



MINUTES OF A VIRTUAL MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON WEDNESDAY, 15 APRIL 2020 AT 10:00

NOTE:

Note is taken:

- (1) that the Swartland Municipality: Regulation in respect of Holding of Meetings, as published in Extraordinary Provincial Gazette 7501 of 2 October 2015, the attendance and presence of members of the committee for the holding of meetings is required;
 - (2) that ,due to the lockdown regulations which are applicable in accordance with the promulgation of a national disaster as per Government Gazette No 313 dated 15 March 2020 arising from the COVID-19 pandemic, it is not possible for members of the committee to be physically present, and that the meeting is therefore virtual and is held via ZOOM;
 - (3) that, with reference to clause 6.7.3(f) of the *Directions* issued by CoGTA (*Department of Co-operative Governance and Traditional Affairs*) in Government Gazette R.432 of 30 March 2020, all decisions included herein, in spite of the virtual presence of members, made by the Municipal Manager, on the written recommendation of the Chief Financial Officer and with the approval/agreement of the Executive Mayor, are to be ratified by the mayor's committee at its first meeting held after the lockdown period.
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VIRTUAL PRESENCE:

Executive Mayor, alderman T van Essen (chairman)
Deputy Executive Mayor, alderdame M S I Goliath

Members of the Mayor's Committee:

Clr P E Solomons
Clr O M Stemele
Alderman R F van der Westhuizen
Alderdame 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: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Director: Electrical Engineering Services, mr R du Toit
Director: Protection Services, mr P A C Humphreys
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

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

2. APOLOGIES

No apologies received.

3. SUBMISSION/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 24 MARCH 2020

RESOLUTION

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 24 March 2020 are approved and signed by the Mayor.

5. MATTERS ARISING FROM THE MINUTES

5.1 MINUTES OF AN EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 24 MARCH 2020

5.1.1 ITEM 7.20: WRITE-OFF OF NON RECOVERABLE AND OTHER DEBT: REAL AMOUNT FOR WRITE-OFF (5/7/3)

The item in respect of non recoverable debt was submitted to the Executive Mayor's Committee on 24 March 2020 in order to finalise further processes.

RESOLUTION

- (a) That cognizance be taken that the actual amount written off in respect of indigent households amounted to R2 239 647.67 and in respect of other irrecoverable debt amounted to R 64 939.27;
- (b) That further cognizance be taken that Swartland Municipality reserves the right to do a reversal of any amount that was written off to the relevant debtor and that all necessary steps will be taken to recover the debt, if it comes to light after the date of this approval that -
 - (i) a household did not comply with the indigent criteria (as determined in Chapter 7: of the Indigent Policy); or
 - (ii) a portion of, or the total debt of a debtor was not correct; or
 - (iii) information came forth that was not known to the Executive Mayoral Committee when the writing off was considered, that would have influenced the decision of the committee.
- (c) That cognizance be taken that if the property is alienated in any way; Swartland Municipality reserves the right to refuse clearance on the property in question in order to first recover the amounts written off. A register is kept in this regard at the Property Rates Division in order to determine if any amounts was written off for the previous two years, in order to recover the write-off amount before clearance is given.

6. MONTHLY REPORT: FEBRUARY 2020

[Note: The performance results in respect of the various directors replaces the February monthly reports.]

6.1 JOINT PERFORMANCE REPORT FOR THE MUNICIPAL MANAGER AND DIRECTORS

The chairman tabled the various monthly reports and -

RESOLVED that cognizance be taken of the joint performance report of the municipal manager and directors for the months of February 2020.

6.2 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

The chairman requested that the SDBIP in respect of all projects is completed, as of February 2020, before presentation to the Council as part of the Section 52 MFMA report.

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RESOLVED that cognisance be taken of the SDBIP for the period ending February 2020.

