



MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON WEDNESDAY, 14 JUNE 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 councillor:

Clr M A Rangasamy

Officials:

Municipal Manager, mr J J Scholtz
Director: Security Services, mr P A C Humphreys
Director: Civil Engineering Services, mr A J Botha
Director: Electrical Engineering Services, mr R du Toit
Director: Financial Services, mr M A C Bolton
Director: Development Services, mr J T Steenkamp
Snr Manager: Strategic Services, mr L Fourie
Snr Manager: Human Resources Services, m S de Jongh
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. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY MAYOR'S COMMITTEE MEETING HELD ON 16 MAY 2017

RESOLUTION

That the minutes of an Ordinary Mayor's Committee Meeting held on 16 May 2017 are approved and signed by the Mayor.

4.2 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 7 JUNE 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 7 JUNE 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 16 MAY 2017

None

7. NEW MATTERS

7.1 SUBMISSION OF THE 2017/2018 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/3)

Article 53 of the Municipal Financial Management Act (Act 26 of 2003) stipulates that the municipality's SDBIP must be approved by the mayor within 28 days of approval of the budget.

The aim of the SDBIP is to support the municipal manager in attaining the service delivery goals, as well as the spending of the capital budget within the given timeframe.

1The Municipal Manager explained – in answer to a question from clr O M Stemele in respect of accommodation of new capital projects, with specific reference to access to sports facilities – that the new requests will be considered during the revision of the IDP and budget from September 2017.

RESOLUTION

That the attached 2017/2018 Service Delivery and Budget Implementation Plan (SDBIP) is approved.

7.2 SUBMISSION OF THE 2017/2018 PERFORMANCE AGREEMENT AND PLANS (2/4/2)

Article 69 of the Municipal Financial Management Act (Act 56 of 2003) stipulates that the performance agreements must be submitted to the Executive Mayor within 14 days of approval of the annual budget.

The performance agreement is drawn up in terms of article 57 of the Municipal Systems Act (Act 32 of 2000).

7.2/...

The Municipal Manager stated – with reference to a request from the ANC during the Council meeting held on 25 May 2017, in respect of the implementation of performance bonuses – that it is not in the best interests of the Swartland Municipality to consider the request. It has been found that core performance indicators and goals are manipulated in order to qualify for performance bonuses. In contrast the Swartland Municipality has succeeded in establishing innovative core performance indicators and goals in order to continuously better such systems and service delivery.

RESOLUTION

That note is taken of the performance agreements and plans for the Municipal Manager and directors, for the 2017/2018 financial year.

7.3 REVISION OF THE DISASTER MANAGEMENT PLAN FOR SWARTLAND (17/5/1/1)

The aim of the Swartland Disaster Management Plan is, inter alia, to ensure that disaster management receives attention in the strategic and operational planning of all line functions within the Municipality. Also, to ensure an integrated, speedy and efficient reaction to emergencies and disasters by all interested parties.

The plan requires that it is revised and updated annually in order to ensure that the correct information is included in the plan.

RESOLUTION

- (a) That note is taken of the contents of the revised 2017 Disaster Management Plan, as well as the assent from all the departments to pay attention to risk reduction on a daily basis;
- (b) That the revised Disaster Management Plan for the Swartland municipal area is approved, with the undertaking that the plan will be revised annually in order to ensure that the contents thereof is always relevant and up to date;
- (c) That, as prescribed by the Disaster Management Act, a copy of the approved revised plan is submitted to the West Coast Disaster Centre, the Provincial Disaster Centre, as well as the National Disaster Centre.

7.4 REVISION/UPDATING OF THE REGULATION IN RESPECT OF FIRE SAFETY (1/1)

The Director: Security Services stated that the Regulation in respect of Fire Safety must be revised annually, in accordance with a performance indicator.

The relevant regulation was promulgated in the Provincial Gazette, No 7285, on 11 July 2014 and does not require any adjustments thereto.

RESOLUTION

That the Executive Mayor's Committee takes note that the Regulation in respect of Fire Safety was promulgated in the Provincial Gazette, No 7285 on 11 July 2014 and that, at present, no amendments are proposed.

7.5 AMENDMENT TO THE OVERTIME POLICY (4/2/B)

The revised Overtime Policy was implemented on 1 April 2016 after approval by the Executive Mayor's Committee. The practical application of paragraph 9.5 created problems in that certain officials are compromised because their salary scale is already higher than the proposed overtime allowance.

7.5/...

The chairman gave the Snr Manager: Human Resource Services, ms S de Jong, the opportunity to present the latest amendments to the policy.

The latest amendments to the Overtime Policy were discussed at management level, and also during the Local Labour Forum Meeting held on 16 May 2017, during which both unions - SAMWU and IMATU – recommended the proposed amendments to the Executive Mayor's Committee.

RESOLUTION

- (a) That note is taken of the process which was followed, and the involvement of both SAMWU and IMATU in the process;
- (b) That the Executive Mayor's Committee approves the attached amended Overtime Policy for implementation as of 1 July 2017

7.6 SWARTLAND TRAFFIC AND LAW ENFORCEMENT SERVICES: AMENDMENT TO SHIFTS (4/2/B)

The Traffic and Law Enforcement Services were introduced in 2013 after the Swartland Municipal Police Services were dissolved.

