



Munisipaliteit
Municipality
Umasipala

MINUTES OF A MEETING OF THE SWARTLAND MUNICIPAL COUNCIL, HELD IN THE MALMESBURY BANQUETING HALL ON WEDNESDAY, 30 MAY AT 10:00

PRESENT:

Speaker, clr M Rangasamy

Executive Mayor, ald T van Essen

Deputy Executive Mayor, ald M S I Goliath

Bess, D G (DA)

Bekebu, Z (ANC)

Daniels, C (DA)

De Beer, J M (DA)

Fortuin, C B (DA)

Humphreys, F S (ANC)

Maart, E S M (DA)

McQuire, V D (DA)

Mfutana, L E (EFF)

Papers, C H (DA)

Penxa, B J (ANC)

Philander, D B (ANC)

Smit, N (DA)

Sneewe, A M (ANC)

Solomons, P E (DA)

Stemele, O M (DA)

Van der Westhuizen, R F (DA)

Van Zyl, M (DA)

Zatu, N S (ANC)

Officials:

Municipal Manager, mr J J Scholtz

Director: Financial Services, mr M A C Bolton

Director: Security Services, mr P A C Humphreys

Director: Electrical Engineering Services, mr R du Toit

Director: Corporate Services, ms M S Terblanche

Director: Civil Engineering Services, mr L D Zikmann

Director: Development Services, ms J S Krieger

Manager: Secretarial and Records, ms N Brand

1. OPENING

The Speaker welcomed the Executive Mayor, Deputy Executive Mayor, councillors, officials, the media and members of the public. A special word of welcome was extended to ms Vuyelwa Sovile (Edna) who was acting as translator in the absence of mr Dupula.

The Speaker requested clr D B Philander to open the meeting with a scripture reading and a prayer.

The Speaker congratulated councillors and officials who had celebrated birthdays in May.

The Speaker addressed the Council and requested the following:

- (1) Councillors must refrain from disorderly behaviour (as happened during the last council meeting) and that stronger action would be taken against councillors;
- (2) Councillors must take note of the contents of the agenda;
- (3) Councillors may not use their cell phones during a council meeting.

2. APOLOGIES

Apology received from ald B J Stanley.

3. DEPUTATIONS/DECLARATIONS AND COMMUNICATIONS/SUBMISSIONS

None

4. MINUTES FOR APPROVAL

4.1 MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 25 APRIL 2019

On behalf of the ANC, clr B J Penxa referred to item 7.1 of the agenda where, in the preamble (paragraphs 6 and 8 respectively) clr Penxa wished to call the Speaker on a point of order and that they (members of the ANC) based their actions on the handling of the meeting.

Clr N S Zatu referred the Council to the relevant paragraphs in the Regulation in respect of the Holding of Meetings and both clr Penxa and clr Zatu requested that the letter in respect of disorderly behaviour is retracted.

For want of any formal proposal from the ANC, note is taken of the remarks by clrs Penxa and Zatu and no further decisions were made in this respect.

RESOLUTION

(proposed by clr N Smit, seconded by ald M van Zyl)

That the minutes of an Ordinary Council Meeting held on 25 April 2019 are approved and signed by the Speaker, subject to the following amendment and addition:

ITEM 7.1: APPROVAL OF THE 2018/2019 SPECIAL ADJUSTED CAPITAL AND OPERATING BUDGETS

Paragraph 1 (2): reallocation of funds ... to the amount of R4 million (in place of R5 million)..

Paragraph (g): inclusion of the following table:

	Original Budget 2018/2019	Roll-Over Adj Budget 2018/2019	Special Adj Budget 2018/2019	Mid-Year Adj Budget 2018/2019	Fourth Adj Budget 2018/2019	Increase / (- Decrease)
Capital budget	R 87 245 909	R 94 009 363	R 102 890 363	R 98 785 331	R 101 860 331	R 3 075 000
Operating Expenditure	R 698 278 426	R 699 811 714	R 676 259 498	R 693 672 465	R 694 597 465	R 925 000
Operating Revenue	R 746 205 036	R 751 554 438	R 736 846 222	R 761 793 817	R 765 793 817	R 4 000 000
Budgeted (Surplus)/ Deficit	(R 47 926 610)	(R 51 742 724)	(R 60 586 724)	(R 68 121 352)	(R 71 196 352)	(R 3 075 000)
Less: Capital Grants	R 36 975 000	R 40 791 114	R 49 672 114	R 51 972 114	R 55 047 114	R 3 075 000
(Surplus)/ Deficit	(R 10 951 610)	(R 10 951 610)	(R 10 914 610)	(R 16 149 238)	(R 16 149 238)	R -

