



MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON TUESDAY, 16 MAY 2017 AT 11:00

PRESENT:

Executive Mayor, ald T van Essen (chairman)

Members of the Mayor's Committee:

Clrl P E Solomons
Clrl O M Stemele
Clrl R F van der Westhuizen
Clrl 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 A J Botha
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

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

2. APOLOGIES

Apology received from the Deputy Mayor, ald M S I Goliath.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 12 APRIL 2017

RESOLUTION

That the minutes of an Ordinary Meeting of the Executive Mayor's Committee held on 12 April 2017 are approved and signed by the Mayor.

4.2 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 3 MAY 2017

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

5./...

5. CONSIDERATION OF RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES

5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 3 MAY 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 12 APRIL 2017

None

7. NEW MATTERS

7.1 2017-2022 INTEGRATED DEVELOPMENT PLAN (IDP) (2/1/4/4/1)

Since the approval of the draft IDP by the Council in March 2017 the foreword, the financial plan in Chapter 8, a portion of *back to basics*, as well as the area plans have been added. In drawing up the IDP and as part of the public participation process various interactions took place with the public, councillors, ward committees, as well as officials, in order to get their input.

The Municipal Manager referred to the comments from the *African National Congress West Coast Region* which were received after the deadline of 2 May 2017, and that an arrangement will be made with clr D B Philander in respect of a suitable date to discuss the comments for the revision of the IDP which will only commence in September 2017.

The new five year IDP for the period 1 July 2017 to 30 June 2022 was circulated with the agenda and the amendments to the budget, as reported during the Budget Management Committee meeting, and which have an effect on the IDP, will be incorporated for submission to the Council on 25 May 2017.

RESOLUTION (for recommendation to the Council)

- (a) That the 2017-2022 Integrated Development Plan (IDP) for the Swartland municipal area, as well as the five Area Plans, is recommended to the Council for approval in terms of article 25(1) of the Municipal Systems Act no 32 of 2000;
- (b) That the legal process required in terms of the Municipal Systems Act no 32 of 2000, the Municipal Financial Management Act no 56 of 2003 and the Municipal Budget and Reporting Regulations, 2009 will be dealt with, after approval of the IDP by the Council;
- (c)/...

7.1/...

- (c) That, at a suitable time, discussions will take place with the Chief Whip of the ANC in order to agree on how to accommodate their comments, in the most meaningful manner, in the first revision of the IDP (which will only take place in September 2017).

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

During a Budget Management Committee meeting held to date there are certain amendments – due to unforeseen circumstances, eg. the tender for the Upgrading of the Darling Sewerage Works which came in at R15 million higher than estimated – proposed to the budget, which affected the 2017/2018, as well as 2018/2019 capital budget. The chairman also explained that expense in respect of the preparation of the site for the Riebeek West housing project was higher than anticipated.

With reference to the surplus/shortfall, The Director: Financial Services explained that the challenge is to carry out planning for the long term, which will ensure sustainable expansion and maintenance for future generations.

Financial Planning within the economic circumstances existing in South Africa today is also a challenge. The events in the macro environment also have an impact on the Municipality, especially given the effect it has on the ability of the tax payer to pay his/her service account.

A further aim of the multi year budgets is to give effect to the IDP.

RESOLUTION (for recommendation to the Council on 25 May 2017)

- (a) That the input from the Yzerfontein Home Owners Association is dealt with, in as far as it has an affect on the 2017/2018 MTREF Draft Budget (see **Attachment F**);
- (b) That the multi year capital and operating budgets in respect of the 2017/2018 – 2019/2020 financial years are approved as final:

	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 79 722 586	R 79 995 064	R 84 275 813
Operating Expenses	R 654 711 941	R 636 140 909	R 664 697 875	R 671 246 890	R 693 665 199
Operating Income	R 641 914 085	R 647 894 024	R 681 596 264	R 701 266 419	R 744 940 649
Budget Surplus/(Shortfall)	(R 12 797 856)	R 11 753 115	R 16 898 389	R 30 019 530	R 51 275 450
Capital Grants	R 34 048 649	R 35 348 649	- R 35 075 916	- R 30 037 000	-R 23 724 000
Surplus/(Shortfall)	-R 46 846 505	-R 23 595 534	- R 18 177 527	-R 17 470	R 27 551 450

- (c) That the Council approves the proposed electricity tariffs for the 2017/2018 financial year, taking into account that it is subject to final approval from NERSA;

(d)/...

