

## DRAKENSTEIN MUNICIPALITY

MINUTES OF AN ORDINARY MEETING OF THE MUNICIPAL COUNCIL HELD IN THE COUNCIL CHAMBERS, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL, ON WEDNESDAY, 27 JUNE 2018 AT 14:00.

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**PRESENT:** Councillors (see attendance register)

<b>Senior Officials:</b>	Dr J H Leibbrandt	(City Manager)
	Mr S Johaar	(Executive Director: Corporate Services)
	Mr J Carstens	(Chief Financial Officer)
	Mr G Boshoff	(Executive Director: Community Services)
	Mr D Hattingh	(Executive Director: Engineering Services)
	Mr D Delaney	(Acting Executive Director: Planning and Development)
	Ms R Jaftha	(Chief Audit Executive)
	Ms F Qebanya	(Manager: IDP and Performance Management)
	Ms R Geldenhuys	(Manager: Communication and Marketing)
	Mr G Dippenaar	(Chief Risk Officer)
	Mr F P Goosen	(Manager: Administrative Support Services)

**ABSENT:** Councillors (see attendance register)



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<b>1.</b>	<b>CONSIDERATION OF APPLICATIONS BY COUNCILLORS FOR LEAVE OF ABSENCE FROM COUNCIL/COMMITTEE MEETINGS</b>
	<b>OORWEGING VAN AANSOEKE DEUR RAADSLEDE VIR VERLOF VAN AFWESIGHEID VAN RAAD/KOMITTEEVERGADERINGS</b>
	<b>UKUQWALASELWA KWEZICELO ZOCEBA ZOKUNGABIKO KWIBHUNGA/KWINTLANGANISO ZEBHUNGA</b>

The following applications for leave of absence were approved in terms of the Rules of Order of Council:-

- |    |                     |   |                 |
|----|---------------------|---|-----------------|
| 1. | MM Adriaanse        | - | apology;        |
| 2. | RB Arnolds          | - | apology;        |
| 3. | S Ross              | - | apology;        |
| 4. | ND Sauerman         | - | apology;        |
| 5. | R Smuts             | - | apology;        |
| 6. | RH van Niewenhuyzen | - | apology; and    |
| 7. | M Vika              | - | maternity leave |

<b>2.</b>	<b>CONFIRMATION OF MINUTES</b>
	<b>BEKRAGTIGING VAN NOTULE</b>
	<b>UKUQINISEKISWA KWEMIZUZU</b>

The minutes of the Ordinary meeting of the Municipal Council held on 31 May 2018 was confirmed as correct.

With regard to the minutes of the meeting held on 28 March 2018, the ANC requested that a report on the Management of the Wellington Waste Disposal Site and related matters be submitted to Council as the disputed item did not exclusively deal with Waste to Energy matters, but also aspects relating to the appointment of a company to manage the Wellington dumpsite.

The ANC queried the statement regarding evictions as reflected under the statements and communication of the Executive Mayor. The Speaker suggested that the information be obtained from the relevant department.

<b>2.1</b>	<b>IMPLEMENTATION OF COUNCIL DECISIONS</b>
	<b>IMPLEMENTERING VAN RAADSBSLUIE</b>
	<b>UKUMISELWA KWEZIGQIBO ZEBHUNGA</b>

Noted.

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<b>3. MINUTES: MAYORAL COMMITTEE</b>
<b>NOTULE: BURGEMEESTERSKOMITEE</b>
<b>IMIZUZU: IKOMITI KASODOLOPHU</b>

The minutes of the following meetings of the Mayoral Committee were **noted**:

- (i) Ordinary meeting held on 23 May 2018;
- (ii) Ordinary meeting held on 31 May 2018; and
- (iv) Confidential meeting held on 31 May 2018.

<b>4. STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR/DEPUTY EXECUTIVE MAYOR</b>
<b>VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER/UITVOERENDE ONDERBURGEMEESTER</b>
<b>INGXELO KUNYE NOQHAKAMSHELWANO NGU SODOLOPHU WESIGQEBA/ISEKELA LIKASODOLOPHU WESIGQEBA</b>

No announcements were made.

<b>5. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER</b>
<b>VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER</b>
<b>INGXELO KUNYE NOQHAKAMSHELWANO NGU SOMLOMO</b>

The Speaker made the following announcements/requests:

1. All women councillors are invited to a multi-party Women's Caucus on 23 July 2018;
2. Councillors were reminded to be available at all times;
3. Women's day event will be held on 14 August 2018 and all women councillors should RSVP to Communication. A view was expressed that the partners of male councillors should also be invited;
4. Official Council photo will be taken at a later date;
5. Memory sticks must be returned to the administration;
6. Councillors must use the tools of trade, particularly their laptops and should not unnecessarily approach the Office of the Speaker for assistance with emails, etc;
7. Council will be in recess from 27 June 2018 to 17 July 2018;
8. Congratulated councillors who celebrated their birthdays in June;

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9. Congratulated Clr W Philander on her appointment to the Mayoral Committee;
10. Welcomed Mr B Sewell and former Clr Rademeyer;
11. Ward Committee photo and information session will be held at the Huguenot Community Hall on 28 July 2018; and
12. Ward Committee summit to be held at the Paarl Town Hall on 1 September 2018.

<b>5.1 DISCLOSURE OF INTERESTS BY COUNCILLORS/OFFICIALS</b>
<b>VERKLARING VAN BELANGE DEUR RAADSLEDE/AMPTENARE</b>
<b>UKUBHENGEZA KOMDLA NGOCEBA/AMAGOSA</b>

None.

<b>6. STATUTORY MATTERS</b>
<b>STATUTÊRE SAKE</b>
<b>IMIBA YOMTHETO</b>

None.

