

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE (2)

ORDINARY MEETING HELD IN THE GROOT DRAKENSTEIN COMMITTEE ROOM, FIRST FLOOR,
CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON TUESDAY, 30 APRIL 2019 AT 09:00.

PRESENT: The Acting Executive Mayor, Clr G C Combrink (In the Chair)

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

Also Present: Clr A C Stowman (Speaker)
Clr R A Koegelenberg (Chief Whip)

Officials: Dr J H Leibbrandt (City Manager)
Mr J Carstens (Chief Financial Officer)
Mr S Johaar (Executive Director: Corporate Services)
Ms L Waring (Executive Director: Planning and Development)
Mr G Esau (Executive Director: Community Services)
Mr C Lotz (Acting Executive Director: Engineering Services)
Mr AV Marais (Senior Manager: Legal and Administrative Services)
Ms C September (Manager: IDP and Performance Management)
Mr D Korabie (Manager Internal Audit)
Mr G Dippenaar (Chief Risk Officer)
Mr F P Goosen (Manager: Administrative Support Services)
Mr W Prins (Performance Management Officer)
Mr P January (Senior Administrative Officer)
Mr L van Rensburg (Public Relations Officer)



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30 APRIL 2019**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

- | | | | |
|----|-----------------------------------|---|---------------------------|
| 1. | The Executive Mayor, Ald CJ Poole | - | Apology (sick leave) |
| 2. | Clr E Gouws | - | Apology (on Council duty) |
| 3. | Clr RH van Niewenhuyzen | - | Apology (on Council duty) |

2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

None.

3. DECLARATION OF INTEREST BY COUNCILLORS/OFFICIALS

None.

EXECUTIVE MAYOR**4. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2018/2019 - (QUARTER 3: 01 JANUARY- 31 MARCH 2019)**

KWARTAALLIKSE PRESTASIE ASSESSERINGSVERSLAG 2018/2019 - (KWARTAAL 3: 01 JANUARIE TOT 31 MAART 2019)

INGXELO YEKOTA YOKUHLOLWA KWENDLELA YOKUSEBENZA 2018/2019 – (IKOTA 3: 01 JANUWARI – 31 MATSHI)

RECOMMENDED that

1. The third quarter Performance Assessment Report 2018/2019 (1 January - 31 March 2019) be **adopted**;
2. The third quarter Performance Assessment Report be placed on the Municipal Website after Council adoption; and
3. The approved third quarter Performance Assessment Report be submitted to:
 - The Auditor General of South Africa;
 - The Provincial Treasury: Western Cape;
 - National Treasury; and

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- The Department of Local Government: Western Cape.

Meeting: Mayco-30/04/2019	Submitted by Department: IDP and Performance Management		
Ref No: 2/2/8	Author/s: C September		
Coll No: 1489949	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

FINANCIAL SERVICES

5. QUARTERLY REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY: 1 JANUARY 2019 – 31 MARCH 2019
KWARTAAL VERSLAG RAKENDE DIE IMPLEMENTERING VAN DIE VOORSIENINGS-KANAALBESTUURSBELEID: 1 JANUARIE 2019 – 31 MAART 2019
INGXELO NGOKUMILISELWA KWENKQUBO YE SUPPLY CHAIN MANAGEMENT YOMASIPALA WASE DRAKENSTEIN: KOTA 2: 1 JANUWARI 2019 - 31 MATSHI 2019

RESOLVED that

1. The report and Annexure A to the departmental report **be noted**; and
2. The report be made public in accordance with section 21(a) of the Municipal Systems Act.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: C Hess		
Coll No: 1485051	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
2	Implement decision	Chief Financial Officer	

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6. INDIGENT HOUSEHOLDS' STATISTICS REPORT AS AT 31 MARCH 2019
DEERNIS HUISHOUDINGS STATISTIEKE VERSLAG SOOS OP 31 MAART 2019
INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 31 EYOKWINDLA 2019

RESOLVED that

The report be noted.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1480248	Referred from: Fin Serv Portf 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

7. REPORT ON TENDER AWARDS: MARCH 2019
VERSLAG OOR TENDERTOEKENNINGS: MAART 2019
INGXELO NGONIKEZELO LWETHENDA: MATSHI 2019

RECOMMENDED that

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of March 2019, **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-30/04/2019	Submitted by Department: Financial Services		
Ref No: 8/1/2/1	Author/s: C Hess		
Coll No: 1481044	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

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8. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: MARCH 2019
VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: MAART 2019
INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LUKUPHEPHELA KWINKQUBO ZOKUFUMANA: MATSHI 2019

The report to be amended to accommodate deviations of the past 5 year.