5. REPORT IN RESPECT OF THE DELEGATED DECISION MAKING BY THE EXECUTIVE MAYOR

RESOLUTION

That note is taken of the decisions taken by the Executive Mayor in respect of his delegated power, referred to in the following minutes:

5.1 MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON 17 APRIL 2019

Read in conjunction with

MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 10 APRIL 2019

6. REPORT IN RESPECT OF THE DELEGATED DECISION MAKING BY THE MUNICIPAL MANAGER

RESOLUTION

That note is taken of the decisions taken by the Municipal Manager in respect of his delegated power, referred to in the following minutes:

6.1 MINUTES OF A TENDER AWARD COMMITTEE MEETING HELD ON 2 APRIL 2019

7. MATTERS FOR DISCUSSION

7.1 RECOMMENDATION: APPROVAL OF THE ORGANIZATIONAL STRUCTURE FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020 IN COMPLIANCE WITH AMENDMENTS BY THE VARIOUS DEPARTMENTS

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

The amendments to the organisational structure were accepted by the unions during a Labour Forum Meeting held on 14 May 2019, for further recommendation to the Council via the Executive Mayoral Committee Meeting held on 22 May 2019.

Clr N S Zatu voiced his concern that the libraries will not be open to the public after hours and on Saturdays, to which the Director: Corporate Services replied that the decision was not taken lightly and was based on the fact that (1) the libraries are the only community facility that is open on a Saturday, (2) the circulation figures of the libraries have dropped drastically and (3) statistics show that libraries are used mainly on Saturdays for the exchange of books and not for research purposes.

The amendments to the organizational structure are explained fully in the report circulated with the agenda.

RESOLUTION

(proposed by ald M van Zyl, seconded by clr V D McQuire)

- (a) That the full organisational structure be approved by Council taking into account the amendments to the organisational structure with regard to Corporate Services, Financial Services, Protection Services, Civil Engineering Services and the Office of the Municipal Manager for implementation with effect from 1 July 2019;
- (b) That cognisance be taken that an O & M study will not be undertaken in the current financial year and that consideration will be given to the study as well as the funding thereof during the 2019/2020 financial year.

7.2 AMENDMENT TO THE SWARTLAND SPATIAL DEVELOPMENT FRAMEWORK (15/1/4/1)

The Spatial Development Framework ensures (1) the endeavour for integrated, sustainable and reasonable environments, (2) that the development is based on the vision and spatial principles which have been agreed upon and (3) the creation of socio-economic opportunities.

The amendment to the SDF focussed on three development areas, namely (1) housing opportunities, (2) cemeteries and (3) institutional development.

RESOLUTION

(proposed by clr O M Stemele, seconded by clr P E Solomons)

That the Council approves the final draft of the Municipal Spatial Development Framework (SDF) for the whole of the Swartland area, in accordance with article 7(3) of the Regulation in respect of Municipal Land Usage Planning (PK 7741 of 3 March 2017), subject to the following:

7.2/...

- (a) The Council must announce the decision in the media and the Provincial Gazette within 14 days of taking the decision;
- (b) The Municipal Manager must report to Province in terms of article 14(1) of the Western Cape Act on Land Usage Planning, 2014 (Act 3 of 2014) within 10 days of the decision;
- (c) The comments on the input from the public referred to in the attachment are affirmed and that the persons/institutions who had commented, during the public participation process, must be notified of the Council's decision and response;
- (d) All future development applications will be considered and evaluated in terms of the principles of the SDF;
- (e) The action plans arising from the SDF must be referred annually to the IDP process for funding, and that special attempts are made annually to execute the action plans.

7.3 REVISION OF THE 2017-2022 INTEGRATED DEVELOPMENT PLAN (IDP) AND AREA PLANS (2/1/4/4/1)

The Speaker gave the Executive Mayor, ald T van Essen, the opportunity to table the amendments to the 2017-2022 Integrated Development Plan (IDP) which were considered during the second revision of the IDP.

