



**NOTULES VAN DIE / MINUTES OF THE**

**SPESIALE RAADSVERGADERING VAN DIE CEDERBERG MUNISIPALITEIT SOOS  
GEHOU OP**

**07 JULIE / JULY 2017**

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**SPECIAL COUNCIL MEETING OF THE CEDERBERG MUNICIPALITY, HELD ON**

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**MINUTES OF THE SPECIAL COUNCIL MEETING OF THE CEDERBERG MUNICIPALITY  
HELD ON 07 JULY 2017 IN THE COUNCIL CHAMBER AT 42 CHURCH STREET,  
LAMBERTS BAY.**

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**PRESENT AND IN ATTENDANCE:**

As per the attendance registers copied into the minutes after the final item:

**ABSENT WITHOUT APOLOGY:**

Geen / None

<b>1. OPENING</b>
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**Rules of Order for Internal Arrangement**

**PART 3: MEETINGS**

**4. Commencement of meetings of Council**

- 4.1 The meeting must commence precisely at a time it is convened for.
- 4.2 The Speaker must assume the chair provided that a quorum is constituted.
- 4.3 The business of the meeting must be outlined at the onset.

**5. Quorum**

- 5.1 The presence of a majority of the members constitutes a quorum.
- 5.2 In the event that no quorum is present at the time at which the meeting was convened, the commencement of the meeting may be delayed for no longer than 30 minutes on the basis that no quorum exists.
  - 5.2.1 Should a quorum exist within this period, the Speaker must assume the chair immediately upon establishing that the quorum exists.
  - 5.2.2 Should no quorum continue to exist at the end of this period, the meeting must be adjourned by the Speaker to an alternate date, time and if applicable venue at his/her discretion., In this instance, the names of members present must be recorded.
- 5.3 In the event that there is no quorum and the Speaker is absent, the commencement of the meeting must be delayed for no more than 30 minutes and if there is no quorum at the end of this period, the meeting shall be cancelled. In this instance, the municipal manager must record the names of the members present.
- 5.4 A quorum is to be sustained during the course of proceedings of a meeting. Should there be a lack of quorum subsequent to the commencement of the meeting, the Speaker must suspend the proceedings until a quorum is again present, provided that if after 10 minutes there is still no quorum the speaker must adjourn the meeting.
- 5.5 In any instance when a meeting is adjourned as a result of the absence of a quorum, the time of such adjournment, as well as the names of the members present, must be recorded in the minutes.
- 5.6 Names of absentee members are to be recorded and provided by the Speaker to the committee established in terms of section 6 for the purposes of an investigation of a breach of these rules.

The Chairperson, Cllr. W Farmer called the meeting to order and welcomed all present. Mr. R Bent opened the meeting with a prayer.

**1.1 Announcement of Councillors birthdays**

- On behalf of Council, the Speaker and Cllrs. Barnard and Zass congratulated Cllrs. White and Nel on their birthdays.

<b>2. ELECTION OF (ACTING) SPEAKER, IF NECESSARY</b>
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N/A

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### **3. APPLICATIONS FOR LEAVE OF ABSENCE**

#### **Rules of Order for Internal Arrangement**

##### **Part 3**

#### **7. Leave of absence**

- 7.1 Leave of absence may be obtained from Municipal Council by a member who wishes to absent himself or herself from meetings. Should a member be prevented from obtaining leave of absence based on special circumstances, the Speaker has the discretion to on grant such leave.
- 7.2 A written application for leave of absence from a meeting of the Municipal Council or a Committee must be addressed to the Speaker by the Member applying for leave.
- 7.3 Written applications include emails sent to the Speaker.
- 7.4 In certain instances, the granting of applications for leave is deemed. These instance include:
  - 7.4.1 the Member is acting on behalf of the Municipal Council on other matters elsewhere based on instructions of Council or the Mayor.
  - 7.4.2 the Member is required to remove himself/herself from a meeting by the Municipal Council, Mayor or Committee in circumstances envisaged in item 3(b) of Schedule 1 to the Systems Act, or the member recuses him/herself.
- 7.5 The Speaker may also grant leave of absence to a member for the following reasons:
  - 7.5.1 illness or any other valid reasonable reason making it impossible for the member to attend;
  - 7.5.2 business, personal commitments, or personal circumstances of the member.
  - 7.5.3 The failure to deliver notice of a meeting or the delivery of notice less than 72 hours prior to commencement provided that this does not relate to an ordinary meeting of the Council or Committees or changes of addresses of members.
  - 7.5.4 The lack of informing the Municipal Manager of a revised address for the service of documentation at least 7 days before the relevant meeting;
  - 7.5.5 Where circumstances envisaged in item 3(b) of the Code of Conduct for Councillors in Schedule 1 to the Systems Act occur which prevent the Member from attendance;
  - 7.5.6 Other circumstances where the member is prevented from attending the meeting.