<b>7. CONSIDERATION OF REPORTS BY THE MAYORAL COMMITTEE</b>
<b>OORWEGING VAN VERSLAE DEUR DIE BURGEMEESTERSKOMITEE</b>
<b>UKUQWALASELWA KWEENGXELO YIKOMITI KASODOLOPHU WESIGQEBA</b>

<b>7.1 AUDIT COMMITTEE FEE INCREASE 2018-19</b>
<b>ODUITKOMITEE FOOI VERHOGING 2018-19</b>
<b>UNYUSO LWENTLAWULO YEKOMITI YOPHICHOTO ZINCWADI 2018-19</b>

A representative of the Audit Committee, Mr B Sewell, attended the meeting.

**UNANIMOUSLY RESOLVED that**

The following in respect of the remuneration of Audit Committee members as from 1 July 2018 be approved:

1. A remuneration rate of R1 120 per hour be paid to the chairperson and R895 per hour be paid to ordinary Audit Committee members for attending an Audit Committee meeting;

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2. Preparation time up to 3 hours at a rate of half the hourly meeting rate per hour, which is R560 per hour for the chairperson and R450 per hour for an ordinary member;
3. Members be paid the preparation rate per hour for attending a conference/workshop pre-approved by the City Manager;
4. For any ad-hoc meeting attended by Audit Committee members with a municipal official, remuneration be at the preparation rate per hour; and
5. No person working for any organ of state will be remunerated for serving in the Audit Committee. If a person is appointed as an Audit Committee member, he or she will be given an opportunity to serve free of charge or resign.

Meeting: Council – 27/06/2018 Ref No: 3/3/1/3/9/1 Coll No: 1310776	Submitted by Department: Internal Audit Author/s: R Jaftha Referred from: MC-20/06/2018		
<b>PAR:</b> 1-5	<b>ACTION:</b> Implement decision	<b>RESPONSIBLE DEPT:</b> Internal Audit	<b>DUE DATE:</b>

**7.2 AUDIT COMMITTEE REPORT TO COUNCIL: ANNUAL AUDIT COMMITTEE PERFORMANCE ASSESSMENT 2017-18**
**OUKITKOMITEE VERSLAG AAN DIE RAAD: JAARLIKSE OUDITKOMITEE PRESTASIE EVALUERING 2017-18**
**INGXELO YEKOMITI YOPHICHTHO ZINCWADI EYA KWIBHUNGA-UKUHLOLWA KWENDLELA YOKUSEBENZA YONYAKA KWEKOMITI YOPHICHTHO ZINCWADI**
**UNANIMOUSLY RESOLVED that**

The outcome of the annual Audit Committee performance assessment and the action plan to address the areas where improvement is required, **be noted.**

Meeting: Council–27/06/2018 Ref No: 3/3/1/3/9/1 Coll No: 1290921	Submitted by Department: Internal Audit Author/s: R Jaftha Referred from: MC-20/06/2018		
<b>PAR:</b>	<b>ACTION:</b> Implement decision	<b>RESPONSIBLE DEPT:</b> Internal Audit	<b>DUE DATE:</b>

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<b>7.3 APPOINTMENT OF THE DRAKENSTEIN MUNICIPALITY AUDIT COMMITTEE</b>
<b>AANSTELLING VAN DIE DRAKENSTEIN MUNISIPALITEIT OUDITKOMITEE</b>
<b>UKUTYUNJWA KWE KOMITI YOPHICHOTHO YOMASIPALA WASE DRAKENSTEIN</b>

It was requested and agreed to that the new Audit Committee be introduced to Council at the next Council meeting.

**UNANIMOUSLY RESOLVED that**

1. Council approve the extension of the appointment of Mr Terence Arendse and Mrs Kim Montgomery for a second term (3 years) commencing on 01 August 2018;
2. Council approve the appointment of Mr Rowan Nicholls and Mr Raaghieb Najjaar as members of the Audit Committee for a period of three years commencing on 01 August 2018; and
3. Council approve the appointment of Mr Terence Arendse as the Chairperson of the Audit Committee commencing on 01 August 2018.

Meeting: Council – 27/06/2018	Submitted by Department: Internal Audit		
Ref No: 3/3/1/3/9/1	Author/s: R Jaftha		
Coll No: 1306116	Referred from: MC – 20/06/2018		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-3	Implement decision	Internal Audit	

<b>7.4 ADOPTION OF THE DRAKENSTEIN ZONING SCHEME BY-LAW, 2018</b>
<b>AANVAARDING VAN DIE DRAKENSTEIN SONERINGSKEMA VERORDENING, 2018</b>
<b>ULWAMKELO LOMTHETHO KAMASIPALAWESKIMU SOKUCANDA WASEDRAKENSTEIN, 2018</b>

**UNANIMOUSLY RESOLVED that**

1. The Drakenstein Zoning Scheme By-law 2018 (Annexure A to the departmental report), be approved and adopted, in terms of Section 156(2) of the Constitution read with Section 11(3)(m) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
2. The Zoning Maps, numbered D001 to D026, dated May 2018 (Annexure B to the departmental report) and captured on GIS, be approved and adopted in terms of Section 4(1) of the newly approved Drakenstein Zoning Scheme By-law 2018; and

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3. Approval be granted for the proclamation of the Drakenstein Zoning Scheme By-law 2018 in the Provincial Gazette for implementation, as prescribed in terms of Section 13(a) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

Meeting: Council – 27/06/2018 Ref No: 1/5/2/10 Coll No: 1307801	Submitted by Department: Planning and Development Author/s: H Louw Referred from: MC – 20/06/2018		
<b>PAR:</b> 1-3	<b>ACTION:</b> Implement decision	<b>RESPONSIBLE DEPT:</b> ED: Planning and Development	<b>DUE DATE:</b>

<b>7.5 PROPOSED ALIENATION AND RE-DEVELOPMENT OF ERF 2688, MBEKWENI FOR BUSINESS AND RESIDENTIAL PURPOSES TO SIYAYA RESTAURANT T/A CHIPPA'S PLACE VIA CALL FOR APPLICATIONS</b>
<b>VOORGESTELDE VERVREEMDING EN HERONTWIKKELING VAN ERF 2688, MBEKWENI VIR BESIGHEIDSEN RESIDENSIËLE DOELEINDES AAN SIYAYA RESTAURANT WAT HANDEL AS 'CHIPPA'S PLACE' DMV VERSOEK VIR AANSOEKE</b>
<b>ISINDULULO SOKUPHEPHELA KUNYE NOPHULISO KWAKHONA KWI SIZA 2688, EMBEKWENI KUSENZELWA USHISHINO KUNYE NOKUHLALA KWI SIYAYA RESTAURANT T/A CHIPPA'S PLACE NGENDLELA YOKUMEMA IZICELO</b>

**RESOLVED that**

The item be referred back for further consultation.

