



MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON WEDNESDAY, 23 MAY 2018 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: Civil Engineering Services, mr L D Zikmann
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
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

Ald M S I Goliath opened the meeting with a prayer at the request of the chairman.

2. APOLOGIES

The committee was complete.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF A SPECIAL EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 20 MARCH 2018

RESOLUTION

That the minutes of a Special Meeting of the Executive Mayor's Committee held on 20 March 2018 are approved and signed by the Mayor.

4.2 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 18 APRIL 2018

RESOLUTION

That the minutes of an Ordinary Meeting of the Executive Mayor's Committee held on 18 April 2018 are approved and signed by the Mayor.

4.3 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 9 MAY 2018

[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 9 MAY 2018

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 18 APRIL 2017

6.1 MINUTES OF AN EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 18 APRIL 2018

6.1.1 ITEM 7.7: TENDER L06.17.18: ALIENATION OF BUSINESS PROPERTY IN DARLING

In October 2017 the Council approved in principle the alienation of erf 4230, Darling by means of public tender. On the close of the tender on 13 February 2018, two tenders were received, both of which exceeded the reserve price of R209 000.00.

The Director: Corporate Services confirmed that the purchaser must submit a development plan for the property and building plans no later than 31 December 2018 and that transfer of the property would not take place until the relevant plans had been approved.

RESOLUTION

- (a) That Tender L06.17.18 for the sale of erf 4230, Darling be awarded as follows:

	Erf 4230 Darling
RESERVE PRICE	R 209 000.00
Tenderer	NO Mbobo
Financial Offer (VAT excluded)	R305 000.00

- (b) That approval be granted for the transfer Erf 4230, Darling as per the aforesaid schedule;
- (c) That the development proposal be submitted to the Executive Mayoral Committee.

7. NEW MATTERS

7.1 THE FIRST REVISION OF THE 2017-2022 INTEGRATED DEVELOPMENT PLAN (IDP) (2/1/4/4/1)

The Council's Integrated Development Plan (IDP) must be reviewed annually in terms of article 34(a) of the Local Government: Systems Act, 2000.

The chairman explained that this is the first revision of the 2017-2022 IDP and deals with the changes necessitated, since May 2017 – inter alia – the drought situation, updated ward priorities and new information in respect of the Swartland profile according to the 2017 MERO and SEP reports.

During the public participation process input was only received from the Chief Whip of the ANC office and the chairman stated that the comments had been considered, and will be dealt with in detail in the report to the Council.

RESOLUTION (for recommendation to the Council on 30 May 2018)

That the first revision of the 2017-2022 Integrated Development Plan (IDP), as well as the revised areaplans, be considered and referred to Council for approval.

7.2 APPROVAL OF THE MULTI-YEAR CAPITAL AND OPERATING BUDGETS FOR 2018/2019, 2019/2020, AMENDED BUDGET RELATED POLICIES, PROPERTY RATES AND TAXES, TARIFFS AND OTHER LEVIES (5/1/1/1-2017/2018; 5/1/1/2-2017/2018)

The Municipal Manager, at the request of the chairman, presented the background to the Article 78 investigation, in respect of the takeover of bulk water assets from the West Coast District Municipality, which is almost finalised.

During 2000 the local B-municipalities were promulgated as Water Authorities by the Minister of Water Affairs, but the water scheme was still operated by the previous West Coast Divisional Council, later the West Coast District Services Council and then the West Coast District Municipality. The effect of the implementation of various acts and regulations since then, means that the assets held by the West Coast District Municipality must be unbundled and transferred to the relevant B-municipalities, who are the Water Authorities.

According to Article 78 of the Local Government: Systems Act, 2000, if the model of service delivery changes, a process must be followed in order to establish what the preferred new model must be, hence the Article 78 investigation.

The Municipal Manager explained that the Article 78 Investigation produced three possible models and due to the fact that three B-municipalities are involved, and the preferred model for each municipality may differ, a compromise will have to be struck. In the meantime it is necessary to extend the existing agreement to make time to carry out the relevant administrative negotiations.