7.2/...

- (d) That the Council approves, as final, the property rates and taxes, tariff structure and levies for water, electricity, refuse removal, sewerage and other diverse levies as set out in **Attachment A**;
- (e) 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 Riebeeck Valley in terms of the existing regulation and policy is terminated and that the full tariff applicable to residential property according to the tariff list will be payable in respect of all property within these areas from 1 July 2017, in order to comply with article 19(1)(a) of the Local Government: Property Taxation Act, 2004 (as amended), which stipulates that the levying of differentiated tariffs on residential property is forbidden, except under specified circumstances;
- (f) That the Council notes and therefore **approves** the salary increases in respect of the Municipal Manager and article 56 appointments which varies between 9,36% and 9,76%;
- (g) That the annual budget tables required in terms of the Budget and Reporting Regulations set out in the tables in **Attachment B**, are approved as final;
- (h) That the budget related policies referred to in **Attachment C** are approved;
- (i) That the attempts over and above the initiatives already implemented in respect to Circular no 82: *Cost Containment Measures* in **Attachment D** are noted;
- (j) That the Council takes note of the revision to the budget related policies, and more specifically the fundamental amendments to the Veriment Policy as a result of the influence of the mSCOA implementation as of 1 July 2017;
- (k) That applicable overview mechanisms are introduced to monitor saving measures, in order to comply with articles 62 and 167 of the MFMA to ensure that reasonable steps are taken for the effective, goal orientated and economic use of public resources and in the best interests of the local community;
- (l) That the Council takes note of the budgeted operating surpluses, the attempts to limit the total increase in expenditure to only 4,5% from the present to the new financial year, the growth in income of only 5,2% in these difficult economic circumstances, for the same period, as well as the cash flow statement for the present as well as the following three financial years and more specifically the progress in this regard:
- the risk factor for cash coverage for operating expenses is **5.5 months** for 2017/2018; **5.5 months** for 2018/2019 and **6.1 months** for 2019/2020;
 - the planning for the following three financial years is of such a nature that the following operating surpluses are expected - – 2017/2018 an amount of **R16 898 389**; 2018/2019 an amount of **R30 019 530** and 2019/2020 an amount of **R51 275 450**;
- (m) That the Director: Financial Services complies with the requirements of the Budget Circulars and formats in the context of the reporting requirements to the Provincial and National Treasuries;
- (n) That the Council takes note that the budget has also been drawn up in the mSCOA format as required by the National Treasury.

7.3 KEY PERFORMANCE INDICATORS (KPI's) AND GOALS FOR 2017/2018 (2/4/2)

The draft key performance indicators (KPI's) and goals were submitted to the Council for approval on 30 March 2017, whereafter a public participation process was carried out.

The Municipal Manager explained that during the revision of the key performance indicators and goals for the 2017/2018 financial year focus was placed on the risk areas of the Municipality, as well as the contents of the job descriptions in respect of each relevant official. There is therefore a connection between the job description, the functions of the Municipality and the contents of the IDP, which shows that the correct aspects are being measured and the methods of measuring are being improved continuously.

RESOLUTION

That the attached key performance indicators (KPI's) and goals are approved for consideration by the Council on 25 May 2017.

7.4 ADOPTION OF REGULATIONS IN RESPECT OF (1) PROPERTY TAXATION AS WELL AS PROPERTY RATES AND TAXES POLICY AND (2) CREDIT MANAGEMENT AND DEBT COLLECTION (1/1)

The draft regulations were advertised for public comment after approval in principle by the Council on 30 March 2017. Comments were received from the Yzerfontein Home Owners Association in respect of the rebates on property rates and taxes, but the comments were dealt with as part of the budget documentation.

