



MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON WEDNESDAY, 22 MARCH 2017 AT 10:00

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: Civil Engineering Services, mr A J Botha
Director: Financial Services, mr M A C Bolton
Director: Corporate Services, ms M S Terblanche
Director: Development Services, mr J T Steenkamp
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

Clr R F van der Westhuizen opened the meeting with a prayer at the request of the chairman.

2. APOLOGIES

The committee was complete.

3. SUBMISSION/DEPUTATIONS/COMMUNICATIONS

3.1 IMPLEMENTATION OF THE "COMMUNITY WORK PROGRAMME" (CWP) (17/2/2)

The chairman welcomed the deputation, which had requested to address the Executive Mayor's Committee with respect to the CWP programme, namely –

- Mr Craig Mitchell and ms Patience Oor from the Western Cape Department of Local Government: Division Public Participation;
- Mr Naym Daniels from the Dhladhla Foundation, as such the implementation agent of the "Community Work Programme" (CWP).

Mr Naym Daniels presented the objectives of the CWP programme and explained that it has been piloted by the Department of Co-operative Governance (DCOG) as a national initiative. The main purpose of the programme is to supplement the livelihood strategy of unemployed and/or employed persons with an unsatisfactory income, through ensuring a minimum level of income by providing job opportunities.

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The objectives of the programme are, inter alia, as follows -

- to contribute to the development of public assets and basic services in poor communities by supporting municipal goals and needs;
- to strengthen the public participation process by participating in the decision making process at community level;
- to support existing 'livelihoods';
- to extend the level of skills of participants.

Mr Daniels emphasized the importance of the establishment of the "Local Reference Committee" which will be tasked with supporting the Implementation Agent in the implementation of the programme, as well as fulfilling an assessment role. This committee will, inter alia, consist of representative(s) of (1) ward committees, (2) local community, (3) community leaders, (4) political *champions* and (5) officials from the various spheres of government.

Swartland Municipality has been identified by the DCOG to participate in the CWP programme and this will provide 500 job opportunities during the 2017/2018 financial year.

The chairman afforded the committee members the opportunity ask questions in respect of clarification, after which the Municipal Manager explained that the defining characteristic of the CWP programme, in comparison with other initiatives, is that it focuses on the support of municipal needs and initiatives, as well as those which do not fall within the orbit of local authorities, for example education, health etc. which can benefit from the project.

RESOLUTION

- (a) That Swartland Municipality supports the "Community Work Programme" and will eagerly participate in the programme;
- (b) That, at the request of mr Craig Mitchell, a date is set for another workshop to clarify the operational aspects, namely -
 - (i) Liaison person at Swartland Municipality;
 - (ii) Involvement of ward committees;
 - (iii) Involvement ward councillors;
 - (iv) Appointment of political *champion*;
 - (v) What role Swartland Municipality will play in the establishment of a "Local Reference Committee";
 - (vi) What must the project focus on, for example 100 job opportunities for each of the five areas according to the area plans of the IDP;p

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 8 FEBRUARY 2017

RESOLUTION

That the minutes of an Ordinary Meeting of the Executive Mayor's Committee held on 8 February 2017 are approved and signed by the Mayor.

4.2 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 1 MARCH 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 MARCH 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 2017-2022 INTEGRATED DEVELOPMENT PLAN (2/1/4/4/1)**

The stipulation, in accordance with article 25 of the Local Government Act: Municipal Systems No. 32 of 2000, is that after the commencement of the elected term, every municipal council must adopt a strategic plan, within the prescribed period.

The Integrated Development Plan (IDP) is the Municipality's main strategic plan which deals with the most critical development needs within the municipal area (external focus), as well as the most critical governance needs of the organization (internal focus).

The attached document is the new five year IDP for the period 1 July 2017 to 30 June 2022 and both the chairman and the Municipal Manager request that the councillors acquaint themselves with the contents of the IDP as well as the Area Plans in order to use them as an empowerment tool when communicating with the public.

