



MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON WEDNESDAY, 8 FEBRUARY 2017 AT 11:00

PRESENT:

Executive Mayor, ald T van Essen (chairman)
Deputy Executive Mayor, ald M S I Goliath

Members of the Mayor's Committee:

Clr P E Solomons
Clr O M Stemele
Clr R F van der Westhuizen
Clr M van Zyl

Other councillors:

Clr M A Rangasamy

Officials:

Municipal Manager, mr J J Scholtz
Director: Security Services, mr P A C Humphreys
Director: Electrical Engineering Services, mr R du Toit
Director: Financial Services, mr M A C Bolton
Director: Corporate Services, ms M S Terblanche
Director: Development Services, mr J T Steenkamp
Snr Manager: Technical Services (Civil), mr L D Zikmann
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

Clr M van Zyl opened the meeting with a prayer at the request of the chairman.

2. APOLOGIES

The committee was complete. Apology received from Director: Civil Engineering Services, mr A J Botha.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 18 JANUARY 2017

RESOLUTION

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 18 January 2017 are approved and signed by the Mayor.

4.2 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 1 FEBRUARY 2017

[Corrections held over at the prerogative of the various committees.]

5. CONSIDERATION OF RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES

5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 1 FEBRUARY 2017

5.1.1 MUNICIPAL MANAGER AND FINANCES

RESOLUTION

That the Executive Mayor approves the recommendations in the relevant minutes.

5.1.2 CIVIL AND ELECTRICAL SERVICES

RESOLUTION

That the Executive Mayor approves the recommendations in the relevant minutes.

5.1.3 ADMINISTRATION, DEVELOPMENT AND SECURITY SERVICES

RESOLUTION

That the Executive Mayor approves the recommendations in the relevant minutes.

6. MATTERS ARISING FROM THE MINUTES OF 9 NOVEMBER 2016

None

7. NEW MATTERS

7.1 AMENDMENTS TO THE 2016/2017 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/1/4/4/1)

The purpose of the Service Delivery and Budget Implementation Plan (SDBIP) is to support the Municipal Manager in achieving service delivery goals, as well as the spending of the capital budget within a given time frame.

As a result of the adjustment to the capital budget by the Council on 26 January 2017 the SDBIP for the 2016/2017 financial year – approved in June 2016 – must be amended accordingly.

RESOLUTION

That the amended Service Delivery and Budget Implementation Plan (SDBIP) for the 2016/2017 financial year is approved in terms of article 54(1)(c) of the Municipal Financial Management Act (Act 56 of 2003).

7.2 HOUSING ALLOCATION POLICY (17/4/2/B)

On 12 June 2013 the Council approved guidelines – arising from a lack of a housing allocation policy – for the awarding of houses to beneficiaries for the current housing projects incorporating proportional awards to specific categories of participants.

The Provincial Minister of Housing, Mr Bonginkose Madikizela, asked municipalities to put in place a fair process giving, inter alia, preference to the disabled, pensioners, married couples as well as persons living on neighbouring farms.

In a/...

7.2/...

In a recent circular from the Department of Human Settlement it was stated that the age qualification to be considered for low cost housing was adjusted from 40 years to 35 years and older.

RESOLUTION (for submission to the Council)

- (a) The Housing Allocation Policy, as tabled, is adopted and comes into effect as of the date on which the adoption of the policy is ratified by the Council;
- (b) The categories of participants, approved by the Executive Mayor on 12 June 2013, is replaced by quotas according to the new Housing Allocation Policy;
- (c) Note is taken of the Department of Human Settlement's request to give preference to beneficiaries aged 35 years and older when making the allocations;
- (d) The Council takes note that in future, after the completion of the Riebeek West Housing Project, projects will only be undertaken in towns with growth potential, including their catchment areas, as indicated on the attached plan;
- (e) Note is taken that the existing waiting lists in Ilinge Lethu and Malmesbury will be consolidated into one waiting list and the allocations in the future Malmesbury housing project will be according to the date of application;
- (f) For each housing project the list of identified beneficiaries for that project will be submitted to the Council's Housing Committee for approval;
- (g) That Housing Committee, which will be elected from the beneficiaries of each proposed project, will be presented to the Executive Mayor's Committee for approval;
- (h) After completion of the Riebeek West Housing Project the sequence of the housing projects in the towns with growth potential will be as follows, namely: Malmesbury, Moorreesburg, Darling and Riebeek Valley.

7.3 RECOMMENDATIONS TO THE COUNCIL IN RESPECT OF A CHOICE OF AN MSCOA EMPOWERMENT SYSTEM (6/2/3/1/4)

All municipalities are expected to evaluate the Information and Communication Technology Systems used by the municipalities in accordance with mSCOA Circulars Nos. 5 and 6.