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 R829,430 for March 2019 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 R13,735,948 for the financial year in the notes to the 2018/2019 annual financial statements as required by legislation.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: C Hess		
Coll No: 1481335	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

9. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 31 MARCH 2019
DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 31 MAART 2019
INGXELO YAMATYA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA 31 MATSHI 2019

RESOLVED that

The report **be noted**.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1481826	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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10. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 MARCH 2019
DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUUR VERSLAG SOOS OP 31 MAART 2019
INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 MATSHI 2019

RESOLVED that

The report **be noted**.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1480882	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

11. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 31 MARCH 2019
RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 31 MAART 2019
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 31 MATSHI 2019

RECOMMENDED that

The report **be noted**.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1480278	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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12. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 MARCH 2019
MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 31 MAART 2019
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 31 MATSHI 2019

RESOLVED that

The contents of the report and actions implemented by the City Manager **be noted.**

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1482465	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

13. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY AND 52 QUARTERLY BUDGET MONITORING REPORT FOR MARCH 2019
MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE EN 52 KWARTAALLIKSE BEGROTING VERSLAGDOENING VIR MAART 2019
UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA KUNYE NECANDELO 52 NGENYANGA INGXELO YOKONGAMELA KOHLAHLA LWABIWO MALI YENYANGA KA EYEDWARHA 2019

RECOMMENDED that

1. The variance between the actual operating revenue (R1,732,976,804) and the pro rata budgeted operating revenue (R1,730,059,142) has a positive variance of R2,917,662 or 0.17%;
2. The variance between the actual operating expenditure (R1,465,858,612) and the pro rata budgeted operating expenditure (R1,487,501,641) has a positive variance of R21,643,029 or 1.45%;
3. Actual capital expenditure of R331,400,500 represents 53.86% of the total capital budget of R615,303,550 after nine months of the financial year;
4. The actual and committed capital expenditure of R508,570,756 compared with the capital expenditure budget of R615,303,550 represent a spending percentage of 82.65% after nine months of the financial year;
5. External borrowings amounted to R1,519,363,340 as at 31 March 2019 and that it represents 73.24% of Drakenstein's total budgeted operating revenue of

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R2,074,514,728 (conditional capital and operational grants excluded) for the 2018/2019 financial year;

6. Unspent conditional and unconditional grants amounted to R108,027,575 at the end of March 2019;
7. The actual employee related cost expenditure of R473,779,220 compared with the pro rata budgeted expenditure of R471,841,382 relates to a negative variance of R1,937,839 or 0.41%;
8. Total outstanding debtors as at 31 March 2019 amounted to R319,275,792 and that 30 days and older debt constitutes 59.0% of total outstanding debtors;
9. Domestic consumers owe the municipality R199,626,954 or 62.5% of the municipality's total debtors' book;
10. Outstanding creditors amounted to R282,424 as at 31 March 2019;
11. The primary bank account had a positive bank balance at 31 March 2019 which amounted to R97,867,672; and
12. Total investments in cash and shares amounted to R145,921,858 as at 31 March 2019 at the five local banks and Eskom.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Viola		
Coll No: 1486563	Referred from: Fin Serv Portfolio - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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14. DBSA GRANT FUNDING APPLICATION FOR CAPITAL PROJECT PRIORITISATION AND MONITORING SOFTWARE
DBSA SKENKING BEFONDSINGAANSOEK VIR KAPITAALPROJEKTE PRIORITISERING EN MONITERING SAGTEWARE
ISICELO SENXASO MALI YE DBSA KUSENZELWA IPROJEKTI EZIYINKUNZI KUNYE NE NKQUBO YOKONGAMELA

RECOMMENDED that

Council approves the submission of the grant funding application to the DBSA.

Meeting: Mayco-30/04/2019	Submitted by Department: Financial Services		
Ref No: 5/7/8/2	Author/s: A Abrahams		
Coll No: 1489498	Referred from: Fin Serv Portf - 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

CORPORATE SERVICES

15. RECRUITMENT AND SELECTION OF EXECUTIVE DIRECTOR: ENGINEERING SERVICES AND ACTING ARRANGEMENTS
WERWING EN KEURING VAN UITVOERENDE DIREKTEUR: INGENIEURSDIENSTE EN REËLINGS RAKENDE WAARNEMING
UKUQESHA NOKUCHONGA KOMLAWULI WESIGQEBA: KWINKONZO ZOBUNJINELI & NAMALUNGISELELO OKUBAMBELA

RECOMMENDED that

1. The vacancy for the position of Executive Director: Engineering Services be noted;
2. The Municipal Council hereby confirms that:
 - 2.1 The position of Executive Director: Engineering Services is required to meet strategic objectives of the Municipality;
 - 2.2 The job description for the post has been developed;

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-
- 2.3 The remuneration and other conditions of employment attached to the post is governed by the applicable Regulation;
 - 2.4 The post has been budgeted for and sufficient funds are available for the remaining period of the medium term expenditure framework; and
 - 2.5 Approval is hereby granted for the filling of the post of Executive Director: Engineering Services.
3. Authorisation be granted to the City Manager to place an advert for the position of Executive Director: Engineering Services in a newspaper circulating nationally and provincially within 14 days; and
 4. The selection panel be made up of the following persons:
 - 4.1 The City Manager who will be the chairperson;
 - 4.2 The Member of the Mayoral Committee responsible for Engineering Services; and
 - 4.3 An external expert in the functional area relevant to the position as determined by the City Manager in consultation with the Executive Mayor;
 5. Mr Carel Lotz, Manager: Roads, Storm Water and Traffic Engineering, be appointed as Acting Executive Director: Engineering Services from 15 April 2019 until 31 May 2019;
 6. Mr Charles Geldenhuys, Senior Manager: Electrical Services be appointed as Acting Executive Director: Engineering Services from 1 June 2019 until 15 July 2019; and



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7. An acting allowance be paid to Mr Lotz and Mr Geldenhuis for their acting period.