### **3.1 A blank Application for Leave of Absence form is enclosed**

- Cllr. L Scheepers

### **3.2 The Attendance Registers will be available at the meeting**

#### **Rules of Order for Internal Arrangement**

##### **Part 3**

#### **6. Attendance at meetings**

- 6.1 An attendance register must be kept in relation to all meetings. Such register is to be signed by every member that attends the meeting/s.
- 6.2 Instances when a member may be absent from a meeting include the following:
  - 6.2.1 upon leave of absence being granted in terms of rule 7; and
  - 6.2.2 upon withdrawal on the basis of a legal requirement.

### **4. INTERVIEWS WITH OR PRESENTATIONS BY DEPUTATIONS**

#### **Rules of Order for Internal Arrangement**

##### **Part 6**

#### **6. Deputations**

Should deputations seek an interview with council, the municipal manager must be provided with ten working days written notice of the intent of the deputation with details of the representations that are to be made as well as its source. The notice must be submitted to the Speaker by the Municipal Manager with recommendations and comments. The Speaker has the discretion to then grant the interview and instate conditions.

## **5. CONFIRMATION OF MINUTES**

**Rules of Order for Internal Arrangement By-Law 2013 (Provincial Gazette 7118 dated 12 April 2013)**

### **Part Four**

#### **1. Minutes**

- 1.1 Minutes of the proceedings of meetings must be recorded in writing in a minute book;
- 1.2 Such minutes shall be compiled in printed form and be confirmed by the council at the following meeting of Municipal Council and signed by the speaker.
- 1.3 The minutes shall be deemed to have been read for the purpose of confirmation provided a copy thereof was sent to each member within a reasonable period prior to the following meeting.
- 1.4 Discussions or motions in relation to the accuracy of minutes shall be entertained. No further discussion or motions in relation to any other matters forming part of the minutes shall occur.
- 1.5 Minutes shall consist of recordings of all business discussed as well as the names of members that were in attendance, absent, and granted leave of absence.
- 1.6 Should any member have requested that there dissent, abstention or support be recorded during voting, these are to be recorded in the minutes.
- 1.7 Audio recordings of all meetings of Municipal Council must be kept for a period of three years for administrative purposes.

## **6. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER**

The Speaker informed Council that a break-away Strategic Session for all councillors and relevant managerial staff members will be arranged in the near future for in debt discussions pertaining to the operations of Cederberg Municipality.

## **7. STATEMENTS AND COMMUNICATION BY THE EXECUTIVE MAYOR**

Geen / None

## **8. REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE EXECUTIVE MAYOR, THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY EXECUTIVE MAYOR AND THE EXECUTIVE MAYOR TOGETHER WITH THE MAYORAL COMMITTEE**

**Rules of Order for Internal Arrangement**

### **Part 5**

#### **9. REPORTS OF THE MAYOR**

- 9.2 Debate must be allowed by the Speaker in accordance with the rules relating to debate contained herein. Decisions made by the Mayor by way of delegated authority and those made by the Mayor and Mayoral Committee may be debated upon should consent be granted by the Mayor to the Speaker. A member shall request in writing such debate at least 24 (twenty four) hours prior to the meeting. Such request must be issued to the Speaker. The business of meetings of the Council will appear in the following order on the agenda.

**The Executive Mayoral Committee resolved on 08 December 2015 as follows:**

1. The Executive Mayor reports to the municipal council on all decisions taken by the Executive Mayor (excluding Special Council Meetings).
2. The reports of the Executive Mayor shall be for information and nothing by council and no debate, question, motions, points for information, clarity or points of order on the report shall be allowed save where motions or questions are raised in compliance with the provisions of the Council's Rules of Order.