Meeting: Council – 27/06/2018 Ref No: 15/4/1 (2688) M Coll No: 1304825	Submitted by Department: Corporate Services Author/s: F Williams Referred from: MC – 27/06/2018		
<b>PAR:</b>	<b>ACTION:</b> Re-submit item	<b>RESPONSIBLE DEPT:</b> ED: Corporate Services	<b>DUE DATE:</b>

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<b>7.6</b>	<b>RENEWAL OF LEASE OF MUNICIPAL PROPERTY, SITUATED ON ERF 2689, MATUKATA STREET, MBEKWENI: ROOM B TO JOS FUNERAL SERVICES</b>
	<b>HERNUWING VAN VERHURING VAN MUNISIPALE EIENDOM GELEË OP ERF 2689, MATUKATASTRAAT, MBEKWENI: KAMER B AAN JOS BEGRAFNISDIENSTE</b>
	<b>UKUHLAZIWA KOKUQESHWA KWEPROPATI KAMASIPALA EKWISIZA 2689 MATUKATA STREET MBEKWENI: IGUMBI B KWI JOS FUNERAL SERVICES</b>

The ANC requested that the term of the lease be for three years. It was indicated that since this was an in-principle decision, the request would be considered when the item is submitted for final approval.

**UNANIMOUSLY RESOLVED that**

1. In terms of Regulation 34 of the Municipal Asset Transfer Regulations **approval in principle** be granted for the lease of Room B, situated on a portion of Erf 2689, Matukata Street, Mbekweni to Jos Funeral Services, subject to the normal lease conditions as well as the following conditions:
  - 1.1 The property be leased at a market rental of R381.88 per month (VAT excluded 8% annual escalation included);
  - 1.2 The lease endures for a period of two (2) years, after which renewal thereof might be considered by Council;
  - 1.3 All administrative and legal requirements be adhered to;
  - 1.4 The lessee be responsible for payment of all municipal services;
  - 1.5 The subject property only be used for office purposes;
  - 1.6 The lease be advertised in the local press for objections and counter offers by other interested parties and that all abutting landowners be notified of the proposed lease;
  - 1.7 The lessee complies with all legislation applicable to the industry; and
  
2. A competitive bidding process for the renewal of the lease not be followed due to the lease being a renewal of an existing lease agreement.

Meeting: Council- 27/06/2018	Submitted by Department: Corporate Services	Author/s: N Williams	Referred from: MC - 20/06/2018
Ref No: 15/4/1 (2689) M	Author/s:		
Coll No: 1304080 x 1308885	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1-2	Implement decision	ED: Corporate Services	



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<b>7.7</b>	<b>PROPOSED LEASE OF MUNICIPAL PROPERTY SITUATED ON A PORTION OF ERF 7156, BLAKE STREET, PAARL - OLD MILL THEATRE: CALL FOR APPLICATION TO LEASE</b>
	<b>VOORGESTELDE VERHURING VAN MUNISIPALE EIENDOM GELEË OP 'N GEDEELTE VAN ERF 7156, BLAKESTRAAT, PAARL - OU MEULTEATER: UITNOOI VAN AANSOEKE OM TE HUUR</b>
	<b>ISINDULULO SOKUQHESHISA KWEPROPATI KAMASIPALA EKWICEBA LESIZA 7156, BLAKE STREET EPAARL: NGENDLELA YOKUMEMA IZICELO</b>

## UNANIMOUSLY RESOLVED that

1. In terms of Regulation 34 of the Municipal Asset Transfer Regulations, *in principle* approval be granted to invite applications from the public (call for applications) for the lease of the property for the purposes of a performing arts community theatre and related purposes on a portion of Erf 7156, Blake Street, Paarl, subject to the normal lease conditions as well as the following further conditions:
  - 1.1 A subsidized monthly rental calculated at 5% of market related rental, be determined;
  - 1.2 A lease period of 2 years will apply;
  - 1.3 The subject property only be used for theatre, drama, arts and related purposes and no other purpose;
  - 1.4 The lessee be responsible for payment of all municipal services, connection fees and services consumption; and
  - 1.5 All administrative and legal requirements be adhered to.

Meeting: Council – 27/06/2018	Submitted by Department: Corporate Services
Ref No: 15/4/1 (7156) P	Author/s: N Williams
Coll No: 1304213	Referred from: MC – 20/06/2018
<u>PAR:</u>	<u>ACTION:</u> Implement decision
	<u>RESPONSIBLE DEPT:</u> ED: Corporate Services
	<u>DUE DATE:</u>

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7.8	PROPOSED LEASE OF MUNICIPAL PROPERTY SITUATED ON A PORTION OF ERF 7156, BLAKE STREET, PAARL: OLD MILL SPORTS ASSOCIATION
	VOORGESTELDE VERHURING VAN 'N GEDEELTE VAN ERF 7156, BLAKESTRAAT, PAARL: OU MEUL SPORTASSOSIASIE
	ISINDULULO SOKUQHESHISA KWEPROPATI KAMASIPALA EKWICEBA LESIZA 7156, BLAKE STREET E PAARL: OLD MILL SPORTS ASSOCIATION

The original proposed lease period of two years was amended to three years.