Meeting: Mayco-30/04/2019 Ref No: 4/6/3/1 Coll No: 1359917		Submitted by Department: Corporate Services Author/s: N Matolengwe Referred from:	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

CONFIDENTIAL

16. WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY): HANDOVER ACCOUNTS
AFSKRYF VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGBELEID): OORHANDIGDE REKENINGE
UKUCINWA KWAMATYALA ANGAHLAWULWAYO (5.10 UMGAQO NKQUBO WOKUCINWA KWAMATYALA ANGAHLAWULWAYO) IAKHAWUNTI EZINIKEZELWEYO

See Confidential minutes.

Meeting: Mayco-30/04/2019 Ref No: 9/1/1/4 Coll No: 1480048		Submitted by Department: Financial Services Author/s: A Abrahams Referred from: Fin Serv Portfolio 29/04/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

17. WRITING-OFF OF IRRECOVERABLE DEBT REPORT - MARCH 2019
AFSKRYWING VAN ONINVORDERBARE SKULD VERSLAG - MAART 2019
INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – MATSHI 2019

See Confidential minutes.

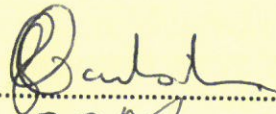
Meeting: Mayco-30/04/2019 Ref No: 5/15/1 Coll No: 1480073		Submitted by Department: Financial Services Author/s: A Abrahams Referred from: Fin Serv Portfolio 29/04/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

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The meeting ended at 09:25.

CHAIRPERSON:



DATE:

22 MAY 2019

Confirmed on

22 MAY 2019

with/without amendments.

PJ/rs

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18. 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-30/04/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1480198	Referred from: Fin Serv Portfolio 29/04/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

19. FINAL MODERATED ANNUAL PERFORMANCE ASSESSMENT RESULTS FOR THE 2017/2018 FINANCIAL YEAR: CITY MANAGER AND SECTION 56 MANAGERS
FINALE GEMODEREERDE JAARLIKSE PRESTASIE ASSESSERINGS RESULTATE VIR DIE 2017/2018 FINANSIËLE JAAR: STADSBESTUURDER EN ARTIKEL 56 BESTUURDERS
IZIPHUMO ZOKUGQIBELA ZOKONGAMELA ZOKUHLOLWA KWENDLELA YOKUSEBENZA YONYAKA KANYAKA MALI 2017/2018: UMANEJALA KAMASIPAL KUNYE NOMANEJLA BECANDELO 56

RECOMMENDED that

See Confidential minutes.

Meeting: Mayco-30/04/2019	Submitted by Department: IDP and Performance Management		
Ref No: 2/2/8	Author/s: C September		
Coll No: 1490029	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA
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Civic Centre, Berg River Boulevard, Paarl 7646

Mayoral Committee Attendance Register

Date: 30 April 2019

Time: 09:00

Venue: Groot Drakenstein Committee Room

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
POOLE Executive Mayor	C J	MR	0785304285 0824979046	<i>Apology</i>
COMBRINK Deputy Executive Mayor (Financial Services)	G C	MR	0824553445	<i>Combrink</i>
LE ROUX (Engineering Services)	J F	MR	0834595965	<i>LeRoux</i>
ANDREAS (Rural Management)	M A	MS	0767901066	<i>Andreas</i>
KEARNS (Environment, Parks and Open Spaces)	C	MS	0765018441 0769406614	<i>Kearns</i>
GOUWS (Social Services)	E	MS	0824479711	<i>Gouws</i>
MILLER (Planning and Development)	J	MR	0834400507	<i>Miller</i>
MOKOENA (Corporate Services)	L P	MS	0734198671	<i>Mokoena</i>
SMUTS (Public Safety)	R	MR	0824948467	<i>Smuts</i>
VAN NIEKERK (Sport, Recreation, Arts and Culture)	L T	MS	0818858365	<i>Van Niekerk</i>
VAN NIEUWENHUYZEN (Communication and Inter- Governmental Relations (IGR))	R H	MR	0826296239	<i>Van Nieuwenhuyzen</i>
WILLEMSE (Human Settlements and Property Management)	L	MS	0820799421	<i>Willemse</i>
STOWMAN SPEAKER	AC	MR	0791895359	<i>Stowman</i>
KOEGELEBERG CHIEF WHIP	RA	MR	0832693138	<i>Koegelberg</i>
MATHEE CHAIRMAN: MPAC	J	MR	0824486180	<i>Mathee</i>
RICHARDS LEADER OF OPPOSITION	AM	MR	0827860053	<i>Richards</i>

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Office of the / Kantoor van die
CHIEFWHIP / HOOFSWEEP

Cllr / Rdl R.A. KOEGELEBERG
Drakenstein