The Executive Mayor dealt with the input to the IDP received from the ANC Caucus, as part of the presentation.

Clr D B Philander confirmed that there are certain aspects which are not reflected in the IDP, inter alia, timeframe for the attainment of the National Development Plan (NDP) by 3030, economic empowerment to achieve equality, support for emerging farmers, eradication of the bucket system (with reference to Silvertown, Chatsworth), focus on environmental conservation and the making of municipal buildings more accessible to the disabled.

In answer to clr Philander's observations the Municipal Manager stated, inter alia, that the Council must use the applicable platforms to ask the national and provincial governments to take over unfunded mandates such as the support for emerging farmers, which is not a municipal function.

The matter was brought to the vote by the Speaker, and was decided (in the absence of one councillor) with 15 DA councillors in favour thereof and abstention by the rest of the councillors.

RESOLUTION

(proposed by ald T van Essen, seconded by add M S I Goliath)

- (a) That the amendment of the 2017-2022 Integrated Development Plan (IDP) as well as the revision of the area plans be approved.
- (b) That cognisance be taken of the ANC's comments and that the response to the comments in Annexure A be maintained.

7.4 APPROVAL OF THE MULTI-YEAR CAPITAL AND OPERATING BUDGETS, AMENDED BUDGET RELATED POLICIES, REGULATION(S), PROPERTY RATES AND TAXES, TARIFFS AND OTHER LEVIES FOR 2019/2020, 2020/2021 AND 2021/2022 (5/1/1/1-2018/2019, 5/1/1/2-2018/2019 AND 5/1/4)

The Executive Mayor, at the request of the Speaker, tabled the item and emphasized certain aspects in the report.

The input received during the public participation process from the Yzerfontein Homeowners Association and mr Johan Sadie were dealt with, and the comments and actions arising, for consideration by the Council.

A comparison between the 90 and 30 day Capital and Operating Budgets was made in order to inform the Council in respect of the amendments since March 2019.

7.4/...

The Executive Mayor requested the Management Team to consider discounts, in cases of destitution, on other services (excluding basic services for which subsidies are already received), for example discount on the purchasing and preparation of graves.

Over the next three years focus will be on the following special projects, namely:

- (1) Extended education programmes in the community to combat littering, as part of the Greening Project;
- (2) Safety initiatives in all wards by means of, inter alia, the creation and support of street committees;
- (3) Planting of trees as part of the RSEP project.

That approval of the multi-year capital and operating budgets, amended budget related policies, increase in property rates and taxes, levies and other increases for 2019/2020, 2020/2021 and 2021/2022 was brought to the vote and decided (in the absence of one councillor) with 15 DA councillors in favour thereof and abstention by the rest of the councillors.

RESOLUTION

(proposed by ald T van Essen, seconded by clr C B Fortuin)

- (a) That cognisance be taken of the inputs received from the public and province and that the comments and responses thereto (**Annexure E, Inputs received on Draft Budget**) be accepted as recommendations by the Budget Steering Committee and Executive Mayoral Committee, insofar it relates to the 2019/2020 MTREF Draft Budget;
- (b) That council takes note that the costs as envisaged by Section 19 (2)(a)(b) were derived after consultation with the respective director(s) who has confirmed the costs as per (**Annexure A, Section 1: 2019/20 – 2021/22 Capital Projects ito Sec 19**);
- (c) That council prior to approving the capital projects above R50 million as listed in (**Annexure B, Section 1: 2019/20 – 2021/22 Capital Projects ito Sec 19**), first consider the projected cost covering all financial years until the project is operational and the future operational costs and revenue on the project, including municipal tax and tariff implications;
- (d) That council approves the funding sources linked to council's capital program and take note that these funding sources are available and have not been committed for other purposes;

