



**ORDINARY MEETING OF THE COUNCIL**

**GEWONE VERGADERING VAN DIE RAAD**

**INTLANGANISO YESIQHELO YEBHUNGA**

**MINUTES / NOTULE /**

**IMIZUZU**

**DATE / DATUM / UMHLA : 29 APRIL / APRELI 2015**

**VENUE / PLEK / INDAWO : BANQUETING HALL,  
BANKETSAAL,  
CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU  
HERMANUS**

**TIME / TYD / IXESHA: 11:00**

# OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

**MINUTES OF THE COUNCIL MEETING  
HELD IN THE BANQUETING HALL, CIVIC CENTRE,  
HERMANUS, ON 29 APRIL 2015, AT 11:00**

---

**PRESENT/ TEENWOORDIG**

Councillors were present as per attached attendance register.

**OFFICIALS PRESENT/  
AMPTENARE TEENWOORDIG**

Mr C Groenewald, Municipal Manager  
Ms S Reyneke-Naudé, Director : Finance  
Mr S Madikane, Director : Local Economic Development  
Mr S Müller, Director : Infrastructure & Planning  
Mr R Williams, Director : Community Services  
Ms D Arrison, Director : Management Services  
Mr N Michaels, Director : Protection Services  
Mr D van der Heever, Chief Audit Executive  
Mr C le Roux, Deputy Director : Finance  
Mr R Fraser, Chief : Traffic & Licensing  
Mr L Smith, Chief: Fire & Rescue & Disaster Management  
Ms R la Cock, Senior Manager : Supply Chain Management  
Mr L Tate, Accountant : Capital Budget  
Mr F Frans, Manager : Housing Administration  
Mr D Lakey, Senior Manager : Kleinmond  
Ms R Louw, Senior Manager : Strategic Services  
Mr B King, Senior Manager : Financial Services  
Ms C Resandt, PRO to the Executive Mayor  
Ms N Zweni, Communications Officer  
Ms P Aploon, Environmental Officer  
Ms H van Tonder, Manager : Council Support Services  
Ms S Swart: Administrative Officer : Council Support Services  
Ms D Laing, Clerk : Auditorium  
Interns

**ALSO PRESENT:**

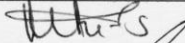

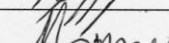

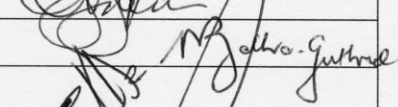

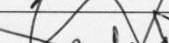
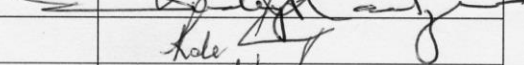
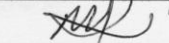
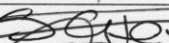


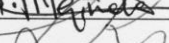


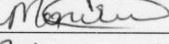
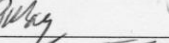
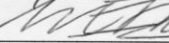
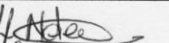
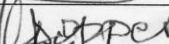

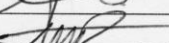
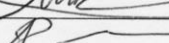
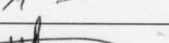
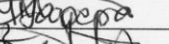
Members of the Public  
Members of the Audit Committee

---

**MINUTES/....**

OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

COUNCIL MEETING  
29 APRIL 2015

ALDERMAN/COUNCILLORS	SIGNATURE
ANDREWS, M	
APPELGREIN, P	
BEYERS-CRONJE, L	
BOTHA, D	
BOTHA-GUTHRIE, N	
BRICE, K	
COETSEE, A	
COETZEE, DP	
DE CONING, R	
DYANI, M	
GXAMESI, S	
JANUARIE, JJS	
NQINATA, NNT	
KRIGE, L	
MACOTHA, VC	
MANDINDI, CQ	
MAY, P	
NELL, E	
NDEVU, L	
OPPERMAN, M	
PIE, MT	
PONOANE, MV	
PRINS, A	
SAPEPA, NM	
SMITH, RJ	

**1. OPENING**

The Municipal Manager, Mr C Groenewald read the notice convening the meeting.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

**3. CONFIRMATION OF MINUTES**

- 3.1 Minutes of an **Ordinary Meeting** of the Overstrand Municipal **Council** held on **Wednesday, 25 March 2015 at 11:00**

**RESOLVED**

that the Minutes of an **Ordinary Meeting** of the Overstrand Municipal **Council** held on **Wednesday, 25 March 2015 at 11:00, be confirmed.**

- 3.1 Minutes of a **Special Meeting** of the Overstrand Municipal **Council** held on **Thursday, 2 April 2015 at 10:50**

**RESOLVED**

that the Minutes of a **Special Meeting** of the Overstrand Municipal **Council** held on **Thursday, 2 April 2015 at 10:50, be confirmed.**

**4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE SPEAKER / EXECUTIVE MAYOR**

The Speaker, Ald A Coetsee, welcomed Mr John de Kock, a learner from Curro School and a Sea Scout, who is working towards his Explorer's Badge for Scouts and has to, *inter alia*, observe a council meeting and report back to the troupe.