RESOLUTION (for recommendation to the Council on 30 March 2017)

- (a) That the draft 2017-2022 IDP for the Swartland municipal area is approved in terms of article 25(1) of the Local Government Act: Municipal Systems No. 32 of 2000 for the purpose of obtaining public input and comment;
- (b) That the draft IDP is advertised during April 2017 for public input and comment;
- (c) That the draft IDP is submitted to Local Management, Provincial Treasury, National Treasury and the West Coast District Municipality;
- (c) That the IDP is submitted to the Executive Mayor's Committee during May 2017 and before the end of May to the Council for final approval.

7.2 APPROVAL OF THE DRAFT MULTI-YEAR CAPITAL AND OPERATING BUDGETS FOR 2017/2018, 2018/2019 AND 2019/2020, AS WELL AS RELATED POLICIES (5/1/1/1-2017/2018; 5/1/1/2-2017/2018)

The report was dealt with fully by the Director: Financial Services during the Budget Management Committee meeting, but it has once again been emphasised that the implementation of the mSCOA requirements on the 1 July 2017 will be a huge

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challenge, especially in light of the fact that National Treasury issued relevant circulars as recently as 11 March 2017.

The Municipal Manager thanked the Director: Financial Services for the circumspect manner in which the budget process was handled – always keeping in mind the bigger picture – and with the purpose of striving towards efficient and effective saving measures. As a result of this there has been a turnaround from the initial operating shortfall to an operating surplus for the next few financial years.

The chairman stated that it is heartening that the revision of the financially related policies also now form part of the 90 day budget process.

RESOLUTION (for consideration by the Council on 30 March 2017)

- (a) That the multi-year capital and operating budgets in respect of the 2017/18 – 2019/20 financial years are recommended for approval to enable the public participation process, in accordance with articles 16 and 17 of the MFMA:

	Original Budget 2016/2017	Second Adjusted Budget 2016/2017	Original Budget 2017/2018	Original Budget 2018/2019	Original Budget 2019/2020
Capital Budget	R 74 689 669	R 81 428 433	R 84 443 120	R 87 695 064	R 84 275 813
Operating Expenses	R 654 711 941	R 636 140 909	R 664 504 937	R 670 784 213	R 693 177 822
Operating Income	R 641 914 085	R 647 894 024	R 680 465 674	R 701 763 745	R 726 795 605
Budgeted Shortfall/Surplus)	(R 12 797 856)	R 11 753 115	R 15 960 738	R 30 979 532	R 33 617 782
Capital Grants	R 34 048 649	R 35 348 649	R 34 971 450	R 37 737 000	R 23 724 000
Surplus/(Shortfall)	-R 46 846 505	-R 23 595 534	- R 19 010 712	-R 6 757 468	R 9 893 782

- (b) That the Council approves the proposed draft electricity tariffs for the 2017/2018 financial year, taking into account that these are subject to final approval by NERSA.
- (c) That the draft property rates and taxes and tariff structures and levies for water, electricity, refuse removal, sewerage and various other levies as set out in **Attachment A** are approved for purposes of the public participation process.
- (d) That, with reference to the proposed amendments to the Regulation in respect of Property Taxation and the Property Rates and Taxes Policy, as presented elsewhere in the agenda, note is taken and approval given that the phasing out of differentiated taxation applicable to the so-called “geographical areas” of Jakkalsfontein, Grotto Bay and Riebeek Valley in terms of the existing regulation and policy, will be terminated. Also that approval is thus given that the full property taxation tariff applicable to residential property will be levied on residential properties in the above mentioned areas from 1 July 2017, in order to comply with article 19(1)(a) of the Local Government: Property Taxation Act, 2004 (as revised), which stipulates that the levying of differentiated taxation on residential property is forbidden, except under certain specified circumstances;

