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DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE

ORDINARY VIRTUAL MEETING HELD ON WEDNESDAY, 23 JUNE 2021 AT 09:00.

PRESENT: The Executive Mayor, Ald C J Poole (Chairperson)

The Deputy Executive Mayor, Ald G C Combrink

Councillors: Ald J F le Roux

M A Andreas C Kearns E Gouws Adv J Miller Ald R Smuts L P Mokoena L T van Niekerk

R H van Nieuwenhuyzen

L Cyster

Also Present:

Cllr A C Stowman (Speaker)

Cllr R A Koegelenberg (Chief Whip)

Officials: Dr J H Leibbrandt (City Manager)

Mr B Brown (Chief Financial Officer)

Mr M Wüst (Executive Director: Engineering Services)
Mr G Esau (Executive Director: Community Services)
Mr S Johaar (Executive Director: Corporate Services)

Mr D Delaney (Acting Executive Director: Planning and

Development)

Ms N October (Senior Manager: Legal and Administrative

Services)

Ms R Geldenhuys (Manager: Communications)
Ms N Magongo (Manager: Performance Audit)

Ms C September (Manager: IDP)

Mr R Sauls (Manager: Performance Management)

Mr G Dippenaar (Chief Risk Officer)

Mr F P Goosen (Manager: Administrative Support Services)

Ms W Prins (Performance Management Officer)

Mr P January (Snr Administrative Officer)
Mr A Koopman (Communications Officer)



MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

1. <u>LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT</u>

None.

2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

None.

3. <u>DECLARATION OF INTEREST BY COUNCILLORS/OFFICIALS</u>

The City Manager and Executive Directors declared their interest in terms of Item 22 on the confidential agenda.

4. CONSIDERATION OF URGENT MATTERS, REPORTS, COMMUNICATIONS AND PETITIONS

None.

ENGINEERING SERVICES

5. INCREASED AVAILABLE AIRSPACE AT WELLINGTON SOLID WASTE LANDFILL
VERHOOGDE BESKIKBARE LUGSPASIE BY DIE WELLINGTON VASTE AFVAL
STORTINGSTERREIN
UKWANDELEKA KWEENDAWO EKHOYO KWINDAWO YENKUNKUMA EWELLINGTON

RECOMMENDED that

It be noted that the Western Cape Government: Environmental Affairs and Development Planning (DEADP) granted a height extension approval at the Wellington Solid Waste landfill site, which is estimated to prolong the life expectancy of the landfill until the end of 2026.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 16/6/4 1726554		Submitted by Department: Author/s: Referred from:	Engineering Services M Wüst	
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:

CORPORATE SERVICES

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

CORPORATE SERVICES

6. MUNICIPAL REGULATIONS ON FINANCIAL MISCONDUCT PROCEDURES AND CRIMINAL PROCEEDINGS: TERMS OF REFERENCE OF DISCIPLINARY BOARD MUNISIPALE REGULASIES TEN OPSIGTE VAN FINANSIËLE WANGEDRAGPROSEDURES EN STRAFVERRIGTINGE: VERWYSINGSRAAMWERK VAN DISSIPLINÊRE RAAD IMIMISELO KAMASIPALA KWINKQUBO YOKUZIPHATHA KWEZEMALI KUNYE NEENKQUBO YOLWAPHULO- MTHETHO: IMIQATHANGO YOKUSEBENZISWA KWEBHODI YOLULEKO

RECOMMENDED that

- 1. The terms of reference, attached as Annexure "A" to the departmental report be approved;
- 2. A Disciplinary Board be reconstituted and the members thereof be appointed in accordance with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014 for a period of no longer than three years as follows:
 - 2.1 Chairperson of the Audit Committee;
 - 2.2 Chairperson of the Fraud and Risk Management Committee (FARMCO);
 - 2.3 An external member of the Fraud and Risk Management Committee as seconded by FARMCO;
 - 2.4 Chief Audit Executive; and
 - 2.5 Executive Director: Corporate Services or Senior Manager Legal and Administration depending on the circumstances.
- The Chairperson of the Audit Committee be designated as the Chairperson of the Disciplinary Board;
- 4. The payment of the applicable allowances paid to members of the Audit Committee and FARMCO for serving as members of the Disciplinary Board be approved; and