The chairman then gave the Director: Financial Services the opportunity to present the item. The Director: Financial Services stated that the amendments to the draft multi-year capital and operating budgets, since the 90 day budget in March, were presented to the Budget Management Committee on 22 May 2018.

The Director: Financial Services highlighted certain points in the report and explained that the biggest challenge in fulfilment of article 152 of the Constitution is, with reference to the inflation rate, to ensure sustainable service delivery within the financial capacity of the Municipality.

It was again emphasized that the multi-year budget was drawn up in order to provide for the needs of the poorest of the poor (*pro-poor*).

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The Director: Financial Services stated that it is a responsible budget with responsible increases within severe, difficult macro circumstances in order to ensure that the Swartland community derive the best benefits in terms of service delivery.

The chairman also dealt with the public comments received, especially those from the Yzerfontein Residents Association, in order to determine to what extent they may necessitate amendments to the budget. A complete report in this regard will be submitted to the Council in order to comply with Article 23 of the Municipal Financial Management Act (Act 56 of 2003) (MFMA).

The chairman thanked the Swartland community for their co-operation in realising a 59% water saving during February, which was a contributory factor in staving off Day-Zero.

RESOLUTION (for recommendation to the Council on 30 May 2018)

- (a) That the input received from the Yzerfontein Residence Association be dealt with by the Executive Mayor as allowed for in terms of Section 23 of the MFMA insofar that same relates to the 2018/19 MTREF Draft Budget;
- (b) That the multi-year capital and operating budgets with respect to the 2018/19 – 2020/21 financial years be approved as final;

	Original Budget 2017/2018	Adjustment Budget 2017/2018	Original Budget 2018/2019	Original Budget 2019/2020	Original Budget 2020/2021
Capital budget	R 81 242 586	R 110 073 122	R 87 245 909	R 97 544 038	R 123 974 860
Operating Expenditure	R 664 697 875	R 668 442 676	R 698 278 426	R 711 223 093	R 730 314 794
Operating Revenue	R 695 180 694	R 741 252 229	R 746 205 036	R 792 475 517	R 831 670 644
Budgeted (Surplus)/ Deficit	(R 30 482 818)	(R 72 809 553)	(R 47 926 610)	(R 81 252 425)	(R 101 355 849)
Less Capital Grants	R 35 075 916	R 61 390 842	R 36 975 000	R 42 261 000	R 42 685 000
(Surplus)/ Deficit	(R 4 593 098)	(R 11 418 711)	(R 10 951 610)	(R 38 991 425)	(R 58 670 849)

Note: The 2019/20 and 2020/21 Revenue budgets include Provincial grant funding for which no expenditure projects have been finalized yet. (2019/20 includes R23 780 million Dep Human Settlement funding and 2020/21 includes R24 800 million Dep Human Settlement funding)

- (c) That council approve the property rates tariffs, tariff structures and charges for water, electricity, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2018/19 – 2020/21 Final Budget and Tariff File)** as final;
- (d) That the annual budget tables as required by the Budget and Reporting Regulations and as set out in **(Annexure B: Budget Report and A-Schedules 2018/19 – 2020/21)**, be approved as final;
- (e) That council approve the electricity tariffs of 6.8% for the 2018/2019 financial year, bearing in mind that it is still subject to NERSA's final approval;
- (f) That the amendments to the budget related policies as set out in **(Annexure C: Budget Related Policies 2018/19)**, be approved;

