



MINUTES OF A MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE COUNCIL CHAMBER, MALMESBURY ON WEDNESDAY, 17 MAY 2023 AT 14:00

PRESENT:

Executive Mayor, ald J H Cleophas (chairman)
Deputy Executive Mayor, clr J M de Beer

Members of the Mayor's Committee:

Clr D G Bess
Clr N Smit
Ald T van Essen
Clr A K Warnick

Other councillors:

The Speaker, ald M A Rangasamy

Officials:

Municipal Manager, mr J J Scholtz
Director: Development Services, ms J S Krieger
Director: Financial Services, mr M Bolton
Director: Civil Engineering Services, mr L D Zikmann
Director: Electrical Engineering Services, mr T Möller
Director: Corporate Services, ms M S Terblanche
Strategic Services, mr L Fourie
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

The Executive Mayor welcomed members and requested clr J M de Beer to open the meeting with a prayer.

2. APOLOGIES

That **NOTE IS TAKEN** of the apology received from the Senior Manager: Strategic Services, ms O Fransman.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None.

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 19 APRIL 2023

RESOLUTION

(proposed by ald T van Essen seconded by clr N Smit)

That the minutes of an Ordinary Executive Mayor's Committee meeting held on 19 April 2023 are approved and signed by the Mayor.

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5. CONSIDERATION OF RECOMMENDATIONS IN THE MINUTES

5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 10 MAY 2023

5.1.1 MUNICIPAL MANAGER, ADMINISTRATION AND FINANCES

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.2 CIVIL AND ELECTRICAL SERVICES

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.3 DEVELOPMENT SERVICES

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.4 PROTECTION SERVICES

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

6. MATTERS ARISING FROM THE MINUTES

None.

7. NEW MATTERS

7.1 2023 INTEGRATED DEVELOPMENT PLAN (2/1/4/4/1)

The Integrated Development Plan (IDP) of a municipality serves as the principle strategic plan, which deals with the most critical development needs in the municipal area (external focus), as well as the most critical management needs of the organization (internal focus).

The Council approved the Process Plan for the drawing up of a new IDP on 25 August 2022. The draft IDP was submitted to the Council on 30 March 2023 in order to initiate the public participation process.

RESOLUTION (for submission to the Council on 25 May 2023)

(proposed by clr J M de Beer, seconded by clr D G Bess)

- (a) That the 2023 Integrated Development Plan (IDP) for the Swartland municipal area, as well as the five Area Plans for 2023/2024, be recommended for approval by Council in terms of Chapter 5 of the Municipal Systems Act No 32 of 2000;
- (b) That Council notes the amendments to the Spatial Development Framework as included in the summary in Chapter 2, paragraph 2.5(c) of the IDP;
- (c) That the comments and inputs received during April 2023 (including the SIME comments) be dealt with in accordance with ANNEXURES 2 and 3; and

7.1/...

- (d) That the legal process, as prescribed in the Municipal Systems Act No 32 of 2000, Municipal Finance Management Act No 56 of 2003 and the Municipal Budget and Reporting Regulations, 2009, be completed after approval of the IDP by Council.

7.2 SWARTLAND MUNICIPALITY: AMENDMENT TO THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK 2023-2027 (15/1/4/1)

The purpose of the amendment to the Municipal Spatial Development Framework 2023-2027 (SDF) is to put in place a policy document, which serves as a guideline for sustainable spatial development within the municipal area.

All applicable national, provincial and local legislation and regulations were taken into account in order for the SDF to be in line with the necessary policy guidelines, as well as with the spatial implications contained in the IDP.

The Municipal Manager referred to the number of comments in respect of the SDF which were received and the Town Planners were thanked for the manner in which the comments were dealt with in detail.

RESOLUTION (for submission to the Council on 25 May 2023)
(proposed by clr J M de Beer, seconded by ald T van Essen)

- (a) The Council resolution must within 14 days of decision making give notice of its decision in the media and Provincial Gazette;
- (b) Any stakeholder competing in the public participation process be informed of Council's decision and reaction;
- (c) All future development proposals be evaluated in accordance with the principles as set in the Municipal Spatial Development Framework;
- (d) Action plans within Municipal Spatial Development Framework annually be submitted via the IDP process for budgeting;
- (e) Special attempts be made annually to address action plans within the Municipal Spatial Development Framework.

