

23

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE (2)

ORDINARY MEETING HELD IN THE GROOT DRAKENSTEIN COMMITTEE ROOM, FIRST FLOOR,
CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON WEDNESDAY, 31 JULY 2019 AT 09:00.

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

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

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

Officials: Dr J H Leibbrandt (City Manager)
Ms C Lategan (Acting 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)
Ms R Jaftha (Chief Audit Executive)
Mr A V Marais (Senior Manager: Legal and Administrative Services)
Ms C September (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)
Mr W Prins (Performance Management Officer)



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24

DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

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.

FINANCIAL SERVICES

**4. ANNUAL STOCK TAKE REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2019
JAARLIKSE VOORRAAD OPNAME VERSLAG VIR DIE JAAR EINDIGEND 30 JUNIE 2019
UBALO LWEMPAHLA LONYAKA OPHELA NGE 30 JUNI 2019**

RECOMMENDED that

1. Council take note of the independent stock take report for the 2018/2019 financial year;
2. Council approve the writing-off of stock shortages to the amount of R29,103.24 in the Stock Register;
3. Council approve the taking-on of stock surpluses to the amount of R116,676.34 in the Stock Register;
4. Council approve the writing-off of obsolete stock to the amount of R229,858.36 in the Stock Register; and



DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE
31 JULY 2019

5. The Chief Financial Officer disclose the information in point 2 to 4 above in the notes of the 2018/2019 Annual Financial Statements.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 6/2/1	Author/s: L Koekemoer		
Coll No: 1545382	Referred from: Fin Serv Portf - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

5. QUARTERLY REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY: 1 APRIL 2019 – 30 JUNE 2019
KWARTAAL VERSLAG RAKENDE DIE IMPLEMENTERING VAN DIE VOORSIENINGSKANAALBESTUURSBELEID: 1 APRIL 2019 – 30 JUNIE 2019
INGXELO NGOKUMILISELWA KWENKQUBO YE SUPPLY CHAIN MANAGEMENT OMASIPALA WASE DRAKENSTEIN: 1 APRELI 2019 – 30 JUNI 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-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: C Hess		
Coll No: 1534872	Referred from: Fin Serv Portf - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
2	Implement decision	CFO	

6. ANNUAL REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY: 1 JULY 2018 – 30 JUNE 2019
JAARLIKSE VERSLAG VAN DIE IMPLEMENTERING VAN VOORSIENINGSKANAALBELEID: 1 JULIE 2018 - 30 JUNIE 2019
INGXELO YONYAKA EKUMISELWENI KOMGAQO NKQUBO WE SUPPLY CHAIN: 1 JULAYI 2018 - 30 JUNI 2019

RECOMMENDED that

1. The report be noted; and

DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

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

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 8/1/B	Author/s: H Vergotine		
Coll No: 1536978	Referred from: Fin Serv Portf - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

7. INDIGENT HOUSEHOLDS' STATISTICS REPORT AS AT 31 MAY 2019
DEERNIS HUISHOUDINGS STATISTIEKE VERSLAG SOOS OP 31 MEI 2019
INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 31 UCANZIBE 2019

RESOLVED that

The report be noted.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1516198	Referred from: Fin Serv Portf 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

8. INDIGENT HOUSEHOLDS' STATISTICS REPORT AS AT 30 JUNE 2019
DEERNIS HUISHOUDINGS STATISTIEKE VERSLAG SOOS OP 30 JUNIE 2019
INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 30 ISILIMELA 2019

RESOLVED that

The report be noted.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1536836	Referred from: Fin Serv Portf 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

9. REPORT ON TENDER AWARDS: MAY 2019
VERSLAG OOR TENDERTOEKENNINGS: MEI 2019
INGXELO NGONIKEZELO LWETHENDA: MEYI 2019

RECOMMENDED that

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of May 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-31/07/2019	Submitted by Department: Financial Services
Ref No: 8/1/2/1	Author/s: C Hess
Coll No: 1517654	Referred from: Fin Serv Portf - 30/07/2019
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

10. REPORT ON TENDER AWARDS: JUNE 2019
VERSLAG OOR TENDERTOEKENNINGS: JUNIE 2019
INGXELO NGONIKEZELO LWETHENDA: JUNI 2019