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- (g) That it be noted that the training budget has been limited to 0,83% of the salary budget in the amount of R1 731 293 for the financial year;
- (h) That Council takes note and grant approval for the following increases as follows:
- (i) In respect of all personnel, excluding the Municipal Manager and section 56-appointments, an increase of 7% for 2018/2019; 7% for the 2019/2020 and 2020/2021 financial years, excluding the increase in other benefits that are applicable and the annual 2,5% notch increase. These events to date is notwithstanding the fact that the Municipality provided a mandate to SALGA at the mandate of 4 May 2018 to keep to headline inflation of around 5,3%;
 - (ii) In respect of the Municipal Manager 2,5% per the contract of employment or the higher per the determination of the upper limits should the aforementioned upper limit be higher than the package determined in the contract of employment;
 - (iii) In respect of the CFO 0% and the Director Civil Engineering Services (DC) limited to the Upper Limits Dispensation currently at 5,3% as per the draft Upper Limit Notice;
 - (iv) That the Municipal Manager be mandated to attend to the formalities in respect of the process of applying for a waiver for the CFO and DC to COGTA;
 - (v) ¹In respect of the other four section 56-appointments, namely the Director: Protection Services (DPS), Director: Development Services (DDS), Director: Electrical Engineering Services (DES) and the Director: Corporate Services (DCS) an increase of 7% be approved effective from 1 July 2018 and that the compensation of the latter (which was not appointed under the upper limit dispensation) be adjusted equal to that of the first three directors backdated from 1 July 2017;
 - (vi) That cognisance is taken and approval is granted that the service contract of the DPS, DDS, DES and DCS be amended with the consent of the incumbents – by means of an addendum – to replace the determination that annual salary adjustments be determine by a professional remuneration consultant (*Work Dynamics*) with the determination that annual salary increases will be equal to the rest of the staff as determine on Bargaining Council level;
 - (vii) That cognisance is taken that one of the contributing factors to the successes of Swartland Municipality is the fact that Swartland Municipality did not implement performance bonuses, which system had the following advantages, namely –
 - innovative goals, indicators and targets;
 - putting in place the correct controls;
 - expanding the performance system to all middle management officials;
 - taking the municipality from a good municipality to an excellent municipality and that the incumbents – as with the rest of personnel – received a 13th cheque or 8%;

¹ Paragraph (h)(i) to (ix) are discussed and resolved at an in-committee meeting directly after the meeting

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- (viii) That cognisance is taken that the Upper-Limit Notice acknowledges and allows for the payment of performance bonuses, as much as 14%, and that approval is granted – due to the upper limit dispensation that leads to unequal an remuneration dispensation– the staff affected being the Director: Financial Services, the Director: Civil Engineering Services and the Municipal Manager (if applicable), receive the same 13th cheque dispensation (limited to 8,33% - similar to pre 2014 appointments) instead of a performance bonus system, subject to the Municipal Manager obtaining legal advice regarding the implementation thereof.
 - (ix) Provision has been made for a 6% increase for political office bearers which are within the upper band of the inflation targets set by the South African Reserve Bank (SARB).
- (i) That the discount to disabled persons and senior citizens as defined in the Property Rates Policy, be limited to a maximum of R300 000 for the 2019/20 financial year;
 - (j) That council grants approval and take note of the taking over of the water assets from the District based on a functional split (value of assets currently being finalised) and external borrowings by the District linked to the aforementioned assets to value of around R24,4 million which loans have settlement dates from 30-06-2020 to 31-12-2022 and that the interest portions are factored into the final budget over the MTREF with no impact on water tariffs or charges within or beyond the MTREF as same was and is currently included in Swartland Municipality's bulk water charges from the WCDM and will not form part of same w.e.f. 1 July 2018 and that same form part of the public participation process notwithstanding the fact that no new loans will be taken-up for the transfer of these assets;
 - (k) That Council take note of the budgeted operating surpluses, the efforts to limit total expenditure growth to only **4,5%** (including operating grant expenditure) from the current to the new financial year, growth in revenue of only **0,7%** (**4,3%** excluding capital grants) in these hard economic times for the same period as well as the cash flow statement for the current as well as the next three financial years and more specifically the progress made in this regard;
 - the risk factor for cash coverage for operating expenses is **7.4 months** for 2018/2019, **7.8 months** for 2019/2020 and **7.9 months** for 2020/2021;
 - over the next three financial years the planning is such that the following operating surpluses are envisaged, 2018/2019 an amount of **R 47 926 610**, 2019/2020 an amount of **R 81 252 425** and 2020/2021 an amount of **R 101 355 849 (inclusive of capital grant income)**;
 - (l) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
 - (m) That Council take note that the budget was also prepared in the new mSCOA Version 6.2 as required by National Treasury (more detail in the Budget Report).