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RAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

5. Council confirm that future members of the Disciplinary Board will serve in such a capacity by virtue of the position or office as per the terms of reference.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 4/10/9/4 X 1/2/28 1756369		Submitted by Department: Author/s: Referred from:	Corporate Services S Johaar	
	PAR:	ACTION:	RESPONSIBLE DEPAI	RTMENT:	DUE DATE:

PLANNING AND DEVELOPMENT

7.	APPOINTMENT OF THE FRAUD AND RISK MANAGEMENT COMMITTEE MEMBERS					
		AN LEDE VAN DIE B				
	UKUQESHWA	KWAMALUNGU	EEKOMITI	ZOLAWULO	LOBUQHOPHOLOLO	
	NOMNGCIPHEK	0				

RECOMMENDED that

The following two candidates be appointed as independent external members of FARMCO:

- Ms Reyhana Gani; and
- Mr Heinrych Aylward.

Meeing: Ref No: Coll No:	Mayco 23/06/2021 3/1 1761252		Submitted by Department: Author/s: Referred from:	Planning and Deve G Dippenaar	lopment
	PAR:	ACTION:	RESPONSIBLE DEPAI	RTMENT:	DUE DATE:

Of Co

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

FINANCIAL SERVICES

8.	INDIGENT HOUSEHOLD STATISTICS REPORT AS AT 31 MAY 2021					
	DEERNIS H	HUISHOUDING	STATISTIEKE	VERSLAG SOOS OP	31 MEI 2021	
	INGXELO	YAMANANI	YEZINDLU	ZAMAHLWEMPU	NGOBUNJALO	NGOMHLA
	31 ICANZII	BE 2021				

RESOLVED that

The report be noted.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 9/1/1/4 1760235		Submitted by Department: Author/s: Referred from:	Financial Services A Abrahams Finance Portf - 21/0	6/2021
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:

9. MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 MAY 2021
MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 31 MEI 2021
ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 31 UCANZIBE 2021

RESOLVED that

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

Meeting: Mayor 9/1/1 9/1/1 17591	Submitted b Author/s: Referred fro	AA	ancial Services brahams ance Portf - 21/06/2021	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DU	E DATE:

of le

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

10.	DRAKENSTEIN OUTSTANDING DEBTORS REPORT AS AT 31 MAY 2021						
	DRAKENST	EIN UITSTAANDI	E DEBIT	EURE VERSLAG SO	OS OP 31 MEI 202	1	
	INGXELO	YAMATYALA	ASE	DRAKENSTEIN	NGOBUNJALO	NGOMHLA	
	31 UCANZI	BE 2021					

RESOLVED that

The report be noted.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 9/1/1/4 1759592		Submitted by Department: Author/s: Referred from:	Financial Services A Abrahams Finance Portf - 21/0	06/2021
	PAR:	ACTION:	RESPONSIBLE DEPAI		DUE DATE:

11.	REPORT ON TENDER AWARDS: MAY 2021
	VERSLAG OOR TENDERTOEKENNINGS: MEI 2021
	INGXELO NGONIKEZELO LWETHENDA: UCANZIBE 2021

RECOMMENDED that

- The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of May 2021, 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: Ref No: Coll No:	Mayco 23/06/2021 8/1/2/1 1758778		Submitted by Department: Author/s: Referred from:	Financial Services C Hess Finance Port – 23/0	4/2021
	PAR:	ACTION:	RESPONSIBLE DEPAR		DUE DATE:

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MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

12.	REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: MAY 2021
	VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: MEI 2021
	INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA
	KWINKQUBO ZOKUFUMANA: UCANZIBE 2021

RECOMMENDED that

- In terms of paragraph 36(2) of the Supply Chain Management Policy, the deviations and the reasons for the deviations for the amount of R1,633,470 for May 2021 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 R10,974,085 for the financial year in the notes to the 2020/2021 annual financial statements as required by legislation.