FINANCING SOURCES	Final Budget 2019/2020	Final Budget 2020/2021	Final Budget 2020/2021
External Loans	R 22 631 209	R 27 368 791	R -
Capital Replacement Reserve (CRR)	R 54 065 363	R 67 024 928	R 83 369 556
Municipal Infrastructure Grant (MIG)	R 21 301 000	R 22 285 000	R 23 700 000
Dept. Human Settlements	R 32 480 000	R 31 800 000	R -
Integrated National Electrification Programme	R 5 000 000	R 10 000 000	R 10 000 000
Dept. Cultural Affairs and Sport	R 370 000	R -	R -
RSEP / VPUU	R 4 000 000	R 2 000 000	R -
Community Safety Grant	R 10 000	R 10 000	R 10 000
Fire Service Capacity Building Grant	R -	R 841 000	R -
Energy Efficiency Demand Side Management	R 4 000 000	R 5 000 000	R 6 729 000
GRAND TOTAL	R 143 857 572	R 166 329 719	R 123 808 556

- (e) That council deemed it appropriate to approve the entire capital program excluding the 2 individual projects above R 50 million as the aforementioned capital program's operational cost, inclusive of future costs are covered by the rates regime and the normal cost centres found in the operational budget;

7.4/...

- (f) That council approves the capital projects as part of its consolidated capital program as per **(Annexure A, Section 1: 2019/20 – 2021/22 Final Budget and Tariff File)**;
- (g) That the final multi-year Capital and Operating budgets with respect to the 2019/20 – 2021/22 financial years be approved, in accordance with sections 16, 17 and 19 of the MFMA;

	Original Budget 2018/2019	Adjustment Budget 2018/2019	Final Budget 2019/2020	Final Budget 2020/2021	Final Budget 2021/2022
Capital budget	87 245 909	101 860 331	143 857 572	166 329 719	123 808 556
Operating Expenditure	698 278 426	694 597 465	749 828 067	789 665 123	856 817 754
Operating Revenue	746 205 036	765 793 817	830 826 697	902 095 255	936 456 542
Budgeted (Surplus)/ Deficit	(47 926 610)	(71 196 352)	(80 998 630)	(112 430 132)	(79 638 788)
Less: Capital Grants	36 975 000	55 047 114	67 161 000	71 936 000	40 439 000
(Surplus)/ Deficit	(10 951 610)	(16 149 238)	(13 837 630)	(40 494 132)	(39 199 788)

- (h) That council in-principle approves the raising of an external loan/s totalling R50 000 000 for the partial financing of the Moorreesburg and Darling Waste Water Treatment Works in the multi-year capital budget for 2019/20 to 2020/21 financial years, by means of testing the market as envisaged by the MFMA section 46 requesting tenders from the financial institutions (please refer to the impact and schedules dealing with the proposed loan for purposes of public advertisement and final approval in May 2019) **Annexure A, Section 2: 2019/20 – 2021/22 Final Budget and Tariff File**;
- (i) That in-principle approval be granted to the Director: Financial Services to prepare the necessary tender for purposes of giving effect to section 46 of the MFMA in respect of taking up the capital loan/s to the value R50 000 000, per the requirements of Section 46 of the MFMA for the specific purpose of partially funding the aforementioned Treatment Works;
- (j) That council approves the property rates for the 2019/20 financial year as listed below and in the property rates policy as final;

Property Categories	Rates (c/R)
Residential properties	0,6490
Vacant land	0,8580
Industrial properties	0,8580
Business and commercial properties	0,8580
Agricultural properties (used for bona fide agricultural purposes)	0,1623
Agricultural properties used for eco-tourism	0,8580
Agricultural properties used for trading in or hunting of game;	0,8580
Mining properties	0,8580
Properties owned by an organ of state and used for public service purposes	0,8580
Public service infrastructure	0,0000
Properties owned by public benefit organisations:	
(i) welfare and humanitarian organisations;	0,8580
(ii) cultural organisations;	
(iii) sporting organisations;	

(iv) conservation, environmental and animal welfare organisations; (v) healthcare organisations; and (vi) education and development.	
Properties used for multiple purposes	either 0,8580 or 0,6490 or 0,1623 depending on use
Properties in rural area zoned for business or in respect of which consent uses have been approved in terms of the municipality's zoning scheme regulations	0,8580
Municipal properties	0,0000
Informal settlements, including those on land which are not subdivided into residential ervens	0,6490
Property acquired through the Provision of Land and Assistance Act, 1993 (126 of 1993) or the Restitution of Land Rights Act, 1994 (Act 22 of 1994) or Communal Property Association Act, 1996	Either 0,8580 or 0,6490, depending on use
Conservation areas	0,0000
Protected areas (excluding residential and other properties located therein)	0,0000
National monuments	0,0000
State owned properties	0,8580