7.3/...

7.3 AMENDMENTS TO THE 2017/2018 SERVICE DELIVERY AND IMPLEMENTATION PLAN (SDBIP) (2/4/2)

The SDBIP for the 2017/2018 financial year was approved by the Executive Mayor's Committee on 14 June 2017 and amended on 14 February 2018, in accordance with the adjusted budget which was approved by the Council on 31 January 2018.

A further amendment of the SDBIP is necessary in accordance with the second budget adjustment which was approved by the Council on 29 March 2018.

RESOLVED that the amended Service Delivery and Budget Implementation Plan (SDBIP) for the 2017/2018 financial year be approved in terms of Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003).

7.4 AMENDMENTS TO THE DIVISIONAL HEADS KEY PERFORMANCE INDICATORS (KPI's) AND GOALS FOR 2018/2019 (2/4/2)

The revision of the IDP necessitated that the key performance indicators affected by an amendment must also be reviewed.

The amendments to the key performance indicators and goals were advertised together with the IDP and budget in April 2018 in order to comply with Article 42 of the Local Government: Systems Act, 2000.

RESOLVED that the attached amendment of the key performance indicators (KPI's) and targets of the division heads be approved.

7.5 AMENDMENTS TO THE SWARTLAND LOCAL ECONOMIC DEVELOPMENT STRATEGY (2/1/4/4/1)

Mr John Lawson assisted the Council during 2015 with the drawing up of a Local Economic Development Strategy. The strategy has been updated with more recent information and the strategy has now been aligned with the 2017-2022 IDP.

RESOLVED that the amendments to the Swartland Local Economic Development Strategy that is attached as Annexure A, be approved.

7.6 REVISION OF THE LONG TERM FINANCIAL PLAN (2/1/4/4/1)

The Director: Financial Services explained that the Long Term Financial Plan determines how the Council must make use of its financial resources in order to meet the needs identified in the IDP, within the available budget.

It is important that the plan is reviewed annually in order to (1) keep pace with the challenges in the macro and micro environs, (2) endeavour to reach the Municipality's goals, and (3) be a reflection of the community's financial capacity. The plan will also be a guideline for realistic income planning.

RESOLVED that the revision of the Long Term Financial Plan be considered and referred to Council for approval.

7.7 AMENDMENT TO THE SUPPLY CHAIN MANAGEMENT POLICY (8/1/B/2)

The latest amendments to the Supply Chain Management Policy form part of Attachment A circulated with the agenda, for recommendation to the Council.

The chairman pointed out the amendments which deal mainly with handling of departures from the prescribed procurement procedure above and under R30 000.

RESOLVED that the proposed amendments to the Supply Chain Management Policy (Annexure A) be referred to Council for approval and implementation with immediate effect.

7.8 ALLOCATION OF CAPITAL DEVELOPMENT CONTRIBUTIONS FOR 2018/2019 (15/1/B)

The item was submitted as an amendment to the decision made by the Executive Mayor's Committee on 18 April 2018.

RESOLVED that the previous resolution dated 18 April 2018 by the Executive Mayoral Committee regarding the "Brownfields" Capital Contributions for 2018/2019 be corrected, by approving the attached "Brownfields" Capital Development Contribution Schedule for 2018/2019.

7.9 REVISION OF COMMUNICATION RELATED POLICIES (/2/2/B)

In view of the approval of the Communication Strategy for 2017-2022 it was decided to review the related policies by June 2018.

The relevant policies were circulated with the agenda.

RESOLUTION

- (a) That the revised policies relating to Communication, Public Participation and Social Media be approved;
- (b) That the Social Media Policy be distributed again to both councillors and officials, to take cognizance of their responsibilities in terms of same.

