

## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE (2)

ORDINARY MEETING HELD IN THE BIG COMMITTEE ROOM, FIRST FLOOR, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON WEDNESDAY, 30 JANUARY 2019 AT 09:00.



---

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

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

**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)  
Mr J Carstens (Chief Financial Officer)  
Mr S Johaar (Executive Director: Corporate Services)  
Ms L Waring (Executive Director: Planning and Development)  
Mr D Hattingh (Executive Director: Engineering Services)  
Mr G Esau (Executive Director: Community Services)  
Ms R Jaftha (Chief Audit Executive)  
Mr AV Marais (Senior Manager: Legal and Administrative Services)  
Ms R Geldenhuys (Manager: Communication and Marketing)  
Ms C September (Manager: IDP and Performance Management)  
Mr G Dippenaar (Chief Risk Officer)  
Mr F P Goosen (Manager: Administrative Support Services)  
Mr P January (Senior Administrative Officer)

## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
30 JANUARY 2019**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

None.

**2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR**

The City Manager announced that a Special Finance, Mayoral Committee and Council meeting will be on 14 February 2019.

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

None.

**EXECUTIVE MAYOR**

<b>4. SUBMISSION OF THE AUDIT COMMITTEE CHARTER 2018/19</b>
<b>VOORLEGGING VAN DIE OUDITKOMITEE STIGTINGSAKTE 2018/19</b>
<b>UKUNGENISWA KWEPHEPHA LAMALUNGELO EKOMITI YOPHICHOTHO ZINCWADI 2018/2019</b>

**RECOMMENDED that**

The reviewed Audit Committee Charter 2018/19, be approved.

Meeting: MC-30/01/2019	Submitted by Department: Internal Audit		
Ref No: 3/3/1/3/13	Author/s: R Jaftha		
Coll No: 1441492	Referred from:		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPT:</b>	<b>DUE DATE:</b>



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

30 JANUARY 2019

<b>5. REVIEW OF THE PERFORMANCE MANAGEMENT POLICY</b>
<b>HERSIEN VAN DIE PRESTASIE BESTUURSBELEID</b>
<b>UKUHLOLWA KOMGAQO NKQUBO WOKULAWULA INDLELA YOKUSEBENZA</b>

**RECOMMENDED that**

The amendments to the Performance Management Policy, be approved.

Meeting: MC-30/01/2019	Submitted by Department: IDP and Performance Management		
Ref No: 2/2/8 x 2B	Author/s: C September		
Coll No: 1445873	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

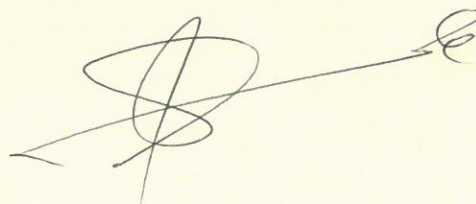
ENGINEERING SERVICES

<b>6. WATER CONSERVATION AND DEMAND MANAGEMENT STRATEGY</b>
<b>WATERBEWARING EN -BESTUURSTRATEGIE</b>
<b>UKONGA AMANZI KUNYE NOBUCHULE OBUFUNEKAYO BOKULAWULA</b>

**RECOMMENDED that**

1. The comments received from the public participation process be noted and investigated for possible integration into the Strategy; and
2. The Draft Drakenstein Municipality's Water Conservation and Water Demand Management Strategy be approved and adopted.

Meeting: MC-30/01/2019	Submitted by Department: Engineering Services		
Ref No: 1/4/3	Author/s: A Kowalewski		
Coll No: 1416077	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

30 JANUARY 2019

<b>7. APPROVAL OF THE ANNUAL WATER SERVICES AND PERFORMANCE AUDIT REPORT (2017/2018)</b>
<b>GOEDKEURING VAN DIE JAARLIKSE WATERDIENSTE EN OUDITVERSLAG (2017/2018)</b>
<b>UKUQINISEKISWA KWENKONZO ZAMANZI YONYAKA KUNYE NENGXELO YOKUHLOLWA KWENDLELA YOKUSEBENZA (2017/2018)</b>

**RECOMMENDED that**

The Annual Water Services Performance Audit Report (Final Report) for 2017/2018 be approved.