During a CFO forum meeting held on 8 September 2016 municipalities indicated that they did not have the necessary skills to carry out the aforementioned evaluation. The municipalities of Knysna, Mossel Bay, Langeberg and Swartland carried out the necessary evaluation of the *Promun* financial system in co-operation with the provincial mSCOA project manager and R-data during a 2-day work session – of which the results were circulated with the agenda.

RESOLUTION

That in view of the report presented by the Director: Financial Services, together with comparison of the financial implications of a new system, it was agreed to continue the use of the *Promun* financial system.

7.4 FLEET MANAGEMENT POLICY (6/2/1/B)

A wide range of tools, equipment, vehicles etc are owned by the Swartland Municipality in order to ensure a high quality of service to clients.

The purpose of the Fleet Management Policy is to put in place guidelines for the efficient management of assets, on a daily basis, by employees.

7.4/...

RESOLUTION

That the attached Fleet Management Policy is adopted by the Council and implemented with immediate effect in order to ensure compliance with the Municipal Financial Management Act (Act 56 of 2003).

7.5 SALE OF RETIRED ASSETS PER PUBLIC AUCTION (6/1/3)

The Asset Management Policy regulates the disposal of assets in order to ensure that it is carried out in a fair, equitable, transparent, competitive and cost effective manner and that it complies with the Municipality's Supply Chain Management Policy.

The criteria for the disposal of assets include the following:

- The useful life of the asset has expired;
- The asset is old;
- It is uneconomic to repair the asset or it is irreparable.

The Municipal Manager reported that with the appointment of a new service provider for operating speed cameras and associated services, the speed cameras from the old service provider, TMT, have been handed over to the Council. The new service provider, Syntell, is prepared to take over the cameras.

The Director: Security Services explained that the cameras will not realise a competitive price on auction, and that a fair price will be determined by an independent company for possible resale to Syntell.

The Municipal Manager confirmed that, in this instance, the guidelines of the Asset Management Policy will be adhered to, as well as those of the Municipality's Supply Chain Management Policy.

RESOLUTION

That approval is given that the attached list of obsolete assets will be sold on public auction, and accordingly removed from the asset register.

7.6 WRITE OFF OF LOST ASSETS IN ORDER TO REMOVE THEM FROM THE ASSET REGISTER (6/1/3)

The annual asset stock take took place from August to December 2016. Of the 8 284 assets counted, only nine items could not be found. The reasons for the nine lost items were circulated with the agenda.

Taking into account the above mentioned it can be confirmed that effective controls are in place at present to ensure the safety of Council assets.

RESOLUTION

That approval is given to write off the assets according to the attached list to the amount of R3 794.39 and that they are accordingly removed from the asset register.

7.7 OUTSTANDING DEBTORS – JANUARY 2017 (5/7/1/1/MY)

A complete list in respect of outstanding debtors was circulated with the agenda.

RESOLUTION

That note is taken of the report in respect of the status of outstanding debtors for the month of January 2017.

7.8 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

In accordance with the Asset Management Policy outstanding insurance claims must be reported monthly.

The chairman stated that the public should take note that service delivery in some instances is hampered by vandalism, which happens regularly, and that the public has a responsibility to report vandals to the Municipality.

RESOLUTION

That note is taken of the state of outstanding insurance claims up to and including 31 January 2017, as circulated with the agenda.

7.9 LEASE AGREEMENT: MALMESBURY BOWLING CLUB (17/9/2/R)

The Council leases the Malmesbury bowling facilities to the Malmesbury Bowling Club on an annual basis. The lease agreement expired on 30 September 2016.

RESOLUTION

- (a) That the lease agreement with the Malmesbury Bowling Club for the lease of the bowling facilities is extended for a period of 12 months.
- (b) That the rental is R10,00 plus VAT per annum;
- (c) That the rental conditions, which apply at present, remain in place.

7.10 RESEALING OF ROADS PROGRAMME: 2016/2017 FINANCIAL YEAR (16/5/5/1)

The tender for the resealing of roads in the Swartland municipal area was awarded on 15 October 2016. There is an amount of R10 000 000,00 available in the 2016/2017 financial year for this purpose.

The available funds are divided proportionately between the various towns in the municipal area in accordance with the total length of tarred roads in each town. A scientific model was used, as well as on site inspections were done, to identify roads for upgrading, as indicated in the attached list.

RESOLUTION

- (a) That the attached resealing programme is approved;
- (b) That note is taken that the attached resealing programme may be adjusted in accordance with the expenditure associated with the preparation of roads for resealing.

**(SGD) T VAN ESSEN
EXECUTIVE MAYOR**