7.10 RECOMMENDATION OF AMENDMENTS TO THE ORGANIZATIONAL STRUCTURE IN RESPECT OF AMENDMENTS TO CORPORATE SERVICES AND CIVIL ENGINEERING SERVICES (2/3)

Article 66 of the Municipal Systems Amendment Act, 2011 stipulates that the municipal manager is responsible for the development of an organizational structure for approval by the municipal council.

The amendments to the organizational structure, with specific reference to the Directorate: Corporate Services and the Directorate: Civil Engineering Services, have already been submitted to the Labour Forum and are explained fully in the report circulated with the agenda.

RESOLUTION (for recommendation to the Council on 30 May 2018)

That the Executive Mayoral Committee recommend the full organisational structure for submission to Council taking into account the amendments to the organisational structure with regard to Corporate Services and Civil Engineering Services for implementation with effect from 1 July 2018.

7.11 ADOPTION OF THE NEW FIREARM POLICY AND STANDARD OPERATING PROCEDURE (6/1/2/9)

A Firearm Policy and Standard Operating Procedure was drawn up in consideration of the Firearms Control Act (Act 60 of 2000) and the Occupational Health and Safety Act (Act 85 of 1993).

The application of the policy will ensure compliance with relevant legislation and the safe issuing and use of official firearms, in order to mitigate the related risks.

RESOLUTION

- (a) That the Executive Mayoral Committee approve the new Firearm Policy and Standard Operational Procedure with effect from 1 June 2018;

7.11/...

- (b) That cognisance is taken that the delegations arising from the new policy will be submitted to Council as part of the Delegation Register.

7.12 OUTSTANDING DEBTORS – APRIL 2018 (5/7/1/1/MY)

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

RESOLVED that cognisance is taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for April 2018.

7.13 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.

RESOLVED that note is taken of the state of outstanding insurance claims up to and including 30 April 2018, as circulated with the agenda.

7.14 STOCK TAKE: 2018

The annual stock take at the main store and stationary store in Malmesbury and the electrical store in Moorreesburg are scheduled for 21 June 2018.

RESOLUTION

- (a) That cllrs R F van der Westhuizen and O M Stemele (secundi, cllr M A Rangasamy) i.r.o. Malmesbury and cllr M van Zyl and O M Stemele (secundi, cllr M A Rangasamy) i.r.o. Moorreesburg to supervise the stocktaking at the respective stores;
- (b) Appointed councillors should take note that the Senior Storeman will commence on 21 June 2019 at 09:00 with the stock take in Malmesbury.

7.15 CONTRIBUTIONS TO THE BERG RIVER CANOE MARATHON (9/1/3/2)

The annual Berg River Canoe Marathon takes place from 11 to 14 July 2018. The organizers have again approached the Municipality to make a monetary contribution towards the local development rowers and participation by foreign canoeists. Apart from these contributions the Municipality will take responsibility for the provision of banners and directional signage from its own funds.

RESOLUTION

- (a) That, based on the Municipality's tourism mandate in terms of the Constitution, approval be granted for a contribution amounting to R50 000,00 to be made to the Western Cape Canoe Union in respect of the Bergrivier Canoe Marathon, exclusively to sponsor participation by international and local developmental participants;
- (b) That the balance of R4 000,00 be utilised to cover expenses for municipal banners and direction signage;
- (c) That a Memorandum of Agreement be concluded with the organisers of the Bergrivier Canoe Marathon in order to comply with section 67 of the MFMA, in terms of which it would *inter alia* be required from the applicants to submit their most recent audited financial statements before any payment shall be effected, and in which a clause is to be included that the contribution is to be paid back to the Municipality should the marathon not take place as a result of the water situation.

7.16 EXTENSION TO THE DECLARATION OF A LOCAL DISASTER WITHIN THE BOUNDARIES OF THE SWARTLAND MUNICIPALITY AS A RESULT OF THE DROUGHT (17/5/1/1)

The Executive Mayor declared the Swartland municipal area as a disaster area on 28 June 2017 due to the gravity of the continued drought and the water shortage being experienced.

