



**SPECIAL MEETING OF THE MAYORAL
COMMITTEE**

**SPESIALE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE

IMIZUZU

DATE / DATUM / UMHLA : 18 APRIL / APRELI 2017

**VENUE / PLEK / INDAWO : BANQUETING HALL /
BANKETSAAL**

**CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU
HERMANUS**

TIME / TYD / IXESHA : 10:00

OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

MINUTES OF A SPECIAL MEETING OF THE MAYORAL COMMITTEE HELD IN THE BANQUETING HALL, CIVIC CENTRE, HERMANUS, ON 18 APRIL 2017, AT 10:00

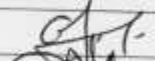
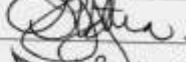


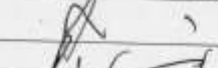
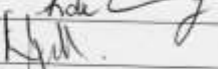

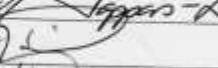
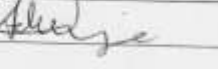
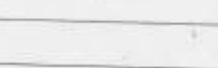
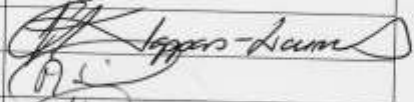
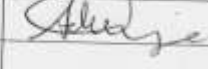

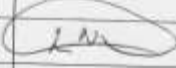
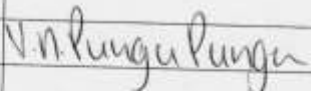

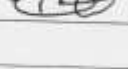
PRESENT: Councillors were present as per attached attendance register.

OFFICIALS PRESENT: Mr C Groenewald, Municipal Manager
Mr S Müller, Director : Infrastructure & Planning
Mr R Williams, Director: Community Services
Mr N Michaels, Director : Protection Services
Mr S Madikane, Director: LED
Ms D Arrison, Director : Management Services
Ms S Reyneke-Naudé, Director : Finance
Mr C le Roux, Deputy Director : Finance
Mr B King, Senior Manager : Financial Services
Mr R Fraser, Chief : Traffic/Licences
Mr G Smith, Manager : Social Development
Mr R Kuchar, Senior Manager : Town Planning & Property Management
Ms R Louw, Senior Manager : Strategic Services
Mr D van der Heever, Internal Audit Executive
Mr H Vorster, Senior Manager : Expenditure & Assets
Ms H van Tonder, Manager, Council Support Services
Mr A Gcotyelwa, Housing Officer (Acting as Interpreter)
Ms C Resandt, Communication Officer
Ms S Swart, Administrative Officer : Council Support Services
Ms M de Villiers, Mayoral Committee Secretary
ICT

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING
18 APRIL 2017

ALDERMAN/COUNCILLORS	SIGNATURE
AFRICA, A	
BOTHA, D	
BOTHA-GUTHRIE, N	 Botha-Guthrie
BRICE, KD	
COETSEE, A	
COETZEE, DP	
COHEN, G	
DE CONING, CA	
GILLION, E	
KALOLO, SV	
KLOPPERS-LOURENS J	
KOMANI, AS	
KRIGE, F	
NQINATA, NNT	
MACOTHA, VC	
MOLEFE, B	
MSWELI, X	
NTSABO, L	
OPPERMAN, M	
PUNGUPUNGU, V	
SAPEPA, NM	
SMITH, RJ	
TAFU-NWONKWO, CC	
TEBELE, S	

1. OPENING

Cllr V Pungupungu opened with prayer.

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

2. APPLICATIONS FOR LEAVE OF ABSENCE

None

3. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR/EXECUTIVE DEPUTY MAYOR

The Executive Mayor, Ald R Smith, welcome all those present after the Easter Weekend and informed the meeting that Cllr M Opperman is in hospital.

4.
**REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998 (ACT 20 OF 1998):
DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND
BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS**

5/12/1

S Reyneke-Naudé
05 April 2017

(028) 313 8040

Corporate Head Office

EXECUTIVE SUMMARY

To consider increased salaries, allowances and benefits of councillors with retrospective effect from 1 July 2016.