7.3 BUDGET MANAGEMENT'S TECHNICAL RECOMMENDATIONS FOR THE MULTI-YEAR CAPITAL AND OPERATING BUDGETS, ADJUSTED BUDGET AND RELEVANT POLICIES, PROPERTY RATES AND TAXES, TARIFFS AND OTHER LEVIES FOR 2023/2024, 2024/2025 and 2025/2026 (5/1/1/1, 5/1/1/2, 5/1/4)

The Director: Financial Services dealt with the report in order to give the opportunity to the Executive Mayor's Committee to recommend the multi-year capital and operating budgets, adjusted budget and relevant policies, property rates and taxes, tariffs and other levies to the Council on 25 May 2023.

The Director: Financial Services confirmed that no fundamental changes to the budgets had been made since the submission of the 90 day budget to the Council in March 2023 and the only amendments pointed out were, inter alia, the decrease in electricity tariffs from 20,49 to 18,49, which is dependent on final approval from NERSA.

RESOLUTION (for submission to the Council on 25 May 2023)
(proposed by clr N Smit, seconded by clr A K Warnick)

- (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 as it relates to the 2023/2024 MTREF Draft Budget and in considering the inputs into the draft budget it is advised that there is no need for any amendments to the budget or policies;

- (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: 2023/2024 – 2025/2026 Final Budget and Tariff File)** and consider same;
- (c) That council prior to approving the capital projects above R50 million as listed in **(Annexure B: 2023/2024 – 2025/2026 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 deemed it appropriate to consider the entire capital program excluding the 3 contractually combined projects above R50 million as the aforementioned capital program's operational cost, inclusive of future costs will be covered by the rates regime and the normal cost centres found in the operational budget;
- (e) That the future capital budgets from year 3 be limited to 16.5% of the operating budget (based on NT's norm for *Capital Expenditure to Total Expenditure* that is between 10% to 20%) because of the upward pressure it has on the operating budget and the affordability of tariffs;
- (f) That council considers 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 2023/2024	Final Budget 2024/2025	Final Budget 2025/2026
Capital Replacement Reserve (CRR)	R 100 565 452	R 70 374 545	R 99 643 329
External Loans	R -	R 33 000 000	R 17 000 000
Municipal Infrastructure Grant (MIG)	R 24 708 000	R 25 664 000	R 26 660 000
Dept. Human Settlements	R 55 314 000	R 64 890 000	R 30 000 000
Integrated National Electrification Programme (INEP)	R 23 658 000	R 25 000 000	R 35 000 000
RSEP	R 500 000	-	-
Contributions / Donations	R 1 224 943	-	-
Dept. Cultural Affairs and Sport	R 1 016 000	-	-
Community Safety Grant	R 40 000	R 40 000	-
Fire Service Capacity Building Grant	R 926 000	-	-
GRAND TOTAL	R 207 952 395	R 218 968 545	R 208 303 329

- (g) That council approves the capital projects as part of its consolidated capital program as per **(Annexure A: 2023/2024 – 2025/2026 Final Budget and Tariff File)**;
- (h) That council in-principle approves the raising of an external loan to the amount of R50 million in year 2 of the new 2023/24 MTREF for the partial financing of the following capital projects: Malmesbury De Hoop 132/11kV Substation (R29 million) and the Development of Highlands New Landfill site Cell (R21 million), by means of testing the market as envisaged by MFMA section 46, requesting tenders from the financial institutions;
- (i) That the final high-level multi-year Capital and Operating budgets in respect of the **2023/2024 – 2025/2026** financial years, be approved as final, in accordance with sections 16, 17, 18 and 19 of the MFMA to allow for public participation;