RESOLUTION (for consideration by the Council on 25 May 2017)

- (a) The following regulations are recommended to the Council for approval, for implementation on the date of promulgation in the Provincial Gazette:
 - Property Taxation Regulation;
 - Credit Management Regulation and Debt Collection Regulation, as well as Credit Management and Debt Collection Policies, included as schedules;
- (b) That the Property Rates and Taxes Policy is also recommended for approval, for implementation on the date on which the Regulation is implemented.

7.5 REVISION OF THE COMMUNICATION STRATEGY 2014-2017 (6/2/2/B)

The revision term of the Communication Strategy is the same as that for the IDP for 2017-2022 and it was proposed that the revision thereof is deferred until the IDP is finalised,

RESOLUTION

- (a) That note is taken that a revision of the 2012-2017 Communication Strategy is not required at this point in time, and that approval is given that a complete revision thereof will be undertaken not later than December 2017, taking into account the strategic outcomes of the 2017-2022 Integrated Development Plan and the results of the 2017 Client Services survey;
- (b) That because the Policies in respect of Communication, Public Participation and Social Media arise from the above mentioned Communication Strategy the revision of the three above policies will be finalized by June 2018.

7.6/...

7.6 RECOMMENDATION OF GENERAL ORGANIZATIONAL STRUCTURE FOR APPROVAL WITH EFFECT FROM 1 JULIE 2017 TAKING INTO ACCOUNT CHANGES TO SECURITY SERVICES AND CORPORATE 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 were explained fully in the report attached to the agenda. The Municipal Manager stated, with reference to the establishment of a "land management unit" for the Security Services Directorate, that although provision is made for the unit in the structure, the posts are not funded, because the Municipality is investigating alternative ways of timorously addressing the illegal occupation of land.

RESOLUTION (for consideration by the Council on 25 May 2017)

That the Executive Mayor's Committee recommends the complete organizational structure for submission to the Council, taking into account the amendments to the organizational structure in respect of Security Services and Corporate Services, for implementation as of 1 July 2017.

7.7 MANAGEMENT AND CONTROL OF THE YZERFONTEIN HARBOUR/ EXTENSION TO THE AGREEMENT WITH MR ASHLEY CREWS (7/1/2/2-3)

In 2013 The Municipality entered into an agreement with the former harbour master, mr Ashley Crews, for the operation of the Yzerfontein harbour and fish market.

An investigation was carried out by the internal audit office to determine the impact of the outsourcing. The report was circulated with the agenda and the loss in 2209/2010 which amounted to -R315 422.72, has been reduced to an amount of -R71 083.62 in 2016/2017.

RESOLUTION

- (a) That note is taken of the contents of the report by the Office of the Internal Auditor in respect of the management of the Yzerfontein harbour and the associated recommendation that the agreement with mr Ashley Crews is extended;
- (b) That approval is given for the extension of the agreement with mr Ashley Crews for a period of one year, from 1 July 2017 to 30 June 2018, under the same conditions as in the existing contract;
- (c) That, during the extended term, alternative options in respect of managing the harbour from 1 July 2018 are investigated, inter alia the possible proclamation of the harbour or the procurement of a service provider for the management of the harbour by means of public competition.

7.8 SWARTLAND MUNICIPALITY: 2017 REVISED BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN (17/5/1/1)

It is important to regularly revise the *Business Continuity and Disaster Recovery Plan* of the Swartland Municipality, especially in respect of important contact numbers.

The aim of the plan is to prepare the Municipality and especially all departments for extensive service interruptions which are caused by factors outside the Municipality's control, and to repair services as quickly as possible.

7.8/...

RESOLUTION

- (a) That note is taken of the amendments made to the *Business Continuity and Recovery Plan*.
- (b) That the revised *Swartland Business Continuity and Recovery Plan* is approved in order to comply with Outcomes 7.3 of the IDP, namely that the relevant plan must be revised annually.

7.9 INFORMATION AND COMMUNICATION TECHNOLOGY: APPROVAL OF REVISION OF THE INFORMATION SECURITY POLICY (TECHNICAL) (6/2/3/1/B)

During the recent audit, the Auditor General pointed out certain flaws in the information security policy with reference to the application of the password policy on management systems eg. Promun and PayDay.