**UNANIMOUSLY RESOLVED that**

1. In terms of Regulation 34 of the Municipal Asset Transfer Regulations, approval in principle be granted for the renewal of the lease of a portion of the municipal building situated on a portion of Erf 7156, Blake Street, Paarl to the Old Mill Sport Association, subject to the standard lease conditions as well as the following further conditions:
  - 1.1 The property will be leased at a subsidized rental amount of R353.41 per month calculated at 10% of the market value (VAT excluded, 8% escalation included);
  - 1.2 The lease will endure for a period of 3 years, after which the renewal thereof will be reviewed by Council;
  - 1.3 All administrative and legal requirements be adhered to;
  - 1.4 The lease be advertised in the local press for objections and counter offers by other interested parties and that all abutting landowners be notified of the proposed lease; and
  - 1.5 The existing terms of lease remain applicable.
  
2. The proposed lease of the property not be put out on tender since it is the renewal of an existing lease and a public consultation process will be followed during which other parties may also submit an application.

Meeting: Council-27/06/2018	Submitted by Department: Corporate Services	Author/s: N Williams	Referred from: MC-20/06/2018
Ref No: 15/4/1 (7156) P			
Coll No: 1304213			
<b>PAR:</b>	<b>ACTION:</b> Implement decision	<b>RESPONSIBLE DEPT:</b> ED: Corporate Services	<b>DUE DATE:</b>

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<b>7.9</b>	<b>MAYORAL BURSARY POLICY</b>
	<b>BURGEMEESTER BEURSBELEID</b>
	<b>UMGAQO NKQUBO WEXASO MALI KA SODOLOPHU</b>

The ANC expressed concerns with regard to the decision-making powers of the Executive Mayor, but the Executive Mayor indicated that he always exercise powers in an unbiased manner.

The EFF requested a workshop on policies.

**UNANIMOUSLY RESOLVED that**

The Mayoral Bursary Policy be approved.

Meeting:	Council 27/06/2018	Submitted by Department:	Corporate Services
Ref No:	4/B x 4/8/7	Author/s:	M Sibeko
Coll No:	1308909/1310374	Referred from:	MC -20/06/2018
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1	Implement decision	ED: Corporate Services	
2	Update policy folder and intranet	Administration	
3	Place on website	Communication	

<b>7.10</b>	<b>EDUCATION TRAINING AND DEVELOPMENT POLICY</b>
	<b>ONDERRIG OPLEIDING EN ONTWIKKELINGSBELEID</b>
	<b>UMGAQO NKQUBO WOKUQEQUESHA KUNYE NOPHULISO</b>

**UNANIMOUSLY RESOLVED that**

The Education Training and Development Policy be approved.

Meeting:	Council – 27/06/2018	Submitted by Department:	Corporate Services
Ref No:	4/B	Author/s:	M Sibeko
Coll No:	1308899	Referred from:	MC -20/06/2018
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1	Implement decision	ED: Corporate Services	
2	Update policy folder and intranet	Administration	
3	Place on website	Communication	

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<b>7.11 LEAVE POLICY</b>
<b>VERLOFBELEID</b>
<b>UMGAQO NKQUBO WEKEFU</b>

**UNANIMOUSLY RESOLVED that**

The Leave Policy be approved.

Meeting: Council-27/06/2018	Submitted by Department: Corporate Services		
Ref No: 4/B	Author/s: M Sibeko		
Coll No: 1308895	Referred from: MC – 20/06/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1	Implement decision	ED: Corporate Services	
2	Update policy folder and intranet	Administration	
3	Place on website	Communication	

<b>7.12 ACTING, ADDITIONAL AND SECONDMENT ALLOWANCE POLICY</b>
<b>WAARNEMING, ADDISIONELE EN SEKONDERINGSTOELAE BELEID</b>
<b>UMGAQO NKQUBO WOKUBAMBELA, UKONGEZO KUNYE NAMAKIQUIKI OKONYULWA</b>

**UNANIMOUSLY RESOLVED that**

The Acting, Additional and Secondment Allowance Policy be approved.

Meeting: Council-27/06/2018	Submitted by Department: Corporate Services		
Ref No: 4/8/9/4 and 4/8/9/2 X 4/B	Author/s: T van der Westhuizen		
Coll No: 1308892	Referred from: MC 20/06/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1	Implement decision	ED: Corporate Services	
2	Update policy folder and intranet	Administration	
3	Place on website	Communication	

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<b>7.13 OVERTIME POLICY</b>
<b>OORTYDBELEID</b>
<b>UMGAQO NKQUBO WOKUSEBENZA EMVENI KWEXESHA</b>

The Portfolio holder for Corporate Services added recommendation 2 at the meeting.

**UNANIMOUSLY RESOLVED that**

1. The revised Overtime Policy be approved; and
2. The definition of "Emergency overtime" be amended as follows:

*"Emergency work refers to work that must be done without delay because of circumstances for which the employer could not reasonable have been expected to make provision and which cannot be performed by employees during their ordinary hours of work. Emergency work includes, inter alia, work outside normal hours that is urgent and cannot be delayed as a result of service delivery or safety considerations. Emergency work excludes the performance of routine maintenance work outside normal working hours."*

Meeting: Council-27/06/2018	Submitted by Department: Corporate Services
Ref No: 4/B	Author/s: N Matolengwe
Coll No: 1308888	Referred from: MC 20/06/2018
<b>PAR:</b>	<b>ACTION:</b>
1	Implement decision
2	Update policy folder and intranet
3	Place on website
	<b>RESPONSIBLE DEPT:</b>
	ED: Corporate Services
	Administration
	Communication
	<b>DUE DATE:</b>

<b>7.14 PRIVATE WORK POLICY</b>
<b>PRIVAAT WERK BELEID</b>
<b>UMGAQO NKQUBO WOKUZISEBENZELA</b>

**UNANIMOUSLY RESOLVED that**

The Private Work Policy be approved.