	Original Budget 2022/23	Special Adj Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25	Final Budget 2024/25
Capital budget	191 095 805	178 839 804	207 952 395	218 968 545	208 303 329
Operating Expenditure	1 029 331 855	1 025 575 992	1 070 130 062	1 174 132 994	1 371 930 505
Operating Revenue	1 093 983 961	1 098 017 579	1 192 485 181	1 302 126 207	1 479 438 894
Budgeted (Surplus)/ Deficit	(64 652 106)	(72 441 587)	(122 355 119)	(127 993 213)	(107 508 389)
Less: Capital Grants & Contributions	77 109 000	78 890 510	107 386 943	115 594 000	91 660 000
(Surplus)/ Deficit	12 456 894	6 448 923	(14 968 176)	(12 399 213)	(15 848 389)

- (j) That council approves the notice given in terms of section 14(1) and (2) of the Local Government: Municipal Property Rates Act, 2004, to levy the final property tax rates, exemptions and rebates on property reflected in the schedule below and in the property rates policy for the 2023/24 financial year with effect from 1 July 2023;

Category of property	Rate ratio	(c/R) rate determined for the relevant property category
Residential properties	1: 1	0,5956
Business and Commercial properties	1: 1,4586	0,8769
Industrial properties	1: 1,4586	0,8769
Agricultural properties	1: 0,25	0,1489
Mining properties	1: 1,4586	0,8769
Public Service Infrastructure	1: 0,25	0,1489
Properties owned by an organ of state and used for public service purposes	1: 1,4586	0,8769
Public Benefit Organizations	1: 0	0,0000
Vacant properties	1: 1,3470	0,8022
Municipal properties	1: 0	0,0000
Conservation Areas	1: 0	0,0000
Protected Areas	1: 0	0,0000
National Monuments	1: 0	0,0000
Informal Settlements	1: 0	0,0000

Exemptions and Reductions

- **Residential Properties:** For all residential properties, the municipality will not levy a rate on the first R15 000 of the property's market value. The R15 000 is the statutory impermissible rate as per section 17(1)(h) of the Municipal Property Rates Act;

Rebates in respect of a category of owners of property are as follows:

- **Indigent owners:** 100 per cent rebate will be granted to registered indigents in terms of the Indigent Policy to a maximum valuation of R105 000;

- **Qualifying senior citizens and disabled persons:** A rebate to an amount equal to the rates payable on the first amount of the valuation of such property to a limit of R300 000;

NB: Please refer to the municipality's property rates policy in respect of all rebates offered.

- (k) That council approve the final tariff structures and charges for water, refuse removal, sewerage and other sundry charges as set out in **(Annexure A: 2023/2024 – 2025/2026 Final Budget and Tariff File)**;
- (l) That council approve the electricity tariffs as final for the 2023/2024 financial year, **bearing in mind that it is still subject to NERSA's final approval** and that Time of Use customers must note that the TOU slots are subject to change pending Nersa/Eskom's clarification;
- (m) That the annual budget tables as required by the Budget and Reporting Regulations be approved as set out in **(Annexure C: Budget Report and A-Schedules 2023/2024– 2025/2026)**;
- (n) That the **amendments** to the budget and related policies as set out in **(Annexure D: Final Amendments to Budget & Related Policies 2023/2024)** hereto, be approved as final;
- (o) That the training budget limited to **0,60%** of the salary budget in the amount of **R1 898 364** for the 2023/2024 financial year be approved as final;
- (p) That Council takes note of the increase in the salary bill of around 5.99%:
 - In respect of all personnel, an increase of **5.4%** for 2023/2024; **5%** for 2024/2025 and **5%** for the 2025/2026 financial years, excluding the increase in other benefits that are applicable and the annual 2.5% notch increase where applicable;
 - All salary adjustments are adequately budgeted for;
 - Provision has been made for a **3%** increase for political office bearers which is within the mid band of the inflation targets set by the South African Reserve Bank (SARB);
- (q) That Council takes note of the budgeted operating surpluses and that the budget is "cash-funded". The total expenditure growth of **4.4%** from the current to the new financial year and the revenue streams with growth in revenue of **8.6% (6.5% excluding capital grant income)** for the MTREF period as well as the cash flow statement as per **(A-schedule A7)** for the next three financial years;
 - the budgeted risk factor for cash coverage for operating expenses are **9.8 months** for 2023/24, **9.7 months** for 2024/25 and **8 months** for the 2025/26 financial year (this can materially be impacted but not possible to determine scientifically at this stage);
 - over the next three financial years the planning is such that operating net surpluses are envisaged for 2023/24 to an amount of **R 14 968 176**, for 2024/25 an amount of **R 12 399 213** and for 2025/26 an amount of **R 15 848 389 (excluding capital grant income)**, which is well below the NT norm of at least a surplus of 10%;
- (r) 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;
- (s) That Council take note that the budget was prepared in the new mSCOA Version 6.7 as required by National Treasury.