- (k) 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 2020/21 financial year subject to application in the prescribed format per direction of the Chief Financial Officer;
- (l) That council approves the final tariff structures and charges for water, electricity, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2019/20 – 2021/22 Final Budget and Tariff File)**;
- (m) That council approves the electricity tariffs as final for the 2019/2020 financial year, bearing in mind that it is still subject to NERSA's final approval;
- (n) That the annual budget tables as required by the Budget and Reporting Regulations as set out in **(Annexure C: Budget Report and A-Schedules 2019/20 – 2021/22)**, be approved as final;
- (o) That the final revised budget and related policies, the revised Credit Control and Debt Collection By-law and Policy and the revised Property Rates Policy and By-law as set out in **(Annexure D: Final Budget & Related Policies and By-laws 2019/20)** hereto, be approved as final;
- (p) That the training budget limited to 0,83% of the salary budget in the amount of R1 805 366 for the 2019/20 financial year be approved as final;
- (q) That Council takes note and grant final approval for the following increases as follows:
- In respect of all personnel, an increase of **6.5%** for 2019/2020; **6.25%** for 2020/21 and **6%** for the 2021/2022 financial years, excluding the increase in other benefits that are applicable and the annual 2.5% notch increase where applicable.

7.4(q)/...

- In respect of the other section 56-appointments (excluding the Municipal Manager, CFO and Directors Civil Services and Development Services) a **6.5%** increase with effect from 1 July 2019;
 - Provision has been made for a **5%** increase for political office bearers which are within the upper band of the inflation targets set by the South African Reserve Bank (SARB).
- (r) That council specifically takes note of the fact that management considered both the financial and service delivery impacts that the Labour Relations Act had on contract appointments and that the salary bill will increase by R4 510 139.84 due to the amendments to the organisational structure with regards to Corporate Services, Financial Services, Protection Services and Civil Engineering Services for implementation with effect from 1 July 2019 and resulted in a decrease in planned budgeted surpluses over the MTREF;
- (s) That Council takes note of the budgeted operating surpluses, the total expenditure growth of **8%** from the current to the new financial year, in the main due to the anticipated high increase in electricity bulk purchases and growth in revenue of **8.5%** for the MTREF period as well as the cash flow statement as per **(A-schedule A7 and SA8)** 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 **11.2 months** for 2019/2020, **11 months** for 2020/2021 and for 2021/2022 it is **10.7 months**;
 - over the next three financial years the planning is such that the following operating surpluses are envisaged - 2019/2020 an amount of **R 80 998 630**, 2020/2021 an amount of **R 112 430 132** and 2021/2022 an amount of **R 79 638 788 (inclusive of capital grant income)**;
 - over the next three financial years the planning is such that the following operating surpluses are envisaged - 2019/2020 an amount of **R 13 837 630**, 2020/2021 an amount of **R 40 494 132** and 2021/2022 an amount of **R 39 199 788 (excluding capital grant income)**;
- (t) 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;
- (u) That Council take note that the budget was also prepared in the new mSCOA Version 6.3 as required by National Treasury.

7.5 FOURTH AMENDMENT TO THE 2018/2019 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/2)

The approval of the Special Budget Adjustment by the Council on 25 April 2019 necessitates the revision of the SDBIP.

The amended SDBIP was circulated separately to the agenda for future amendment.

RESOLUTION

(proposed by clr E S M Maart, seconded by clr C H Papers)

That the fourth amendment of the Service Delivery and Budget Implementation Plan (SDBIP) for the 2018/2019 financial year be approved in terms of Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003).

7.6 SUBMISSION OF (1) DRAFT WATER AND SANITATION SERVICES AMENDED REGULATION, (2) DRAFT REGULATION IN RESPECT OF THE INSTALLATION OF TELECOMMUNICATIONS INFRASTRUCTURE (1/1)

Chapter 8 of the Regulation in respect of the Rules for Holding Meetings (PK 7501 of 2 October 2015) determines the process for the approval of regulations. The draft regulations were considered by the Executive Mayor on 22 May 2019, in compliance with paragraphs 56 and 57, for submission to the Council.

7.6/...

