



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE BANQUETING HALL, MALMESBURY ON TUESDAY, 15 JUNE 2021 AT 10.20

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
Aldd M van Zyl

Other councillors:

The Speaker, ald M 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: Protection 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 all present and requested the Municipal Manager, mr J J Scholtz, to open the meeting with a scripture reading and a prayer.

2. APOLOGIES

No apologies received.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None.

4. MINUTES

4.1 MINUTES OF A SPECIAL EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 22 APRIL 2021

RESOLUTION

That the minutes of a Special Executive Mayor's Committee Meeting held on 22 April 2021 are approved and signed by the Mayor.

4.2/...

4.2 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 20 MAY 2021

RESOLUTION

That the minutes of an Ordinary Executive Mayor's Committee Meeting held on 20 May 2021 are approved and signed by the Mayor.

5. CONSIDERATION OF THE RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES

5.1 MATTERS ARISING FROM AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 20 MAY 2021

5.1.1 ITEM 7.7: PROPOSED AMENDMENT TO AGREEMENT (T23/18/19): GROUP LIFE SOLUTIONS: UNDERWRITING OF THE MUNICIPALITY'S GROUP LIFE INSURANCE PORTFOLIO FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2022 (4/7/5/2)

On 27 May 2021 the Council was informed of the amendment to the agreement with *Group Life Solutions*, the company appointed per tender T23/18/19 to manage the Municipality's group life insurance portfolio.

The amendment was advertised in accordance with the requirements of the MFMA.

RESOLUTION

- (a) That cognisance be taken that no comments/representations were received regarding the amendment of Contract T23/18/19;
- (b) That Council's resolution to approve the amendment of the rates in terms of Contract T23/18/19 with effect from 1 July 2021 is hereby confirmed;
- (c) That the Municipal Manager be authorised to sign the amended Certificate of Participation, as per the Council resolution.

5.1.2 ITEM 7.21: WRITE-OFF OF NON RECOVERABLE DEBT, MAY 2021 – REAL AMOUNT WRITTEN OFF IN RESPECT OF DESTITUTE HOUSEHOLDS AND OTHER NON RECOVERABLE DEBT (5/1/3)

The list of write-offs was presented to the Executive Mayor's Committee on 20 May 2021 for consideration. After completion of the motion of approval further administrative processes followed and the report aims to confirm the real amounts for write-off.

RESOLUTION

- (a) That cognisance is taken that the actual amount written off in respect of indigent households amounted to R 8 608 434,49 and in respect of other irrecoverable debt amounted to R 3 048 511,63;
- (b) That further cognisance 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.

5.1.2(c)/...

- (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.

6. MONTHLY REPORTS: APRIL 2021

- 6.1 MUNICIPAL MANAGER (7/1/2/2-7)
- 6.2 CORPORATE SERVICES (7/1/2/2-1)
- 6.3 FINANCIAL SERVICES (7/1/2/2-2)
- 6.4 CIVIL ENGINEERING SERVICES (7/1/2/2-4)
- 6.5 ELECTRICAL ENGINEERING SERVICES (7/1/2/2-6)
- 6.6 DEVELOPMENT SERVICES (7/1/2/2-5)
- 6.7 PROTECTION SERVICES (7/1/2/2-3)

The monthly reports from the various directorates for the month of April 2021 were circulated with the agenda.

RESOLUTION that note is taken of the contents of the monthly reports in respect of April 2021 from the various directorates.

7. NEW MATTERS

7.1 AMENDMENTS TO THE 2020/2021 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/2)

On 17 June 2020 the Executive Mayor's Committee approved the Service Delivery and Budget Implementation Plan (SDBIP) in respect of the 2020/2021 financial year.

The recent Special Adjusted Budget necessitated a slight amendment to the SDBIP.

RESOLUTION

That the amended Service Delivery and Budget Implementation Plan (SDBIP) for the 2020/2021 financial year be approved in terms of Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003).

7.2 PRESENTATION OF THE 2021/2022 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/2)

The Service Delivery and Budget Implementation Plan serves as a resource for the management of the Municipality in attaining the service delivery goals, and capital spending within the stipulated time frame.