Meeting: MC-30/01/2019	Submitted by Department: Engineering Services		
Ref No: 1/4/3	Author/s: A Kowalewski		
Coll No: 1427723	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

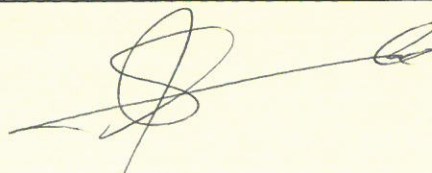
**FINANCIAL SERVICES**

<b>8. TABLING OF THE 2017/2018 ANNUAL REPORT</b>
<b>TERTAFELLEGGING VAN DIE 2017/2018 JAARVERSLAG</b>
<b>UKUBEKWA KWENGXELO YONYAKA KA 2017/2018</b>

**RECOMMENDED that**

1. The tabled 2017/2018 Annual Report be noted;
2. The tabled 2017/2018 Annual Report be advertised for public comment as prescribed by the Municipal Finance Management Act and the Municipal Systems Act; and
3. The tabled 2017/2018 Annual Report be submitted to the Auditor-General, Provincial Treasury and the Provincial Department of Local Government.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/2	Author/s: J Carstens		
Coll No: 1442447	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

30 JANUARY 2019

<b>9. MID-YEAR BUDGET ASSESSMENT REPORT (SECTION 72 OF THE MFMA) FOR THE 2018/2019 FINANCIAL YEAR</b>
<b>HALF JAARLIKSE BEGROTING EVALUERINGSVERSLAG (ARTIKEL 72 VAN DIE MFBW) VIR DIE 2018/2019 FINANSIËLE JAAR</b>
<b>INGXELO YOKUHLOLWA UHLAHLLO LWABIWO MALI LAPHAKATHI KONYAKA (ICANDELO 72 LE MFMA) YONYAKA MALI KA 2018/2019</b>

**RECOMMENDED that**

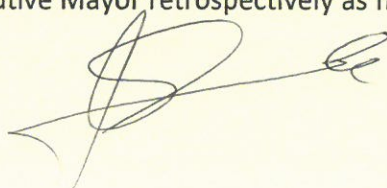
1. Council takes note of the Section 72 Mid-Year Budget Assessment Report;
2. The City Manager and Senior Management compiles an adjustments budget for 2018/2019 based on the findings within the Section 72 Mid-Year Budget Assessment Report; and
3. The 2018/2019 adjustments budget be tabled to the Mayoral Committee and Council during the month of February 2019 to be approved by Council by not later than 28 February 2019.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 5/P	Author/s: K Fredericks		
Coll No: 1445473	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>10. COUNCIL MATTERS: REMUNERATION OF PUBLIC OFFICE BEARERS ACT NO 20 OF 1998: DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS FOR THE 2018/2019 FINANCIAL YEAR</b>
<b>RAADSAANGELEENTHEDE: VERGOEDING VAN OPENBARE AMPSDRAERS WET NO 20 VAN 1998: BEPALING VAN BOONSTE PERKE VAN SALARISSE, TOELAES EN VOORDELE VAN VERSKILLENDE MUNISIPALE RADE VIR DIE 2018/2019 FINANSIËLE JAAR</b>
<b>UMTHETHO WOKUHLAWULWA KWABAMELI KWIOFISI ZOLUNTU 20 KA 1998: UKUMISWA KWENTLAWULO EPHEZULU, IZIBONELELO NAMAKIQIKIQI KUMALUNGU OHLUKENEYO WEBHUNGA LIKAMASIPALA ENYAKENI</b>

**RECOMMENDED that**

1. A total remuneration package of R1,006,278 per year be approved for the full-time Executive Mayor retrospectively as from 1 July 2018;



