



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON WEDNESDAY, 11 DECEMBER 2019 AT 11:00

PRESENT:

Executive Mayor, ald T van Essen (chairman)
Deputy Executive Mayor, add M S I Goliath

Members of the Mayor's Committee:

Clr P E Solomons
Clr O M Stemele
Ald R F van der Westhuizen
Add M van Zyl

Other councillors:

The Speaker, clr M A Rangasamy

Officials:

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

1. OPENING

The Executive Mayor welcomed members and requested add M S I Goliath to open the meeting with a prayer.

A special word of welcome was extended to the Speaker, clr M A Rangasamy.

2. APOLOGIES

No apologies were received.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 20 NOVEMBER 2019

RESOLUTION

That the minutes of an Ordinary Meeting of the Executive Mayor's Committee held on 20 November 2019 are approved and signed by the Mayor.

5. MATTERS ARISING FROM THE MINUTES

None

6. MONTHLY REPORTS IN RESPECT OF OCTOBER 2019

6.1 MUNICIPAL MANAGER (7/1/2/2-7)

RESOLUTION that note is taken of the contents of the monthly report from the office of the Municipal Manager for the period October 2019, including the progress in respect of the service delivery and budget implementation plan.

6.2 CORPORATE SERVICES (7/1/2/2-1)

RESOLUTION that note is taken of the contents of the monthly report from the Directorate Corporate Services for the period October 2019.

6.3 FINANCIAL SERVICES (7/1/2/2-2)

RESOLUTION that note is taken of the contents of the monthly report, including the section 71 MFMA report, from the Directorate Financial Services for the period October 2019.

6.4 CIVIL ENGINEERING SERVICES (7/1/2/2-4)

RESOLUTION

- (a) That note is taken of the contents of the monthly report from the Directorate Civil Engineering Services for the period October 2019.
- (b) That further note is taken of the concern that, as a result of the power outages implemented by Eskom, certain areas may be without water (with specific reference to Kalbaskraal, Riverlands and Chatsworth, which have already been requested to use water sparingly), because the pumps cannot supply water to the reservoirs on a regular basis.

6.5 ELECTRICAL ENGINEERING SERVICES (7/1/2/2-6)

RESOLUTION that note is taken of the contents of the monthly report from the Directorate Electrical Engineering Services for the period October 2019.

6.6 DEVELOPMENT SERVICES (7/1/2/2-5)

RESOLUTION

- (a) That note is taken of the contents of the monthly report from the Directorate Development Services for the period October 2019;
- (b) That further note is taken (with reference to the slow progress in respect of capital expenditure) that housing projects are being held back or are at risk, because funding for housing has not been promulgated timorously by government.

6.7 SECURITY SERVICES (7/1/2/2-3)

6.7.1 PERFORMANCE MEASURING

6.7.2 TRAFFIC AND LAW ENFORCEMENT SERVICES

6.7.3 FIRE FIGHTING SERVICES

RESOLUTION

- (a) That note is taken of the contents of the monthly report from the Directorate Security Services for the period October 2019;
- (b) That note is also taken of the information from the Director: Security Services that the dog unit is now ready for deployment after all the training, but that Province is delaying the delivery of the two vehicles, which have been donated to Swartland Municipality, by the latter;

6.7/...

- (c) That the Municipal Manager is requested to take up the matter with the Directorate: Community Safety because the vehicles have been ready for delivery for the past two months.

7. NEW MATTERS

7.1 APPROVAL OF THE BUDGET FOR THE 2018/2019 AUDIT BY THE AUDITOR GENERAL (5/15/1/2)

The Executive Mayor's Committee decided on 14 October 2019 that the basic value of the 2017/2018 audit plus CPI adjustment of 5% must be used to determine the audit fee for the 2018/2019 audit. The decision was made owing to the problems encountered with the excessive overspending of the 2017/2018 audit fees by the Auditor General without previously consulting with the Municipality.