Section 53 of the Local Government: Municipal Financial Management, Act 56 of 2003 stipulates that the Municipality's SDBIP must be approved by the Executive Mayor within 28 days of approval of the annual budget.

RESOLUTION

That the attached 2021/2022 Service Delivery and Budget Implementation Plan (SDBIP) be approved.

7.3 AMENDMENT TO THE FRAMEWORK FOR THE IMPLEMENTATION OF PERFORMANCE MANAGEMENT (2/4/2)

The framework for the implementation of performance management has been amended in order to make provision for the pro-rata calculation of a performance bonus if the employee resigns during a financial year. For this purpose a new paragraph 7.11 (*Employee resigns or retires during a financial year*) has been added.

Resolution/...

7.3/...

RESOLUTION

- (a) That the attached amended Framework for Implementing Performance Management be approved;
- (b) That, pending the Council resolution on the rectification of remuneration of the relevant Section 56 appointments, the framework be amended to be similar to that of the rest of the directors.

7.4 PRESENTATION OF THE 2021/2022 PERFORMANCE AGREEMENT AND PLANS (2/4/2)

The 2021/2022 performance agreements and plans were drawn up in accordance with Section 57 of the Local Government: Municipal Systems Act (Act 32 of 2000) and serves as a substitute addendum to the appointment contracts of the Municipal Manager and directors.

The performance agreement and plan for the Municipal Manager and Director: Corporate Services were circulated with the agenda, as an example.

RESOLUTION

- (a) That the performance agreements and plans of the Municipal Manager and directors for the 2021/2022 financial year be noted;
- (b) That, pending the Council resolution regarding the rectification of remuneration of the relevant Section 56 appointments, power is granted to the Municipal Manager to amend the performance agreements and plans of the relevant directors to be similar to those of the rest of the directors.

7.5 MINUTES OF A MEETING OF THE PERFORMANCE AND RISK AUDIT COMMITTEE HELD ON 23 FEBRUARY 2021 (5/15/1/3)

The Performance and Risk Audit Committee serves as an independent advisory body which is appointed by the Council in order to fulfil its functions in terms of Section 166 of the Local Government: Municipal Financial Management (Act 56 of 2003).

The minutes of a meeting of the Municipal Performance and Risk Audit Committee held on 23 February 2021 were circulated with the agenda and do not contain any recommendations to the Council for further consideration.

RESOLUTION

That cognizance be taken of the minutes of the meeting of the Municipality's Performance and Risk Audit Committee of 23 February 2021.

7.6 ACCOUNTING POLICY FOR ANNUAL FINANCIAL STATEMENTS (5/1/B)

The GRAP (*Generally Recognised Accounting Practice*) directives are adjusted annually in order to comply with the latest accounting standards.

Because the annual financial statements are based on the accounting policies it is necessary to revise the policies annually, in order to comply with the GRAP requirements.

RESOLUTION

That the Financial Statements' Accounting Policies as attached be approved.

7.7 LOCAL GOVERNMENT: FRAMEWORK FOR THE DELIVERY OF INFRASTRUCTURE AND PROCUREMENT MANAGEMENT: AMENDMENT TO THE SUPPLY CHAIN MANAGEMENT POLICY (8/1/B/2)

MFMA circular no 106 (*Local Government Framework for Infrastructure Delivery and Procurement Management*), received from the National Treasurer on 15 September 2020, was circulated with the agenda. The circular replaces MFMA Circular No 77 (*Infrastructure Procurement and Delivery Management*).

The National Treasurer offered a workshop on 7 June 2021 during which the implementation of MFMA Circular No 106 was discussed. During the workshop many items were pointed out, inter alia, the lack of guidelines for determining the monetary threshold in respect of mega projects, the initiation report in respect of a mega project which must be approved as part of the budgeting process, etc.

Taking into account the above mentioned it will not be possible to implement MFMA Circular 106 as of 1 July 2021, because tenders have already been advertised and tenders have been approved for implementation during the new financial year.