RECOMMENDED that

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of June 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-31/07/2019	Submitted by Department: Financial Services
Ref No: 8/1/2/1	Author/s: C Hess
Coll No: 1533503	Referred from: Fin Serv Portf - 30/07/2019
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

11. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: MAY 2019
VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: MEI 2019
INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: MEYI 2019

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 R1,305,338 for May 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 R18,461,403 for the financial year in the notes to the 2018/2019 annual financial statements as required by legislation.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: C Hess		
Coll No: 1518589	Referred from: Fin Serv Portf - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

12. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: JUNE 2019
VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: JUNIE 2019
INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: JUNI 2019

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 R1,348,965 for June 2019 as recorded by the Accounting Officer under the annexures attached to the departmental report, **be noted**; and



DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

- 2. The Chief Financial Officer record the accumulated deviation amount of R19,810,369 for the financial year in the notes to the 2018/2019 annual financial statements as required by legislation.

Meeting: Mayco-31/07/2019		Submitted by Department: Financial Services	
Ref No: 9/1/1/5		Author/s: C Hess	
Coll No: 1533519		Referred from: Fin Serv Portf - 30/07/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

13. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 31 MAY 2019
DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 31 MEI 2019
INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA 31 UCANZIBE 2019

RESOLVED that

The report be noted.

Meeting: Mayco-31/07/2019		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1517170		Referred from: Fin Serv Portf - 30/07/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

14. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 30 JUNE 2019
DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 30 JUNIE 2019
INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA 30 ISILIMELA 2019

RESOLVED that

The report be noted.

Meeting: Mayco-31/07/2019		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Abrahams	
Coll No: 1535934		Referred from: Fin Serv Portf - 30/07/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

31 JULY 2019

15. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 MAY 2019
DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUUR VERSLAG SOOS OP 31 MEI 2019
INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 UCANZIBE 2019

Corporate Services to follow up on the SASSA contract which is not signed.

RESOLVED that

The report be noted.

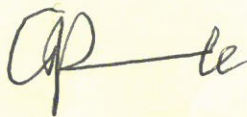
Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1516200	Referred from: Fin Serv Portf - 30/07/2019
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>

16. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 31 MAY 2019
RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 31 MEI 2019
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 31 UCANZIBE 2019

RECOMMENDED that

The report be noted.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1516252	Referred from: Fin Serv Portf - 30/07/2019
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>



31

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE
31 JULY 2019

17. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 30 JUNE 2019
RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 30 JUNIE 2019
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 30 ISILIMELA 2019

RECOMMENDED that

The report be noted.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1536278	Referred from: Fin Serv Portf - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

18. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 MAY 2019
MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 31 MEI 2019
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 31 UCANZIBE 2019

RESOLVED that

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

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1518534	Referred from: Fin Serv Portf - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

31 JULY 2019

19. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 30 JUNE 2019
MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 30 JUNIE 2019
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 30 KWEYESILIMELA 2019

RESOLVED that

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

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1538582	Referred from: Fin Serv Portf - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

20. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR MAY 2019
MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR MEI 2019
UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA NGENYANGA INGXELO YOKONGAMELA KOHLAHLA LWABIWO MALI YENYANGA KA EYEDWARHA 2019

RECOMMENDED that

1. The variance between the actual operating revenue (R1,935,149,684) and the pro rata budgeted operating revenue (R1,934,942,172) has a positive variance of R207,512 or 0.01%;
2. The variance between the actual operating expenditure (R1,752,701,698) and the pro rata budgeted operating expenditure (R1,782,689,163) has a positive variance of R29,987,465 or 1.68%;
3. Actual capital expenditure of R424,146,725 represents 68.93% of the total capital budget of R615,303,550 after eleven months of the financial year;
4. The actual and committed capital expenditure of R575,144,247 compared with the capital expenditure budget of R615,303,550 represent a spending percentage of 93.47% after eleven months of the financial year;

