



MINUTES OF A VIRTUAL MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD ON WEDNESDAY, 14 JULY 2021 AT 10:00

PRESENT:

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

Members of the Mayor's Committee:

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

Other councillors:

The Speaker, ald M Rangasamy
Clr N Smit

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: Corporate Services, ms M S Terblanche
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

The Executive Mayor welcomed members and requested ald R F van der Westhuizen to open the meeting with a prayer.

2. APOLOGIES

Apologies received from aldd M van Zyl and the Manager: Traffic and Law Enforcement Services.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None.

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 15 JUNE 2021

RESOLUTION

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 15 June 2021 are approved and signed by the Mayor.

4.2/...

4.2 MINUTES OF A SPECIAL EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 28 JUNE 2021

RESOLUTION

That the minutes of a Special Executive Mayor's Committee Meeting held on 28 June 2021 are approved and signed by the Mayor.

5. MATTERS ARISING FROM THE MINUTES

5.1 MINUTES OF A SPECIAL EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 28 JUNE 2021

5.1.1 ITEM 3.1: WRITE-OFF OF NON-RECOVERABLE DEBT, JUNE 2021 – REAL AMOUNT FOR WRITE-OFF IN RESPECT OF DESTITUTE HOUSEHOLDS AND OTHER NON-RECOVERABLE DEBT (5/1/3)

This report is to present the real amount for write-off to the Executive Mayor's Committee after current levies and/or interest have been brought up to date in the write-off lists in respect of destitute households and other non-recoverable debts.

RESOLUTION

- (a) That cognizance is taken that the actual amount written off in respect of indigent households amounted to R 1 434 172,98 and in respect of other irrecoverable debt amounted to R1 536 372,24;
- (b) That further cognizance is 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 is 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.

5.1.2 ITEM 7.11: POSTPONEMENT OF SONDEZA AFRI-YOUTH CAMP, 3 TO 10 DECEMBER 2021 (17/2/2/1)

The Executive Mayor's Committee was informed on 15 July 2021 that, early in July, the organizers would consider whether the Sondeza Afri-Youth Camp could be held as a result of the Covid-19 pandemic.

RESOLUTION

That the Sondeza Afri-Youth camp of 2021 be cancelled due to the following reasons:

- (a) Currently the Covid-19 pandemic is still very active and it is uncertain whether it will be safe to hold a camp in December, particularly taking into consideration that most of the activities are presented in groups, which in itself present risks;
- (b)/...

5.1.2/...

- (b) The school terms have been changed on occasion during 2021 due to the pandemic and since the camp always takes place during the last week of the 4th school term, it is uncertain whether the schools will grant permission for learners to attend the camp. The possibility further exists that the learners may still write exams in the last week of the term and that the schools will not be able to release the learners to attend the camp;
- (c) The decision to cancel the camp should rather be taken earlier than later, because of the time required to plan and follow tender processes, and to avoid wasteful expenditure which might be incurred, given that the planning process should at this stage already be commenced with;
- (d) That 2021 be considered a "Year of Consolation" to inter alia enable the municipality to have discussions with the West Coast District Municipality as a partner to the project.

6. MONTHLY REPORT: MAY 2021

[Note: The performance and financial information in respect of Quarter 4 will be included in the section 52 MFMA report which will be presented to the Council on 29 July 2021, hence the submission only of additional reports applicable to the relevant directorates.]

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

RESOLUTION that note is taken of the contents of the monthly report from the Directorate Civil Engineering Services in respect of May 2021, with specific reference to the favourable dam levels, in comparison to last year, with the total water supply system being 93%.

6.2 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 in respect of May 2021, with specific reference to the growth in maximum demand and that the gross surplus is $\pm 2.7\%$ higher than expected.

6.3 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 in respect of May 2021, with specific reference to the progress in respect of various housing projects.
- (b) That the Director: Development Services is requested to confirm whether the school feeding schemes for learners are continuing over the holiday period.

6.4 PROTECTION SERVICES (7/1/2/2-3)

6.4.1 TRAFFIC AND LAW ENFORCEMENT SERVICES

6.4.2 FIRE SERVICES

RESOLUTION that note is taken of the contents of the monthly report in respect of May 2021 from the Directorate Protection Services.