RESOLUTION (for submission to the Municipal Council)

- (a) That the attached MFMA Circular No.106 "Local Government Framework for Infrastructure Delivery and Procurement Management" (Appendix A) not be adopted by Council until more clarity is provided by National Treasury and be noted for now;
- (b) That the proposed amendments to Council's Supply Chain Management Policy, as presented in Appendix B, be approved with effect from the date of the circular as the National Treasury only provided guidance in this regard on 7 June 2021.

7.8 RESEALING OF ROADS: 2021/2022(16/5/5/1)

An amount of R 24 000 000 is available for the resealing of roads in the municipal area during the 2021/2022 financial year.

The Paving Management System (iRAMS) is used to identify what must be upgraded based on the type of road and the condition thereof.

RESOLUTION

- (a) That the attached recovery program for the 2021/2022 financial year be noted;
- (b) That it be further noted that the repair program is only provisional and that the works can be adapted in accordance with the expenditure on preparatory works.

7.9 WATER SOURCES: AUGMENTATION STUDY (16/1/1/B)

Studies have been done by the Municipality and various organizations, inter alia, the West Coast District Municipality, the Department of Water Affairs, in respect of the potential water sources and alternative water sources in order to consider future strengthening/augmentation of water sources.

The report attached to the agenda discusses the alternative water sources available to the Swartland Municipal area, as well as the various augmentation options – inter alia – provision by the WCWSS (*Western Cape Water Supply System*), provision by the City of Cape Town at the latter's bulk water tariff, surface water, eg. Paardenberg Dam, ground water, desalination, recycling of water etc.

RESOLUTION

That the content of the report regarding the augmentation study regarding the available and alternative water resources for the Swartland municipal area be noted.

7.10 LEASE AGREEMENT: GOUE JARE DIENSSENTRUM (NOP 020-804)

External funding has been obtained by the Goue Jare Dienssentrum to erect their own facilities, but the relevant parties cannot agree on accommodating the new facilities on the same property.

The Goue Jare Dienssentrum is aware of the land usage process by the Municipality to consolidate Erf 2719 with Erf 2724, Malmesbury in order to create three portions ($\pm 800 \text{ m}^2$ in extent). The relevant portions of land will be rezoned to Government Zone 3 to accommodate community organizations. The Goue Jare Dienssentrum has applied to lease one of the portions from the Municipality.

A discussion followed in respect of the Goue Jare Dienssentrum's capacity to erect their own facilities and that alternatives must be considered to accommodate the centre, inter alia, the Dahlia Care Centre which is no longer actively operated.

RESOLUTION

- (a) That the item be referred back, but that the land use processes as referred to in the report continue;
- (b) That discussions be held with the management of the Golden Years Service Center to confirm the funding of the project, taking into account the conditions of funding, e.g. whether it is available for the construction of a building;
- (c) That ald M S I Goliath and ald O M Stemele be appointed to attend discussions with the Golden Years Service Center;
- (d) That the Director: Development Services be instructed to monitor the activities at the Dahlia Care Center to determine whether the facility can be made available for other purposes, inter alia, for Sinethemba's Effective Living Counseling Center.

7.11 SONDEZA AFRI YOUTH CAMP, 3 – 10 DECEMBER 2021: USE OF GANZEKRAAL HOLIDAY RESORT AND CONFERENCE CENTRE (17/2/21)

The Sondeza Afri Youth Camp has four main sponsors, namely the Swartland Municipality (as host), ABSA (as facilitator), the Western Cape Province (Monetary contribution) and West Coast District Municipality (supplier of the facilities).

The camp has been successfully offered for 16 consecutive years during which 1345 young people from the West Coast and internationally have benefitted. The camp could not be held in 2020 due to the Covid-19 pandemic.

The West Coast District Municipality informed the Municipality on 2 June 2021 that the Executive Mayor's committee had decided not to make the facilities at Ganzekraal available for free this year for the Sondeza Afi Youth Camp.

In order to comply with the Covid-19 protocols the camp will only be held this year over a period of 8 days and attended by 50 local young people.