33

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE
31 JULY 2019

5. External borrowings amounted to R1,651,669,562 as at 31 May 2019 and that it represents 79.62% of Drakenstein's total budgeted operating revenue of R2,074,514,728 (conditional capital and operational grants excluded) for the 2018/2019 financial year;
6. Unspent conditional and unconditional grants amounted to R94,799,332 at the end of May 2019;
7. The actual employee related cost expenditure of R571,059,546 compared with the pro rata budgeted expenditure of R570,911,059 relates to a negative variance of R148,487 or 0.03%;
8. Total outstanding debtors as at 31 May 2019 amounted to R304,934,364 and that 30 days and older debt constitutes 59.75% of total outstanding debtors;
9. Domestic consumers owe the municipality R194,435,265 or 63.0% of the municipality's total debtor's book;
10. Outstanding creditors amounted to R1,905,525 as at 31 May 2019;
11. The primary bank account had a positive bank balance at 31 May 2019 which amounted to R5,462,709; and
12. Total investments in cash and shares amounted to R257,712,494 as at 31 May 2019 at the five local banks and Eskom.

Meeting: Mayco-31/07/2019		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Viola	
Coll No: 1533190		Referred from: Fin Serv Portfolio - 30/07/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

31 JULY 2019

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

RECOMMENDED that

1. The variance between the actual operating revenue (R2,068,132,963) and the budgeted operating revenue (R2,304,940,100) has a negative variance of R236,807,137 or 10.27% at this stage before all year-end transactions still to be journalised;
2. The variance between the actual operating expenditure (R1,875,404,722) and the budgeted operating expenditure (R2,300,362,940) has a positive variance of R424,958,218 or 18.47% at this stage before all year-end transactions still to be journalised;
3. Actual capital expenditure of R537,227,555 represents 87.31% of the total capital budget of R615,303,550 after twelve months of the financial year;
4. External borrowings amounted to R1,609,530,982 as at 30 June 2019 and that it represents 77.83% of Drakenstein's total budgeted operating revenue of R2,068,132,963 (conditional capital and operational grants excluded) for the 2018/2019 financial year;
5. Unspent conditional and unconditional grants amounted to R86,149,926 at the end of June 2019;
6. The actual employee related cost expenditure of R622,682,082 compared with the budgeted expenditure of R637,181,224 relates to a positive variance of R14,499,142 or 2.28%;
7. Total outstanding debtors as at 30 June amounted to R304,701,740 and that 30 days and older debt constitutes 61.1% of total outstanding debtors;
8. Domestic consumers owe the municipality R202,097,867 or 66.3% of the municipality's total debtor's book;
9. Outstanding creditors amounted to R0 as at 30 June 2019;



DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

- 10. The primary bank account had a positive bank balance at 30 June 2019 which amounted to R8,777,432;
- 11. Total investments in cash and shares amounted to R60,005,986 as at 30 June 2019 at the five local banks and Eskom; and
- 12. It be approved by Council that any savings on the line item votes of the different category classes of operating expenditure may be used through the virement process to transfer budgeted savings to other category classes of operating expenditure budgeted funds to avoid over-expenditure and unauthorized expenditure disclosures per category class of expenditure, municipal vote and/or GFS function classification.

Meeting: Mayco-31/07/2019		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Viola	
Coll No: 1538478		Referred from: Fin Serv Portfolio - 30/07/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

22. APPROVAL OF THE COST CONTAINMENT POLICY
GOEDKEURING VAN DIE KOSTEBEPERKINGSBELEID
UKUQINISEKISWA KOMGAQO NKQUBO WOKUNQANDA UKWANDA INDLEKO

The Committee requested that any reference to Business Class travel in the policy be removed and the amendments be submitted to Council.

RECOMMENDED that

- 1. Council approve the Cost Containment Policy, effective as from 1 August 2019, attached as Annexure A to the item;
- 2. Council approve the Schedule of Events with a Series of Activities Involving a Set Procedure of Council referred to in paragraph 9.3 of the Cost Containment Policy, attached as Annexure B to the item; and

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

31 JULY 2019

- 3. Council approve the Schedule of Events of Other Gatherings of Council referred to in paragraph 9.4 of the Cost Containment Policy, attached as Annexure C to the item.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 5/P	Author/s: J Carstens		
Coll No: 1539130	Referred from: Fin Serv Portfolio - 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

23. DBSA GRANT FUNDING APPLICATION TO DEVELOP A 10-YEAR CAPITAL EXPENDITURE FRAMEWORK AND CAPITAL PROJECT PRIORITISATION AND MONITORING SYSTEM
DBSA SKENKING BEFONDSINGAANSOEK OM 'N 10-JAAR RAAMWERK VIR KAPITAAL-BESTEDING EN KAPITAALPROJEKTE PRIORITISERING- EN MONITERINGSTELSEL TE ONTWIKKEL

The Executive Mayor requested funds to be made available if the application is unsuccessful.