**N/A**

## 9. MATTERS FOR CONSIDERATION

### Rules of Order for Internal Arrangement

#### Part Four:

#### 2. DECISIONS AND VOTING

- 2.1 In the event that the Speaker enquires from the attendees at a meeting if they are in agreement with recommendation/s and there is no opposition by any member present, recommendations are adopted.
- 2.2 The Speaker must put every apposed motion to the vote by calling upon the members to indicate by a raising of hands unless otherwise prescribed by law, whether they are in favour of or against such motion. The result of the vote must thereafter be declared by the Speaker.
- 2.3 The number of members voting in favour of or against an item, is to be recorded in the minutes. Members may abstain from voting without leaving the meeting and may request that his/her abstention be recorded in the minutes of that meeting. Consequently, subsequent to the speaker's declaration of the result, a member may demand that his or her opposition or support of a decision be recorded in the minutes and the Municipal Manager must accordingly arrange for the same.
- 2.4 All decisions must be taken by a supporting vote of the majority of the members present at any meeting of the Council.
- 2.5 The Municipal Council must reconsider a decision taken if the majority of members lodge a request in writing with the Municipal Manager. This shall apply unless such reconsideration adversely affects existing rights. Motions for the reconsideration of decision must be submitted in terms of Rule 5 of the Rules of Order.
- 2.6 Notwithstanding the provision of this Rule, the Council may at any time following a recommendation by the Mayor, rescind or amend any resolution passed by it.

#### Part 5

#### 4. Councillor to address chair

A member who speaks at a meeting must address the chair.

#### Part 5

#### 16. Order of priority

- 16.1 The Speaker must ensure that there is maintenance of order. To this end, the Speaker may, if he / she deems it necessary, at any time in a meeting direct an officer to remove or cause the removal of any person, excluding a member, from the Council Chamber. The Speaker may also direct that the public gallery be vacated.
- 16.2 The removal of any person or persons who refuse to carry out any reasonable instruction given by the Speaker or obstructs the carrying out of such instruction may be ordered by the Speaker.

#### Part 5

#### 3. Precedence of the Speaker

Silence must be observed by all present in meeting when the Speaker addresses meetings in order for the Speaker to be heard without interruption. Whenever the speaker addresses the meeting, all members must be silent so that the speaker may be heard without any interruption. Council must be addressed by members through the Speaker.

#### 13. Relevance

Speeches by members must address the subject or matter under discussion or to an explanation or to a point of order. In this regard, no discussion shall be tolerated in relation to the anticipation of any matter on the agenda or in respect of any matter in respect of which a decision by a judicial or quasi-judicial body or a commission of inquiry, whether instituted in terms of legislation or not, is pending, provided that such matter may be considered with the permission of Council.

#### Part 5

#### 5. Right to speak

A member is provided with an opportunity to speak with the permission of the Speaker only once for no longer than 5 (five) minutes on a matter before the meeting unless authorised by the Chairperson.

A member is entitled to speak once on any recommendation, motion or proposal, provided that the Mayor or Member may reply to conclude a debate and shall restrict himself/herself to answering previous speakers rather than the introduction of new matters.

Prior to the consideration of any item contained in the report of the mayor in reply to a specific question or during discussion of the same, the Speaker shall permit the Mayor, MMC or Chairperson of the Committee in terms of section 79 and 80 of the Local Government Municipal Structures Act 117 of 1998 who made the proposal in terms of rule 9 or rule 14 of part 5 of these Rules to make an explanatory statement.

#### 6. Length of speeches

- 6.1 A member may (unless authorised otherwise by the Speaker) only speak once to-
  - 6.1.1 the matter and any amendments to that matter that is before the council;
  - 6.1.2 any motion before the council;
  - 6.1.3 to a matter or an amendment proposed or to be proposed by himself or herself;
  - 6.1.4 a point of order or a question of privilege, unless authorised by the speaker or as provided for in terms of these rules.
- 6.2 No new matters may be introduced by a mover that speaks to a motion and replies to previous speakers in a debate. The right of reply shall not extend to the mover of an amendment which, having been carried, has become substantive motion.

## **9.1 Items submitted by Officials of Council**

### **9.1.1 AMENDMENT OF THE SUPPLY CHAIN MANAGEMENT POLICY OF CEDERBERG MUNICIPALITY**

**Ref.: 8/1/B**

**Chief Financial Officer: E Alfred**

#### **PURPOSE**

This item aims to draw the attention of the Council, Accounting Officer, Senior Management and all Managers to the following supply chain management reforms.

#### **BACKGROUND**

Regulation 3 of the Supply Chain Management Policy of the Cederberg Municipality determines that each Municipality must review and if necessary, amend its Supply Chain Management Policy.