Meeting: Council-27/06/2018	Submitted by Department: Corporate Services
Ref No: 4/6	Author/s: N Matolengwe
Coll No: 1310381	Referred from: MC 20/06/2018
<b>PAR:</b>	<b>ACTION:</b>
1	Implement decision
2	Update policy folder and intranet
3	Place on website
	<b>RESPONSIBLE DEPT:</b>
	ED: Corporate Services
	Administration
	Communication
	<b>DUE DATE:</b>

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<b>7.15 TALENT MANAGEMENT AND SUCCESSION PLANNING POLICY</b>
<b>TALENT BESTUUR EN OPVOLGBEPLANNINGSBELEID</b>
<b>ULAWULO LWESIPHIWO KUNYE NOMGAQO NKQUBO WOYILO LOKULANDELELANA</b>

**UNANIMOUSLY RESOLVED that**

The Talent Management and Succession Planning Policy be approved.

Meeting: Council-27/06/2018	Submitted by Department: Corporate Services		
Ref No: 4/B	Author/s: N Matolengwe		
Coll No: 1315232	Referred from: MC 20/06/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1	Implement decision	ED: Corporate Services	
2	Update policy folder and intranet	Administration	
3	Place on website	Communication	

<b>7.16 REPORT ON WARD COMMITTEE MEETINGS: PERIOD 1 JULY 2017 TO 17 MAY 2018</b>
<b>VERSLAG OOR WYKSKOMITEEVERGADERINGS: TYDPERK 1 JULIE 2017 TOT 17 MEI 2018</b>
<b>INGXELO YENTLANGANISO ZEKOMITI ZEWADI: IXESHA 1 JULAYI 2017 UKUYA 17 MEYI 2018</b>

The Speaker agreed to provide the ward committee meeting schedule to councillors electronically. The ANC requested that Council be informed when actions are taken against ward councillors.

**UNANIMOUSLY RESOLVED that**

1. Cognisance be taken of ward committee meetings held during the period 1 July 2017 to 17 May 2018; and
2. The appropriate actions be taken against ward councillors who do not provide the minutes of ward meetings or do not hold a ward committee meeting at least once a quarter.

Meeting: Council-27/06/2018	Submitted by Department: Corporate Services		
Ref No: 3/3/1/3/10	Author/s: F Goosen		
Coll No: 1305597	Referred from: MC 20/06/2018		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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DRAKENSTEIN MUNICIPALITY

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<b>7.17 PNIËL ELECTRICITY TAKE-OVER: APPROVAL OF THE MEMORANDUM OF AGREEMENT BETWEEN DRAKENSTEIN AND STELLENBOSCH MUNICIPALITY</b>
<b>PNIËL ELEKTRIESE DIENSTE OORNAME: GOEDKEURING VAN DIE OOREENKOMS TUSSEN DRAKENSTEIN EN STELLENBOSCH MUNISIPALITEIT</b>
<b>UNIKEZELO LOMBANE EPNIEL: UKUQINISEKISWA KWESIVUMELWANO SOKUSEBENZISANA PHAKATHI KOMASIPALA WASE DRAKENSTEIN NE STELLENBOSCH</b>

**UNANIMOUSLY RESOLVED that**

1. The final take-over agreement (Annexure A to the departmental report) be approved; and
2. The City Manager be mandated to sign and do whatever is necessary to implement the agreement (Annexure A to the departmental report), including minor amendments to the agreement.

Meeting: Council-27/06/2018	Submitted by Department: Engineering Services		
Ref No: 16/2/1	Author/s: W Albertyn		
Coll No: 1251138 x 1308904	Referred from: MC 20/06/2018		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-2	Implement decision	ED: Engineering Services	

<b>7.18 APPROVAL OF APPLICATION FOR INDUSTRIAL WATER QUOTAS</b>
<b>GOEDKEURING VAN AANSOEK VIR INDUSTRIËLE WATERKWOTAS</b>
<b>UKUQINISEKISWA KWESICELO SEZABELO ZAMANZI OSHISHINO</b>

**UNANIMOUSLY RESOLVED that**

1. The following companies/consumers be included on the Industrial Daily Quota list, namely:
  - 1.1 Simonsvlei International (Pty) Ltd – 138 kiloliters/day allocation on Farm 787/4, Ben Bernard Estate, Paarl (Municipal Account no. 058078700049);
  - 1.2 Rhodes Food Group (Pty) Ltd – 459 kiloliters/day allocation on Erf 14961, Wellington Industrial, Wellington (Municipal Account no. 031496100006);
  - 1.3 Paarlvallei Bottelingsmaatskappy (Pty) Ltd – 80 kiloliters/day allocation on Erf 11479, Wellington Industrial, Wellington (Municipal Account no. 031147900003);



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- 1.4 The tariffs related to "Industrial Daily Quota" – tariff code 02+20, be applicable and backdated from 1 December 2017. The tariff level will also be subjected to water restriction levels tariff increase/decrease as approved by Council; and
- 1.5 The Municipality reserves the right to reduce water consumption under extreme drought conditions when the basic needs of human life is threatened.

Meeting: Council-27/06/2018	Submitted by Department: Engineering Services
Ref No: 16/1/1/5	Author/s: W Pretorius
Coll No: 1270894	Referred from: MC 20/06/2018
<u>PAR:</u>	<u>ACTION:</u> Implement decision
	<u>RESPONSIBLE DEPT:</u> ED: Engineering Services
	<u>DUE DATE:</u>

<b>7.19 RURAL DEVELOPMENT STRATEGY: SUBMISSION FOR THE APPROVAL OF THE RURAL DEVELOPMENT STRATEGY</b>
<b>LANDELIKE ONTWIKKELINGSTRATEGIE: VOORLEGGING VIR GOEDKEURING VAN DIE LANDELIKE ONTWIKKELINGSTRATEGIE</b>
<b>IQHINGA LOPHUHLISO LWASEMAPHANDLE: UNGENISO OLULUNGISELELWE UKWAMKELWA KWEQHINGA LOPHUHLISO LWASEMAPHANDLE</b>

Questions / Comments / Concerns relating to groups consulted, farm evictions and a meeting to be held with farmers on the matter, youth unemployment, the scope of the strategy, catering for young people and budget were raised and responded to.