RESOLVED that

- 1. The Municipality be and is hereby authorised to:
 - 1.1 Enter into the Grant Agreement with the Development Bank of Southern Africa; and
 - 1.2 Enter into any other agreements or documents which may be incidental or related to the Grant Agreement or the transactions contemplated by or the agreements referred to in the Grant Agreement and any addenda to the Grant Agreement required to amplify and/or amend any of the provisions of the Grant Agreement.
- 2. The Accounting Officer be hereby authorised to:
 - 2.1 Negotiate, settle the final terms of, sign and implement the relevant documents on behalf of the Municipality;
 - 2.2 Act as the Municipality's representative to give effect to the above resolutions; and



DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE
31 JULY 2019

- 2.3 Do all acts and things so as to give effect to the resolutions contained herein and/or to give or execute all notices, communications, acknowledgements, resolutions or other documents or agreements on behalf of the Municipality in connection with the transactions contemplated thereby.
- 3. To the extent that the Accounting Officer has already signed any other documents or done any act or thing so as to give effect to the resolutions contained herein, the actions of such Accounting Officer in this regard (to the extent legal possible) be and are hereby retrospectively approved and are ratified and adopted in their entirety;
- 4. The Accounting Officer may delegate the signing of all documents relating to the Development Bank of Southern Africa grant to a specified person or persons as he deems fit; and
- 5. The above decision be taken by the Executive Mayor in terms of his delegated powers and that the matter be reported to Council at the next Council meeting.

Meeting: Mayco-31/07/2019		Submitted by Department: Engineering Services	
Ref No: 5/7/8/2		Author/s: G Petersen	
Coll No: 1546348		Referred from: Fin Serv Portfolio - 30/07/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1-5	Implement decision	ED: Engineering Services	



DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE
31 JULY 2019CORPORATE SERVICES

24. IDENTIFICATION OF LAND FOR EMERGENCY HOUSING AND ENGAGING WITH RELEVANT LAND OWNERS

IDENTIFISERING VAN EIENDOM VIR NOODBEHUISINGSDOELEINDES EN SAMEVOERINGE MET RELEVANTE GRONDEIENAARS

RESOLVED that

This item be referred back for further refinement.

Meeting: Mayco-31/07/2019	Submitted by Department: Corporate Services		
Ref No: 15/4/1	Author/s: N October		
Coll No: 1532629	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Re-submit item	ED: Corporate Services	

25. PROPOSED SALE OF A PORTION OF ERF 557, JAN VAN RIEBEECK ROAD, MBEKWENI FOR THE REDEVELOPMENT OF THE EXISTING SERVICE STATION ON THE ADJACENT ERF 562, MBEKWENI (WARD 9)

VOORGESTELDE VERKOOP VAN 'N GEDEELTE VAN ERF 557, JAN VAN RIEBEECKWEG, MBEKWENI VIR DIE HERONTWIKKELING VAN DIE BESTAANDE DIENSSTASIE OP DIE AANLIGGENDE ERF 562, MBEKWENI (WYK 9)

ISINDULULO SENTENGISO YECEBA LESIZA 557, JAN VAN RIEBEECK ROAD, MBEKWENI KUSENZELWA UKUPHUHLISWA KWAKHONA KWESIKHULULO SENKONZO ESIKHOYO KUFUTSHANA NESIZA 562, E MBEKWENI (WADI 9)

RESOLVED that

This item be referred back.

Meeting: Mayco-31/07/2019	Submitted by Department: Corporate Services		
Ref No: 15/4/1 (557) M	Author/s: N October		
Coll No: 1530140	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
	Re-submit item	ED: Corporate Services	

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

31 JULY 2019

26. PROPOSED ALIENATION OF STREET PORTION (ROAD RESERVE) TO LANDOWNER OF ERF 2491, SITUATED IN MACEBO STREET, MBEKWENI
VOORGESTELDE VERVREEMDING VAN GEDEELTE VAN DIE STRAAT (PADRESERWE) GELEË TE MACEBOSTRAAT, MBEKWENI AAN AANGRESENDE EIENAAR VAN ERF 2491 MBEKWENI
ISINDULULO SOKUPHEPHELA KWECEBA LESITALATO(INDLELA EGCINIWEYO) KUMNINI WESIZA 2491, EKWI MACEBO STREET, MBEKWENI

RESOLVED that

This matter be withdrawn.