7.4 ESTABLISHMENT OF DEVELOPMENT CONTRIBUTIONS FOR 2023/2024 (15/1/B)

The tariffs for the 2023/2024 financial year were revised in order to find a balance between development contributions and real engineering costs. The tariffs have therefore increased considerably, because there were not many adjustments in previous years.

The purpose of the submission of the development contributions is therefore to consider the rebate and a 60% deduction is proposed when considering the affordability for developers.

The Director: Civil Engineering Services requested that consideration must be given to the exemption of development contributions applicable to the development of projects and industries smaller than 100 m² for the Riebeek Valley, and then extended to the whole municipal area.

RESOLUTION (for submission to the Council on 25 May 2023)
(proposed by ald T van Essen, seconded by clr J M de Beer)

- (a) The attached Development Charges for the 2023/2024 financial year be approved:
 - (i) "Greenfields" Development Charges for bulk electricity (Annexure "A").
 - (ii) "Brownfields" Development Charges for electricity – Swartland Municipal Area (Annexure "B").
 - (iii) Development Charges for water – (Annexure "C").
 - (iv) Development Charges for sewerage (Annexure "D").
 - (v) Development Charges for roads - (Annexure "E").
- (b) A rebate of 60% be considered regarding development charges in respect of the 2023/2024 financial year, for the following reasons:
 - Developers have to enter into an agreement with the Municipality regarding the payment of charges in terms of the existing policies;
- (c) Developments of enterprises and industries of 100 m² and smaller are exempt from the payment of development contributions;
- (d) Additional residential units of 60 m² and smaller are exempt from the payment of development contributions;
- (e) Actual Cost of Development Charges will apply to all developments, as determined and calculated by the Directors of Civil and Electrical Engineering Services.

7.5 SWARTLAND ECONOMIC DEVELOPMENT PLAN (2/1/4/5)

The Swartland's Economic Development Plan is a summary of the National, Provincial and other initiatives, which provided a framework to Swartland Municipality on how and where to become involved in economic development.

The revision of the plan is based on the new IDP and developed, taking into account the new goals, key performance indicators and targets in the IDP in order to establish a post Covid-19 economic development strategy.

RESOLUTION
(proposed by clr A K Warnick, seconded by ald T van Essen)

That the Swartland Economic Development Plan that is attached as Annexure A, be approved.

7.6 (1) MUNICIPAL PLANNING DOCUMENT FOR PROVISIONAL SERVICES AND HUMAN SETTLEMENT QUESTIONS IN ACCORDANCE WITH THE COUNCIL'S HUMAN SETTLEMENT PLAN; (2) REQUEST FROM KALBASKRAAL; (3) REQUEST FROM ILINGE LETHU AND PHOLA PARK (17/4/2/B)

The Director: Development Services dealt with the report and details of the housing pipeline. The problems which are experienced at present in Kalbaskraal were further highlighted. The mandate from first time buyers of the serviced erwen is that the top structure must also be provided for, of which only 10 first timers will qualify with the prescribed criteria.

The first time buyers are also unhappy with the size of the erwen and the Director: Development Services stated that the erwen are larger than the norm and the prescription provided by the Provincial Government.

The Municipal Manager explained that a request has been received from clr M Ngozi to establish a servitude for back yard dwellers who are not considered for the De Hoop housing project.