**UNANIMOUSLY RESOLVED that**

1. The Rural Development Strategy be approved; and
2. Council in principle supports the recommendations contained in the close-out report of the consultant to ensure effective political and administrative implementation of rural development.

Meeting: Council – 27/06/2018	Submitted by Department: Planning and Development
Ref No: 17/5/5/1	Author/s: T Cloete
Coll No: 1279720	Referred from: MC – 20/06/2018
<u>PAR:</u>	<u>ACTION:</u> Implement decision
1-2	<u>RESPONSIBLE DEPT:</u> ED: Planning and Development
	<u>DUE DATE:</u>



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<b>7.20 COUNCILLORS'S OUTSTANDING DEBT REPORT AS AT 31 MAY 2018</b>
<b>RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 31 MEI 2018</b>
<b>INGXELO NGAMATYALA OOCEBA KWINYANGA 31 MEYI 2018</b>

It was reported that one councillor had outstanding debt older than 90 days and would have to be reported to the MEC as required by legislation.

**UNANIMOUSLY RESOLVED that**

The contents of the report **be noted**.

Meeting: Council 27/06/2018	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1315290	Referred from: MC-20/06/2018
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>

<b>7.21 SUPPLY CHAIN MANAGEMENT: NOTIFICATION OF MONTHLY TENDER AWARDS: MAY 2018</b>
<b>VOORSIENINGSKANAALBESTUUR: TENDERTOEKENNINGS VIR MEI 2018</b>
<b>ULAWULO LOTHUNGELWANO LWEZIBONELELO: ISAZISO SONIKEZELO LWETHENDA: MEYI 2018</b>

**UNANIMOUSLY RESOLVED that**

1. The awards above R 200,000 that were adjudicated by the Bid Adjudication Committee and the City Manager for the month of May 2018, **be noted**; and
2. The tenders and/or contracts and the reasons for the awards as recorded by the Accounting Officer as attached to the departmental report, **be noted**.

Meeting: Council 27/06/2018	Submitted by Department: Financial Services
Ref No: 8/1/2/1 x 9/1/1/5	Author/s: H Vergontine
Coll No: 1314844	Referred from: MC-20/06/2018
<u>PAR:</u>	<u>ACTION:</u>
1-2	Implement decision
	<u>RESPONSIBLE DEPT:</u>
	Chief Financial Officer
	<u>DUE DATE:</u>

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<b>7.22 REPORT ON DEVIATIONS AND RATIFICATION OF MINOR BREACHES FROM PROCUREMENT PROCESSES: MAY 2018</b>
<b>VERSLAG VAN AFWYKINGS EN RATIFIKASIE VAN GERINGE OORTREDINGE VAN VERKRYGINGSPROSESSE: MEI 2018</b>
<b>INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: MEYI 2018</b>

## UNANIMOUSLY RESOLVED that

- In terms of paragraph 36(2) of the SCM Policy, the deviations and the reasons for the deviations for the amount of R1,979,802 for May 2018 as recorded by the Accounting Officer under the annexures attached to the departmental report, **be noted**; and
- The Chief Financial Officer record the accumulated deviation amount of R55,663,595 for the financial year in the notes to the 2017/2018 annual financial statements as required by legislation.

Meeting: Council 27/06/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: H Vergontine		
Coll No: 1315282	Referred from: MC-20/06/2018		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-2	Implement decision	Chief Financial Officer	

<b>7.23 DOMESTIC STOCK AND SERVICES: DOMESTIC STOCK AND EQUIPMENT: ANNUAL STOCK TAKE REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2018</b>
<b>BEDRYFSVOORRAAD EN DIENSTE: BEDRYFSVOORRAAD EN TOERUSTING: JAARLIKSE VOORRAAD OPNAME VERSLAG VIR DIE JAAR EINDIGEND 30 JUNIE 2018</b>
<b>UBALO LWEMPAHLA KUNYE NENKONZO: ISITOKO SASEKHAYA KUNENEZIXHOB: UBALO LWEMPAHLA LONYAKA OPHELA NGE 30 JUNI 2018</b>

## UNANIMOUSLY RESOLVED that

- The stocktake report of 2018 and the ratification of the stock shortages, surpluses and write-offs (as indicated) be approved;
- In terms of paragraph 5.3 of Council's Policy on Stock Management, the stock report as recorded by the Accounting Officer, **be noted**; and

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3. 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 2018 as required by legislation.

Meeting: Council 27/06/2018	Submitted by Department: Financial Services		
Ref No: 6/2/1 (2017/2018)	Author/s: K Carse		
Coll No: 1317994	Referred from: MC-27/06/2018		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-3	Implement decision	Chief Financial Officer	

<b>7.24 MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR MAY 2018</b>
<b>MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR MEI 2018</b>
<b>UMTHETHO WOKULAWULA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA NGENYANGA INGXELO YOKONGAMELA KOHLAHLLO LWABIWO MALI YENYANGA KA MAY 2018</b>

**UNANIMOUSLY RESOLVED that**

1. It be noted that the variance between the actual operating revenue (R1,901,186,339) and the pro rata budgeted operating revenue (R1,860,568,858) has a positive variance of R40,617,480 or 2.18%;
2. It be noted that the variance between the actual operating expenditure (R1,642,864,516) and the pro rata budgeted operating expenditure (R1,634,818,757) has a negative variance of R8,045,758 or 0.49%;
3. It be noted that the actual capital expenditure of R523,019,793 and the pro rata budgeted capital expenditure of R537,061,372 realised underspending of R14,041,579 or 2.61%;
4. It be noted that the actual capital expenditure of R523,019,793 represents 62.36% of the total capital budget of R838,669,081 after eleven months of the financial year;
5. It be noted that the actual and committed capital expenditure of R764,150,653 compared with the capital expenditure budget of R838,669,081 represent a spending percentage of 91.11% after eleven months of the financial year;
6. It be noted that external borrowings amounted to R1,450,837,258 as at 31 May 2018 and that it represents 65.68% of Drakenstein's total budgeted operating revenue of R2,208,912,691 for the 2017/2018 financial year;