The Auditor General has however indicated that extra time was needed to audit the identified areas as listed in the report circulated with the agenda. This resulted in the audit costs for the 2018/2019 audit amounting to R2 745 068.00 (VAT excluded).

RESOLUTION

- (a) That cognisance be taken of the extra time required by the AG according to the analysis performed during the planning phase of the audit as indicated in paragraph 1.4 of the report;
- (b) That cognisance be taken that the 2018/2019 OG audit budget increases by 8.55% compared to the costs paid for the 2017/2018 audit;
- (c) To consider the approval of the budget of R2 745 068.00 (excl. VAT), provided that there should be no further costs. If there are overruns during the audit in certain areas, there should be savings in other areas to ensure that the expenditure is limited to the approved budget.

7.2 MINUTES OF THE PERFORMANCE AND RISK AUDIT COMMITTEE MEETING HELD ON 22 AUGUST 2019 (5/15/1/3)

The minutes of the Performance and Risk Audit Committee Meeting held on 22 August 2019 were circulated with the agenda.

The committee serves as a fully fledged, independent committee of the Council and mainly makes recommendations to the Council for consideration. There are no recommendations for consideration by the Executive Mayor's Committee in the minutes of 22 August 2019.

RESOLUTION

That cognisance be taken of the content of the minutes of the Performance and Risk Audit Committee of 22 August 2019.

7.3 LEASE OF COUNCIL PROPERTY IN MOORREESBURG (12/1/3/1-9/1)

Since 1 December 2014 the Council has leased the outbuilding on erf 3432, Moorreesburg to ms C Alberts, who is the owner of the adjoining property. Ms Alberts uses the building as a storeroom.

The lease agreement expired on 30 November 2019 and ms Alberts has requested a 12 month extension to the lease.

Resolution/...

7.3/...

RESOLUTION

- (a) That the aforementioned lease property be leased to Ms C Alberts for a further term of 12 months as from 1 December 2019 for storeroom purposes;
- (b) That the lease tariff be increased to R280,00, plus VAT, per month;
- (c) That the existing conditions of lease remain unchanged.

7.4 OUTSTANDING DEBTORS: NOVEMBER 2019 (5/7/1/1)

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

RESOLVED that cognisance be taken of the outstanding debtors of Swartland Municipality for the period November 2019.

7.5 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS: NOVEMBER 2019 (5/14/3/5)

In accordance with the Asset Management Policy outstanding insurance claims must be reported monthly.

RESOLVED that cognisance be taken of the state of outstanding insurance claims for the period ending November 2019.

7.6 SUPPORT FOR YZERFONTEIN TOURISM: YZERFONTEIN FESTIVAL (1 DECEMBER 2019 – 15 JANUARY 2020) (10/1/R)

An application for assistance has been received from the Yzerfontein Tourism Bureau who will be hosting the Yzerfontein Festival for the 7th year. The festival takes place from 1 December 2019 to 15 January 2020 with the goal to promote tourism development in the area.

RESOLUTION

- (a) That increased service delivery is required as a result of the increased number of visitors, and – where necessary – additional personnel must be provided for service delivery in Yzerfontein;
- (b) That, as in the past, no payment will be required for the additional services and that requests from the Yzerfontein Tourism Bureau, as listed in the report circulated with the agenda, are approved;
- (c) That harbour personnel will also be made available for the hosting of the Music Festival under the Stars on 29 December 2019, subject to the applicable administrative processes.

7.7 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: SERVICE AND REPAIR TO THE IRRIGATION PUMPS AT MALMESBURY WWTW (8/1/B/2)

Purified water from the Malmesbury WWTW is supplied to the various sports grounds, schools and the Malmesbury Golf Club for irrigation purposes. The irrigation pumps broke down and urgent repairs were necessary.

RESOLUTION

- (a) That cognisance be taken of the departure from the prescribed procurement procedures in accordance with section 36(2) of the Supply Chain Management Policy;
- (b) That the action of the Municipal Manager be condoned with regards to the service and repair of treated effluent irrigation pump at the Malmesbury Waste Water Treatment Works by GW Trautmann for the amount of R 59 511.00 (excluding VAT);

7.7/...

- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The pump located at the Malmesbury Waste Water Treatment Works that supply treated effluent to the irrigation systems at various sport fields, schools and the golf course suffered mechanical damages
 - (ii) The pump had to be repaired as an emergency to prevent damage to the playing fields at the sport fields, schools and the greens at the golf club.
- (d) That it be noted that the expenditure was allocated vote 9/249-849-259 and that there is sufficient funding available for the quoted amount of R59 511.00 (excluding VAT).
- (e) That the Snr Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same is compiled.

7.8 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO THE REFUSE REMOVAL TRUCK, CK 21988 (8/1/B/2)

The refuse removal truck, CK 21988, is equipped with a compactor and is used for refuse removal in Riebeek Kasteel and Riebeek West. The compactor has broken down and, because the refuse removal truck must be available on an ongoing basis during the festive season, the decision was made to repair it on an urgent basis.

RESOLUTION

- (a) That cognisance be taken of the departure from the prescribed procurement procedures in accordance with section 36(2) of the Supply Chain Management Policy;
- (b) That the action of the Municipal Manager be condoned with regards to the repair of the waste removal truck CK21988, CW26 370 FC for the amount of R 30 605.84 excluding VAT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The truck would have been left out of service for an extended period of time;
 - (ii) This would have resulted in a failure in the waste removal services capacity and public health risks;
 - (iii) The repair works to the truck therefore is handled as an emergency.
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/241-1253-709 and that there is sufficient funding available for the quoted amount of R 30 605.84 excluding VAT;
- (d) That the Snr Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.9 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: ACQUISITION OF RUBBER BULLETS (PEPPER CAPSULES, 9 gr) (8/1/B/2)

An increase in protest action has been experienced recently in the Swartland Municipal area and the stock of rubber bullets, used for crowd management, has therefore been depleted.

7.9/...

An application for a protest in Malmesbury has already been received and rubber bullets must be purchased urgently.

RESOLUTION

- (a) That the Executive Mayor's Committee takes note of the departure from the prescribed procurement procedure in accordance with clause 36(2) of the Supply Chain Management Policy;
- (b) That the action by the Municipal Manager in considering only one quote from Parow Arms & Ammo (Pty) Ltd for the urgent purchase of rubber bullets (pepper capsules), is condoned;
- (c) That note is taken that the expense amounted to R 81 000.00 (VAT inclusive) is debited to budget item number 9/233-283-3002;
- (d) That the Snr Manager: Financial Statements and Management is instructed to note the above mentioned reasons in the financial statements, when the relevant statements are drawn up.

7.10 CLOSURE OF OFFICES: 27 DECEMBER 2019 (2/6)

The Municipal Manager stated that a request has been received to close the municipal offices on Friday 27 December 2019. In order to accommodate this it is proposed that normal working hours apply on Tuesday, 24 December 2019 and Tuesday, 31 December 2019.

Another request has been received to treat the working hours on 24th and 31st December 2019 the same as those of a Friday, namely 08:00 to 15:45.

RESOLUTION

- (a) That closure of the municipal offices on Friday 27 December for the whole day is approved;
- (b) That employees who have to work on the relevant day are paid overtime according to the Saturday tariff;
- (c) That the working hours (08:00 to 15:45) will apply for Tuesday, 24 December 2019 and Tuesday, 31 December 2019;
- (d) That notices advertising the closure of the offices are put up at all the pay points in the municipal area and loaded on the website.

[Ald T van Essen closed the last meeting of the Executive Mayor's Committee for 2019 with a message of hope in spite of the challenges and difficulties, both in his private life and in his work environment, which have been overcome with the help of the Heavenly Father].

Ald van Essen thanked fellow councillors and the management team for their professionalism, hard work and support during 2019. A special word of thanks was extended to ms Michelle Morris, in her absence, for her support in the Office of the Mayor and for other councillors.

Ald van Essen wished everyone a Blessed Christmas.

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