The Speaker, Ald A Coetsee, reminded aldermen/councillors that the mayoral committee and council meetings for May 2015 have been rescheduled from 27 May 2015 to 28 May 2015.

An award which was received from the Auditor-General during March 2015 for retaining a clean audit for the second consecutive year, was handed over to the Executive Mayor, Ald N Botha-Guthrie and Municipal Manager, Mr C Groenewald by the Director: Finance, Ms S Reyneke-Naudé and the Director:

Management Services, Ms D Arrison.

An award which was received by Gansbaai for “Best Destination for Responsible Tourism” as well as “Overall Winner” from “Fair Trade Tourism Organisation”, was handed over to the Executive Mayor, Ald N Botha-Guthrie and Municipal Manager, Mr C Groenewald by the Director: Local Economic Development, Mr S Madikane.

The Executive Mayor, Ald N Botha-Guthrie, thanked the members of the Audit Committee for their support, oversight and guidance during the last financial year. She honoured two (2) specific persons of the Audit Committee, namely Mr G Lawrence and Mr W Jacobs, who are retiring from the Committee. The Speaker allowed, in terms of his inherent discretion, these two (2) outgoing members to address the meeting. Messrs Lawrence and Jacobs voiced their gratitude towards the municipality and wished the municipality all the best for the future.

**5. CONSIDERATION OF RECOMMENDATIONS MADE BY THE EXECUTIVE MAYOR TO COUNCIL, IN TERMS OF SECTION 160(2) OF THE CONSTITUTION, 1996, AND SECTION 59(1)(a) OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT 2000 (ACT 32 OF 2000)**

**5.1**

**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)  
THIRD QUARTERLY REPORT: JANUARY- MARCH 2015**

**(ITEM 1, PAGE 1 : MANAGEMENT SERVICES PORTFOLIO -  
MAYORAL COMMITTEE MEETING : 29 APRIL 2015)**

**RESOLVED (UNANIMOUSLY):**

that the content of the report for the third quarter of the 2014/15 financial year on the top level Service Delivery and Budget Implementation Plan, **be noted.**

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**5.2****OVERSTRAND MUNICIPALITY: SELECTION OF HOUSING BENEFICIARIES IN OWNERSHIP-BASED SUBSIDY PROJECTS POLICY****(ITEM 1, PAGE 1 : COMMUNITY SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the revised Overstrand Municipal Policy on Selection of Housing Beneficiaries in Ownership-based Subsidy Projects, **be adopted** and **be implemented** with immediate effect.

**RESPONSIBLE OFFICIAL :****R WILLIAMS / F FRANS****TARGET DATE FOR IMPLEMENTATION :****WITH IMMEDIATE EFFECT**

**5.3**

**HERMANUS: IN PRINCIPLE APPROVAL FOR THE ALIENATION OF A PORTION OF ERF 4771, VOËLKLIP, HERMANUS, BY MEANS OF A COMPETITIVE PROCESS**

**(ITEM 1, PAGE 1 : INFRASTRUCTURE AND PLANNING PORTFOLIO - MAYORAL COMMITTEE MEETING : 29 APRIL 2015)**

**RESOLVED (UNANIMOUSLY):**

1. that the alienation of a portion of Erf 4771, Voëlklip, Hermanus, ( $\pm 205\text{m}^2$  in extent), by means of a competitive process be **approved in principle**;
2. that the costs pertaining to the transaction, e.g. subdivision, possible consolidation, rezoning, transfer costs, water- and sewer connections, bulk services contribution, advertisements, etc, excluding the valuation costs, be paid by the purchaser;
3. that an access servitude be registered over the remainder of Erf 4771, Voëlklip, Hermanus to provide access to the proposed subdivided erf at the cost of the purchaser; and
4. that it is confirmed that Council has taken cognisance of the fact that the Municipal property herewith alienated is not required for the provision of basic municipal services in terms of the provisions of paragraph 5 of Council's Administration of Immovable Property Policy and Section 14 of the Local Government: Municipal Finance Management Act (Act 56 of 2003).