7. NEW MATTERS

7.1/...

7.1 NERSA: APPROVAL OF ELECTRICITY TARIFFS FOR 2021/2022 (16/2/1/2/1)

NERSA issued final guidelines in respect of the levying of electricity tariffs by the Municipality on 15 May 2021. The Swartland Municipality sent through the proposed tariffs for the 2021/2022 financial year to NERSA on 18 May 2021 for approval.

NERSA has requested that Tariff 11 in respect of *small scale embedded generators* (SSEG) is adjusted downwards.

The chairman requested that NERSA is again requested to make the guidelines available annually during January, in order to support municipalities in the budget processes.

RESOLUTION (for recommendation to the Council on 29 July 2021)

- (a) That the approval of the electricity tariffs by NERSA for 2021/22 be noted;
- (b) That the following reduced tariff pertaining to the exported energy component only of the municipal SSEG tariff, Tariff 11 as determined by NERSA for 2021/22 be approved and accepted for implementation from 1 July 2021:

Tariff	NERSA approved Tariff per kWh excl VAT
Tariff 11 Exported energy component supplied to the municipality	R1.0092

7.2 CONSTRUCTION PROGRAMME IN RESPECT OF ROADS: 2021/22 – 2023/24 (16/5/5/1)

An amount of R32 476 555,00 is available in the 2021/2022 to 2023/2024 financial years for the upgrading of roads in the Swartland municipal area.

The chairman stated that the attached construction plan is only provisional in order, inter alia, to make application in advance, for MIG funding.

The attached list of roads for upgrading has been prioritised according to the *Unpaved Roads Management System* (iRAMS) and on-site inspections. The system gives priority to roads according to type and functional condition thereof.

RESOLUTION

- (a) That the Executive Mayoral Committee takes note of the preliminary construction/upgrading of roads programme as attached to this report;
- (b) That the Executive Mayoral Committee takes note that the construction/upgrading of roads programme as attached is preliminary, is subject to final costing and will be downscaled in relation to the expense of the layer works and pavement design.

7.3 MUNICIPAL PLANNING DOCUMENT FOR PROVISION OF SERVICES AND HUMAN SETTLEMENT MATTERS IN ACCORDANCE WITH THE COUNCIL'S HUMAN SETTLEMENT PLAN (17/4/2/B)

The attached municipal planning document for provisional services and human settlement matters (housing pipeline) gives status to the Swartland Municipality's Housing Strategy. The housing pipeline is utilized by the provincial Department of Human Settlement in drawing up a business plan for the application of national funding.

The chairman emphasised the importance of considering the housing pipeline as a planning document which is subject to various factors.

7.3/...

RESOLUTION

- (a) That the municipal planning document as tabled be adopted by the Executive Mayoral Committee;
- (b) That the proposed projects, only be a preliminary planning document and are subjected to the availability of funding, suitable land and bulk services within the relevant towns and should sufficient funding not be available the projects be moved to the following financial years;
- (c) That it be noted that the installation of civil services with regards to the Malmesbury De Hoop Housing Project has been completed end of May 2021 and that we plan to commence with the construction of the first 200 top structures middle September 2021;
- (d) That it be noted that the funding of the projects marked * on our Housing Pipeline is additional to our DORA allocation.

7.4 REVISION OF THE HOUSING ALLOCATION POLICY (17/4/2/B)

The Housing Allocation Policy contains principles, norms and standards which explains the policy of allocation of housing opportunities to beneficiaries.

The changed external and internal circumstances, as well as new guidelines from the Department of Human Settlement, have necessitated the revision of the policy.

