% after two months of the financial year;
6. External borrowings amounted to R1,504,630,706 as at 31 August 2018 and that it represents 63.30% of Drakenstein's total budgeted operating revenue of R2,377,090,991 for the 2018/2019 financial year;
7. Unspent conditional and unconditional grants amounted to R53,917,843 at the end of August 2018;
8. The actual employee related cost expenditure of R97,440,719 compared with the pro rata budgeted expenditure of R97,604,963 relates to a positive variance of R164,244 or 0.17%;
9. Total outstanding debtors as at 31 August 2018 amounted to R398,879,720 and that 30 days and older debt constitutes 52.70% of total outstanding debtors;
10. Domestic consumers owe the municipality R237,778,944 or 59.6% of the municipality's total debtor's book;
11. Outstanding creditors amounted to R0 as at 31 August 2018;
12. The primary bank account had a positive bank balance at 31 August 2018 which amounted to R157,600,817; and
13. Total investments in cash and shares amounted to R156,995,755 as at 31 August 2018 at the five local banks and Eskom.

Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Viola		
Coll No: 1367434	Referred from: Fin Serv Portfolio 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

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|---|
| <b>12. REPORT ON MONTHLY TENDER AWARDS: AUGUST 2018</b> |
| <b>VERSLAG OOR TENDERTOEkENNINGS: AUGUSTUS 2018</b>     |
| <b>INGXELO NGONIKEZELO LWETHENDA: AGASTI 2018</b>       |

**RECOMMENDED that**

1. The awards above R200, 000 that were adjudicated by the Bid Adjudication Committee and the City Manager for the month of August 2018, **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**.

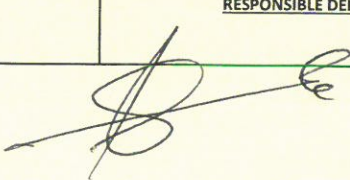
Meeting: Mayco – 26/09/2018	Submitted by Department: Financial Services
Ref No: 8/1/2/1	Author/s: H Vergotine
Coll No: 1363061	Referred from: Fin Serv Portfolio 25/9/2018
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPART:</u>
	<u>DUE DATE:</u>

- |  |
|--|
| <b>13. REPORT ON DEVIATIONS AND RATIFICATION OF MINOR BREACHES FROM PROCUREMENT PROCESSES: AUGUST 2018</b> |
| <b>VERSLAG VAN AFWYKINGS EN RATIFIKASIE VAN GERINGE OORTREDINGE VAN VERKRYGINGSPROSESSE: AUGUSTUS 2018</b> |
| <b>INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LUKUPHEPHELA KWINKQUBO ZOKUFUMANA: AGASTI 2018</b>     |

**RECOMMENDED that**

1. In terms of paragraph 36(2) of the SCM Policy, the deviations and the reasons for the deviations for the amount of R 793,776 for August 2018 as recorded by the Accounting Officer under the annexures attached to the departmental report, **be noted**; and
2. The Chief Financial Officer record the accumulated deviation amount of R3,488,873 for the financial year in the notes to the 2018/2019 annual financial statements as required by legislation.

Meeting: MC-26/09/2018	Submitted by Department: Financial Services
Ref No: 9/1/1/5	Author/s: H Vergotine
Coll No: 13604060	Referred from: Fin Serv Portf 25/9/2018
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>





## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

3. The funding required for the 2018/19 financial year amounting to approximately R1,750,000 be identified from savings in the adjustment budget.

Meeting: MC-26/09/2018 Ref No: 15/4/1 (7174) P Coll No: 1366638	Submitted by Department: Corporate Services Author/s: AV Marais Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

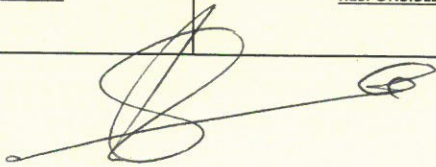
EXECUTIVE MAYOR

<b>15. DISSOLUTION OF WARD 31 WARD COMMITTEE</b>
<b>ONTBINDING VAN WYK 31 WYKSKOMITEE</b>
<b>UKUCHITHWA KWEKOMITI YEWADI 31</b>

**RECOMMENDED that**

1. The Ward Committee of Ward 31 be dissolved with immediate effect;
2. The former Ward Committee members of Ward 31 be informed by the Speaker in writing of Council's resolution to dissolve it;
3. The public be notified of the dissolution of the Ward Committee through a notice on the municipal notice boards of Ward 31 and an advertisement in the local media; and
4. The IDP and Performance Management Division, in consultation with the Speaker, Executive Mayor and Ward Councillor, arrange for the election of a new Ward Committee in accordance with the Rules on the Election and Establishment of Ward Committees.

Meeting: MC-26/09/2018 Ref No: 2/2/5 Coll No: 1406079	Submitted by Department: IDP and Performance Management Author/s: F Qebonya Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

26 SEPTEMBER 2018CORPORATE SERVICES

14. PROPOSED LEASE OF OFFICE ACCOMMODATION: BUILDING ON ERF 7174, BREDA STREET, PAARL FOR PURPOSES OF A MUNICIPAL COURT AND SUPPORTING OFFICE FACILITIES

HUR VAN KANTOOR AKKOMMODASIE: GEBOU OP ERF 7174, BREDASTRAAT, PAARL VIR DOELEINDES VAN 'N MUNISIPALE HOF EN ONDERSTEUNENDE KANTOORFASILITEITE  
ISINDULULO SOKUQESHA INDAWO YE OFISI: ISAKHIWO KWISIZA 7174 BREDA STREET PAARL EZAKUSETYENZISELWA INKUNDLA YOMASIPALA KUNYE NENDAWO ZEOFISI ZOKUXHASA