	1/5 3908		Submitted by Department: Author/s: Referred from:	Financial Services C Hess Finance Portf - 21/	06/2021
PAR:		ACTION:	RESPONSIBLE DEPAR	RTMENT: DUE DATE:	

13.	MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET
	MONITORING REPORT FOR MAY 2021
	MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING
	VERSLAGDOENING VIR MEI 2021
	UMTHETHO WOLAWULO LWEMALI KAMASIPALA: ICANDELO 71 INGXELO YOKUBEKA
	ESWENI ULAWULO LWABIWO-MALI LONYAKA MEYI 2021

RECOMMENDED that

 The content of the section 71 monthly budget monitoring report for May 2021 and the supporting documentation be noted; and

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

It be noted that the section 71 monthly budget monitoring report for May 2021
was submitted to the Executive Mayor, National Treasury and Provincial
Treasury on 14 June 2021, being the 10th working day after the end of
May 2021.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 9/1/1/4 1760948		Submitted by Department: Author/s: Referred from:	Financial Services A Viola Finance Portf - 21	
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:
			12 1-1-1		

14. COUNCILLORS' OUTSTANDING DEBT REPORT AS AT 31 MAY 2021
RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 31 MEI 2021
INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 31 UCANZIBE 2021

RECOMMENDED that

The report be noted.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 9/1/1/4 1758911		Submitted by Department: Author/s: Referred from:	Financial Services A Abrahams Finance Portf - 21/0	6/2021
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

15.	EXTENSION OF CONTRACT PERIOD: TENDER CES 7/2018: PROFESSIONAL SERVICES CONSULTANT ROSTER FOR VARIOUS PROJECTS IN THE DRAKENSTEIN MUNICIPAL AREA
	VERLENGING VAN KONTRAK PERIODE: TENDER CES 7/2018: PROFESSIONELE DIENSTE KONSULTANTROOSTER VIR VERSKEIE PROJEKTE IN DIE DRAKENSTEIN MUNISIPALE AREA

UKWANDISWA KWEXESHA LESIVUMELWANO: THENDA CES 7/2018: IINKONZO ZEROSTER EBONELELAYO YEPROJEKTI EZOHLUKENYO KUMMANDLA WOMASIPALA WASE DRAKENSTEIN

RECOMMENDED that

- Council, in terms of section 116(3) of the Municipal Finance Management Act (No.56 of 2003), notes the reasons for the proposed extension of the contract period for Tender CES 7/2018: Professional Services Consultant Roster for Various Projects in the Drakenstein Municipal Area, and approves the extension of the contract period from 1 July 2021 to 30 September 2021, subject to the original conditions of the tender and the existing approved rates;
- A notice be placed in the media in terms of Section 21A of the Municipal Systems Act (Act 32 van 2000), to inform the public that Council considers the extension of this contract;
- 3. Should no valid objection be received, that the contracts be extended as recommended; and
- 4. Should valid objections be received, such objection be tabled in Council for consideration.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 8/3/1 (CES 7/2018) 1755585		Submitted by Department: Author/s: Referred from:	Engineering Services R Sauls Finance Portf - 21/06	
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:



MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

16.	APPROVAL OF TH	HE 5TH SPECIA	L 2020/2021 ADJUS	TMENTS BUDGET		
	GOEDKEURING V	AN DIE 5DE SI	PESIALE 2020/2021	AANPASSINGSBEGR	OTING	
	UKUVUMELWA	KOHLAHLO	LWABIWO-MALI	OLUKETHEKILEYO	LWE-5	LIKA
	2020/2021					

RECOMMENDED that

- 1. The total operating revenue of R2,609,486,410 for the 2020/2021 financial year as set out in Table 1 of the Special Adjustments Budget Report, be approved;
- 2. The operating expenditure of R2,532,355,924 for the 2020/2021 financial year as set out in Table 2 of the Special Adjustments Budget Report, be approved;
- The capital budget expenditure of R239,059,061 for the 2020/2021 financial year as set out in Table 4 of the Special Adjustments Budget Report, be approved;
- 4. The capital expenditure of R239,059,061 to be funded by the following revenue sources as set out in Table 5 of the 2020/2021 Adjustments Budget Report, be approved:
 - 4.1 Capital Replacement Reserve (CRR) (R73,764,232);
 - 4.2 Secured grants to be received from National Government, Provincial Government and other donors (R144,755,881); and
 - 4.3 Developers Contributions (R20,538,948).
- 5. It be noted that no taxes and tariffs be affected with the approval of this adjustments budget; and
- 6. Schedules B1 to B10 attached as Appendix 2 to the 2020/2021 Special Adjustments Budget Report, be approved.