Meeting: Mayco-31/07/2019	Submitted by Department: Corporate Services		
Ref No: 15/4/1 (2491) M	Author/s: W Rabie		
Coll No: 1535972	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

27. PROPOSED AMENDMENT TO THE TRAVELLING AND SUBSISTENCE POLICY
VOORGESTELDE WYSIGING VAN DIE REIS EN VERBLYFTOELAAG BELEID

RECOMMENDED that

1. The amendments to the Travelling and Subsistence Policy as reflected on Annexure A on the item, be approved by Council to take effect from 1 August 2019; and
2. The employment contracts of the City Manager and Executive Directors be adjusted in accordance with the proposed amendments to the aforesaid policy.

Meeting: Mayco-31/07/2019	Submitted by Department: Corporate Services		
Ref No: 5/P	Author/s: A V Marais/ J Carstens		
Coll No: 1547054	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

27(a). PROPOSED ALIENATION OF ERF 21161 PAARL VIA PUBLIC TENDER PROCESS TO IMVUSA TRADING 476 CC FOR RESIDENTIAL DEVELOPMENT PURPOSES (WARD 17)
VOORGESTELDE VERVREEMDING VAN ERF 21161 PAARL VIA PUBLIEKE TENDER PROSES AAN IMVUSA 476 BK VIR RESIDENSIËLE ONTWIKKELINGSDOELEINDES (WYK 17)

RESOLVED that

This matter be referred back.

Meeting: Mayco-31/07/2019 Ref No: 15/4/1 (21161) P Coll No: 1546715		Submitted by Department: Corporate Services Author/s: N October Referred from:	
<u>PAR:</u>	<u>ACTION:</u> Re-submit	<u>RESPONSIBLE DEPT:</u> ED: Corporate Services	<u>DUE DATE:</u>

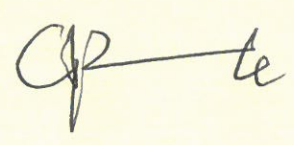
EXECUTIVE MAYOR

28. AMENDMENT TO THE REVISED TOP LAYER (TL) SERVICE AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2018/2019
AANPASSING AAN DIE HERSIENDE TOP VLAK DIENSLEWERING EN BEGROTING IMPLEMENTERINGSPLAN (DBIP) 2018/2019
ULUNGISO LWE REVISED TOP LAYER (TL) SERVICE AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2018/2019

RECOMMENDED that

The amendment to the Revised TL SDBIP 2018/2019 be approved.

Meeting: Mayco-31/07/2019 Ref No: 2/2/5 Coll No: 1546605		Submitted by Department: IDP and Performance Management Author/s: C September Referred from:	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

29. FILLING OF VACANT POSITIONS ON WARD COMMITTEES
VUL VAN VAKANTE POSISIES OP WYKSKOMITEES
UKUGCWALISWA KWEZITHUBA KWIKOMITI ZEENQILA

RESOLVED that

This matter be referred back.

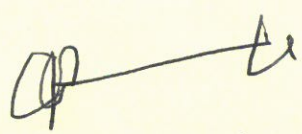
Meeting: Mayco-31/07/2019	Submitted by Department: IDP and Performance Management		
Ref No: 17/9/5	Author/s: C September		
Coll No: 1546630	Referred from:		
<u>PAR:</u>	<u>ACTION:</u> Re-submit Item	<u>RESPONSIBLE DEPT:</u> Manager: IDP/PMS	<u>DUE DATE:</u>

30. WARD-BASED OPERATIONAL PROJECTS 2019/2020
WYKSGEBASEERDE OPERASIONELE PROJEKTE 2019/2020
INKQUBO ZEPROJEKTI EZINXULUMENE NE WADI 2019/2020

RESOLVED that

This matter be referred back.