**RECOMMENDED that**

1. Approval be granted for the lease of the property situated at 60 Breda Street, Paarl (Erf 7174 Paarl) from Boland Expo (Proprietary) Limited (Registration Number 2005/021279/07), for the purposes of a municipal court and municipal office facilities, subject to the following terms of lease:
  - 1.1 A lease period of 3 financial years as from approximately March 2019 until 30 June 2021 (lease term approximately 2 years and 3 months), terminating on 30 June 2021;
  - 1.2 An option to the Municipality to purchase the property at the market related purchase price of R8,500,000 (VAT excluded) which option must be exercised before 31 December 2020;
  - 1.3 Payment of a lease amount of R75,000 per month for the first year, R81,000 per month for the second year and R87,480 per month (VAT excluded) for the remaining lease period; and
  - 1.4 Payment of monthly accounts in respect of services and services consumption.
2. Approval be granted for the payment to the lessor of the actual cost of the required upgrading and alterations to the building less an amount of R750,000 as contribution by the lessor towards the upgrading costs;

It be noted that the amount payable to the lessor is currently estimated at R1,450,000 (VAT excl); and



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

<b>16. DRAKENSTEIN MUNICIPALITY CLIENT SERVICE CHARTER</b>
<b>DRAKENSTEIN MUNISIPALITEIT KLIËNTEDIENS HANDVES</b>
<b>UMQULU KAMASIPALA WASEDRAKENSTEIN OJONGENE NOKUNIKWEZWA KWENKOZO KUBAXHASI</b>

**RESOLVED that**

This matter be referred back for a workshop to be held.

Meeting: MC-26/09/2018	Submitted by Department: IDP and Performance Management		
Ref No: 2/2/5	Author/s: F Qebanya		
Coll No: 1405984	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

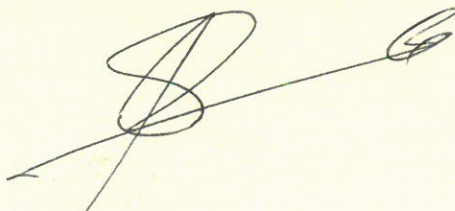
**CONFIDENTIAL**

<b>17. WRITING-OFF OF IRRECOVERABLE DEBTORS – JULY 2018</b>
<b>AFSKRYF VAN ONINBARE DEBITEURE SKULDVERSLAG – JULIE 2018</b>
<b>UKUCINYWA KWAMATYALA ANGAHLAWULWAYO – JULAYI 2018</b>

**RESOLVED that**

1. The amount of R 30,478,954.53 that has been reversed against the written-off provision in terms of Council's Writing-Off of Irrecoverable Debt Policy for the month of July 2018, be noted; and
2. The amount of R 30,478,954.53 that has been written-off for the first month of the 2018/2019 financial year, be noted.

Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 5/15/1	Author/s: A Abrahams		
Coll No: 1351798	Referred from: Fin Serv Portf - 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

<b>18. WRITING-OFF OF IRRECOVERABLE DEBTORS – AUGUST 2018</b>
<b>AFSKRYF VAN ONINBARE DEBITEURE SKULDVERSLAG – AUGUSTUS 2018</b>
<b>UKUCINYWA KWAMATYALA ANGAHLAWULWAYO – AGASTI 2018</b>

**RESOLVED that**

1. The amount of R 5,055,362.57 that has been reversed against the written-off provision in terms of Council's Writing-Off of Irrecoverable Debt Policy for the month of August 2018, be noted; and
2. The amount of R 35,534,317.10 written-off for the first two (2) of the 2018/2019 financial year, be noted.

Meeting: MC-26/09/2018	Submitted by Department: Financial Services		
Ref No: 5/15/1	Author/s: A Abrahams		
Coll No: 1404552	Referred from: Fin Serv Portf 25/9/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**ADDITIONAL ITEM**

<b>19. WARD-BASED OPERATIONAL PROJECTS 2018/2019</b>
<b>WYKSGEBASEERDE OPERASIONELE PROJEKTE 2018/2019</b>
<b>I-PROJEKTI ZEE-WADI ZIKA-2018/2019</b>

**RESOLVED that**

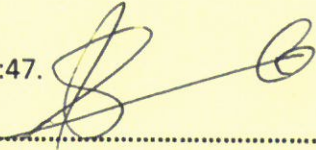
This item be withdrawn for further refinement.

Meeting: MC-26/09/2018	Submitted by Department: IDP and Performance Management		
Ref No: 17/9/5	Author/s: F Qebanya		
Coll No: 1407181	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



MINUTES: MAYORAL COMMITTEE  
26 SEPTEMBER 2018

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The meeting ended at 10:47. 

**CHAIRPERSON:** .....

**DATE:** .....

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

*PJ/rs*





## Mayoral Committee Attendance Register

Date: 26 September 2018

Time: 09:00

Venue: Big Committee Room

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
POOLE Executive Mayor	C J	MR	0785304285 0824979046	
COMBRINK Deputy Executive Mayor (Financial Services)	G C	MR	0824553445	
LE ROUX (Engineering Services)	J F	MR	0834595965	
ANDREAS (Rural Management)	M A	MS	0767901066	
KEARNS (Environment, Parks and Open Spaces)	C	MS	0765018441 0769406614	
MILLER (Planning and Development)	J	MR	0834400507	
MOKOENA (Corporate Services)	L P	MS	0734198671	
SMUTS (Public Safety)	R	MR	0824948467	
VAN NIEKERK (Sport, Recreation, Arts and Culture)	LT	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	0832693138	
MATTHEE CHAIRMAN: MPAC	J	MR	0824486180	
RICHARDS LEADER OF OPPOSITION	AM	MR	0827860053	

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

Drakenstein