The original declaration is valid for a period of three months whereafter it must be extended on a monthly basis.

The situation has not changed in the interim, and an extension of the declaration is necessary in order to obtain national and provincial support to ensure sustained provision of water.

RESOLUTION

- (a) That the Mayor in terms of section 55 (5)(c) of the Disaster Management Act, 57 of 2002 as a result of the magnitude and severity of the continuing drought affecting Swartland herewith extend the declaration of a local disaster within the Swartland Municipality from 11 June 2018 to 10 July 2018;
- (b) That Swartland Municipality requests the West Coast District Municipality to support the extension of the local state of disaster.
- (c) That the approved extension of the declaration be sent to the Provincial Government for publication in the next Provincial Gazette.

7.17 EXTENSION TO THE DECLARATION OF A LOCAL DISASTER WITHIN THE BOUNDARIES OF THE SWARTLAND MUNICIPALITY: FIRE AT SWARTLAND HOSPITAL (17/5/1/1)

The declaration of the Swartland Hospital as a local disaster was promulgated in Provincial Gazette, No 7785 of 23 June 2017 after consultation with the relevant Provincial Departments and the West Coast District Municipality.

The original declaration is valid for a period of three months whereafter it must be extended on a monthly basis.

RESOLUTION

- (a) That the Mayor in terms of section 55 (5)(c) of the Disaster Management Act, 57 of 2002 as a result of the devastating fire at the Swartland Hospital herewith extend the declaration of a local disaster within the Swartland Municipality from 29 May 2018 to 28 June 2018;
- (b) That Swartland Municipality requests the West Coast District Municipality to support the extension of the local state of disaster;
- (c) That the approved extension of the declaration be sent to the Provincial Government for publication in the next Provincial Gazette.

7.18 MANAGEMENT AND CONTROL OF THE YZERFONTEIN HARBOUR: EXTENSION TO THE CONTRACT WITH MR ASHLEY CREWS (17/10/B)

Due to the fact that Yzfontein Harbour and Yzfontein Fish Market were operated at a loss by the Municipality since 2009/2010, an investigation was ordered by the Internal Auditor for the outsourcing of the service as of August 2013.

The Internal Auditor has again been requested to carry out a complete sustainability study for the 2017/2018 financial year in order to determine if the contract with Mr Crews must be extended. The results were circulated with the agenda.

7.18/...

RESOLUTION

- (a) That cognisance be taken of the Internal Audit office's report on the management of the Yzerfontein harbour and the subsequent recommendation that the agreement with Mr Ashley Crews be extended;
- (b) That approval be granted for the agreement with Mr Ashley Crews to be extended for a period of one year from 1 July 2018 until 30 June 2019 on the same conditions as per the existing agreement;
- (c) That, during the extended period, other options with respect to the management of the harbour be investigated, such as the possible proclamation of the harbour or the procurement via public tender of other service providers to manage the harbour with effect from 1 July 2019.

7.19 SWARTLAND MUNICIPALITY: 2018 REVISION OF BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN (17/5/B)

The amended Business Continuity and Disaster Recovery Plan for 2018 was circulated with the agenda.

RESOLUTION

- (a) That cognisance is taken of the changes that was made to the Business Continuity and Recovery Plan.
- (b) That the reviewed 2018 Swartland Business Continuity and Recovery Plan be approved.

7.20 APPOINTMENT OF ACTING EXECUTIVE MAYOR (3/R)

During the first meeting of the fourth municipal council of the Swartland Municipality held on 16 August 2016 the Deputy Executive Mayor was appointed to act as Executive Mayor in the absence of the latter, or when he is not available.

RESOLUTION

- (a) That cognisance is taken of the absence of the Executive Mayor during the period 31 July to 24 August 2018;
- (b) That further cognisance is taken that Alw M S I Goliath has been appointed as acting Executive Mayor.

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