Ref No: Coll No:	Mayco 23/06/2021 5/2/2 1760744		Submitted by Department: Author/s: Referred from:	Financial Services L Crotz	0.6 /2024
	PAR:	ACTION:	RESPONSIBLE DEPAR	Finance Portf - 21/0	DUE DATE:

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

17. DISPOSAL OF MOVABLE CAPITAL ASSETS AND OTHER ITEMS IN TERMS OF SECTION 14
OF THE MUNICIPAL FINANCE MANAGEMENT ACT
VERVREEMDING VAN ROERENDE KAPITALE BATES EN ANDER ITEMS KRAGTENS
ARTIKEL 14 VAN DIE WET OP MUNISIPALE FINANSIËLE BESTUUR
UKUVUMELWA KWEENKQUBO ZEZIKHONO ZENKCAZELO NGOKWESIGABA 14
SOMTHETHO WOLAWULO LWEZEMALI KOMASIPALA

RECOMMENDED that

- 1. The assets and other items as listed in Annexures B to D in the departmental report are not needed to provide the minimum level of basic municipal services;
- The book values of the assets and items listed in Annexures B to D in the departmental report be deemed as the fair market values of the assets and the economic and community value to be received in exchange for the assets; and
- 3. The selling of the assets and items via a public auction be approved.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 8/3/4 1761105		Submitted by Department: Author/s: Referred from:	Financial Services H Vergotine Finance Portf - 21/6	06/2021
	PAR:	ACTION:	RESPONSIBLE DEPAR		DUE DATE:

18. APPROVAL OF COUNCIL'S POLICY ON INFRASTRUCTURE DELIVERY AND PROCUREMENT MANAGEMENT

GOEDKEURING VAN DIE RAAD SE BELEID OP INFRASTRUKTUUR LEWERING EN VERKRYGINGSBESTUUR

UKUVUNYWA KOMGAQO-NKQUBO WEBHUNGA KWEZIBONELELO KWEZIBONELELO NOLAWULO LWEENKQUBO

RECOMMENDED that

1. The Policy on Infrastructure Procurement and Delivery Management be revoked; and

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MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

2. The Policy on Infrastructure Delivery and Procurement Management with effect from 1 July 2021 be approved.

Ref No: 5/P Coll No: 17634	o 23/06/2021 69	Author	tted by Department: r/s: ed from:	Financial Services H Vergotine Finance Portf - 21/06/	/2021
PAR:		ACTION:	RESPONSIBLE DEPARTMENT:		DUE DATE:

CONFIDENTIAL

19.	WRITING-OFF OF IRRECOVERABLE DEBT REPORT – MAY 2021
	AFSKRYWING VAN ONINVORDERBARESKULDVERSLAG – MEI 2021
	INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – UCANZIBE 2021

See confidential minutes.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 5/15/1 1758930		Submitted by Department: Author/s: Referred from:	Financial Services A Abrahams Finance Portf - 21,	/06/2021
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

ADDITIONAL ITEMS

FINANCE

20. EXTENSION OF CONTRACT PERIOD: TENDER COM 1/2018: PROVISION OF SECURITY SERVICES FOR DRAKENSTEIN MUNICIPALITY SITES IN THE DRAKENSTEIN AREA FROM 1 JULY 2018 UNTIL 30 JUNE 2021

VERLENGING VAN KONTRAK PERIODE: TENDER COM 1/2018: VOORSIENING VAN SEKURITEITSDIENSTE VIR DRAKENSTEIN MUNISIPALITEIT BY DRAKENSTEIN MUNISIPALE PERSELE VANAF 1 JULIE 2018 TOT 30 JUNIE 2021

UKWANDISWA KWEXESHA LESIVUMELWANO: THENDA COM 1/2018: UBONELELO LWENKONZO ZOKHUSELOKWISAYITI SOMASIPALA WASE DRAKENSTEIN KUMMANDLA WASE DRAKENSTEIN UKUSUKELA 1 JULAYI 2018 UKUYA 30 JUNI 2021