RESOLUTION

- (a) That note be taken of the decision of the Executive Mayoral Committee of the West Coast District Municipality not to, as in the past, make the Ganzekraal Holiday Resort and Conference Center available to Swartland Municipality free of charge for the holding of the Sondeza Afri Youth Camp from 3 to 10 December 2021;
- (b) That the West Coast District Municipality be informed that the Municipality is disappointed that no discussion has taken place in advance about the possible termination of the partnership and that this will have a material impact on the continuation of the camp;

- (c) That it be further noted that, with the termination of the partnership by the West Coast District Municipality, an amount of R149 655,00 (VAT included) is required for the rental of the facilities at Ganzekraal, for which there is no budget;
- (d) That instruction be given to the Director: Financial Services, in consultation with the Director: Corporate Services, to accommodate the expenditure of R149 655,00 (VAT included) in the operating budget;
- (e) That, pending the impact of the rising active Covid-19 cases, a decision will have to be made in the foreseeable future whether the Sondeza Afri Youth Camp will be able to take place.

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

RESOLUTION

That the item stand over to provide an opportunity to enter into discussions with members of the Executive Mayoral Committee regarding the housing pipeline.

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

RESOLUTION

That the item stand over to provide an opportunity to enter into discussions with members of the Executive Mayoral Committee regarding the Housing Allocation Policy, with specific reference to the requirements set by the Department of Human Settlements.

7.14 SWARTLAND MUNICIPALITY: POLICY IN RESPECT OF EARLY CHILDHOOD DEVELOPMENT (17/2/B)

The draft Policy in respect of Early Childhood Development was approved in principle by the Executive Mayor's Committee in 2020 in order to allow for a public participation process with various role players.

The report attached to the agenda contains the details of the consultation process with various role players, inter alia, members of the community, the ECD forum, CECD, West Coast District Municipality, the Western Cape Department of Education, DSD (Grassroots Service Provider), etc in order to receive input into the draft policy.

The Manager: Community Development has been appointed to the Western Cape Early Development Task Team under the leadership of SALGA. The aim of the task team is to lay down uniform guidelines for municipalities in order to ensure that ECD centres are legal and to further the establishment of early childhood development.

RESOLUTION

- (a) That cognisance is taken of the public participation process that was followed as determined by the decision during May 2020;
- (b) That the Swartland Municipal Early Childhood Development Policy, as submitted to the Executive Mayoral Committee, be adopted taking into account that sufficient feedback was received from strategic role players in order to compile a final document;
- (c) That it be further noted that a 75% discount on the rezoning tariff for Day Care Centers is already being implemented.

7.15 LOCAL DRUG ACTION PLAN (17/2/B)

The draft Drug Action Plan was approved by the Executive Mayor's Committee in 2020 in order to follow a public participation process

The draft plan was drawn up based on the 2013-2017 National Drug Master Plan taking into account the stipulations in the Drug Prevention and Handling of Drug Abuse Act (Act 70 of 2008).

The master plan has been revised in the interim and a new 2019-2024 National Drug Master Plan has been drawn up with goals referred to in the report attached to the agenda.

RESOLUTION

- (a) That cognisance is taken with regards to the progress made with the compiling of a Local Drug Action Plan and policy;
- (b) That the draft Local Drug Actionplan and policy to be consulted with the public in order to receive input and drawing up a final document;
- (c) That the Executive Mayoral Committee adopt the Local Drug Action Plan, provided that the action plan is implemented in 2021/2022.

7.16 SWARTLAND MUNICIPALITY: POLICY IN RESPECT OF DISABLED PERSONS (17/2/B)

The main aim of the Policy in respect of Disabled Persons is to establish a framework to ensure that matters in respect of disabled persons are integrated into other policies, planning documents and activities of the Municipality.

This integration will further the quality of life, empowerment and full participation of persons with disabilities.

RESOLUTION

- (a) That the Swartland Municipal Policy for Persons with Disabilities as tabled be adopted by the Executive Mayoral Committee, taking into account that an action plan to be compiled as suggested by role-players to be implemented;
- (b) That the Executive Mayoral Council takes cognisance of the financial implications with regards to the development of Persons with Disabilities when the action plan will be drawn up;
- (c) That it be noted by the Council that the policy will be submitted annually for review as needs are identified.