**RESPONSIBLE OFFICIAL :****A KOTZE****TARGET DATE FOR IMPLEMENTATION :****8 MAY 2015****TARGET DATE TO INFORM APPLICANT :****N/A****TARGET DATE TO INFORM OBJECTOR :****N/A**



**5.4**

**ERVEN 1599, 1600 & 1601, BERGSIG STREET, SANDBAAI, HERMANUS, OVERSTRAND MUNICIPAL AREA : PROPOSED REZONING, CONSOLIDATION, AMENDMENT OF SPATIAL DEVELOPMENT FRAMEWORK: PLAN ACTIVE ON BEHALF OF THE NICO VAN ZYL FAMILY TRUST & BLAZECOR TWENTY SEVEN CC**

**(ITEM 14, PAGE 340 : INFRASTRUCTURE AND PLANNING PORTFOLIO - MAYORAL COMMITTEE MEETING : 29 APRIL 2015)**

**RESOLVED (UNANIMOUSLY):**

that the application for Amendment of the Overstrand Municipal Wide Spatial Development Framework, 2006 to change the reservation of Erven 1599, 1600 & 1601, Sandbaai from "Residential" to "Industrial", **be approved.**

**RESPONSIBLE OFFICIAL :****H VAN DER STOEP****TARGET DATE FOR IMPLEMENTATION :****13 MAY 2015****TARGET DATE TO INFORM APPLICANT :****13 MAY 2015****TARGET DATE TO INFORM OBJECTORS :****13 MAY 2015**

**5.5****MUNICIPAL REGULATIONS ON A STANDARD CHART OF ACCOUNTS  
(mSCOA) : STATUS OF IMPLEMENTATION****(ITEM 5, PAGE 1 : MAYORAL COMMITTEE MEETING : 29 APRIL  
2015)****RESOLVED (UNANIMOUSLY):**

that the mSCOA Progress Report for the implementation of the mSCOA regulations,  
**be noted.**

**RESPONSIBLE OFFICIALS:****S REYNEKE-NAUDE  
C. LE ROUX  
B. KING  
R. LA COCK  
E. HOONEBERG  
H. VORSTER  
R PAGE****TARGET DATE FOR IMPLEMENTATION :****1 JULY 2017**

**5.6****REVIEW OF THE AUDIT COMMITTEE CHARTER OF OVERSTRAND MUNICIPALITY****(ITEM 6, PAGE 9 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the reviewed/amended Audit Committee Charter of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****01 MAY 2015**

**5.7****FIRST AUDIT REPORT OF THE PERFORMANCE AUDIT COMMITTEE (PAC) TO THE OVERSTRAND MUNICIPAL COUNCIL PERIOD 2014/15****(ITEM 7, PAGE 25 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the first Audit Report in respect of the 2014/15 financial year submitted by the Performance Audit Committee as part of their reporting obligations arising from the Local Government: Municipal Planning and Performance Management Regulations, 2001, **be noted**.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

5.8

**APPROVAL/ADOPTION OF NEWLY COMPILED FRAMEWORK FOR COMBINED ASSURANCE****(ITEM 8, PAGE 35 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the newly compiled/reviewed Framework for Combined Assurance of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****01 MAY 2015**

5.9

**APPROVAL/ADOPTION OF NEWLY COMPILED AUDITEE'S ASSESSMENT  
(INTERNAL)****(ITEM 9, PAGE 46 : MAYORAL COMMITTEE MEETING : 29 APRIL  
2015)****RESOLVED (UNANIMOUSLY):**

that the newly compiled/reviewed Auditee's Assessment (Internal) of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****01 MAY 2015**

**5.10****REVIEW OF THE RISK MANAGEMENT POLICY OF OVERSTRAND MUNICIPALITY****(ITEM 10, PAGE 49 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the reviewed Risk Management Policy of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****01 MAY 2015**

5.11

**REVIEW OF FRAUD PREVENTION PLAN OF OVERSTRAND MUNICIPALITY**

**(ITEM 11, PAGE 63 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)**

**RESOLVED (UNANIMOUSLY):**

that the reviewed Fraud Prevention Plan of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :**

**D C VAN DER HEEVER**

**TARGET DATE FOR IMPLEMENTATION :**

**01 MAY 2015**



5.12

**APPROVAL/ADOPTION OF NEWLY COMPILED INTERNAL AUDIT METHODOLOGY****(ITEM 12, PAGE 90 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the newly compiled/reviewed Internal Audit Methodology of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****01 MAY 2015**

5.13

**APPROVAL/ADOPTION OF NEWLY COMPILED AUDIT COMMITTEE WORKPLAN****(ITEM 13, PAGE 125 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the newly compiled/reviewed Audit Committee Workplan of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****01 MAY 2015**

5.14

**APPROVAL/ADOPTION OF NEWLY COMPILED QUALITY ASSURANCE & IMPLEMENTATION PROGRAM (QAIP)****(ITEM 14, PAGE 133 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the newly compiled/reviewed Quality Assurance & Implementation Program (QAIP) of Overstrand Municipality **be approved** and implemented with effect from 01 May 2015.