## DRAKENSTEIN MUNICIPALITY

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7. It be noted that unspent conditional and unconditional grants amounted to R105,779,378 at the end of May 2018;
8. It be noted that the actual employee related cost expenditure of R492,654,562 compared with the pro rata budgeted expenditure of R483,101,769 relates to a negative variance of R9,552,794 or 1.98%;
9. It be noted that total outstanding debtors as at 31 May 2018 amounted to R334,342,310 and that 30 days and older debt constitutes 68.0% of total outstanding debtors;
10. It be noted that domestic consumers owe the municipality R242,504,256 or 72.5% of the municipality's total debtor's book;
11. It be noted that outstanding creditors amounted to R210,928 as at 31 May 2018;
12. It be noted that the primary bank account had a positive bank balance at 31 May 2018 which amounted to R98,120,652; and
13. It be noted that total investments in cash and shares amounted to R321,843,859 as at 31 May 2018 at the five local banks and Eskom.

Meeting: Council 27/06/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Viola		
Coll No: 1317995	Referred from: MC-27/06/2018		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>
1-13	Implement decision	Chief Financial Officer	

**8. MATTERS FOR CONSIDERATION/INFORMATION****SAKE VIR OORWEGING/INLIGTING****IMIBA YOKUQWALASELWA/YOKWAZISA****8.1 PROPOSED RULING ON THE REMUNERATION OF OUT OF POCKET EXPENSES FOR WARD COMMITTEES****VOORGESTELDE BESLISSING OOR DIE VERGOEDING VAN UIT-DIE-SAK-UITGAWES VIR WYKSKOMITEES****UKUSEBENZISWA KWEBHUNGA KWEMISEBENZI YOKUPHATHWA KWEMISEBENZI YENKQUBO YAMAKOMITI EWADI****UNANIMOUSLY RESOLVED that**

1. It be noted that Section 15.1.6 of the Ward Committee Policy of Drakenstein Municipality, as approved by Council on 29 September 2016 determines that "elected ward committee members (excluding Councillors) will be reimbursed for out of pocket expenses as determined by Council from time to time";

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2. The reimbursement of ward committee members on a quarterly basis to the amount of R750 per ward committee member for out-of-pocket expenses **be approved** in accordance with Section 15.1.6 of the Ward Committee Policy;
3. Out of pocket expenses for members of ward committees in respect of their participation in ward committees be subject to the following criteria:
- 3.1 Eight (8) ward committee meetings, comprising of one (1) ward committee meeting every quarter and one (1) open public meeting every quarter (excluding ward-based Integrated Development Plan public meetings) be identified by the ward committee and approved by the Speaker;
- 3.2 The reimbursement amount will be paid to the ward committee members in person and not to organisations that he/she represents or any other individual/entity;
- 3.3 Reimbursements will only be paid electronically on verification of attendance register of meetings attended, into the bank account of the relevant ward committee member; and
- 3.4 The ward committee member/s may elect not to be reimbursed.

Meeting: Council-27/06/2018	Submitted by Directorate: IDP & PMS		
Ref No: 2/2/5	Author/s: Faith Qebenya		
Coll No: 1318577	Referred from: MC-27/06/2017		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1-3	Implement decision	IDP/PMS	

9. **CONSIDERATION OF REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS DEALING WITH MATTERS OF URGENCY BY THE CITY MANAGER**
- OORWEGING VAN VERSLAE, MEDEDELINGS, VERSOEKSKRIFTE EN AANSOEKE IN VERBAND MET DRINGENDE SAKE VOORGELÊ DEUR DIE STADSBESTUURDER**
- UKUQWALASELWA KWENGXELO, UQHAKAMSHELWANO, IZIBENGEZO KUNYE NEZICELO EZIHAMBISANA NEMIBA ENGXAMISEKILEYO NGU MANEJALA WESIXEKO**

None.

## DRAKENSTEIN MUNICIPALITY

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10.	CONSIDERATION OF NOTICES OF MOTIONS AND NOTICES OF QUESTIONS
	OORWEGING VAN KENNISGEWINGS VAN MOSIES EN KENNISGEWINGS VAN VRAE
	UKUQWALASELWA KWEZAZISO ZEZIPHAKAMISO KUNYE NEZAZISO ZEMIBUZO

None.

11.	SUPPLEMENTARY AGENDA
	AANVULLENDE AGENDA
	I AGENDA EYONGEZIWEYO

None.

IN-COMMITTEE/ IN-KOMITEE/ KWI-KOMITI
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12.	CONSIDERATION OF CONFIDENTIAL MATTERS
	OORWEGING VAN VERTROULIKE SAKE
	UKUQWALASELWA KEMIBA EYIMFIHLO

12.1	CONFIRMATION OF CONFIDENTIAL MINUTES
	BEKRAGTIGING VAN VERTROULIKE NOTULE
	UKUQINISEKISWA KWEMIZUZU EYIMFIHLO

(See confidential minutes)  
 (Sien vertroulike notule)  
 (Jonga Imizuzu yemfihlo)

12.2	MONTHLY IMPLEMENTATION PROGRESS REPORT ON MUNICIPAL MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS: JUNE 2018
	MAANDELIKSE IMPLEMENTERINGSVERSLAG OOR MUNISIPALE MINIMUM VAARDIGHEIDSVLAKKE VIR SENIOR BESTUURDERS: JUNIE 2018
	INGXELO YENYANGA YENKQUBO YOKUMILISELA UMGANGATHO OMNCICI WOBUCHULE WOMASIPALA KUSENZELWA OMANEJALA ABAKHULU : JUNI 2018

(See confidential minutes)  
 (Sien vertroulike notule)  
 (Jonga Imizuzu yemfihlo)

The meeting ended at 16:28.

**CHAIRPERSON:**

*A. G. STOWMAN*

**DATE:**

*27 July 2018*

Confirmed ~~with~~ without amendments.