7.17 FEEDBACK FROM THE SWARTLAND SAFETY INITIATIVE NOW CALLED THE SWARTLAND COMMUNITY SAFETY FORUM

The Municipality's Traffic and Law Enforcement Service follows an integrated approach to address safety within the municipal area. The Swartland Safety Initiative was instituted in 2017 in an effort to address co-operation between all role players in the safety sector in order to ensure a multi-disciplinary approach to crime in the Swartland municipal area.

The report attached to the agenda contains a summary of the activities of the Swartland Safety Initiative.

Resolution/...

7.17/...

RESOLUTION

- (a) That cognisance is taken of the content of the report for work done between role-players and stakeholder's w.r.t the Swartland Safety Initiative (SSI)/Swartland Community Safety Forum;
- (b) That cognisance be taken that the Swartland Safety Initiative (SSI) has been restructured to become the Swartland Community Safety Forum (SCSF);
- (c) That cognisance be taken that the Swartland Safety Forum convenes on a quarterly basis involving all safety role-players.

7.18 NATIONAL ROAD TRAFFIC ACT, ACT 93 OF 1996: REGISTRATION OF LEARNER'S LICENSE TESTING CENTRE: DARLING DLTC (GRADE E)

Application was made to the Provincial Department of Transport and Public Works for approval for a learner's license testing centre in Darling in order to bring the service closer to the community.

Approval has been granted for the operation of a Grade E testing centre which incorporates the following:

- In accordance with Regulation 95(e) – empowered to examine and test a person for a learner's license for any code;
- In accordance with Regulation 95(g) – empowered to renew driver's licenses and issue PRDP's.

RESOLUTION

- (a) That Council take cognizance that the Provincial Head of the Department Transport and Public Works granted approval in terms of section 9 of the National Road Traffic Act, 1996 for the registration of the Darling DLTC to operate as a grade E testing Centre;
- (b) That the Darling DLTC would initially be opened with effect from 7 June 2021, but due to theft of Telkom lines in Darling, the center will be put into operation from 21 June 2021.

7.19 SWARTLAND MUNICIPALITY: 2021 REVISION OF BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN (17/5/B)

The revised Business Continuity and Disaster Recovery Plan for 2021 was circulated separately from the agenda and amendments constitute mainly the updating of contact details.

RESOLUTION

- (a) That cognisance is taken of the changes that was made to the Business Continuity and Recovery Plan;
- (b) That the reviewed 2021 Swartland Business Continuity and Recovery Plan be approved.

7.20 REVISION OF THE DISASTER MANAGEMENT PLAN FOR SWARTLAND (17/5/B)

The approved Disaster Management Plan must be revised annually in order to bring it up to date with any amendments, inter alia, the re-evaluation of risks in order to draw up the associated risk mitigation plans.

The top risks for Swartland Municipality are:

- (1) Drought
- (2) Alien vegetation
- (3) Break down in provision of water

- (4) Floods
- (5) Seismic activities
- (6) Veld fires
- (7) Animal diseases
- (8) Protest action
- (9) Land invasion
- (10) COVID-19 pandemic (which was added as a new risk)

The updated Disaster Management Plan was circulated separately from the agenda.

RESOLUTION

- (a) That the content of the 2021 reviewed disaster management plan be noted as well as the agreement of all departments to pay attention to risk reduction as part of their daily tasks;
- (b) That the Mayoral Committee approves the 2021 reviewed Disaster Management Plan for the Swartland Municipal Area with the undertaking that the plan will be reviewed annually to ensure that the content is always relevant and up to date;
- (c) As prescribed by the Disaster Management Act, a copy of the approved reviewed plan is provided to the West Coast Disaster Management Centre, Provincial Disaster Management Centre as well as the National Disaster Management Centre.

7.21 OUTSTANDING DEBTORS: MAY 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 May 2021.

7.22 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 cognizance be taken of the progress with outstanding insurance claims for the period ending 31 May 2021.

7.23 WRITE-OFF OF ASSETS IN ORDER TO REMOVE THEM FROM THE ASSET REGISTER IN RESPECT OF INSURANCE CLAIMS UP TO 6 JUNE 2021 (15/14/3/5)

The maintenance of the Asset Register is required in accordance with Section 63 of the Local Government: Municipal Financial Management (Act 56 of 2003). A list of assets, which can be written-off and must be removed from the Asset Register, was circulated with the agenda.