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- (e) That a notice in respect of the above mentioned will be sent to the affected residents of Grotto Bay, Jakkalsfontein and Riebeeck Valley to inform them that their property will be levied with 100% of the residential tariff from 1 July 2017, in order to comply with article 19(1)(a) of the Local Government: Property Taxation Act;
- (f) That the annual budget tables, required by the Budget and Reporting Regulations and tabled in **Attachment B**, are approved;
- (g) That the budget related policies incorporated in **Attachment C** are approved for the public participation process;
- (h) That, over and above the initiatives already implemented with reference to MFMA Circular No 82: *Cost Containment Measures*, note is taken of further efforts to limit expenses as stated in **Attachment D**;
- (i) That the Council notes the revision of the budget related policies, and more specifically the fundamental amendments to the Budget Reallocation Policy as a result of the influence of the mSCOA implementation as of 1 July 2017;
- (j) That appropriate overview mechanisms are instituted to monitor saving measures in order to comply with articles 62 and 167 of the MFMA in order to ensure that reasonable steps are taken in respect of the effective, goal orientated and economic use of public resources and in the best interest of the local community;
- (k) That the Council takes note of the budgeted operating surpluses, the attempts made to limit the total increase in expenses to only 4,5% from the present to the new financial year, growth in income of only 5% in these difficult economic circumstances for the same period, as well as the status of cash flow for the present together with the following three financial years and more specifically the progress in this respect;
- the risk factor for cash cover for operating expenses is **5.3 months** for 2017/2018; **5.2 months** for 2018/2019 and **5.7 months** for 2019/2020;
 - over the next three financial years planning is of such a nature that the following operational surpluses are expected – 2017/2018 an amount of **R15 960 738**; 2018/2019 an amount of **R30 979 532** and 2019/2020 an amount of **R33 617 782**;
- (l) That the Director: Financial Services complies with all the requirements of the Budget Circular and Budget formats, in the context of the reporting requirements to the Provincial and National Treasuries.

7.3 **TABLING OF A PROVISIONAL 2017/2018 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/1/4/4/1)**

The purpose of the SDBIP is to support the municipal management to attain service delivery goals, as well as the spending of the capital budget within a given time period.

The Municipal Manager explained that this is only a preliminary SDBIP in order to comply with the Provincial Treasury's request to table the SDBIP together with the 90 day budget.

RESOLUTION (for recommendation to the Council on 30 March 2017)

That the attached 2017/2018 Service Delivery and Budget Implementation Plan (SDBIP) is approved as a preliminary document for the purposes of review by the National and Provincial Treasuries.

7.4 **SUBMISSION OF THE DRAFT REGULATION WITH RESPECT TO PROPERTY TAXATION AS WELL AS REVISED PROPERTY RATES AND TAXES POLICY (5/3/1/B)**

The chairman afforded the Director: Corporate Services the opportunity to point out to the committee the most important amendments to the Property Taxation Regulation as well as the Property Rates and Taxes Policy.

Amendments are largely brought about due to the splitting up of the regulation and the policy, so that when amendments are made, both documents are not promulgated.

An important amendment is the ban on levying differentiated taxation on residential property in the geographical areas of Grotto Bay, Jakkalsfontein and Riebeeck Valley according to the amended legislation – Local Government: Property Taxation Act, No 6 of 2004, as well as the correspondence received from COGTA – which results in that full property rates and taxes being levied in these areas as of 1 July 2017.

There are also amendments to the percentage tax relief payable to senior citizens which, from now on will be calculated according to income levels, but this will only be introduced from 1 July 2018.

RESOLUTION (for recommendation to the Council on 30 March 2017)

- (a) That the draft Regulation in respect of Property Taxation is approved in principle;
- (b) That, in terms of article 12(3)(b) of the Systems Act, 2000, as well as paragraph 59 of the Rules for the Holding of Meetings Regulation, the draft regulation will be advertised for public comment in the local media and on the municipal website for at least 30 days;
- (c) That the draft Regulation in respect of Property Taxation will be submitted to the Council for final approval on 25 May 2017;
- (d) That the draft Property Rates and Taxes Policy is also approved in principle and will be advertised for public comment concurrently with the 90 day budget in the local media and on the municipal website;
- (e) That the Property Rates and Taxes Policy will be submitted to the Council on 25 May 2017, in order to come into effect on the same day as the Regulation.

7.5 **AMENDMENT TO THE SUPPLY CHAIN MANAGEMENT POLICY AND PREFERENTIAL PROCUREMENT POLICY (8/1/B/1, 8/1/B/2)**

The Supply Chain Management Policy stipulates that the accountable officer must revise the policy on an annual basis, mainly in order to make provision for new regulations and directives from the MFMA Circulars, which may necessitate amendments to the latter policy, as well as to the Preferential Procurement Policy.