PJ/mg

**DRAKENSTEIN MUNICIPALITY  
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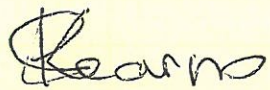
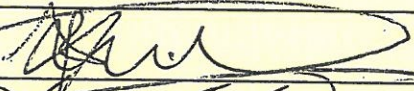
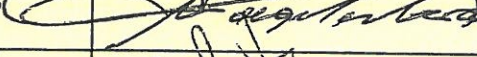
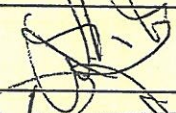


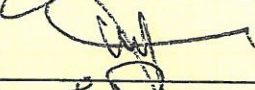

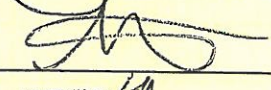

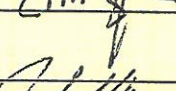
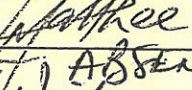
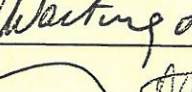





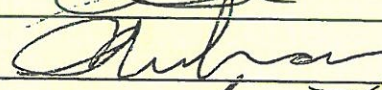

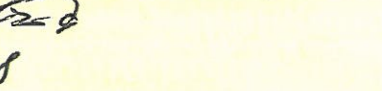
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ABRAHAMS	AW	MS	0737503484	<i>A. Abrahams</i>
ADRIAANSE	MM	MS	0795089815	<i>Adriaanse</i>
AFRIKA	AF	MS	0795021437	<i>Afrika</i>
ANDERSON	JV	MS	0766851088	<i>J. Anderson</i>
ANDREAS	MA	MS	0767901066	<i>M. Andreas</i>
ARNOLDS	RB	MS	0824450022	<i>R. Arnolds</i>
BEKEER	A	MR	0793726947	<i>A. Bekeer</i>
BESTER	TG	MR	0823767839	<i>T. Bester</i>
BLANCKENBERG	DS	MR	0833493366	<i>D. Blanckenberg</i>
BOOYSEN	VC	MS	0798342556	<i>V. Booysen</i>
BUCKLE	AML	MR	0834608060	<i>A. M. Buckle</i>
COMBRINK	GC	MR	0824553445	<i>G. Combrink</i>
CUPIDO	FP	MR	0724874744/ 0726975802	<i>F. Cupido</i>
CUPIDO	PBA	MS	0764467741	<i>P. Cupido</i>
DE GOEDE	HR	MR	0824369830	<i>H. De Goede</i>
DE WET	J	MS	0837385623 0609687359	<i>J. De Wet</i>
DUBA	BP	MS	0739679629	<i>B. Duba</i>
FORD	GH	MR	0726016418	<i>G. Ford</i>
GEORGE	NN	MS	0736722618	<i>N. George</i>
GOUWS	E	MS	0824479711	<i>E. Gouws</i>
JACOBS	F	MD	0837600466	<i>F. Jacobs</i>
JONAS	SX	MS	0726521981	<i>S. Jonas</i>

Office of the / Kantoor van die  
**CHIEFWHIP / HOOFSWEEP**  
**Cllr / RdI R.A. KOEGELBERG**  
**Drakenstein**

*27/6/2018*

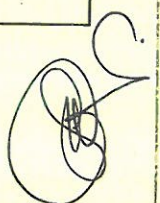
**DRAKENSTEIN MUNICIPALITY-  
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SURNAME	NAME	TITLE	CELL NO	SIGNATURE
KEARNS	C	MS	0765018441/ 0769406614	
KLAAS	MT	MR	076 843 4749	
KOEGELENBERG	RA	MR	0832693138	
KOTZÉ	HJ	MR	0794311560 0824477693	
KROUTZ	C	MR	0722522866	
LANDU	L	MS	0729187202	
E HOE	MJ	MR	<del>064 2184299</del> <del>0845851898</del>	
LE ROUX	JF	MR	0834595965	
LUGQOLA	A	MS	0730896903	
MANGENA	TC	MR	0725937804	
MASOKA	ZL	MR	0791202895	
MATTHEE	HJN	MR	0824795315	
MATTHEE	J	MR	0824486180	
MBENENE	NP	MS	0604141567	ABSENT (Waiting on written apology)
DUNUSIE	MN	MS	0604531733	
MEYER	WPD	MR	081 556 8224	
MILLER	J	ADV	0834400507	
MKABILE	ND	MR	0604223964	
MPULANYANA	TR	MR	0769042103	
MOKOENA	LP	MS	0734198671 0844216780	
NIEHAUS	LW	MR		
NOBULA	MD	MR	0825947333	

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**Cllr / Rdl R.A. KOEGELENBERG**  
**Drakenstein**

27/6/2018





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SURNAME	INITIALS	TITLE	CELL NO	SIGNATURE
NQORO	TZ	MS	0790639041	
NZELE	LV	MR	0731622287	
PHILANDER	WF	MS	0765281211	
POOLE	CJ	MR	0785304285 0824979046	
RENS	SC	MR	0795580013	
RICHARDS	AM	MR	0827860053	
ROSS	S	MS	0748214153	Apology Chief Whip
SAMBOKWE	LS	MS	0712664622	
SAUERMAN	ND	MR	0828991005	Apology Chief Whip
SEPTEMBER	SE	MS	0849219770	
SMIT	J	MR	0817354467	PRESENT: Arrived late Chief Whip
SMIT	WE	MS	0828251550	
SMUTS	R	MR	0824948467	Apology Chief Whip
SOLOMONS	EA	MS	0736503007	
STOWMAN	AC	MR	0791895359	
VAN NIEKERK	LT	MS	0818858365	
VAN NIEWENHUYZEN	RH	MR	0826296239	Apology Chief Whip
VAN SANTEN	AJ	MS	0824226339	a.g. van Santen
VIKA	M	MS	0797044556/ 0732433996	Apology Chief Whip
WILLEMSE	L	MS	0820799421	
ZIKHALI	N	MS	0784000130	

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Cllr / Rdl **R.A. KOEGELENBERG**  
Drakenstein

27/6/2018