**DRAKENSTEIN MUNICIPALITY****MINUTES: MAYORAL COMMITTEE**  
**30 JANUARY 2019**

- 
2. A total remuneration package of R805,382 per year be approved for the full-time Speaker retrospectively as from 1 July 2018;
  3. A total remuneration package of R805,382 per year be approved for the full-time Deputy Executive Mayor retrospectively as from 1 July 2018;
  4. A total remuneration package of R755,045 per year be approved for a full-time Executive Mayoral Committee member retrospectively as from 1 July 2018;
  5. A total remuneration package of R755,045 per year be approved for the full-time Chief Whip retrospectively as from 1 July 2018;
  6. A total remuneration package of R408,860 per year be approved for the part-time Chairperson of the Municipal Public Accounts Committee retrospectively as from 1 July 2018;
  7. A total remuneration package of R318,591 per year be approved for a part-time ordinary councillor retrospectively as from 1 July 2018;
  8. A cell phone allowance of R40,800 per year (R3,400 per month) be approved for all councillors retrospectively as from 1 July 2018;
  9. Each councillor retrospectively as from 1 July 2018 be paid for their fixed mobile data bundle costs to a maximum of R3,600 per year (R300 per month);
  10. It be noted that the total cost for the Municipality of all councillors' salaries, allowances and reimbursement benefits will amount to R30,147,397 which expenditure is fully covered within the 2018/2019 operating budget;
  11. All office bearers, Mayoral Committee members and the Chairperson of MPAC will be remunerated in terms of the provisions indicated for these positions from 1 July 2018;
  12. The following tools of the trade be extended to part-time councillors in terms of regulation 15(1)(c) and (e) – business cards, stationary, diaries and laptops;
  13. Postage costs not be extended to part-time Councillors other than official correspondence that the Municipality is already paying for in terms of regulation 15(1)(f). Part-time Councillors to have access to the other tools of trade listed in regulation 15(1)(f) at the Head Office Building in Paarl at the Office of the Speaker and the Chief Whip;



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
30 JANUARY 2019

14. The administration implement the stipulations of regulation 14 in consultation with the Executive Mayor;
15. The written concurrence from the Minister of Local Government in the Western Cape be obtained for the payment of the above salaries, allowances and reimbursement benefits retrospectively as from 1 July 2018; and
16. Council notes that the increases as gazetted are affordable within the Municipality's budget allocation as depicted in Table 2 of the item.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 3/8/4	Author/s: J Carstens		
Coll No: 1442422	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>11. OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY: REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF DRAKENSTEIN MUNICIPALITY: QUARTER 2: 1 OCTOBER 2018 – 31 DECEMBER 2018</b>
<b>OORSIGROL VAN RAAD: VOORSIENINGSKANAALBESTUURSBELEID VAN DRAKENSTEIN MUNISIPALITEIT: 2DE KWARTAAL: 1 OKTOBER 2018 – 31 DESEMBER 2018</b>
<b>INGXELO NGOKUMILISELWA KWENKQUBO YE SUPPLY CHAIN MANAGEMENT YOMASIPALA WASE DRAKENSTEIN: KOTA 1 OKTOBHA 2018 – 31 DISEMBA 2018</b>

**RESOLVED that**

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

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: C Hess		
Coll No: 14414863	Referred from: Fin Serv Portf - 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1-2	Implement decision	Chief Financial Officer	



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

30 JANUARY 2019

<b>12. INDIGENT HOUSEHOLDS' STATISTICS REPORT AS AT 30 NOVEMBER 2018</b>
<b>DEERNIS HUISHOUDINGSVERSLAG SOOS OP 30 NOVEMBER 2018</b>
<b>INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 30 NOVEMBA 2018</b>

RESOLVED that

The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1433965	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>13. INDIGENT HOUSEHOLDS STATISTICS REPORT AS AT 31 DECEMBER 2018</b>
<b>DEERNIS HUISHOUDINGSVERSLAG SOOS OP 31 DESEMBER 2018</b>
<b>INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 31 DISEMBA 2018</b>

RESOLVED that

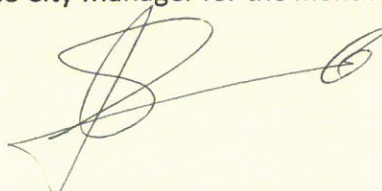
The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1440455	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>14. REPORT ON TENDER AWARDS: NOVEMBER 2018</b>
<b>VERSLAG OOR TENDERTOEKENNINGS: NOVEMBER 2018</b>
<b>INGXELO NGONIKEZELO LWETHENDA: NOVEMBA 2018</b>

RECOMMENDED that

- The awards above R200, 000 that were adjudicated by the Bid Adjudication Committee and the City Manager for the month of November 2018, **be noted**; and





**DRAKENSTEIN MUNICIPALITY**

**MINUTES: MAYORAL COMMITTEE**

**30 JANUARY 2019**

- 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: MC-30/01/2019		Submitted by Department: Financial Services	
Ref No: 8/1/2/1		Author/s: C Hess	
Coll No: 1434708		Referred from: Fin Serv Portf 29/01/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>15. REPORT ON TENDER AWARDS: DECEMBER 2018</b>
<b>VERSLAG OOR TENDERTOEKENNINGS: DESEMBER 2018</b>
<b>INGXELO NGONIKEZELO LWETHENDA: DISEMBA 2018</b>