A discussion followed in respect of the influence which the above mentioned request will have on the de Hoop housing project and possible housing opportunities which will be lost to first time buyers. Further it will not be fair on other communities who have been on the housing waiting list for many years and find the same problems with backyard dwellers.

RESOLUTION

(proposed by clr D G Bess, seconded by clr J M de Beer)

- (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 top structures (395) for phase1 of the Malmesbury De Hoop Housing Project has been completed end of April 2023 and that tenders were requested for the installation of civil services with regards to De Hoop Phase 2(1013) erven and Darling (187) erven;
- (d) That after consideration of the request of Kalbaskraal (immediate housing project) and Ilinge Lethu, more specific Phola Park (for a Temporary Relocation Area with with services) be referred to Council for a decision in this regard;
- (e) That the Executive Mayoral Committee based on the afore-mentioned information raise their concerns to adhere to the request of the Kalbaskraal and Ilinge Lethu (Phola Park) as it will resulting in queue-jumping and create unhappiness amongst the various communities and applicants on the waiting list.

7.7 SECOND AMENDMENT TO THE 2022/2023 MIG DETAILED PROJECT IMPLEMENTATION PLAN (5/9/2/6/1)

The Director: Civil Engineering Services confirmed that the construction of roads in Kalbaskraal has been suspended due to disturbances. The MIG money has therefore been transferred to Chatsworth, which necessitated an amendment in the MIG detailed project implementation plan.

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

- (a) That the Executive Mayoral Committee notes the continued unrest and subsequent delays in the Construction of Roads in Kalbaskraal, necessitating an adjustment of the planned spending for 2022/2023;

7.7/...

- (b) That the Executive Mayoral Committee notes that in order to achieve successful project implementation, a re-allocation of funds between MIG projects is required and that the 2022/2023 DPIP must be amended accordingly;
- (c) That the Executive Mayoral Committee approves the following projects and budgets for the second amended of the DPIP for the 2022/2023 financial year:

Nr	Project	MIG Ref.	Budget
1	Rehabilitate Water Networks	WC1287/W/14/17	R 2 217 712
2	De Hoop Development: External Water Supply	WC1864/W/21/24	R 2 464 000
3	De Hoop Development: Upgrade Bulk Water Supply	WC1865/W/21/25	R 19 177 500
4	Malmesbury: Rehabilitation of Roads	WC1765/R.ST/19/23	R 1 250 788
5	Abbotsdale: Construction of Roads	WC1858/R.ST/22/25	R 1 570 489
6	Abbotsdale: Construction of Roads Phase 2	WC/1912/R.ST/22/25	R 1 447 316
7	Malmesbury: Ilingeletu: Construction of Roads	WC1859/R.ST/22/25	R 228 019
8	Ilingeletu Construction of Roads Phase 2	WC/1911/R.ST/22/25	R 461 112
9	Chatsworth: Construction of Roads	WC1862/R.ST/22/25	R 3 356 382
10	Riebeek West: Construction of Roads Phase 2	WC/1909/R.ST/22/25	R 1 636 682
11	Kalbaskraal: Construction of Roads Phase 2	WC/1913/R.ST/22/25	R 0
		Total	R 33 810 000

- (d) That the amended DPIP be submitted to the Department of Cooperative Governance and Traditional Affairs.

7.8 STREETS RESEALING PROGRAMME 2023/2024 (16/5/5/1)

The Director: Civil Engineering Services explained that the apportionment of funds takes place in accordance with the *Pavement Management System*. It has been decided, in order to use the funds optimally, to reseal the streets in Malmesbury and Moorreesburg only, because the resettlement costs of the operator are very expensive.

Ald T van Essen stated that the above mentioned is not fair on the rest of the towns in the Municipal area, and that the programme must be reassessed.

RESOLUTION

(proposed by ald T van Essen, seconded by clr D G Bess)

That the item be referred back for reconsideration of the program.