In respect of the Water and Sanitation Services Amended Regulation:

The purpose of the amendment to the Regulation is to clarify the circumstances for the determination of water restrictions, and to make specific provision that non compliance can lead to an offence.

In respect of the Regulation in terms of the Installation of Telecommunications Infrastructure

The Electronic Communication Act 2005 (Act 36 of 2005), grants extensive competencies, to the so-called electronic communication network service license holders.

The Constitutional Court found that although license holders are granted certain rights in accordance with national law, they must also comply with municipal regulations.

The purpose of this regulation is therefore to make provision for regulation and management mechanisms for the installation of electronic communication facilities, which could have an effect on the Municipality's own service infrastructure.

The draft regulations were brought to the vote and decided (in the absence of one councillor) with 15 DA councillors in favour thereof and abstention by the rest of the councillors.

RESOLUTION

(proposed by clr E S M Maart, seconded by ald R F van der Westhuizen)

- (a) That the following draft by-laws be approved in principle for adoption by Council:
 - Swartland Municipality: Water and Sanitation Services Amendment By-Law
 - Swartland Municipality: By-Law relating to the Installation of Telecommunications Infrastructure
- (b) That the draft by-laws be published for public comment in terms of section 12(3)(b) of the Systems Act, 2000 in both the local media and on the municipal website.

7.7 CAPE WEST COAST/SWARTLAND TOURISM ASSOCIATION: RENEWAL OF SERVICE LEVEL AGREEMENT (9/1/3/B)

A Service Agreement was entered into with the Cape West Coast/Swartland Tourism Association (STO) to perform the tourism functions on behalf of the Municipality.

During an Executive Mayor's Committee Meeting held on 17 April 2019 it was recommended that the service delivery agreement be extended for one year in order to hold discussions with the role players with respect to the revision of the tourism model.

The matter was brought to the vote and decided (in the absence of one councillor) with 15 DA councillors in favour thereof and abstention by the rest of the councillors.

RESOLUTION

(proposed by add M van Zyl, seconded by clr P E Solomons)

- (a) That approval be granted for a Service Level Agreement to be signed with the Cape West Coast/Swartland Tourism Association with effect from 1 July 2019 until 30 June 2020, based on the same terms and conditions as the present agreement;
- (b) That the Municipal Manager be authorized to sign the Service Level Agreement on behalf of the Council in order to fulfill Council's legislative mandate regarding tourism.

7.8/...

7.8 REVISION OF THE SYSTEM OF DELEGATIONS (2/5/1, 2/5/2)

Article 59 of the Municipal Systems Act determines that a Council must develop and maintain a System of Delegations which will optimize administrative and operational efficiency and make provision for adequate checks and balances.

The attachment to the agenda contains the third revision to the System of Delegations which was approved by the Council on 11 August 2016.

RESOLUTION

(proposed by clr E S M Maart, seconded by clr C H Papers)

- (a) That the amendments to the System of Delegation (3rd Revision) as per Annexure A be approved, and cognisance be taken of the amendments as per Annexures B and C;
- (b) That cognisance be taken that no amendments were effected to the Section 53 Role Definition of political structures, political office bearers and the Municipal Manager, which document forms part of the System of Delegations.

7.9 APPOINTMENT OF COUNCILLORS AS COMMISSIONERS OF OATH (3/B)

The draft policy in respect of the Appointment of Councillors as Commissioners of Oath was submitted to councillors during a Portfolios Committee Meeting held on 10 April 2019. Councillors were asked to submit comments on the draft policy not later than 30 April 2019 – no comments were received.

RESOLUTION

(proposed by clr V D McQuire, seconded by clr D G Bess)

- (a) That the attached Policy for Municipal Councillors acting in their capacity as Commissioners of Oaths be approved by Council with immediate effect;
- (b) That each councillor undersigned an agreement confirming that the councillor undertakes to

i.r.o. all councillors

- (i) fulfill the responsibilities in accordance with the Policy;

i.r.o. ward councillors

- (ii) replace the stamp at own costs if the stamp is lost;
- (iii) return the stamp in accordance with paragraph 12 of the Policy.

- (c) That ward councillors be notified when the stamps are ready for collection, but that for the interim - also for the other councillors - the stamps are used at the municipal head office and office of the mayor.

**SIGNED
SPEAKER**