**RECOMMENDED that**

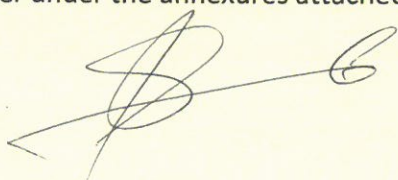
- 1. The awards above R200, 000 that were adjudicated by the Bid Adjudication Committee and the City Manager for the month of December 2018, **be noted;** and
- 2. The tenders and/or contracts and the reasons for the awards as recorded by the Accounting Officer in the departmental report, **be noted.**

Meeting: MC-30/01/2019		Submitted by Department: Financial Services	
Ref No: 8/1/2/1		Author/s: C Hess	
Coll No: 1441453		Referred from: Fin Serv Portf 29/01/2019	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>16. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: NOVEMBER 2018</b>
<b>VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: NOVEMBER 2018</b>
<b>INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LUKUPHEPHELA KWINKQUBO ZOKUFUMANA: NOVEMBA 2018</b>

**RECOMMENDED that**

- 1. In terms of paragraph 36(2) of the SCM Policy, the deviations and the reasons for the deviations for the amount of R1,705,614 for November 2018 as recorded by the Accounting Officer under the annexures attached to the departmental report, **be noted;** and



31

**DRAKENSTEIN MUNICIPALITY**

**MINUTES: MAYORAL COMMITTEE**  
**30 JANUARY 2019**

2. The Chief Financial Officer record the accumulated deviation amount of R8,133,593 for the financial year in the notes to the 2018/2019 annual financial statements as required by legislation.

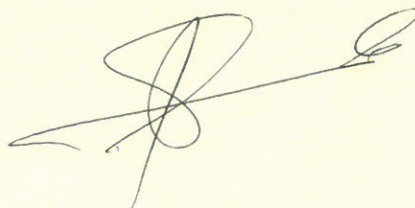
Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: C Hess		
Coll No: 1435733	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>17. REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: DECEMBER 2018</b>
<b>VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: DESEMBER 2018</b>
<b>INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LUKUPHEPHELA KWINKQUBO ZOKUFUMANA: DISEMBA 2018</b>

**RECOMMENDED that**

- In terms of paragraph 36(2) of the SCM Policy, the deviations and the reasons for the deviations for the amount of R475,184 for December 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 R8,608,777 for the financial year in the notes to the 2018/2019 annual financial statements as required by legislation.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/5	Author/s: C Hess		
Coll No: 1442218	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

30 JANUARY 2019

<b>18. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 30 NOVEMBER 2018</b>
<b>DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 30 NOVEMBER 2018</b>
<b>NGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 30 NOVEMBA 2018</b>

RESOLVED that

The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1434207	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>19. DRAKENSTEIN'S OUTSTANDING DEBTORS REPORT AS AT 31 DECEMBER 2018</b>
<b>DRAKENSTEIN SE UITSTAANDE DEBITEURE VERSLAG SOOS OP 31 DESEMBER 2018</b>
<b>NGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 DISEMBA 2018</b>

RESOLVED that

The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1440458	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
30 JANUARY 2019

<b>20. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 30 NOVEMBER 2018</b>
<b>DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUURVERSLAG SOOS OP 30 NOVEMBER 2018</b>
<b>INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 30 NOVEMBA 2018</b>

RESOLVED that

The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1433931	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>21. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 DECEMBER 2018</b>
<b>DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUURVERSLAG SOOS OP 31 DESEMBER 2018</b>
<b>INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 DISEMBA 2018</b>

RESOLVED that

The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1440702	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

30 JANUARY 2019

<b>22. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 30 NOVEMBER 2018</b>
<b>RAADSLEDE SE UITSTAANDE SKULDVERSLAG SOOS OP 30 NOVEMBER 2018</b>
<b>INGXELO NGAMATYALA OOCEBA KWINYANGA 30 NOVEMBA 2018</b>

RECOMMENDED that

The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1433980	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>23. COUNCILLORS OUTSTANDING DEBT REPORT AS AT 31 DECEMBER 2018</b>
<b>RAADSLEDE SE UITSTAANDE SKULDVERSLAG SOOS OP 31 DESEMBER 2018</b>
<b>INGXELO NGAMATYALA OOCEBA KWINYANGA 31 DISEMBA 2018</b>