**RESPONSIBLE OFFICIAL :****D C VAN DER HEEVER****TARGET DATE FOR IMPLEMENTATION :****01 MAY 2015**

**5.15****SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2014/2015 :  
3<sup>rd</sup> QUARTER: 01 JANUARY TO 31 MARCH 2015****(ITEM 15, PAGE 139 : MAYORAL COMMITTEE MEETING : 29 APRIL  
2015)****RESOLVED (UNANIMOUSLY):**

that **cognisance be taken** of the activities undertaken and outcomes achieved in the implementation of the Overstrand Municipality Supply Chain Management Policy for the 3<sup>rd</sup> Quarter of 2014/2015.

**RESPONSIBLE OFFICIAL :****R LA COCK****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

**5.16****QUARTERLY BANK ACCOUNT WITHDRAWALS NOT IN TERMS OF AN APPROVED BUDGET****(ITEM 16, PAGE 146 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the consolidated quarterly report in respect of Bank Account Withdrawals not in terms of an Approved Budget for the quarter ended March 2015, **be noted**.

**RESPONSIBLE OFFICIAL :****BA KING****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

5.17

**QUARTERLY BUDGET REPORT FOR MARCH 2015****(ITEM 17, PAGE 149 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

that the budget report for the quarter ended March 2015, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003, **be noted**.

**RESPONSIBLE OFFICIAL :****B A KING****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

**5.18****4<sup>th</sup> ADJUSTMENTS BUDGET 2014/2015 (UNFORESEEN AND UNAVOIDABLE EXPENDITURE & ADDITIONAL WESTERN CAPE PROVINCIAL ALLOCATIONS)****(ITEM 18, PAGE 186 : MAYORAL COMMITTEE MEETING : 29 APRIL 2015)****RESOLVED (UNANIMOUSLY):**

1. that, in terms of section 28(2)(b) & (c) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the 4<sup>th</sup> Adjustments Budget for 2014/2015 **be approved** as set out in the following schedules:

**Schedule 1:** Budgeted financial performance (revenue & expenditure by municipal vote)

**Schedule 2:** Budgeted financial performance (revenue by source & expenditure by type)

**Schedule 3:** Budgeted multi-year capital appropriations by standard classification (vote) and associated funding by source

**Schedule 4:** Budgeted financial position

**Schedule 5:** Budgeted cash flow

**Schedule 6:** Cash backed reserves and acc. surplus reconciliation

**Schedule 7:** Asset management

**Schedule 8:** Basic service delivery measurement

2. that the following schedules be noted:

**Schedule 9:** Budgeted financial performance (revenue & expenditure by standard classification)

**Schedule 10:** Budgeted capital appropriations by municipal vote

**RESPONSIBLE OFFICIAL :****BA KING****TARGET DATE FOR IMPLEMENTATION :****29 APRIL 2015**

**5.19****REVISED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)  
FOR 2014/15****(ITEM 19, PAGE 259 : MAYORAL COMMITTEE MEETING : 29 APRIL  
2015)****RESOLVED (UNANIMOUSLY):**

1. that the revised SDBIP for 2014/15 **be approved.**
2. that the revised SDBIP for 2014/15 **be made public.**

**RESPONSIBLE OFFICIAL :****R LOUW****TARGET DATE FOR IMPLEMENTATION :****30 APRIL 2015**



**5.20**

**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)  
POLICY: PARAGRAPH 36, 16(1)(B) AND 17(1)(C), FOR MARCH 2015**

**(ITEM 20, PAGE 276 : MAYORAL COMMITTEE MEETING : 29 APRIL  
2015)**

**RESOLVED (UNANIMOUSLY):**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for March 2015, **be noted**; and
2. that the awards made in terms of Paragraph 16(1)(b) and 17(1)(c), approved in terms of the delegated authority for March 2015, **be noted**.

**RESPONSIBLE OFFICIAL :****R LA COCK****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

**6. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

The Municipal Manager, Mr C Groenewald, reminded the meeting that Thursday, 30 April 2015 is the last day to submit comments on the 2015/2016 Budget.

**7. CONSIDERATION OF NOTICES OF MOTIONS / QUESTIONS**

None

**8. CONSIDERATION OF MOTIONS OF EXIGENCY**

None

**The meeting adjourned at 11:37**

---

**DATE**

---

**THE SPEAKER – A COETSEE**