



WESKUS / WEST COAST
DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY
U MASIPALA WESITHILI SASEWEST COAST

101STE ALGEMENE RAADSVERGADERING / 101ST GENERAL COUNCIL MEETING
29 MEI 2019 / 29 MAY 2019

ITEM 19/05/29/9.1
FILL OF VACANCIES ON COMMITTEES (3/1/1/3)

That the list of representation on the various standing and statutory committees be approved.

ITEM 19/05/29/9.2
ANNUAL AND OVERSIGHT REPORT PROCESS (3/4/5)

1. That the Process of the compilation of the Annual Report be noted;
2. That MFMA Circular 63 of the National Treasury be adopted as guideline for the Annual Report Process; and
3. That the timelines in the Annual Report Process be approved.

ITEM 19/05/29/9.3
TERMINATION OF FIREFIGHTING MUTUAL AID AGREEMENT WITH LOCAL MUNICIPALITIES
(6/3/3/62)

1. That the Council takes cognisance of the Fire Services functions rendered by West Coast DM on behalf of the B-municipalities and places financial pressure on the organization and the service delivered cannot be sustainable;
2. That the Local Municipalities hereby be notified that the Fire Services functions auxiliary agreement will be suspended from 1 July 2019;
3. That the approved tariffs be applied for the rendering of Fire Services functions to the respective municipalities;
4. That the Council takes cognisance that Matzikama- and Cederberg Municipality has made provision in their 2019/2020 budget that West Coast will deliver the Fire Services functions on behalf of the 2 respective municipalities; and
5. That West Coast DM enter into an agreement with the 3 non-contributing municipalities on the rules for the request of fire services assistance and the delivery of an account for services rendered.

ITEM 19/05/29/9.4
DISASTER MANAGEMENT FRAMEWORK 2019 (15/1/3/1)

That the Disaster Management Framework be noted and approved.

**ITEM 19/05/29/9.5
CLIMATE CHANGE PLAN (15/1/3/1)**

That the Climate Change Plan be approved.

**ITEM 19/05/29/9.6
FRUITLESS AND WASTEFUL EXPENDITURE – OVERPAYMENT (4/2/1)**

1. That the expenditure be regarded as fruitless and wasteful; and
2. That the expenditure amounting to R 8 619.97 has been recovered in accordance with Section 32(2) of the MFMA.

**ITEM 19/05/29/9.7
IRREGULAR EXPENDITURE: PROCUREMENT AND CONTRACT MANAGEMENT – PAYMENT MADE TO TIP TRANS LOGISTICS THAT EXCEEDS APPROVED AMOUNT (4/2/1)**

1. That the expenditure be regarded as irregular; and
2. That the expenditure amounting to R 524 in accordance with Section 32(2)(b) of the MFMA be declared to be irrecoverable and recommended to be written off by Council.

**ITEM 19/05/29/9.8
FRUITLESS AND WASTEFUL EXPENDITURE – EMPLOYEE RESIGNED BEFORE MONTH-END AFTER RECEIPT OF PAY (4/2/1)**

1. That the expenditure be regarded as fruitless and wasteful; and
2. That the expenditure amounting to R 3 308.67 has been recovered by means of a debtors account and that the debtors account still needs to be covered, in accordance with Section 32(2) of the MFMA.

**ITEM 19/05/29/9.9
FRUITLESS AND WASTEFUL EXPENDITURE – EMPLOYEE NOT COMPLETING REHABILITATION (4/2/1)**

1. That the expenditure be regarded as fruitless and wasteful; and
2. That the expenditure amounting to R 12 894 has been recovered by means of a debtors account and that the debtors account still needs to be covered, in accordance with Section 32(2) of the MFMA.

**ITEM 19/05/29/9.10
CORPORATE GOVERNANCE INFORMATION COMMUNICATION TECHNOLOGY CHARTER (5/2/2/6)**

That the Corporate Governance ICT Charter be approved.

**ITEM 19/05/29/9.11
ICT STRATEGIC PLAN (5/2/2/6)**

That the ICT Strategic Plan be approved.

**ITEM 19/05/29/9.12
WEST COAST DM ICT DISASTER RECOVERY BUSINESS IMPACT ANALYSIS (5/2/2/6)**

That the West Coast DM ICT Disaster Recovery Business Impact Analysis be approved.