RECOMMENDED that

The report be noted.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1441073	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



**DRAKENSTEIN MUNICIPALITY**

**MINUTES: MAYORAL COMMITTEE**

**30 JANUARY 2019**

<b>24. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 30 NOVEMBER 2018</b>
<b>MUNISIPALE WERKNEMERS UITSTAANDE SKULDVERSLAG SOOS OP 30 NOVEMBER 2018</b>
<b>INGXELO YAMATYA YABASEBENZI BAKAMSIPALA NGOBUNJALO NGOMHLA WE 30 NOVEMBA 2018</b>

**RESOLVED that**

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

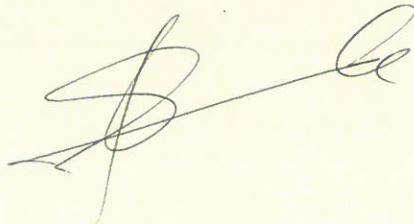
Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1435773	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>25. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 DECEMBER 2018</b>
<b>MUNISIPALE WERKNEMERS UITSTAANDE SKULDVERSLAG SOOS OP 31 DESEMBER 2018</b>
<b>INGXELO YAMATYA YABASEBENZI BAKAMSIPALA NGOBUNJALO NGOMHLA WE 31 DISEMBA 2018</b>

**RESOLVED that**

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

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1440703	Referred from: Fin Serv Portf 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
30 JANUARY 2019

<b>26. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR NOVEMBER 2018</b>
<b>MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR NOVEMBER 2018</b>
<b>UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA NGENYANGA INGXELO YOKONGAMELA KOHLAHLLO LWABIWO MALI YENYANGA KA NOVEMBA 2018</b>

**RECOMMENDED that**

1. The variance between the actual operating revenue (R1,206,919,746) and the pro rata budgeted operating revenue (R1,181,277,363) has a positive variance of R25,642,384 or 2.17%;
2. The variance between the actual operating expenditure (R755,541,124) and the pro rata budgeted operating expenditure (R774,091,172) has a positive variance of R18,550,048 or 2.40%;
3. The actual capital expenditure of R186,705,204 and the pro rata budgeted capital expenditure of R206,008,972 realized underspending of R19,303,768 or 9.37%;
4. Actual capital expenditure of R186,705,204 represents 29.26% of the total capital budget of R638,030,450 after five months of the financial year;
5. The actual and committed capital expenditure of R393,451,932 compared with the capital expenditure budget of R638,030,450 represent a spending percentage of 61.67% after five months of the financial year;
6. External borrowings amounted to R1,494,849,213 as at 30 November 2018 and that it represents 62.89% of Drakenstein's total budgeted operating revenue of R2,377,090,991 for the 2018/2019 financial year;
7. Unspent conditional and unconditional grants amounted to R36,443,420 at the end of November 2018;
8. The actual employee related cost expenditure of R275,906,447 compared with the pro rata budgeted expenditure of R265,325,043 relates to a negative variance of R10,581,404 or 3.99%;
9. Total outstanding debtors as at 30 November 2018 amounted to R351,229,692 and that 30 days and older debt constitutes 65.15% of total outstanding debtors;



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

30 JANUARY 2019

10. Domestic consumers owe the municipality R229,812,357 or 65.4% of the municipality's total debtor's book;
11. Outstanding creditors amounted to R0 as at 30 November 2018;
12. The primary bank account had a positive bank balance at 30 November 2018 which amounted to R64,978,482; and
13. Total investments in cash and shares amounted to R159,575,531 as at 30 November 2018 at the five local banks and Eskom.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Viola		
Coll No: 1444695	Referred from: Fin Serv Portfolio 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>27. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY AND 52 QUARTERLY BUDGET MONITORING REPORT FOR DECEMBER 2018</b>
<b>MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE EN 52 KWARTAALLIKSE BEGROTING VERSLAGDOENING VIR DESEMBER 2018</b>
<b>UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGOKWENYANGA KUNYE NECANDELO 52 NGENYANGA INGXELO YOKONGAMELA KOHLAHLA LWABIWO MALI YENYANGA KA DISEMBA 2018</b>