RECOMMENDED that

- Council approves the proposed extension of contract COM 1/2018: Provision of security services for Drakenstein Municipality sites in the Drakenstein area from 1 July 2021 until 30 September 2021;
- A notice be placed in the media in terms of section 21A of the Municipal Systems Act that solicits written comments and representations from the public of Council's intention to extend contract COM 1/2018: Provision of security services for Drakenstein Municipality sites in the Drakenstein area from 1 July 2018 until 30 June 2021; extension period from 1 July 2021 until 30 September 2021;
- Should no valid comments and representations be received, that contract COM 1/2018: Provision of security services for Drakenstein Municipality sites in the Drakenstein area from 1 July 2018 until 30 June 2021, be extended in terms of section 116(3) of the Municipal Finance Management Act (Act no. 56 of 2003); and

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MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

4. Should valid comments and representations be received, that such valid comments and representations be tabled in Council for consideration.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 8/3/1 (COM 1/2018) 1755585		Submitted by Department: Author/s: Referred from:	Community Service S Jacobs Finance Portf - 21/0	
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:

21. DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 MAY 2021

DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUUR VERSLAG SOOS OP 31 MEI 2021

INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO
NGOMHLA WE 31 UCANZIBE 2021

RESOLVED that

The report be noted.

Meeting: Ref No: Coll No:	Mayco 23/6/2021 9/1/1/4 1758920		Submitted by Department: Author/s: Referred from:	Financial Services A Abrahams Finance Portf – 21/	06/2021
	PAR:	ACTION:	RESPONSIBLE DEPAR		DUE DATE:

Q2-8

MINUTES: MAYORAL COMMITTEE 23 JUNE 2021

CONFIDENTIAL

PLANNING AND DEVELOPMENT

22. ANNUAL PERFORMANCE ASSESSMENT RESULTS FOR THE 2019/2020 FINANCIAL YEAR: CITY MANAGER AND SECTION 56 MANAGERS

JAARLIKSE PRESTASIE ASSESSERINGS RESULTATE VIR DIE 2019/2020 FINANSIËLE JAAR: STADSBESTUURDER EN ARTIKEL 56 BESTUURDERS

IZIPHUMO ZOVAVANYO LWENTSEBENZO YONYAKA ZONYAKA-MALI KA-2019/2020: UMPHATHI WESIXEKO NABAPHATHI BECANDELO 56

See confidential minutes.

Meeting: Ref No: Coll No:	Mayco 23/06/2021 2/2/8 1761305		Submitted by Department: Author/s: Referred from:	IDP/PMS C September	
	PAR:	ACTION:	RESPONSIBLE DEPAR	RTMENT:	DUE DATE:

The meeting ended at 08:37.

CHAIRPERSON:

DATE:

Confirmed with/without amendments.

PJ/mg



Q +27 21 807 4500 +27 21 872 8054

www.drakenstein.gov.za

□ customercare@drakenstein.gov.za

Civic Centre, Berg River Boulevard, Paarl 7646

Mayoral Committee Attendance Register

Date: 23 June 2021

Time: 09:00 Venue: Virtual

POOLE Executive Mayor COMBRINK Deputy Executive Mayor (Financial Services) LE ROUX (Engineering Services) ANDREAS (Rural Management) KEARNS (Environment, Parks and Open Spaces) GOUWS (Social Services) MILLER (Planning and Development) MOKOENA (Corporate Services) SMUTS (Public Safety) VAN NIEKERK (Sport, Recreation, Arts and Culture) VAN NIEUWENHUYZEN (Communication and Inter- Governmental Relations (IGR) CYSTER (Human Settlements and Property Management) STOWMAN SPEAKER KOEGELENBERG CHIEF WHIP	SIGNATURE
Executive Mayor COMBRINK Deputy Executive Mayor (Financial Services) LE ROUX (Engineering Services) ANDREAS (Rural Management) KEARNS (Environment, Parks and Open Spaces) GOUWS (Social Services) MILLER (Planning and Development) MOKOENA (Corporate Services) SMUTS (Public Safety) VAN NIEKERK (Sport, Recreation, Arts and Culture) VAN NIEUWENHUYZEN (Communication and Inter-Governmental Relations (IGR) CYSTER (Human Settlements and Property Management) STOWMAN SPEAKER KOEGELENBERG RAD CLLR ALD ALD CLLR	
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