The Information Security Policy (only in English - *Information Security Policy*) has been revised in the interim, and it is proposed that paragraph 4.3.1(h) is revised as follows:

- 4.3.1 (h) The following policy is applicable to System Administrators of Promun and PayDay:
- Passwords shall have the following characteristics:
 - passwords shall not be valid for longer than 60 days
 - password shall be complex (numeric and alphanumeric characters in combination)
 - the re-use of at least the previous 12 sequential passwords shall be prohibited.

RESOLUTION

That the amendment to paragraph 4.3.1(h) of the Information Security Policy (Technical) is approved.

7.10 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: DIRECTOR SECURITY SERVICES – NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (4/6/2)

The *Municipal Regulations on Minimum Competency Levels of 2007* specify that senior managers of a municipality with an annual budget of R500 million and more, must have at least a qualification on NQF level 7.

The Director: Security Services, who has a qualification equal to an NQF level 6, has undertaken to enrol for the National Diploma in Public Management. The service provider, *Kgolo Institute*, has indicated that recognition will be given for the modules which mr Humphreys has completed as part of the MFMA programme, and that only an additional 24 modules are necessary to complete the course.

RESOLUTION

- (a) That note is taken of the approval of the Municipal Manager to appoint the Kgolo Institute for the provision of the National Diploma instruction to the Director: Security Services and that the approval is ratified accordingly.
- (b) That there is a departure from the prescribed procurement procedure for the following reason, namely:
 - Kgolo Institute is the only service provider which will credit the modules which mr Humphreys completed during the MFMA course, and allow only a further 24 modules needed for the National Diploma in Public Administration within the prescribed 24 months period;

7.10/...

- (c) That the appointment is confirmed to the amount of R99 180.00 (VAT inclusive) and is debited to budget item no 11-48-52-00-3428 (Training: Efficiency Orientated Developments), to be settled during the 2016/2017 financial year;
- (d) That the Manager: Financial Statements and Control is instructed to note the above mentioned reason in the financial statements when the relevant statements are drawn up, in terms of the Supply Chain Management Policy.

7.11 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: APPOINTMENT OF RATINGS AFRICA (8/1/B/1)

The Municipal Manager stated that the recent report from *Ratings Africa* indicates that the Swartland Municipality is the fourth best municipality in the Western Cape in terms of financial sustainability.

The mandate to *Ratings Africa* is not only to carry out grading in terms of the *Municipal Financial Sustainability Index* (MFSI), but also to evaluate the budget and quarterly report in accordance with article 71 of the MFMA in order to make proposals for inclusion in the financial plan.

RESOLUTION

- (a) That *Ratings Africa* is appointed for –
 - Municipal Financial Sustainability Index (MFSI) - results of the Municipality against those of other municipalities in the Province or of similar municipalities identified by the Municipality, up to 20 authorities;
 - MFSI report from the Municipality comprising between two and three pages and reporting on the three financial years of 2016/2017 to 2018/2019;
 - MFSI assessment of the budget and Article 71 quarterly report from the Municipality;
- (b) That approval is given, in terms of paragraph 36(1)(a)(ii) of the prescribed procurement procedure in accordance with the Supply Chain Management Policy, for departure, because the relevant service is only offered by one service provider;
- (c) That the Manager: Financial Statements and Control is instructed to note the above mentioned reason in the financial statements when the relevant statements are drawn up, in terms of the Supply Chain Management Policy.

7.12 SWARTLAND RECREATION CLUB: REQUEST FOR ASSISTANCE (17/16/1)

The Swartland Recreation Club was established by the Municipality's employees. The rugby team took part last year in the Hassequa Rugby day in Heidelberg and won the plate trophy.

The club is planning to hold a Sevens Rugby Tournament, together with a carnival on the Wesbank Sports Grounds on 22 and 23 September as part of an effort to collect funds for the purchase of, inter alia, clothes (rugby jerseys and socks) and equipment.