The various policies were circulated with the agenda.

RESOLUTION (for recommendation to the Council on 30 March 2017)

- (a) That the proposed amendments to the Council's *Supply Chain Management Policy*, as per **Attachment A**, are approved with immediate effect;
- (b) That the attached *Preferential Procurement Policy (Attachment B)* is approved for implementation as of 1 April 2017 in order to give effect to the *Preferential Procurement Regulations, 2017* promulgated in terms of the *Preferential Procurement Policy Framework Act, No. 5 of 2000*.

7.6 ADOPTION OF THE NEW EXTERNAL BURSARY POLICY (4/6/1)

The Provincial Treasury has made a grant available to the Swartland Municipality to promote financial management within the municipal area through the award of external bursaries to potential local students. The aim of the project is therefore to develop human capacity in financial skills within the municipal area.

The agreement with the Provincial Treasury stipulates that an amount of R120 000 for the 2016/17 provincial financial year, R240 000 in the 2017/18 provincial financial year and R360 000 in the 2018/19 provincial financial year will be paid to the Municipality as a contribution to the external bursary programme.

Students who have successfully completed their studies will be employed by the Municipality as part of the Province's internship programme.

RESOLUTION

- (a) That the Executive Mayor's Committee approves the External Bursary Policy for implementation as of 1 April 2017;
- (b) That note is taken that delegations arising from the new policy will be added to the Delegation Register for submission to the Council during May 2017.

7.7 EQUAL OPPORTUNITY EMPLOYMENT PLAN – REVISION YEAR 4 (4/9/1/2/1)

The existing Equal Opportunity Employment Plan for the period 1 July 2013 to 30 June 2018 must be revised on an annual basis.

Amendments to the plan were discussed with both the unions - Imatu and Samwu – and the Equal Opportunity Employment Forum approved the amendments, on 15 February 2017, for recommendation to the Executive Mayor's Committee.

RESOLUTION

That the Executive Mayor's Committee approves the Revised Equal Opportunity Employment Plan for year 4 (1 July 2016 to 30 June 2017) of the plan which was drawn up for the period 1 July 2013 to 30 June 2018.

7.8 WARD COMMITTEES: TAX PAYABLE ON OUT OF POCKET EXPENDITURE (3/4/4/B)

The South African Revenue Services (SARS) notified municipalities in a letter dated 13 March 2017 that out of pocket expense allowance in respect of ward committees is taxable at a rate of 25%.

Because the tax year started on 1 March 2017 it is important to tax the out of pocket expense allowances of ward committees with immediate effect.

It is therefore necessary to revise the remuneration of ward committee members, and the municipalities in the West Coast Region were consulted in an effort to follow a uniform remuneration model.

RESOLUTION

- (a) That note is taken of the letter received from SARS in respect of the taxation of remuneration to ward committee members;
- (b) That approval is given to increase out of pocket expense allowance to ward committee members from 1 March 2017 from R200/meeting to R350/meeting (R350 @ 25 % (Tax) = R262.50), and from R100/meeting to R200/meeting/quarterly (R200 @ 25 % (Tax) = R150) for attending sectoral meetings in order to make provision for the 25% tax which must be levied as of 1 March 2017;

- (d) That, taking into account the remuneration of ward committee members in the West Coast Region, approval is also given for the increase to ward committee members to R500/sitting (R500 @ 25 % (Tax) = R375) and R200/quarterly sitting for sectoral meetings (R200.00 @ 25 % (Tax) = R150) as of 1 July 2017;
- (e) That the necessary information is obtained from the ward committee members to register them on the Municipal Payroll System.

7.9 APPOINTMENT OF COUNCILLORS AND SECUNDAI AS REPRESENTATIVES OF THE COUNCIL ON THE VARIOUS SALGA WORKING GROUPS (3/1/1)

The appointment of representatives (councillors, secundai and officials) on SALGA's six working groups was done by the Council on 11 August 2016, as part of the drawing up of the committee structure.