7.9 CONSTRUCTION OF ROADS PROGRAMME 2023/2024 (16/5/5/1)

An amount of R23 708 000 is available in the 2023/2024 financial year for the construction/upgrading of roads, of which a large proportion is funded from MIG Funds.

Although the upgrading of roads is determined by the *Unpaved Roads Management System (iRAMS)* it is the committee's opinion that roads must be looked at that, for example, service businesses which further job creation in the municipal area.

The chairman stated that other sources of funding must be found in order to upgrade roads and not only from MIG funding. A plan must also be drawn up in order for the ward committee members to enlighten the residents in respect of the Council's Planning with respect to the construction/upgrading of roads.

The Director: Civil Engineering Services stated that the roads are already registered on the MIG Programme and that this cannot be changed.

7.9/...

It has been requested that Cimbidium CI 7, Darling is removed from the programme.

RESOLUTION

(proposed by clr A K Warnick, seconded by ald T van Essen)

- (a) That note is taken of the attached programme in respect of the construction/upgrading of roads;
- (b) That Cimbidium CI 7, Darling is removed from the programme and that another road is identified;
- (c) That it is also noted that it is a provisional programme and is subject to the final calculation of costs and will probably be downscaled in compliance with the costs of the basal layers and design of the pavements.

7.10 REVISION OF SYSTEM OF DELEGATIONS (2/5/1, 2/5/2)

Section 59 of the Municipal Systems Act stipulates that a System of Delegations must be developed and maintained, which will optimise administrative and operational efficiency and make provision for adequate checks and balances.

The attachment to the agenda contains the second revision of the System of Delegations, which was approved by the Council on 16 November 2021. The amendments are discussed in detail in the report, together with attachments.

RESOLUTION (for submission to the Council on 25 May 2023)

(proposed by clr N Smit, seconded by clr A K Warnick)

- (a) That the amendments to Council's System of Delegation (2nd Revision) as per Annexures A to C be approved, and cognizance be taken of the amendments to the delegation systems of the Municipal Manager and Chief Financial Officer as per Annexures D to G;
- (b) That cognizance be taken that no amendments were effected to the Section 53 Role Demarcation of political structures, political office bearers and the Municipal Manager, which document forms part of the System of Delegation.

7.11 LEASE AGREEMENT: MUNICIPALITY SWARTLAND/ MALMESBURY GOLF CLUB: APPLICATION FOR SUBLETTING (K2/1/2-Vol 2)

The Malmesbury Golf Club has been approached by Pam Golding to lease office space of 12 m² in the club house. The lease agreement with the Malmesbury Golf Club stipulates that subletting can only be allowed with written agreement from the Municipality.

RESOLUTION

(proposed by ald T van Essen, seconded by clr J M de Beer)

- (a) That permission be given under the hand of the Municipal Manager for the subletting of office space, 12 m² in extent, at the Malmesbury Golf Club, provided that the Golf Club shall still be liable for payment of the full rental amount as determined in the lease agreement, as well as utility fees (water, electricity, etc) associated with the sublet area;
- (b) That the approval shall be for one year only, and that the club will therefore have to apply again upon termination of the said term;
- (c) That the Municipal Manager be authorized to consider any further applications in this regard, and to determine applicable conditions.

7.12/...

7.12 LEASE AGREEMENT: SINETHEMBA FOR THE MANAGEMENT OF THE DAHLIA HOUSE IN MALMESBURY (17/9/2/R)

The Director: Development Services stated that ms Slingers discontinued the operation of Dahlia House as a Community Centre for victims of violence at the end of January 2023.

A proposal has been received from Sinethemba to operate Dahlia House as a Safe House. The Director: Development Services stated that Sinethemba follows a holistic approach to addressing violence and is in a position to establish a sustainable programme.

RESOLUTION

(proposed by clr J M de Beer, seconded by ald T van Essen)

- (a) That a three (3) year lease agreement be entered into with Sinethemba as of 1 July 2023 for the lease and management of the Dahlia House (8 Dahlia Street, Malmesbury;
- (b) That the rental amount be established at R100,00 per annum plus VAT;
- (c) That should Sinethemba prove itself as a financially sustainable enterprise and programmes are run sustainably, consideration be given to extend the term of three (3) years to manage the Dahlia House.