The shift system which was implemented in 2013 is not conducive to service delivery, and a new shift system has been developed in conjunction with the unions.

RESOLUTION

- (a) That note is taken of the challenges and shortcomings in the existing shift system;
- (b) That the proposed new shift system for the Traffic and Law Enforcement Services will be implemented on 1 July 2017 for a test period of twelve (12) months;
- (c) That the shift system will be monitored and evaluated during the test period in order to introduce any amendments and/or improvements to the system after completion of the test period.

7.7 ESTABLISHMENT OF THE "COMMUNITY WORK PROGRAMME" LOCAL REFERENCE COMMITTEE (17/2/2)

The objective of the 'Community Work Programme' was presented to the Executive Mayor's Committee on 22 March 2017 by the Dhladhla Foundation.

The next step is to establish a Local Reference Committee, which will be tasked with supporting the Dhladhla Foundation as implementation agent in rolling out the programme, as well as fulfilling an oversight role.

This committee will, inter alia, consist of representative/s of (1) ward committees, (2) civil society, (3) community leaders, (4) political *champion* and (5) officials from the relevant spheres of government.

RESOLUTION

- (a) In order to effect a fair division of job opportunities, the 500 job opportunities are divided pro rata between the 12 wards, in other words $500 \div 12 = 41$ job opportunities per ward, and that the remaining 8 job opportunities are allocated to specific projects where necessary as determined by the LRC;
- (b) That the representatives from the Swartland Municipality on the LRC committee are approved as follows:

7.7(c)/...

- One representative from each ward committee;
- Ms H Balie from the Department: Development Services (second, ms C du Plessis)
- Clr P E Solomons (second, clr O M Steleme) as *Political Champion*;

(c) That the names of the representatives on the LRC committee are accordingly submitted to the Dhladhla Foundation.

7.8 TENDER L01.16.17: SALE OF ERF 11282, MALMESBURY (8/2/2/8)

On 28 July 2016 the previous council approved the asking for tenders, with development proposals, for the sale of erf 11282, Malmesbury for the purpose of a parking/assembly area with associated ablution facilities for trucks.

The Municipal Manager explained the two envelope system which was followed. The first envelope contains the development proposals, which are then evaluated by the tender committee. Only two tenders were received, namely that from Pioneer Foods (Pty) Ltd and Swartland Truck Stop (Pty) Ltd. The latter tender was disqualified during the evaluation of the development proposals because the minimum requirement of 70 points was not attained.

The report was therefore to consider the financial offer (second envelope) from Pioneer Foods (Pty) Ltd.

RESOLUTION

- (a) That Tender L01.16.17 for the purchase of Erf 11282 Malmesbury is awarded to Pioneer Foods (Pty) Ltd for the amount of R2 million, excluding Value Added Tax;
- (b) That approval is given for the transfer of the asset (Erf 11282 Malmesbury) to Pioneer Foods to be dealt with by the Director: Corporate Services.

7.9 LEASE AGREEMENT: MOORREESBURG POSDUIFKLUB (17/9/2/R)

The previous Moorreesburg Municipality leased a building to the Moorreesburg "Posduifklub", which had to be cancelled due to the alienation of the relevant piece of land to *Prospect Park CC* for the Paradyskloof Development.

At the time of the alienation of the land an agreement was made with the developers to put up a building on erf 42, which belongs to the Council and which also accommodates other sports facilities, to re-house the "Posduifklub". Due to the prevailing economic circumstances the development was not realised, and it was therefore decided to put up a building on erf 42 with council funds and that at a later stage an attempt would be made to recover the costs from the developer.

In the interim the building on erf 42 has been completed and the "Posduifklub" has already taken occupation.

Because a contract was needed in order to provide service connections, approval was given at management level to finalize a three year lease agreement.

RESOLUTION

That the decision made by management to enter into a three year lease agreement with the Moorreesburg "Posduifklub" as of 1 July 2017, for an amount of R10.00 excluding VAT per annum, and on the same conditions as those pertaining to the other sports facilities, is ratified.

7.10/...

7.10 MINUTES OF A MUNICIPAL PERFORMANCE AND RISK AUDIT COMMITTEE MEETING HELD ON 21 FEBRUARY 2017 (11/1/3/1/7)

The minutes of a Municipal Performance and Risk Audit Committee Meeting held on 21 February 2017 were circulated with the agenda.

The committee serves as a duly constituted, independent committee of the Council and mainly makes recommendations to the Council for consideration. There are no recommendations from the committee in the relevant minutes for which a council decision is necessary.

RESOLUTION

That note is taken of the minutes of the Municipal Performance and Risk Audit Committee Meeting of 21 February 2017.

7.11 OUTSTANDING DEBTORS – MAY 2017 (5/7/1/1/MY)

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

The Director: Financial Services confirmed that outstanding debt has been considerably reduced due to the intensive efforts during May to recover the outstanding debts. These efforts will continue during June in order to be able to report further progress in the financial statements in respect of the Municipality's reporting period.