RESOLUTION

- (a) That the following councillors and secundai are appointed as representatives of the Council on the various SALGA working groups, together with the officials indicated, and that SAGA is notified accordingly (**Attachment A** contains the functional areas of the various SALGA working groups):

WORKING GROUP	COUNCILLOR	OFFICIAL
<i>Community Development & Social Cohesion</i>	Ald Maudé Goliath Clr Monde Stemele (<i>secundus</i>)	Hillary Balie Johan Steenkamp (<i>secundus</i>)
<i>Economic Empowerment & Employment Creation</i>	Clr Michael Rangasamy Ald Tijmen van Essen (<i>secundus</i>)	Leon Fourie Joggie Scholtz (<i>secundus</i>)
<i>Environmental Planning & Climate Resilience</i>	Clr Marlene van Zyl Ald Maudé Goliath	Alwyn Zaayman Johan Steenkamp (<i>secundus</i>)
<i>Human Settlements & Municipal Planning</i>	Clr Patricia Solomons Clr Monde Stemele (<i>secundus</i>)	Johan Steenkamp Sylvester Arendse (<i>secundus</i>)
<i>Public Transport and Roads</i>	Clr Monde Stemele Clr Reggie v/d Westhuizen (<i>secundus</i>)	At Botha Louis Zikmann (<i>secundus</i>)
<i>Water, Sanitation and Waste Management</i>	Clr Reggie v/d Westhuizen Clr Monde Stemele	Louis Zikmann At Botha (<i>secundus</i>)
<i>Capacity Building & Institutional Resilience</i>	Clr Marlene van Zyl Clr Cormac Fortuin (<i>secundus</i>)	Sunet de Jongh Madelaine Terblanche (<i>secundus</i>)
<i>Governance & Intergovernmental Relations</i>	Clr Tijmen van Essen Ald Maudé Goliath (<i>secundus</i>)	Joggie Scholtz Madelaine Terblanche (<i>secundus</i>)
<i>Municipal Finance & Fiscal Policy</i>	Clr Michael Rangasamy Clr Cormac Fortuin	Mark Bolton Hilmary Papier (<i>secundus</i>)
<i>Municipal Innovations & Information Technology</i>	Clr Tijmen van Essen Clr Monde Stemele	Roelof du Toit Johan Pienaar (<i>secundus</i>)

- (b) That note is taken of the procedures which SALGA will follow with reference to notices and the request for supplying items for the agenda;

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- (c) That note is also taken of SALGA's policy in respect of sitting allowances of R962.00 per sitting (limited to one sitting per day) and travel allowances of R3.29/km, both of which are only applicable to council representatives;
- (d) That representatives (councillors and officials) of the various working groups are encouraged to travel together in order to save travelling costs;
- (c) That note is taken that attendees are expected to give feedback via the Portfolio Committees – Executive Mayor's Committee – Council, on the following basis:
 - (i) May 2017 working groups: June Portfolio Committees or July Executive Mayor's Committee as an exception;
 - (ii) August 2017 working groups: September or October 2017 Portfolio Committees;
 - (iii) November 2017 working groups: Executive Mayor's Committee of December 2017 or January 2018;
- (f) That SALGA is immediately notified that the working group meeting of 15 November 2017 clashes with Swartland's Executive Mayor's Committee.

7.10 MINUTES OF THE MUNICIPAL PERFORMANCE AND RISK AUDIT COMMITTEE MEETING HELD ON 29 NOVEMBER 2016 AS WELL AS THE BI-ANNUAL REPORT OF THE AUDIT COMMITTEE FOR THE PERIOD ENDING 31 DECEMBER 2016 (11/1/3/1/7)

The Audit Committee serves as a duly constituted, independent committee of the Council and fulfils its role in accordance with the regulations of article 166 of the Local Government: Municipal Financial Management Act, no 56 of 2003.

There are no recommendations from the Audit Committee, arising from the minutes of the Performance and Risk Audit Committee Meeting held on 29 November 2016, or arising from the bi-annual report from the Audit Committee for the period ending 31 December 2016. Both documents were circulated with the agenda.