RESOLUTION that approval be granted for the write-off of assets to the value of R13 132.37 (as attached) and that the relevant assets be removed from the asset register accordingly.

7.24 WRITE-OFF OF LOST AND DESTROYED ASSETS UP TO 30 JUNE 2021 IN ORDER FOR REMOVAL FROM THE ASSET REGISTER (5/14/3/5)

The annual stock take of all immovable assets took place between February and May 2021. A total of 7312 assets were inspected and only 5 items (0.07%) could not be traced by 1 June 2021.

This small percentage of lost and destroyed assets is an important indication that the necessary processes and controls are in place in order to adequately safeguard the assets of the Council.

Resolution/...

7.24/...

RESOLUTION that approval is granted for the write-off of assets that have been lost and / or destroyed to the value of R435.69 (as attached) and that the relevant assets are removed from the asset register accordingly in order to last mentioned to be updated by 30 June 2021.

7.25 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR TO REFUSE TRUCK, CK 37359 (8/1/B/2)

The refuse removal truck, CK 37359, performs an essential service in Malmesbury in respect of refuse removal. During a scheduled service of the truck by UD Trucks, Malmesbury, it was found the braking system needed urgent repair work.

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 the action of the Municipal Manager be condoned with regards to the repair of the waste removal truck CK37359, for the amount of R 46 512.15 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 46 512.15 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 compiled.

7.26 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR TO CIRCULATION PUMP AT MALMESBURY WWTW (8/1/B/2)

The Malmesbury WWTW makes use of membrane technology. The system consists of various components of mechanical equipment in order to make the treatment process possible, inter alia, a circulation pump to transport partially treated sewerage water.

One of the circulation pumps broke down which negatively influenced the flow of sewerage and caused a short circuit in the treatment process.

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 the action of the Municipal Manager be condoned with regards to the repairs of a circulation pump at the Malmesbury Wastewater Treatment Works by GW Trautman for the amount of R 93,675.50 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The circulation pump would have been left out of service for an extended period of time following due process;

7.26(c)/...

- (ii) This would have resulted in treatment process failure and further damages to other mechanical equipment;
- (iii) The repair work to the circulation pump therefore had to be handled as an emergency;
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 93,675.50 (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.

7.27 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: REPAIR TO MOTOR OF THE FLOATING AERATOR AT MOORREESBURG WWTW (8/1/B/2)

The treatment process at the Moorreesburg WWTW uses two floating aerators to feed oxygen to a biological reactor.

One of the aerators broke down and specialist services were used to remove the aerator to inspect the fault.

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 the action of the Municipal Manager be condoned with regards to the repair of the motor of a floating aerator at the Moorreesburg Wastewater Treatment Works by GW Trautman for the amount of R 42,486.72 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) In order for a quotation to be prepared, the aerator had to be disassembled and inspected at a suitably equipped workshop;
 - (ii) This required the removal of the aerator from the biological reactor with a crane truck and handling at a workshop with suitable lifting equipment;
 - (iii) The aerator was removed and disassembled at a workshop and obtaining more quotations would require reassembly and further handling with crane trucks which would be impractical;
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/239-427-139 and that there is sufficient funding available for the quoted amount of R 42,486.72 (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.

7.28 APPLICATION FOR LEAVE FOR THE MUNICIPAL MANAGER AND DIRECTORS AND APPOINTMENT OF ACTING MUNICIPAL MANAGER (4/8/3)

The Municipal Manager must apply to the Executive Mayor's Committee for leave. Attached to the agenda is a schedule, which indicates the dates on which the Municipal Manager intends to take leave.

Resolution/...

7.28/...

RESOLUTION

- (a) That the application for leave of the Municipal Manager for the following days be approved in principle, namely:
 - 28 June - 9 July 2021 (10 days), including that it may change due to circumstances, after consultation with the Executive Mayor;
- (b) That it be noted that the Director: Protection Services will act as Municipal Manager during the aforesaid period, and if, for whatever reason, the Director: Protection Services is not available, the Director: Electrical Engineering Services will act.

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