Our Supply Chain Management Policy need to be reviewed to align our Supply Chain Management Policy with the latest Supply Chain Management prescripts and practices.

The following amendments were made:

Definitions – Added the following definitions – “Central Supplier Database” and “eportal” – pages 8 and 9

Definitions – “list of accredited prospective providers” – Deleted - Page 10

Definitions – “other applicable legislation” – Inserted – “Amendment of Preferential Procurement Regulations promulgated in Government Gazette 40553 on 20 January 2017 “ at point (i) – page 11

Inserted – “Central Supplier Database” – point 12. (4) – page 20

Inserted – “Central Supplier Database” – point 14. (1) (a) – page 22

Inserted – “as per attached Annexure H” – point 14. (1) (c) – page 22

Inserted – “Central Supplier Database” – point 16.1 (a) and 16.4 (a) – page 23

Inserted – “Central Supplier Database” – point 17. (1) (a) – page 24

Inserted – “Central Supplier Database” – point 18. (1) (a) – page 24

Inserted – “must indicate each specific goal or functionality for which points may be awarded in terms of the points system set out in the Preferential Procurement Policy

Framework Act, 2000, read with the Preferential Procurement Regulations 2017 as amended; and” – point 27. (2) (f) – page 36

Annexure G – Listing criteria for Central Supplier Database (CSD) – Added

Annexure H – Designated sectors – local content - Added

#### **FINANCIAL IMPLICATIONS**

None

#### **PERSONNEL IMPLICATIONS**

None

#### **LEGISLATIVE IMPLICATIONS**

Amendment of the Supply Chain Management Policy of Cederberg Municipality.

#### **Comment of Directorates / Departments concerned:**

Municipal Manager:	Recommendation Supported
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

#### **RECOMMENDATION**

- a) That Council, adopts the amendment of the Supply Chain Management Policy of Cederberg Municipality and implement with immediate effect.

#### **RESOLVED:**

- a) That Council, adopts the amendment of the Supply Chain Management Policy of Cederberg Municipality and implement with immediate effect.

**Proposed:** Cllr. R Pretorius

**Seconded:** Cllr. J Meyer



## **9.1.2 OPERATIONAL DELEGATIONS: SUPPLY CHAIN MANAGEMENT**

### **SECTION 82 OF THE MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003**

**Ref.: 8/1/B**

**Chief Financial Officer: E. Alfred**

#### **PURPOSE**

The purpose of the report is to obtain approval for the operation delegations for supply chain management process to ensure effective service delivery.

#### **BACKGROUND**

Section 79(1) of the Municipal Finance Management Act No 56 of 2003 stipulates the following

*“The accounting officer of a municipality-*

- (a) must, for the proper application of this Act in the municipality’s administration, develop an appropriate system of delegation that will both maximize administrative and operational efficiency and provide adequate checks and balances in the municipality’s financial administration.”*

Section 82 of the Municipal Finance Management Act No 56 of 2003 makes provision for sub delegations. In terms of this section, the Chief Financial officer may sub delegate any of the duties referred to in section 81(1)(b), (d) and (e) of this Act to any employee in the budget and treasury office.

#### **DELEGATION AND SUB DELEGATION**

A delegation and sub delegation register were compiled to maximize administrative and operational efficiency in supply chain management unit.

#### **LEGISLATIVE IMPLICATIONS**

Section 82 of the Municipal Finance Management Act No 56 of 2003.

#### **COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED:**

Municipal Manager:	Recommendation Supported
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

**RECOMMENDATION**

**That in respect of:**

**SECTION 82 OF THE MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003**

**Discuss by Council at the Special Council Meeting held on 07 July 2017:**

1. That Council, in terms of Section 82 of the Municipal Finance Management Act No 56 of 2003 approves the Supply Chain Management operational delegations.

**RESOLVED**

**That in respect of:**

**SECTION 82 OF THE MUNICIPAL FINANCE MANAGEMENT ACT NO 56 OF 2003**

**discuss by Council at the Special Council Meeting held on 07 July 2017:**

1. That Council, in terms of Section 82 of the Municipal Finance Management Act No 56 of 2003 approves the Supply Chain Management operational delegations.

**Proposed:** Cllr. B Zass

**Seconded:** Cllr. R Witbooi

### **9.1.3 IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT SYSTEM**

**Ref.: 8/1/B**

**Chief Financial Officer: E Alfred**

#### **PURPOSE**

Regulation 6 of the Supply Chain Management Policy of the Cederberg Municipality states that within 30 days of the end of each financial year a report must be submitted to the Council regarding the implementation of Supply Chain Management Policy.