RESOLUTION

That note is taken of the minutes of the Municipal Performance and Risk Audit Committee Meeting held on 29 November 2016 as well as the bi-annual report from the Audit Committee for the period ending 31 December 2016.

7.11 SONDEZA AFRI-YOUTH INITIATIVE: EVALUATION REPORT 2016 (17/2/2/1)

The 13th Sondeza Afri-Youth Initiative took place at Ganzskraal from 2 to 11 December 2016. The vision of this initiative is to bring together young people – between the ages of 15 and 17 – from the West Coast and International countries in order to share experiences, diverse cultures and to develop leadership qualities.

Clr M Rangasamy requested that consideration is given to give the youth who live in the Swartland, but attend school outside the Swartland (eg Atlantis) due to financial constraints, the opportunity to also attend the camp.

RESOLUTION

That note is taken of the camp co-ordinator's evaluation report in respect of the 13th Sondeza Afri-Youth Initiative, which took place at Ganzekraal from 2 to 11 December 2016.

7.12 STAGING OF FREE WEEKLY FAMILY AND COMMUNITY FUN RUN (14/2/14)

The Municipality has received an application from a representative of *Parkrun Boland*, mr Japie du Bruyn, to hold a weekly family and community fun run (Saturdays) in Malmesbury.

The so-called *Parkruns* are a popular concept throughout South Africa, which is not only aimed at promoting healthy communities on a physical level but also to build relationships between participants from all spheres of the community.

The concept of the *Parkrun* initiative, as well as information in respect of goals, the ethos and principles of this initiative was circulated with the agenda.

RESOLUTION

- (a) That note is taken of the intention to offer a *Parkrun* in Malmesbury and that the Municipality expresses its support for this initiative;
- (b) That permission is granted to use the municipal commonage as per the route shown, on condition that (i) this permission may be withdrawn at any time; and (ii) proper conditions with respect to the event are drawn up by the internal role players in accordance with the Regulations with respect to Functions.

7.13 SWARTLAND SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (SPCA): SERVICE DELIVERY AGREEMENT WITH THE MUNICIPALITY (17/5/1/1)

The attached service delivery agreement between the Swartland Society for the Prevention of Cruelty to Animals and the Swartland Municipality was drawn up with reference to an instruction from the relevant portfolio committee on 2 November 2016 to formalise the association between the entities.

RESOLUTION

That approval is given that the attached service delivery agreement with Swartland Society for the Prevention of Cruelty to Animals is concluded and signed by the Municipal Manager for the period 1 July 2017 to 30 June 2020.

7.14 LEASE OF INDUSTRIAL LAND IN MOORREESBURG FOR AGRICULTURAL PURPOSES (12/2/5/5-9/2)

On 18 January 2017 the Executive Mayor's Committee approved the calling for proposals for the lease of a portion (\pm 17.7 ha) of erf 1133, Moorreesburg for a period not exceeding twelve months from 1 April 2017.

A public, competitive process was followed in order to make the land available for agricultural purposes, for the benefit of a locally (Moorreesburg) based public welfare organization, which must be involved in for example welfare, humanitarian or cultural activities.

RESOLUTION

- (a) That tender L02.16.17 for the lease of a portion (\pm 17.7 ha) of erf 1133, Moorreesburg for the amount of R300,00 per annum, VAT excluded, is awarded to the Wheat Industry Museum for a period of one year as of 1 April 2017;
- (b) That the Director: Corporate Services is authorized to finalize the conditions of the lease agreement and to sign it.

7.15 OFFICE ACCOMMODATION: MOORREESBURG SPORT FORUM (12/1/3/1-9/1)

The Council leases the office known as the Old Tourism Office to the Moorreesburg Sport Forum on an annual basis.

The lease expires on 30 April 2017.

RESOLUTION

- (a) That the Old Tourism Office in Moorreesburg is leased to the Moorreesburg Sport Forum for a further period of 12 months for their administrative functions;
- (b) That rental is fixed at R10,00 plus 14% VAT per month;
- (c) That the existing rental conditions remain unchanged.