7.13 OUTSTANDING DEBTORS: APRIL 2023 (5/7/1/1)

A complete list of outstanding debtors, up until the end of April 2023, 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 March 2023.

7.14 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.

The committee voiced its concern that too much theft from the municipal store takes place. The Director: Civil Engineering Services confirmed that theft cannot be blamed on the negligence of officials, but rather that there is not enough security and regular break-ins take place.

RESOLUTION

That cognizance be taken of the state of outstanding insurance claims up to and including 30 April 2023 as circulated with the agenda.

7.15 STOCKTAKES: 2023 (6/1/1)

The annual stocktakes will take place on 29 June 2023 with the attendance of delegated observers.

RESOLUTION

- (a) That ald T van Essen and clr N Smit (clrs D G Bess and A K Warnick, respectively as seconds) are designated as observers at the stocktaking on 29 June 2023;
- (b) That the relevant councillors take note that the Chief Warehouse Master will be happy to start promptly at 09:00 with the stock taking at the main warehouse in Malmesbury.

7.16 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: REPAIRS TO THE “WASH COMPACTOR SCREEN” AT THE INTAKE WORKS OF THE MALMESBURY WWTW (8/1/B/2)

The intake works at the Malmesbury WWTW are fitted with screens, which prevent non bio-degradable materials, which may damage equipment further down in the system, from entering the WWTW.

The washing component of one of the screens stopped working.

RESOLUTION

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Chain Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve repairs to the washer compactor of one of the screens at the inlet works of the Malmesbury WWTW by GW Trautmann for the amount of R 51,670.30 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The extent of work GW Trautmann has done on the machine to be able to inspect the faulty components and prepare a quotation;
 - (ii) It would be impractical to follow the official procurement processes as it would require re-assembly and re-fitting of the faulty components;
- (d) That there are sufficient funds available and that the expenditure amounting to R51 670.30 (excluding VAT) is settled against post number 9/239-851-689;
- (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.

7.17 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES:: URGENT REPAIRS TO THE MIXER AT RIEBEEK KASTEEL WWTW (8/1/B/2)

The handling process at the Riebeek Kasteel WWTW consists of various zones of mechanical equipment which ensure the flow of partially purified sewerage through the zones. The gearbox of the mixer stopped working.

RESOLUTION

- (a) That the Executive Mayoral Committees take note of the deviation from the prescribed procurement procedures in terms of clause 36(2) of the Supply Chain Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve the repair of the gearbox of a mixer at the Riebeek Valley WWTW by GW Trautman for the amount of R 38,058.31 excluding VAT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The mixer would have been left out of service for an extended period of time while following due process;
 - (ii) This would have had the consequence of treatment process failure and further damages to other mechanical components;
 - (iii) The repair work to the mixer therefore had to be handled as an emergency.
- (d) That there are sufficient funds available and that the expenditure amounting to R38 058.31 (excluding VAT) is settled against post number 9/239-851-689;

- (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.

7.18 MANDATE MEETING: SALGBC NEGOTIATIONS (4/9/4/B)

An invitation from SALGA was received to attend a virtual mandate meeting on 16 May 2023. The purpose of the meeting was to give feedback in respect of the negotiations with the Bargaining Council (SALGBC) at national level and to obtain a mandate from municipalities in respect of the following matters:

- (1) Principle Collective Agreement;
- (2) Loan graphs and Categorising Collective Agreements;
- (3) COVID-19 remuneration framework.

The Municipal Manager explained the mandate given to SALGA by the Swartland Municipality referred to in the report.

RESOLUTION

(proposed by clr N Smit, seconded by clr A K Warnick)

That the Executive Mayoral Committee take note of the mandate provided to SALGA regarding the Main Collective Agreement, the Wage Curve and Categorising Collective Agreement as well as the COVID-19 Compensatory Framework.

**(SGD) J H CLEOPHAS
EXECUTIVE MAYOR**