#### **BACKGROUND**

The Municipal Finance Management Act, No. 53 of 2003 came into effect on the 1 st of July 2004, of which Chapter 11, deals with Supply Chain Management (SCM). Municipalities were compelled to adopt a SCM Policy and to establish a SCM Unit as prescribed by the Legislation. The final set of regulations for SCM was approved on the 30 th of May 2005 per Government Gazette 27636, Notice 868 of 2005. These regulations came into effect on the 1 January 2006 and municipalities were compelled to bring their respective SCM Policies in line with these regulations. The Supply Chain Management Policy has been reviewed and approved by Council on 30 May 2017.

Implementation of system – Supply Chain Management:

Attached report will basically indicate the implementing of the Supply Chain Policy for the 2016 / 2017 financial year.

Conclusion:

The SCM legislation places an anormouse responsibility on all role players to ensure compliance in the exercise of their duties.

#### **Comment of Directorates / Departments concerned:**

Acting Municipal Manager:	Recommendation Supported
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

**RECOMMENDATION**

**That in respect of the:**

**IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT SYSTEM**

**As discussed by Council at the Special Council meeting held on 07 July 2017:**

1. Council, in terms of section 6 of the Supply Chain Management policy, takes cognizance of the attached report.

**RESOLVED**

**That in respect of the:**

**IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT SYSTEM**

**As discussed by Council at the Special Council meeting held on 07 July 2017:**

1. Council, in terms of section 6 of the Supply Chain Management policy, takes cognizance of the attached report.

**9.1.4 VOORRAADOPNAME VERSLAG VIR 2016/2017 OP 30 JUNIE 2017 / STOCK  
TAKING REPORT FOR 2016 / 2017 AS 30 JUNE 2017**

**Ref.: 8/1/B**

**Hoof Finansiële Beamppte: E Alfred**

**DOEL / AIM**

Die nodige magtiging te verleen aan die Direkteur: Finansiële Dienste, om die nodige regstellings te doen, t.o.v die resultate van die voorraad uitgevoer vir die jaar geëindig 30 Junie 2017.

To authorize the Director: Financial Services to make the necessary changes regarding the results of the inventory conducted for the year ended 30 June 2017.

**AGTERGROND / BACKGROUND**

‘n Volledige voorraadopname is gedoen van alle materiaal en voorraad, van Cederberg Munisipaliteit soos op 30 Junie 2017.

A complete inventory was done of all material and supplies of Cederberg Municipality as at 30 June 2017.

**FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION**

Die resultaat van die voorraad is as volg:

1. Die tekorte gevind by items in store beloop ‘n bedrag van (R 558.60). Die waarde van voorraad voor enige regstellings beloop R 1 076 084.29
2. Aangeheg hierby vind u Aanghangsel A wat ‘n uiteensetting gee van alle voorraad soos met die voorraadopname.

The results of the inventory are as follow:

1. The deficiencies found at stores amounted to an amount of (R 558.60). The value of stock before any corrections amounted to R 1 076 084.29
2. Attached you will find Annexure A with an explanation of stock from the stock taking.

The deficits in the stock can be attributed to the following:

- Due to a system error when the stock was transferred from Abakus to Promis.

**REGSIMPLIKASIE / LEGISLATIVE IMPLICATION**

Geen / None

**COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED:**

Municipal Manager:	Recommendation Supported
Director: Corporate and Strategic Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering and Planning Services:	Recommendation Supported
Director: Community Development Services:	Recommendation Supported

**AANBEVELING / RECOMMENDATION**

**That in respect of the:**

**STOCK TAKING REPORT AS ON 30 JUNE 2017**

**discussed by Council at the Special Council meeting held on 07 July 2017:**

1. Dat die Raad kennis neem van die inhoud van die verslag.
  2. Dat magtiging verleen word vir die nodige aansuiwerings en regstellings tussen die voorraad rekords en algemene grootboek.
- 
1. *That Council takes cognisance of the content of the report.*
  2. *That authorization is granted in terms of the necessary adjustments and corrections between stock records and general ledger.*

**RESOLVED**

**That in respect of the:**

**STOCK TAKING REPORT AS ON 30 JUNE 2017**

**discussed by Council at the Special Council meeting held on 07 July 2017:**

1. *That Council takes cognisance of the content of the report.*

2. *That authorization is granted in terms of the necessary adjustments and corrections between stock records and general ledger.*

**Proposed:** Cllr. J Barnard

**Seconded:** Cllr. J Meyer

## **9.1.5 DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES**

**Ref.: 8/1/B**

**CHIEF FINANCIAL OFFICER: E Alfred**

### **BACKGROUND**

(1) The accounting officer may-

- (a) dispense with the official procurement processes and to procure any required goods or services through any convenient process in terms of Section 36 of the SCM Regulations.