7.16 PROPOSED SALE OF STEEL STRUCTURE: RIEBEEK WEST SHOW GROUNDS (12/2/R)

The Municipality owns the steel structure, situated on the former show rounds in Riebeek West, which was used previously as a hall. The structure has been plundered to the extent that only the steel frame work and asbestos roof is still standing.

The removal of the structure and reuse elsewhere was previously investigated by the Civil Department, but due to the legal constraints in respect of removing of the asbestos portions, and the associated cost implications it, was not considered further.

During the past few years several requests have been received to buy the structure – the latest one being circulated with the agenda – and it has been proposed that the structure is sold subject to the relevant legislation.

RESOLUTION

- (a) That the sale of the steel structure on the former show grounds in Riebeek West is approved, taking into account that the Municipality does not envisage any further use for the structure and that it is uneconomic to repair the structure or to move it elsewhere;
- (b) That the Municipal Manager deals with the sale of the structure according to the relevant legislation, as stated in the report, because the value of the asset amounts to less than R2 million.

7.17 LEASE OF STORAGE SPACE IN MALMESBURY (12/1/2-6/2)

At present the Council leases storage space in Malmesbury from the Bester Family Trust for an amount of R810.00 per month. The lease expires on 31 March 2017.

The Director: Financial Services explained that after an investigation it was found that the Municipality does not have enough storage space for refuse bags and water meters, and it is proposed that the lease of the storage space is renewed.

RESOLUTION

- (a) That the lease agreement with the Bester Family Trust for the rental of storage space in Malmesbury is renewed for a further period of 12 months from 1 April 2017;
- (b) That rental to the amount of R880,00 per month is payable from budget item 657452001342 (purchase of refuse bags);
- (c) That the existing lease conditions remain in place.

7.18 MALMESBURY RUGBY CLUB: USE AND MANAGEMENT OF KIOSK (K/2/1/2)

The Municipality took over the management and maintenance of the Dieprivier sports fields and pavilion from the Malmesbury Rugby Football Club (Bloues) on 1 July 2016, excluding the physical irrigation of the fields, and the maintenance of the existing flood lighting.

The clubhouse is leased to the Bloues for an amount of R100.00 (plus VAT) per annum. It has recently come to the attention of the Corporate Services directorate that the kiosk under the pavilion, a space of ±6 m x 6 m, is also managed by the Bloues. The club keeps the key but makes it available to other rugby teams during matches, to use the kiosk and their equipment.

RESOLUTION

- (a) That the management of the kiosk under the pavilion at the Dieprivier sports fields by the Malmesbury Rugby Football Club is approved with the understanding that access to the kiosk, as well as the equipment therein, for use by other clubs during matches, may not be refused;
- (b) That the risk for theft and possible damage to the equipment stored therein rests with the rugby club and the Municipality is indemnified from any responsibility in this respect;
- (c) That, if in the future, an agreement with the Bloues is again entered into, whether with respect to the clubhouse or the lease of the facilities as a whole, the inclusion of provisions in the agreement with respect to the kiosk will be considered.

7.19 LEASE AGREEMENT: MALMESBURY TENNIS CLUB (17/9/2/R)

The Council leases the Malmesbury tennis facilities (at the Dieprivier sports grounds) to the Malmesbury Tennis Club on an annual basis.

The lease expires on 30 April 2017.

RESOLUTION

- (a) That a lease agreement with Malmesbury Tennis Club, for the lease of the facilities is entered into for a further period of 12 months from 1 May 2017;
- (b) That rental is fixed at R10.00 per annum plus VAT;
- (c) That the existing rental condition remain in place

7.20 LEASE AGREEMENT: MTN (15/4/6)

The Council leases space on the municipal water tower in Wesbank to MTN for purposes of a telecommunications network;

The lease agreement expires on 30 April 2017 and MTM has requested that the space is leased to them for a further period of five years.

RESOLUTION

- (a) That the space on the Wesbank water tower is leased to MTM for a further period of 4 (four) years and 11 (eleven) months for the provision of a telecommunications network , from 1 May 2017;
- (b) That rental of R5 400.00 (VAT excluded) per month is levied and that the rental increases by 6% annually;
- (c) That the existing rental conditions remain in place.