RESOLUTION

- (a) That the Executive Mayor's Committee expresses its support for the Swartland Recreation Club as well as the holding of the Sevens Rugby Tournament on 22 and 23 September at the Wesbank Sports Facilities;
- (b) That the Municipal Manager is mandated to determine the nature and extent of the support which the Municipality will offer in conjunction with all the internal role players.

**7.13 LEASE AGREEMENT BETWEEN SWARTLAND MUNICIPALITY AND NSRI
17/10/1/1)**

The NSRI leases property in the harbour (240,2 m²) from the Council for the operation of a base station in Yzerfontein. The lease period of ten years expired on 30 April 2017, and the NSRI wishes to lease the relevant property for a further period.

RESOLUTION

- (a) That note is taken of the NSRI's choice to exercise their option to renew the lease agreement, which expired on 30 April 2017.
- (b) That an agreement in respect of extending the relevant lease agreement with the NSRI is entered into, under the existing rental conditions.

7.14 LEASE AGREEMENT: W DUCKITT & SONS CC (15/4/6)

The Council leases a portion (±300 m²) of restant of portion 8 of the farm Oude Post 577, situated in the Darling area, from the owners *W Duckitt & Sons*. The Council's cable free network station is situated on the relevant site.

The former lease agreement for the three year lease expired on 30 September 2016, but due to a fault on the Municipality's computer system the renewal notice was not generated. The owners advised that they are prepared to extend the lease period for a further three years.

RESOLUTION

That the Council approves the renewal of the lease agreement with *W Duckitt & Sons* for the lease of a portion (±300 m²) of restant of portion 8 of the farm Oude Post 577 for the continued operation of their cable free network station as follows:

- (a) A lease agreement for the period 1 October 2016 to 30 September 2019 for an amount of R1170,00, plus VAT per month, which will escalate at 10% annually, together with the option to renew.

7.15 REALLOCATION OF CAPITAL FUNDS: UPGRADING OF DARLING WWTW TO RESEALING OF ROADS (5/1/1/1/2)

In the multi year budget (2016/2017, 2017/2018 and 2018/2019) provision was made for the upgrading of the Darling Waste Water Treatment Works for the amount of R12 651 000,00.

The planning for the project, which also included the asking for tenders, began during the 2016/2017 financial year. The tenders received during April 2017 were very much higher than the estimated budget and the lowest tender came in at R27 232 455.04. This difference is due to the apparent conservative approach followed by the tenderers given the present state of the market and the nature of the project, and not necessarily due to bad planning and estimation.

RESOLUTION

- (a) That note is taken that the tender figures received for the upgrading of the Darling Sewerage Works are approximately R15 million higher than the estimated amount;
- (b) That, in order to spend the available funds during the 2016/2017 financial year, note is taken that an amount of R1 479 901.20 is reallocated to the resealing of roads project from the Darling Sewerage Works project;
- (c) That

7.15 (c)/...

- (c) That it is noted further that the allocation of funds, referred to in paragraph (b), will be corrected in future budgets to the amount of R1 479 901.20 between the above mentioned projects;
- (d) That the balance of R9 901 000.00 for the upgrading of the Darling Sewerage Works will be adjusted during the 30 day budget.

7.16 AMENDMENT TO THE 2016/2017 MIG DETAILED PROJECT IMPLEMENTATION PLAN (SPIP) (5/9/2/6/1)

The MIG detailed project implementation plan must be submitted annually to the Department of Co-operative Governance by May. The Executive Mayor's Committee must approve any deviation from the plan if changes are necessary during the year.

One of the projects in the plan was the establishment of new sports grounds for Chatsworth, but during the environmental impact study a rare flora species was discovered. This necessitated environmental approval before construction of the sports grounds could begin.

As a result funds had to be reallocated to other projects, such as the Upgrading of the Wesbank Sports Grounds and the De Hoop sewerage project.