### **Discussion:**

In terms of Government Notice no 27636 dated 30 May 2005 the Supply Chain Management Regulations states the following to section 36:

(1) A supply chain management policy may allow the accounting officer-

- (a) To dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only-
  - (i) in an emergency;
  - (ii) If such goods or services are produced or available from a single provider only;
  - (iii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;
  - (iv) Acquisition of animals for zoos; or
  - (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) To ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(2) The accounting officer must record the reasons for any deviations in terms of subregulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.



- (3) Subregulation (2) does not apply to the procurement of goods and services contemplated in regulation 11(2).

### **APPLICABLE LEGISLATION**

The Municipal Supply Chain Management Regulations (2005).

### **FINANCIAL IMPLICATIONS**

The attached transaction amounts was processed for the month of May 2017, and are therefore tabled in terms of Sec .36 (2) of SCM policy before Council for information.

### **Comment of Directorates / Departments concerned:**

Acting Municipal Manager:	Noted
Director: Corporate and Strategic Services:	Noted
Director: Financial Services:	Noted
Director: Engineering and Planning Services:	Noted
Director: Community Development Services:	Noted

### **RECOMMENDATION:**

**That in respect of:**

### **DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES**

**As discussed by Council at the Council meeting held on 07 July 2017:**

1. Council, in terms of section 36 of the Supply Chain Management Regulations, takes cognisance and approve the transactions for the month of May 2017.

### **RESOLVED**

**That in respect of:**

### **DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES**

**discussed by Council at the Council meeting held on 07 July 2017:**

1. Council, in terms of section 36 of the Supply Chain Management Regulations, takes cognisance and approve the transactions for the month of May 2017.

**Proposed:** Cllr. J Meyer

**Seconded:** Cllr. J Barnard

## 9.2 URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

Geen / None

## 9.3 Matters for notification

Geen / None

## 9.4 Consideration of notices of motion

### Rules of Order for internal Arrangement Part 4

#### 4. Notice of motion

- (1) Unless contained otherwise in these Rules, written notice of intent by a member to introduce a motion must be provided accompanied with a motivation, signature of mover and member seconding the motion as well as the date. Such notice must be delivered to the Municipal Manager at least six working days prior to the date of the meeting on which it is intended to be introduced. It shall incorporate a motivation, signature and date. The speaker may not accept any motion other than motion/s of exigency or motion/s of course unless notice has been provided.

Geen / None

## 9.5 Consideration of notices of questions

### Rules of Order for internal Arrangement Part 4

#### 3. Notice of question

Unless contained otherwise in these Rules, written notice must be provided of intention by a member to introduce a question. Such notice shall be effected at least six working days before the date of the meeting on which it is intended to be introduced. It shall incorporate a motivation, signature and date.

- a) Cllr. M Nel requested that:
- (i) The Speaker should address councillors interfering with Administrative matters pertaining to Local Economic Development.
  - (ii) Trees in the Clanwilliam and Elands Bay that is a huge concern.
  - (iii) The lack of proper preparation for disasters in the Cederberg Area.
- b) Cllr. White requested that:
- (i) All Councillors should be informed if or whenever a MEC comes to our area.
  - (ii) Municipal Functions, to be kept informed; and
  - (iii) The importance of proper and better service delivery be addressed.

## 9.6 Consideration of motions of exigency

### Rules of Order for internal Arrangement Part 4

#### 8. Motion of exigency

- 8.1 A motion of exigency exists when the attention of Municipal Council is directed to any matter not appearing on the agenda for which no notice was provided. The subject of the matter is briefly stated as well as reference to the fact that the motion to which attention has been directed be considered a matter of exigency.
- 8.2 The attention to the matter is drawn by a member. The matter is brought under the consideration of council by way of motion or question only of the motion is seconded and carried by a majority of the members present.

Geen / None

<b>10. CLOSURE</b>
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- Meeting adjourned at 12h10.

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**VOORSITTER / CHAIRPERSON**

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**DATUM / DATE**