**RECOMMENDED that**

1. The variance between the actual operating revenue (R1,347,751,512) and the pro rata budgeted operating revenue (R1,361,424,790) has a negative variance of R13,673,277 or 1.00%;
2. The variance between the actual operating expenditure (R1,035,158,150) and the pro rata budgeted operating expenditure (R1,034,805,937) has a negative variance of R352,213 or 0.03%;
3. The actual capital expenditure of R226,739,017 and the pro rata budgeted capital expenditure of R276,750,141 realised underspending of R50,011,124 or 18.07%;





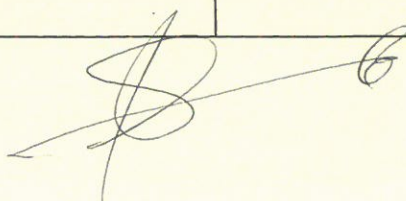
**DRAKENSTEIN MUNICIPALITY**

**MINUTES: MAYORAL COMMITTEE**

**30 JANUARY 2019**

4. Actual capital expenditure of R226,739,017 represents 34.60% of the total capital budget of R655,355,450 after six months of the financial year;
5. The actual and committed capital expenditure of R464,661,715 compared with the capital expenditure budget of R655,355,450 represent a spending percentage of 70.90% after six months of the financial year;
6. External borrowings amounted to R1,421,263,962 as at 31 December 2018 and that it represents 59.55% of Drakenstein's total budgeted operating revenue of R2,386,685,991 for the 2018/2019 financial year;
7. Unspent conditional and unconditional grants amounted to R110,970,175 at the end of December 2018;
8. The actual employee related cost expenditure of R326,171,281 compared with the pro rata budgeted expenditure of R316,610,539 relates to a negative variance of R9,560,743 or 3.02%;
9. Total outstanding debtors as at 31 December 2018 amounted to R322,290,556 and that 30 days and older debt constitutes 61.6% of total outstanding debtors;
10. Domestic consumers owe the municipality R200,421,722 or 62.2% of the municipality's total debtor's book;
11. Outstanding creditors amounted to R94,376 as at 31 December 2018;
12. The primary bank account had a positive bank balance at 31 December 2018 which amounted to R80,918,459; and
13. Total investments in cash and shares amounted to R10,325,884 as at 31 December 2018 at the five local banks and Eskom.

Meeting:	MC-30/01/2019	Submitted by Department:	Financial Services
Ref No:	9/1/1/4	Author/s:	A Viola
Coll No:	1445083	Referred from:	Fin Serv Portfolio 29/01/2019
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
30 JANUARY 2019

<b>28. AMENDMENT TO APPROVED ORGANISATIONAL STRUCTURE</b>
<b>WYSIGING VAN GOEDGEKEURDE ORGANOGRAM</b>
<b>UKULUNGISWA KOKUQINISEKISWA KOLWAKHIWO LOMBUTHO</b>

**RECOMMENDED that**

The change in reporting lines, effective 1 February 2019, of the Division: Human Settlements, Projects and Technical Support from the Department: Planning and Development to the Department: Community Services be approved.

Meeting: MC-30/01/2019	Submitted by Department: Corporate Services		
Ref No: 4/3/1	Author/s: S Johaar		
Coll No: 1444255	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

**CONFIDENTIAL**

<b>29. WRITING-OFF OF IRRECOVERABLE DEBT (5.3 OF WRITING-OFF POLICY) – INSOLVENT AND DECEASED ESTATES ACCOUNTS – NOVEMBER 2018</b>
<b>AFSKRYF VAN ONVERHAALBARE SKULD (5.3 VAN AFSKRYWINGBELEID) – INSOLVENTE EN BOEDELS REKENINGE – NOVEMBER 2018</b>
<b>UKUCINYWA KWAMATYALA ANGAHLAWULWAYO (UMGAQO NKQUBO WOKUCINYWA KWAMATYALA 5.3) – IAKHAWUNTI ZOMHLABA ZABANTU ABATSHONILEYO KUNYE NABASWELEKILEYO – NOVEMBA 2018</b>

See Confidential minutes.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services		
Ref No: 5/15/1	Author/s: A Abrahams		
Coll No: 1434398	Referred from: Fin Serv Portfolio 29/01/2019		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE**  
**30 JANUARY 2019**

<b>30. WRITING-OFF OF IRRECOVERABLE DEBT REPORT – NOVEMBER 2018</b>
<b>AFSKRYF VAN ONINVORDERBARE SKULDVERSLAG – NOVEMBER 2018</b>
<b>UKUCINYWA KWAMATYALA ANGAHLAWULWAYO – NOVEMBA 2018</b>