7. NEW MATTERS

7.1 **MANDATE IN RESPECT OF SALARY INCREASES IN TERMS OF THE SALARY AND WAGES COLLECTIVE AGREEMENT (4/2/3)**

The Municipal Manager explained that during a virtual Municipal Managers Forum Meeting certain urgent matters were discussed, inter alia, a proposal that the 6,25% increase according to the multi-year salary negotiation could not be retained during the prevailing negative economic circumstances and the ensuing effects of the COVID-19 pandemic on the economy. The proposal was that only a notch increment is implemented for officials who qualify.

The Municipal Manager confirmed that the item was relayed to other municipalities with a view to submitting a collective mandate to SALGA Western Cape to submit the recommendation to the South African Bargaining Council for Local Government (SLGBC), if SALGA National is unable to negotiate a deviation from the existing agreement through SLGBC.

RESOLUTION

That, should SALGA National not resolve to implement the above request, the Executive Mayoral Committee provide a mandate to SALGA Western Cape to approach the SALGBC on behalf of all Western Cape Municipalities to implement this cost curbing measures.

7.2 **REPORT IN RESPECT OF THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JANUARY 2020 TO 30 MARCH 2020 (8/1/B/2)**

Section 6(3) of the *Supply Chain Management* Regulations stipulates that the activities of the relevant department must be reported to the Executive Mayor on a quarterly basis.

The Director: Financial Services confirmed that the report in respect of the implementation of the Supply Chain Management Policy complies with the requirements of COGTA in respect of reporting of the expenses with respect to the COVID-19 pandemic.

RESOLUTION

- (a) That cognisance 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 cognisance is taken of the services rendered for the period 1 January 2020 to 31 March 2020 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 cognisance is also taken of Covid-19 related emergency purchases below the threshold value of R30 000.00 to the amount of R 67 358.99.

7.3 **OFFICE ACCOMMODATION: MOORREESBURG SPORT FORUM (12/1/3/1-9/1)**

The Council leases office accommodation (known as the old Tourism Office) at the Moorreesburg Municipal Offices to the Moorreesburg Sport Forum, on an annual basis.

RESOLUTION

- (a) That the former Tourism Office in Moorreesburg be leased to the Moorreesburg Sport Forum for a further term of 12 months as from 1 May 2020 for administrative purposes;
- (b) That the lease tariff be set at R10,00 plus VAT, per month;

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- (c) That the existing conditions of lease remain unchanged.

7.4 **OUTSTANDING DEBTORS: MARCH 2020 (5/7/1/1)**

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

RESOLVED that cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for March 2020.

7.5 **PROGRESS IN RESPECT OF INSURANCE CLAIMS (5/14/3/5)**

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

RESOLVED that cognizance be taken of the progress in respect of insurance claims for the period ending 31 March 2020.

7.6 **DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPLACEMENT OF TWO BOOSTER PUMPS AT THE RIVERLANDS WATER PUMP STATION (8/1/B/2)**

The Riverlands Water Pump Station supplies water to the Riverlands and Chatsworth reservoirs and is equipped with three pump sets. There is no alternative water supply mechanism to the reservoirs.

One of the pumps broke down and on closer inspection it was found that the standby pump was not in a suitable condition to ensure sustainable water supply. It was therefore necessary to replace both pumps.

The chairman thanked the Director: Civil Engineering Services for the effort made in urgently sourcing the pump sets from Johannesburg.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the acting Municipal Manager be condoned with regards to the supply and installation of two replacement pump sets for the Riverlands Water Pump Station by Tricom Africa for the amount of R97 958.00 excluding VAT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
- (i) The Riverlands Water Pump Station would have been left to operate with only one duty pump for an extended period of time following due process.
 - (ii) This would have had the consequence of failure in the water provision to Riverlands and Chatsworth.
 - (iii) The replacement of the two pumps therefore had to be handled as an emergency.
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/105/183-123—and that there is sufficient funding available for the quoted amount of R97 958.00 excluding VAT.
- (e) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(sgd) J J SCHOLTZ
MUNICIPAL MANAGER

(sgd) M A C BOLTON
HEAD FINANCIAL SERVICES

(sgd) T VAN ESSEN
EXECUTIVE MAYOR