ITEM 19/05/29/9.13

FINANCIAL MISCONDUCT REGULATIONS AND ESTABLISHING OF A DISCIPLINARY BOARD (3/1/2/3/6)

1. That the Draft Consequence Management Guidance Booklet be utilised in the interim to amongst other, give effect to the Financial Misconduct Procedures and Criminal Proceedings, Regulation 430 dated 30 May 2014; and
2. That the following Disciplinary Board for Municipal Employees as per Section 4 of the Financial Misconduct Procedures and Criminal Proceedings, Regulation 430 dated 30 May 2014 be approved:
 - Head of Internal Audit (Chairperson of the Disciplinary Board) (Section 4(6)(a));
 - Member of Audit Committee (Section 4(6)(b));
 - Senior member of municipality responsible for Legal Services (Director Administration and Community Services) (Section 4(6)(c)); and
 - Representative for National- or Provincial Treasury (Senior Official from Western Cape Provincial Treasury) (Section 4(6)(d)).

ITEM 19/05/29/9.14

UTILISATION OF BYTES SYSTEM INTEGRATION FUNCTIONALITY (INCLUDING SAMRAS+ SYSTEM FUNCTIONALITY) (4/12/4/1)

1. That the utilisation of the functional of bytes system integration, including SAMRAS+ System Functionality (Master Service Agreement & Addendums) be re-confirmed;
2. That the contract period 1 July 2018 – 30 June 2023 be re-confirmed;
3. That approval be granted to assist other municipalities (when needed), with functionality and systems provided by Bytes System Integration (including SAMRAS+ System Functionality) as per the Master Service Agreement and Addendums; and
4. That in terms of 3 above, approval be granted to extend the Master Service Agreement with an addendum for participating municipalities (as and when needed) on a cost recovery basis.

ITEM 19/05/29/9.15

UTILISATION OF GANZEKRAAL RESORT (5/4/6/2)

1. That the Municipal Manager be mandated to negotiate and conclude (signing) a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) with the National Department of Public Works for the utilisation of the Ganzekraal Resort;
2. That the rental amount as per the MOA/MOU not exceeding R 1000 per month for the utilisation of the Ganzekraal resort; and
3. That actions be maximised to ensure a break-even- or profit outcomes for the Ganzekraal Resort.

ITEM 19/05/29/9.16

OUTSTANDING DEBTORS (4/16/1/1)

1. That all outstanding debts amounting to R 741 343 older than 60 days be written off and recovered from the Bad Debt Reserve Fund (bad debt provision);
2. That the Municipal Manager be mandated to sign off/approve the final outstanding debts as at 30 June 2019;
3. That the cases at the attorneys office not be closed and that recovered debt be transferred to the bad debt reserve fund; and
4. That cases under R 1000-00 are not summoned for bad debt, only written-off as a result of high legal cost.

ITEM 19/05/29/9.17

SUPPLY CHAIN MANAGEMENT (SCM) DELEGATIONS AND SUB-DELEGATIONS (4/16/1/1)

1. That Council condone the utilisation of the Delegations and Sub-delegations as per the document titled "*Amptenare verantwoordelik vir die goedkeuring van amptelike rekwisities*" as per the Local Government: Systems Act, 2000 (Act 32 of 2000); and
2. That F10 as per the System of Delegations be updated/changed/enhanced to give effect to the Delegations and Sub-delegations as per financial directive 15 titled "SCM Delegations & Sub-delegations".

ITEM 19/05/29/9.18

WATER SERVICE DELIVERY AGREEMENT: THIRD ADDENDUM (10/3/2/3/31)

1. That the Report and Annexures A, B, C and D be noted;
2. That the proposed Third Addendum be approved in principle;
3. That further changes (if any) to the Third Addendum be reported to the Executive Mayoral Committee and/or Council for consent prior to finalisation; and
4. That the Municipal Manager be mandated to sign the Third Addendum on behalf of West Coast District Municipality.

ITEM 19/05/29/9.19

REPORT OF THE PERFORMANCE EVALUATION COMMITTEE HELD ON 04 MARCH 2019 (10/3/2/3/37)

That the Performance Evaluation Report dated 04 March 2019 be approved.

ITEM 19/05/29/9.20

REVIEW OF THE AUDIT COMMITTEE CHARTER (4/12/4)

1. That the revised Audit- and Performance Audit Committee Charter 2019/2020 be approved; and
2. That in the event where no changes are required to the current Charter, that it be approved and adopted for the 2019/2020 financial year.

ITEM 19/05/29/9.21

REVIEW OF THE INTERNAL AUDIT CHARTER (4/12/4)

1. That the revised internal audit charter 2019/2020 be approved; and
2. That in the event where no changes are required to the current charter, that it be approved and adopted for the 2019/2020 financial year.

ITEM 19/05/29/10.1

SECTION 52(d) OF THE MFMA: THIRD QUARTER TOP LEVEL SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) PERFORMANCE REPORT: JANUARY – MARCH 2019 (15/16/2/1)

That the Section 52(d) of the MFMA: Third Quarter Top Level Service Delivery Budget Implementation Plan (SDBIP) Performance Report: January – March 2019 be noted.