



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON THURSDAY, 20 JANUARY 2022 AT 09:00

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor,clr J M de Beer

Members of the Mayor's Committee:

Clr D G Bess
Clr N Smit
Ald T van Essen
Clr A K Warnick

Other councillors:

Ald M A Rangasamy (Speaker)

Officials:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M A C Bolton
Director: Electrical Engineering Services, mr R du Toit
Director: Civil Engineering Services, mr L D Zikmann
Director: Protection Services, mr P A C Humphreys
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Secretarial and Records, ms N Brand

1. OPENING

The chairman welcomed members and requested the Deputy Executive Mayor, clr J M de Beer to open the meeting with a prayer.

2. APOLOGIES

No apologies received,.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 8 DECEMBER 2021

RESOLUTION

(proposed by ald T van Essen, seconded by clr A K Warnick)

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 8 December 2021 are approved and signed by the Executive Mayor.

5. MATTERS ARISING FROM THE MINUTES

None

6. NEW MATTERS

6.1 BUDGET MANAGEMENT COMMITTEE: 2021/2022 HALF-YEARLY ADJUSTED CAPITAL AND OPERATING BUDGETS, TECHNICAL RECOMMENDATIONS (5/1/1/1, 5/1/1/2, 5/1/4)

The half-yearly adjusted capital and operating budgets were considered by the Budget Management Committee on 13 January 2022 in order to present the technical recommendations to the Executive Mayor's Committee and therefore -

RESOLUTION (for consideration by the Council on 27 January 2022)

- (a) That it be noted that the Budget Steering Committee convened to consider the explanations and motivations provided by the financial staff and other directors in a bid to advise the Executive Mayor on way forward;
- (b) That council takes note of the proposed adjustment (as it relates to Section 19) in respect of the Sewerage Works Project: Moorreesburg (Annexure A-2: Capital Projects ito Sec 19);
- (c) That approval be granted to amend the high-level capital and operating budget for 2021/2022 with no amendments to the outer years as follows:

	Original Budget 2021/22	Mid-Year Adj Budget 2021/22	Original Budget 2022/23	Original Budget 2023/24
Capital budget	166 435 729	167 042 162	132 744 732	136 678 848
Operating Expenditure	911 967 149	951 248 356	983 835 346	1 055 314 274
Operating Revenue	968 875 613	1 008 156 820	1 048 008 388	1 119 714 984
Budgeted (Surplus)/ Deficit	(56 908 464)	(56 908 464)	(64 173 042)	(64 400 709)
Less: Capital Grants, Donations & Development Charges	47 912 409	49 028 960	45 865 556	50 788 078
(Surplus)/ Deficit	(8 996 055)	(7 879 504)	(18 307 486)	(13 612 631)

- (d) That it be noted that the changes to the budget will have no impact on tariffs in respect of the 2021/2022 financial year or beyond but will result in a decreased budgeted net surplus from R8 996 055 to a budgeted net surplus of R7 879 504;
- (e) That the unauthorized expenditure of R13 258 009 for the 2020/2021 financial year be authorized as part of the adjustment budget in line with section 32(2) (a)(i) of the Act;
- (f) That the adjusted budget schedules as required by the Budget and Reporting Regulations be approved as set out in (Annexure C: Budget Report and B-Schedules 2021/22 – 2023/24);
- (g) 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;
- (h) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

6.2 AMENDMENT TO THE KPI'S AND GOALS FOR 2021/2022 (2/4/2)

The key performance indicators (KPI's) and goals for the 2021/2022 financial year were approved on 20 May 2021 by the former Executive Mayor's Committee.

It is therefore necessary to amend the KPI's and goals after the first semester or to improve on the description or to establish a more realistic goal.

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

- (a) That the attached key performance indicators (KPIs) and targets - with the exception of the following KPI in paragraph 2.1: "Correspondence addressed in a timely manner" - be approved with effect from 1 July 2021 (backdated); and
- (b) that the reactivation of the aforesaid KPI in paragraph 2.1 will only be considered with the May 2022 amendment of KPIs and targets.