RESOLUTION

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

7.12 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 31 May 2017, as circulated with the agenda.

7.13 STOCKTAKE: 2017 (6/1/1)

The annual stock take is scheduled for Thursday, 22 June 2017.

In answer to a question from the chairman as to whether it is necessary for the councillors to attend the stock take, the Director: Financial Services stated that this procedure inspires a great deal of confidence in respect of the Auditor General, especially with reference to the Council's oversight role.

RESOLUTION

- (a) That Mr M van Zyl is appointed to attend the stock take at the Electrical Services' Store in Moorreesburg;
- (b) That Mr R F van der Westhuizen and Mr O M Stemele are appointed to attend the stock take at the warehouse and stationery store in Malmesbury;
- (c) That it is noted that the Senior Storeman wishes to begin promptly at 09:00 with the stock take at the warehouse in Malmesbury.

7.14 WRITE-OFF OF STATIONERY: 2017 – STATIONERY STORE (6/1/4)

There are a number of cartridges in the Stationery Store which are obsolete, because the printers for which they are necessary have been replaced by the IT division with new printers.

The Director: Financial Services stated that a better working relationship between the IT division and the Stationery Store has already been implemented in order to prevent cartridges from becoming obsolete.

RESOLUTION

That the obsolete items, according to the attached list for 2016/2017 financial year to the amount of R9 031.44 (VAT excluded), are written off.

7.15 WRITE-OFF OF ASSETS FOR REMOVAL FROM THE ASSET REGISTER WITH REFERENCE TO INSURANCE CLAIMS (6/1/4)

The purpose of the report is to write off the assets, according to the attached list, which have already been replaced through insurance claims, in order to remove them from the Asset Register.

RESOLUTION

That approval is given that the assets, according to the attached list, to the amount of R27 801.91, are written off and the relevant assets removed from the Asset Register.

7.16 APPLICATION FOR LEAVE FROM THE MUNICIPAL MANAGER AND DIRECTORS AND THE APPOINTMENT OF AN ACTING MUNICIPAL MANAGER (4/8/3)

The application for leave for the Municipal Manager must be submitted to the Executive Mayor's Committee for consideration.

The leave schedule, including leave in respect of the other directors, for the June/July school holidays, is attached to the agenda.

The Municipal Manager requested that Monday, 19 June 2017 is added to the schedule as compassionate leave for the Municipal Manager, as well as Friday, 30 June 2017 as leave for the Director: Financial Services.

RESOLUTION

(a) That the application for leave from the Municipal Manager for the following days is approved, namely:

- 17 March 2017 (1 day)
- 19 June 2017 (1 day – compassionate leave)
- 30 June – 10 July 2017 (7 days)

(b) That note is taken that the Director: Corporate Services will act as Municipal Manager during the above mentioned period, and if for whatever reason the latter is not available, the Director: Financial Services will act in the capacity.

7.17 SALE OF OBSOLETE ASSETS (VEHICLES) IDENTIFIED FOR 2017/2018 BOOKYEAR TO SWELLENDAM MUNICIPALITY (6/1/3)

A written offer has been received from the Swellendam Municipality to buy the seven vehicles listed below, which have been identified for replacement in the 2017/2018 financial year, for an amount of R800 000 (VAT excluded), from the Swartland Municipality, namely:

7.17/...

- CK18292 – Case Digger (2007 Model);

- CK23693 – Nissan UD80 with Crane (2005 Model);
- CK34112 – Nissan Cabstar UD40 (2009 Model);
- CK38353 – Nissan Bakkie (2009 Model);
- CK39500 – Isuzu 240 4x4 (2009 Model);
- CK40697 – Citi Golf (2009 Model); and
- CK43248 – Isuzu KB (2011 Model).

RESOLUTION

- (a) That the offer from the Swellendam Municipality for the purchase of the above mentioned vehicles to the amount of R800 000 (VAT excluded) is approved.
- (b) That the vehicles will only be made available to the Swellendam Municipality on payment of the R800 000 (VAT excluded), and when the new vehicles are received by the Swartland Municipality;
- (c) That the above mentioned vehicles are sold voetstoots to Swellendam Municipality and that the vehicles will be collected by the Swellendam Municipality themselves.

7.18 APPROVAL OF CREDIT FACILITIES (5/16/B)

Standard Bank has been appointed, by means of a tender process, to provide banking services to the Swartland Municipality for a period of five years from 1 July 2017.

Credit facilities are necessary for fleet management purposes (petrol cards, tollgates etc), as well as bank guarantees.

RESOLUTION

- (a) That the Municipal Manager is authorised to make use of the normal credit facilities as part of the tender for the provision of banking services awarded to *Standard Bank of SA*, and solely according to the brief in the tender document, which includes bank guarantees, as of 1 July 2017 for the duration of the tender.
- (b) The amounts for the various credit facilities are as follows:
 - Bank Guarantees – R170 900.00
 - Fleet management credit facilities – R1 000 000.

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