RESOLUTION

- (a) That note is taken that the implementation of the construction phase of MIG project CS/WC/1265/15/18: New Sports Grounds for Chatsworth, has been delayed due to the receipt of environmental approval, which has taken longer than anticipated;
- (b) That it is further noted that the above mentioned delay in the project has resulted in the reallocation of funds to projects which have already been approved and budgeted for in order to ensure that MIG funds are completely (100%) spent in the 2016/2017 financial year;
- (c) That the following MIG specified project implementation plan (SPIP) is approved by the Executive Mayor's Committee:

Nr	Project	Budget
1	<i>Rehabilitate Water Networks</i>	R 4 577 200.00
2	<i>New Roads and Storm Water</i>	R 6 000 000.00
3	<i>Upgrading of Wesbank Sports Grounds</i>	R 8 997 600.00
4	<i>New Sports Grounds: Chatsworth</i>	R 505 200.00
5	<i>De Hoop External Sewer</i>	R 250 000.00
Total		R 20 330 000.00

- (d) That the amended SPIP is submitted to the Department of Co-operative Governance and Traditional Matters.

7.17 OUTSTANDING DEBTORS – APRIL 2017 (5/7/1/1/MY)

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

The Director: Financial Services pointed out that greater emphasis must be placed on establishing a payment culture amongst all tax payers.

Tax payers must realise that – irrespective of their payment capacity – the legal mandate is given to the Municipality to deliver a certain standard of service, which is hampered by tax payers who pay their service accounts after due date.

7.17/...

RESOLUTION

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

7.18 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 30 April 2017, as circulated with the agenda.

7.19 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIR OF THE SPRAY PUMP, MALMESBURY SEWERAGE WORKS (6/1/2/1)

Both the Malmesbury Golf Club and various other sports grounds are irrigated with purified sewerage water from the Malmesbury facility. One of the pumps which supplies water to the golf club stopped working.

As a result of the drought and the scheduled matches on the sports grounds, it was of the outmost importance that water was provided for these facilities and that the pump is repaired as quickly as possible.

RESOLUTION

- (a) That there is a departure from the prescribed procurement procedure for the urgent repair of the spray pump at the Malmesbury Sewerage facility to the amount of R53 727.76 (VAT excluded) because it was handled as an emergency;
- (b) That the pump is repaired by *Tricom Africa*.
- (c) That note is taken that as a result of the above mentioned reason the Municipal Manager approves the commencement of the repair work by *Tricom Africa* for the amount of R53 727.76 (VAT excluded) and that the expenditure is debited to budget item no 77-92-30-00-0308.
- (d) That the action of the Municipal Manager is accordingly ratified;
- (e) That the Manager: Financial Statement and Management is instructed to note the above mentioned reason in the financial statements when the relevant statements are drawn up, in terms of the Supply Chain Management Policy.

7.20 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: REPAIR OF "MACERATOR" AT THE INTAKE WORKS, MALMESBURY SEWERAGE WORKS (8/1/B/1)

The intake at the sewerage works in Malmesbury is $\pm 4,5$ ML of raw sewerage daily. In order to prevent any undesirable material being pumped into the purification facility, the raw sewerage goes through a *macerator* in order to break up material such as sticks, bricks etc which is later removed by sieves.

The *macerator* therefore prevents damage to the pumps and valves in the sewerage facility, and works 24 hours a day nonstop and it is impossible to begin the purification process without this equipment.

7.20/...

The *macerator* stopped working and therefore work had to be carried out manually by using a sieve basket which must be cleaned regularly. This method is not really effective because the sieve overflows readily with the result letting through undesirable material to the sewerage plant.

RESOLUTION

- (a) That there is a departure from the prescribed procurement procedure for the urgent repair to the *macerator* at the Malmesbury Sewerage Work's intake works to the amount of R83 445.23 (VAT excluded), because it is handled as an emergency;
- (b) That the *macerator* is repaired by *GW Trautmann*;
- (c) That note is taken that as a result of the above mentioned reason the Municipal Manager approved that the repair work by *GW Trautmann* can proceed, to the amount of R83 445.23 (VAT excluded), and that the expenditure is debited to budget item no 59-76-30-00-0272;
- (f) That the action of the Municipal Manager is accordingly ratified;
- (g) That the Manager: Financial Statement and Management is instructed to note the above mentioned reason in the financial statements when the relevant statements are drawn up, in terms of the Supply Chain Management Policy.

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