RESOLUTION

- (a) That cognizance be taken of the Department of Human Settlement's new directive that during allocation of houses, priority be given to the elderly, military veterans, people living with disabilities and child headed households;
- (b) That the 2020 Housing allocation policy which was adopted by the Executive Mayoral Committee on 20 May 2020 does provide for the specified category of beneficiaries for example elderly, military veterans, people living with disabilities and that the 2020 policy will therefore suffice;
- (c) That cognizance be taken that the current waiting lists of Ilinge Lethu and Malmesbury been merge into one waiting list and the opportunities in the Malmesbury: De Hoop Housing project be allocated in terms of date of application;
- (d) That we move away from quotas/percentage for farmworkers, the elderly, persons with disabilities and military veterans with regards to serviced sites and top structures, since erven/houses are allocated in terms of date of application;
- (e) That the Council must fulfil a greater oversight role with regard to housing projects and that a committee consisting of councillors, officials and nominated beneficiaries be formed for these purposes;
- (f) That the Housing Allocation Policy be reviewed for submission to the Executive Mayoral Committee.

7.5 OUTSTANDING DEBTORS: JUNE 2021(5/7/1/1)

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

RESOLUTION that cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for June 2021.

7.6/...

7.6 PROGRESS IN REPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

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

RESOLUTION that cognizance be taken of the progress with outstanding insurance claims for the period ending 30 June 2021.

7.7 ANNUAL REPORT: IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY (1/1/B/2)

Regulation 6(2)(a)(i) of the *Municipal Supply Chain Management Regulations* stipulates that an annual report is submitted to the Council in respect of the implementation of the Supply Chain Management Policy.

The annual report for the period 1 July 2020 to 30 June 2021 was circulated with the agenda.

RESOLUTION (for submission to the Council on 29 July 2021)

- (a) That cognizance is taken of the Annual Report regarding the implementation of the Supply Chain Management Policy in accordance with section 6(2)(a)(i) 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 cognizance is taken of the services rendered for the period 1 April 2021 to 30 June 2021 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). It must be noted that payments must still be finalised for the 2020/2021 financial year. To comply with legislation in terms of quarter 4, any differences will be highlighted in the following SCM quarterly report, subject to figures/transaction that would have an impact on the completeness of the financial statements;
- (c) That cognizance is also taken of Covid-19 related emergency purchases below the threshold value of R30 000.00 to the amount of R 14 720.00 for the period 1 April 2021 to 30 June 2021.

7.8 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: PURCHASE OF SECOND HAND OFFICE EQUIPMENT (8/1/B/2)

The Nedbank Building was recently purchased by the Municipality. Nedbank indicated that the office equipment was not going to be transferred to their new premises. Therefore an offer was made to the Municipality to purchase the office equipment at a very reasonable, discounted price.

RESOLUTION

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;
- (b) That it be noted and the action of the Municipal Manager be condoned with regards to the purchasing of office equipment from Nedbank to the amount of R 120,000.00;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) Nedbank has offered to sell the assets at a significant discount (discounts of between 75% and 50% were noted) on the original cost price;
 - (ii) The equipment is already in the location needed, additional costs such as delivery would not be required;

7.8(c)/...

- (iii) We cannot obtain quotes as we can only buy the second hand assets at this price from this specific supplier. It is impractical to obtain quotes;
- (d) That it be noted that the expenditure was allocated to vote 9/119-25-737 and that there is sufficient funding available for the quoted amount of R 120,000.00 (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.

7.9 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURE: URGENT REPAIRS TO THE IMMERSION PUMPS AT THE DARLING SEWERAGE WORKS (8/1/B/2)

The sewerage pump station in Darling transfers raw sewerage from the residential area in Darling East to the Darling WWTW.

The pump station is equipped with two pump systems which have experienced simultaneous mechanical problems as a result of foreign objects which have invaded the sewerage system.

RESOLUTION

- (a) That the Executive Mayoral Committee take note of the deviation from the prescribed procurement procedures in terms of clause 36 (2) of the Supply Chain Management Policy;
- (b) That it be noted and the action of the Municipal Manager be condoned with regards to the repair of the submersible pumps at the sewer pump station in Darling by Platinum Pumps for the amount of R 51,353.25 (including VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The submersible pumps would have been left out of service for an extended period of time following due process;
 - (ii) This would have resulted in treatment process failure, the flooding of the sewerage pump station and an interruption in the sewerage service;
 - (iii) The repair work to the pumps had therefore to be handled as an emergency;
- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/239-849-381 and that there is sufficient funding available for the quoted amount of R 51,353.25 including 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) T VAN ESSEN
EXECUTIVE MAYOR**