7.21 OUTSTANDING DEBTORS – FEBRUARY 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 outstanding debtors for the month of February 2017.

7.22 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

RESOLUTION

That note is taken of the status of outstanding insurance claims up to and including 28 February 2017 as circulated with the agenda.

7.23 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCESS: REPAIR OF WATER PUMPS, RIVERLANDS PUMP STATION (8/1/2/2)

The towns of Chatsworth and Riverlands are supplied with drinking water from the reservoir in Kalbaskraal, which is pumped by means of two pumps to the pump station in Riverlands and further to the two reservoirs in Chatsworth.

The one pump in the Riverlands pump station stopped working and urgent repair work was necessary. The second pump also needed repairing due to the pressure to continue supplying water to the two towns.

RESOLUTION

- (a) That there is a departure from the prescribed procurement process for the urgent repairs to the pumps at the Riverlands pump station to the amount of R67 210.62 (VAT excluded) because it was dealt with as an emergency.
- (b) That the pumps are repaired by *Tricom Africa*;
- (c) That note is taken that, for the above mentioned reason, the Municipal Manager approves the repair work by *Tricom Africa* for the amount of R67 210.62 (VAT excluded) and that the expense is debited to budget item no 77-92-30-00-0308;
- (d) That the action of the Municipal Manager is ratified accordingly.
- (e) That the Snr Manager: Financial Statements and Management is instructed to note the above mentioned reasons in the financial statements when the relevant statements are drawn up.

7.24 DEPARTURE FROM PRESCRIBED PROCUREMENT PROCEDURE: PURCHASE OF IRRIGATION PUMP, DARLING SEWERAGE WORKS (8/1/2/2)

The Darling Sewerage Works supplies purified sewerage water to the Darling sports grounds and Darling Golf Club for irrigation purposes. The pump which supplies the purified sewerage water stopped working and had to be replaced urgently.

Due to the drought the playing field surfaces are being damaged and in order to prevent them having to be replaced in total, water must be supplied as soon as possible to the sports fields and golf course.

Resolution/...

7.24/...

RESOLUTION

- (a) That there is a departure from the prescribed procurement process for the urgent purchase of an irrigation pump for the sewerage works in Darling to the amount of R32 334.66 (VAT excluded) because it was treated as an emergency;
- (b) That the purchase is made from *Tricom Africa*;
- (c) That note is taken that, for the above mentioned reason, the Municipal Manager approves the purchase from *Tricom Africa* for the amount R32 334.66 (VAT excluded) and that the expense is debited to budget item no 77-92-30-00-0308;
- (d) That the actions of the Municipal Manager are ratified accordingly;
- (e) That the Snr Manager: Financial Statements and Management is instructed to note the above mentioned reasons in the financial statements when the relevant statements are drawn up.

7.25 ANNUAL GENERAL MEETING: LOCAL GOVERNMENT PENSION FUND: APPOINTMENT OF REPRESENTATIVES (11/1/2/5)

The 33rd Annual General Meeting of the Local Government Pension Fund will take place on 26 May 2017 and, in accordance with the rules of the fund, one representative from the members and one representative from the council members must be appointed to attend the meeting.

RESOLUTION

- (a) That note is taken that mr AM Zaayman is nominated to represent the members at the Annual General Meeting of the Local Government Pension Fund on 26 May 2017;
- (b) That councillor M van Zyl is nominated to represent the Council at the meeting.

7.26 SYNTELL CAMERAS: BUY-BACK PROPOSAL (6/1/2/3)

Syntell (Pty) Ltd was appointed, by tender, for the provision, delivery and administrative support of a traffic fine collection system and camera equipment for the period 1 July 2013 to 30 June 2016.

The agreement with Syntell (Pty) Ltd stipulated that the mobile cameras would be transferred to the Municipality at the end of the contract period.

The Director: Security Services explained in the report that, for various reasons the cameras could not be used by the Municipality and neither by the service provider, TMT, which has recently been appointed.

RESOLUTION

That the buy-back proposed by Syntell (Pty) Ltd is approved and that the two mobile camera systems are sold for R40 000.00 (VAT excluded) (R20 000.00 per camera system).