6.3 QUARTERLY REPORT PERFORMANCE OF CONTRACTORS (8/1/B/1)

The report in respect of the quarterly performance evaluation of contractors who are appointed in accordance with the Supply Chain Management Policy is submitted in accordance with Section 116(2) of the MFMA and the key performance indicator of the Municipal Manager, namely:

"Number of reports on the management of the contracts or agreements (supply chain) and the performance of contractors submitted to mayoral committee."

RESOLUTION

(proposed by ald T van Essen, seconded by clr J M de Beer)

That the quarterly report regarding the performance of contractors for the period 1 October 2021 to 31 December 2021 be noted.

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

The Municipality owns ±17,7 ha in Moorreesburg. It is proposed that a public participation process is again followed in order to make the land available for agricultural purposes, for the benefit of a local Moorreesburg based public charitable organization, which must be involved with charity, humanitarian or cultural activities.

RESOLUTION

(proposed by clr N Smit, seconded by ald T van Essen)

- (a) That approval be granted for proposals to be invited for the leasing of a portion (± 17.7 ha in extent) of erf 1133, Moorreesburg for a period not exceeding twelve months, with effect from 1 April 2022;
- (b) That proposals be invited on the basis of and conditions as contained in the draft notice as per Annexure B to the report;
- (c) That the Municipal Manager be authorized to appoint a committee to consider the proposals received and to make an award in consultation with the relevant ward councillor;
- (d) That the Director: Corporate Services be authorized to finalize the contents, as well as the signing of the lease agreement;
- (e) That the prospective lessee be made aware that planting is not to exceed on erf 5520, which belongs to Boland Diesel t/a AfricOil and where development is expected soon.

6.5 OUTSTANDING DEBTORS: DECEMBER 2021 (5/7/1/1)

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

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for December 2021.

6.6 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

(proposed by clr J M de Beer, seconded by clr N Smit)

That cognizance be taken of the progress with outstanding insurance claims for the period ending 31 December 2021.

6.7 REPORT IN RESPECT OF THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 OCTOBER 2021 TO 31 DECEMBER 2021 (8/1/B/2)

A report in respect of the implementation of the Supply Chain Management Policy must be presented to the Executive Mayor's Committee, on a quarterly basis, in accordance with paragraph 6(3) of the Municipal Supply Chain Management Regulations.

The report for the period 1 October 2021 to 30 December 2021 was circulated with the agenda.

RESOLUTION

(proposed by clr A K Warnick, seconded by clr D G Bess)

- (a) That cognizance is taken of the Quarterly Report in respect of the implementation of the Supply Chain Management Policy as envisaged by section 6(3) of the Regulations, as well as reports on the Formal Tenders (Annexure A), Informal Tenders (Annexure B), and the Deviation Report (Annexure C);
- (b) That cognizance is taken of the services rendered for the period 1 October 2021 to 31 December 2021 with reference to the exceptions where it is impractical to test the market and therefore justified a deviation from the procurement processes in terms of paragraph 2(6) of the Supply Chain Management Policy (Annexure D);
- (c) That cognizance is also taken of Covid-19 related emergency purchases below the threshold value of R30 000.00 to the amount of R 4 964.55.

6.8 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE FOR THE BASIC TRAFFIC OFFICER TRAINING (8/1/B/2)

Four officials have been identified for training as Basic Traffic Officers in order, inter alia, to aid in the enforcement and progress in respect of debt collection. The Gene Louw Traffic College is the only supplier which offers this kind of training.

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;

6.8/...

- (b) That the action of the Municipal Manager with regards to the appointment of Gene Louw Traffic College for the provision of the Basic Traffic Officer training to the four (4) employees;
- (c) That the reasons for the deviation from the prescribed procurement processes be recorded as follows:
 - (i) Gene Louw Traffic College is the only service provider in this instance who provides fully accredited training as required for Basic Traffic Officer training over a period of 12 months;
- (d) That the appointment be implemented to the amount of R140 498.60 (VAT exempt) and the expenditure be allocated to the Training: Efficiency Development vote number 9/213-1195-953 (Training: Efficiency Development) in the 2021/22 budget;
- (e) That the Manager: Annual Financial Statements and Control in terms of the Supply Chain Management Policy be instructed to include the aforementioned reasons as a note to the financial statements, when the statements are compiled.

**(SGD) J H CLEOPHAS
EXECUTIVE MAYOR**