See Confidential minutes.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services
Ref No: 5/15/1	Author/s: A Abrahams
Coll No: 1436560	Referred from: Fin Serv Portfolio 29/01/2019
<u>PAR:</u>	<u>ACTION:</u>
<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>31. WRITING-OFF OF IRRECOVERABLE DEBT REPORT – DECEMBER 2018</b>
<b>AFSKRYF VAN ONINVORDERBARE SKULDVERSLAG – DESEMBER 2018</b>
<b>UKUCINYWA KWAMATYALA ANGAHLAWULWAYO – DISEMBA 2018</b>

See Confidential minutes.

Meeting: MC-30/01/2019	Submitted by Department: Financial Services
Ref No: 5/15/1	Author/s: A Abrahams
Coll No: 1440470	Referred from: Fin Serv Portfolio 29/01/2019
<u>PAR:</u>	<u>ACTION:</u>
<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



**DRAKENSTEIN MUNICIPALITY**

**MINUTES: MAYORAL COMMITTEE**

**30 JANUARY 2019**

**SUPPLEMENTARY AGENDA**

<b>32. EXTENSION OF CONTRACT COM 1/2015: PROVISION OF SECURITY SERVICES</b>
<b>VERLENGING VAN KONTRAK COM 1/2015: VERSKAFFING VAN SEKURITEITSDIENSTE</b>
<b>UKWANDISWA KWESIVUMELWANO COM 1/2015: UBONELELO LWENKONZO ZOKHUSELO</b>

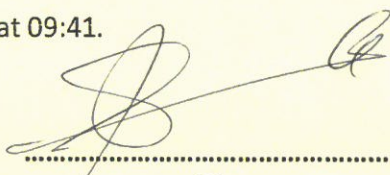
The item was tabled at the meeting.

**RECOMMENDED that**

Approval be granted in terms of Section 116(3) of the Municipal Finance Management Act (Act 56/2003) as well as paragraph 54(2) and (3) of Council's Supply Chain Management Policy for the extension of Contract COM 1/2015: Provision of Security Services from 1 February 2019 to 31 March 2019.

Meeting: Council-30/01/2019	Submitted by Department: Community Services
Ref No: 8/3/1 (COM 1/2015)	Author/s: E Saayman
Coll No: 1446308	Referred from: MC - 30/01/2019
<b>PAR:</b>	<b>ACTION:</b>
	<b>RESPONSIBLE DEPT:</b>
	<b>DUE DATE:</b>

The meeting ended at 09:41.



**CHAIRPERSON:** .....

**DATE:** 20 February 2019 .....

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

PJ/rs



# DRAKENSTEIN

MUNICIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

12

+27 21 807 4500 +27 21 872 8054

www.drakenstein.gov.za

records@drakenstein.gov.za

Civic Centre, Berg River Boulevard, Paarl 7646

## Mayoral Committee Attendance Register

Date: 30 January 2019

Time: 09:00

Venue: Big Committee Room

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
POOLE Executive Mayor	C J	MR	0785304285 0824979046	
COMBRINK Deputy Executive Mayor (Financial Services)	G C	MR	0824553445	
LE ROUX (Engineering Services)	J F	MR	0834595965	
ANDREAS (Rural Management)	M A	MS	0767901066	
KEARNS (Environment, Parks and Open Spaces)	C	MS	0765018441 0769406614	
GOUWS (Social Services)	E	MS	0824479711	
MILLER (Planning and Development)	J	MR	0834400507	
MOKOENA (Corporate Services)	L P	MS	0734198671	
SMUTS (Public Safety)	R	MR	0824948467	
VAN NIEKERK (Sport, Recreation, Arts and Culture)	LT	MS	0818858365	
VAN NIEUWENHUYZEN (Communication and Inter- Governmental Relations (IGR))	R H	MR	0826296239	
WILLEMSE (Human Settlements and Property Management)	L	MS	0820799421	
STOWMAN SPEAKER	AC	MR	0791895359	
KOEGELENBERG CHIEF WHIP	RA	MR	0832693138	
MATTHEE CHAIRMAN: MPAC	J	MR	0824486180	
RICHARDS LEADER OF OPPOSITION	AM	MR	0827860053	

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
<i>Matthee</i>	<i>J</i>	<i>MR</i>	<i>0606689282</i>	