Meeting: Mayco-31/07/2019	Submitted by Department: IDP and Performance Management		
Ref No: 2/2/5	Author/s: C September		
Coll No: 1546648	Referred from:		
<u>PAR:</u>	<u>ACTION:</u> Re-submit item	<u>RESPONSIBLE DEPT:</u> Manager: IDP/PMS	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

31.	QUARTERLY PERFORMANCE ASSESSMENT REPORT	2018/2019:
	(QUARTER 4: 01 APRIL – 30 JUNE 2019)	
	KWARTAALLIKSE PRESTASIE ASSESSERINGSVERSLAG	2018/2019:
	(KWARTAAL 4: 01 APRIL – 30 JUNIE 2019)	
	INGXELO YEKOTA YOKUHLOLWA KWENDLELA YOKUSEBENZA	2018/2019:
	(IKOTA 4: 01 APRIL – 30 JUNE)	

RECOMMENDED that

1. The Quarterly Performance Assessment Report 2018/2019 (Quarter 4: 01 April – 30 June 2019) be adopted;
2. The Quarterly Performance Assessment Report 2018/2019 (Quarter 4: 01 April – 30 June 2019) be placed on the Municipal Website after Council adoption; and
3. The approved Quarterly Performance Assessment Report 2018/2019 (Quarter 4: 01 April – 30 June 2019) be submitted to the Auditor General of South Africa, the Provincial Treasury: Western Cape, National Treasury, and the Department of Local Government: Western Cape.

Meeting: Mayco-31/07/2019	Submitted by Department: IDP and Performance Management		
Ref No: 2/2/8	Author/s: C September		
Coll No: 1547204	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE
31 JULY 2019**

CONFIDENTIAL

32. 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 UMGANQO NKQUBO WOKUCINWA KWAMATYALA) IAKHAWUNTI EZIGQITHISIWEYO

See Confidential minutes.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1496951	Referred from: Fin Serv Portfolio 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

33. WRITING-OFF OF IRRECOVERABLE DEBT (PARAGRAPH 5.10 OF THE WRITING-OFF OF IRRECOVERABLE DEBT POLICY): FINAL ACCOUNTS
AFSKRYF VAN ONVERHAALBARE SKULD (PARAGRAAF 5.10 VAN DIE AFSKRYWING VAN ONVERHAALBARE SKULDBELEID): FINALE REKENINGE
UKUCINWA KWAMATYALA ANGAHLAWULWAYO(UMHLATHI 5.10 WOMGAQO NKQUBO WOKUCINWA KWAMATYA ANGAHLAWULWAYO): IAKHAWUNTI YOKUGQIBELA

See Confidential minutes.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1496962	Referred from: Fin Serv Portfolio 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

44 (a)

DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

31 JULY 2019

34. WRITING-OFF OF IRRECOVERABLE DEBT REPORT - MAY 2019
AFSKRYWING VAN ONINVORDERBARESKULDVERSLAG - MEI 2019
INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – UCANZIBE 2019

See Confidential minutes.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 5/15/1	Author/s: A Abrahams		
Coll No: 1516182	Referred from: Fin Serv Portfolio 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

35. WRITING-OFF OF IRRECOVERABLE DEBT REPORT - JUNE 2019
AFSKRYWING VAN ONINVORDERBARESKULDVERSLAG - JUNIE 2019
INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – ISILIMELA 2019

See Confidential minutes.

Meeting: Mayco-31/07/2019	Submitted by Department: Financial Services		
Ref No: 5/15/1	Author/s: A Abrahams		
Coll No: 1536741	Referred from: Fin Serv Portfolio 30/07/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

The meeting ended at 10:28.

CHAIRPERSON:

DATE:

Confirmed on with/without amendments.

PJ/rs





DRAKENSTEIN

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Civic Centre, Berg River Boulevard, Paarl 7646

2nd Mayoral Committee Attendance Register

Date: 31 July 2019

Time: 09:00

Venue: Groot Drakenstein 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	09:02 0834595965	
ANDREAS (Rural Management)	M A	MS	0767901066	
KEARNS (Environment, Parks and Open Spaces)	C	MS	0765018441 0769406614	
GOUWS (Social Services)	E	MS	0824479711	
MILLER (Planning and Development)	J	MR	09:02 0834400507	
MOKOENA (Corporate Services)	L P	MS	0734198671	
SMUTS (Public Safety)	R	MR	0824948467	
VAN NIEKERK (Sport, Recreation, Arts and Culture)	L T	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 09:12	
KOEGELENBERG CHIEF WHIP	RA	MR	0832695138	
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

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