RECOMMENDATION TO THE COUNCIL:

1. that Council resolution dated 23 January 2017 for Item 4.5 **be revoked**;
2. that the salaries and allowances in respect of the different members of Council as provided for in Government Notice 313, dated 03 April 2017, **be approved** and be made applicable **with effect from 1 July 2016**, subject to the concurrence of same by the Provincial Minister of Local Government, Environmental Affairs and Development Planning; and
3. that, in terms of Section 13 of the government notice mentioned in 1 above, Councillors provide the Municipality with either all the necessary details regarding the councillor's property or assets to be covered by the special risk insurance to provide for the loss of or damage to a councillor's property, assets, life or disability arising from any riot, civil unrest, strike or public disorder, or with written confirmation that such cover is in place as part of a personal insurance portfolio arrangement already made by themselves.

RESPONSIBLE OFFICIAL :

**J VORSTER /
RETHA RUST**

TARGET DATE OF IMPLEMENTATION :

30 APRIL 2017

5.
CONTRACT SC 1683/2016: PROPOSED AMENDMENT: SUPPLY & INSTALLATION OF NEW SPORTFIELD LIGHTING AT ZWELIHLE AND HAWSTON SPORTFIELDS

8/2/2
JH du Plessis (028) 316 2630 Hermanus Administration
7 April 2017

EXECUTIVE SUMMARY

The purpose of this report is to provide the necessary information and motivation on the proposed amendment of Contract SC 1683/2016: Supply & Installation of New Sport field Lighting at Zwelihle and Hawston Sport fields, in terms of the enabling provisions of section 116(3) of the Local Government: Municipal Finance Management Act, Act No. 56 of 2003 (MFMA), to enable Council to make an informed decision whether to consent to the amendment of the contract.

RECOMMENDATION TO THE COUNCIL:

1. that **cognisance be taken** of the reasons for the proposed amendment of **Contract SC 1683/2016** for the **Supply & Installation of New Sportfield Lighting at Zwelihle and Hawston Sportfields, for a Contract Period ending 30 June 2017**, in terms of the enabling provisions of Section 116(3) of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003), and that the amendment be consented to; and
2. that **cognisance be taken** that no recommendations or representations were received from the local community by closing date, 03 April 2017.

RESPONSIBLE OFFICIAL :

JH DU PLESSIS

TARGET DATE FOR IMPLEMENTATION :

18 APRIL 2017

6.
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c), FOR MARCH 2017**

8/2/2

C Le Roux
07 April 2017

(028) 313 8107

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of this report is to inform Council of all deviations from the Supply Chain Management Policy, approved by the delegated authority in terms of Paragraph 36 of the Supply Chain Management Policy, as well as approvals in terms of Paragraph 16(1)(b) and 17(1)(c) for March 2017.

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for March 2017, **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 2017, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

7.
**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2016/2017:
3rd QUARTER: 01 JANUARY TO 31 MARCH 2017**

8/2/2

C Le Roux
10 April 2017

(028) 313 8107

Hermanus Administration

EXECUTIVE SUMMARY

In terms of Clause 6(3) of Overstrand Municipality's Supply Chain Management Policy, the Municipal Manager must, within 6 business days of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

RECOMMENDATION TO THE COUNCIL:

that **cognisance be taken** of the activities undertaken and outcomes achieved in the implementation of the Overstrand Municipality's Supply Chain Management Policy for the 3rd Quarter of 2016/2017;

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**8.
GRANTS-IN-AID: RECOMMENDATIONS FOR 2017/18**

**5/16/1/2
GG Smit
27 March 2017**

(028) 3138935

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of this report is to:

1. inform Council that the Grant-in-Aid allocation process for the 2017/18 financial year has been completed; and
2. present the list of recommended beneficiaries.

RECOMMENDATION TO THE COUNCIL:

that the

- (a) Grants-in-Aid: Schedule of recommended beneficiaries for the 2017/18 financial year; and
- (b) Grants-in-Aid: Schedule of unsuccessful applicants 2017/18

be noted.

RESPONSIBLE OFFICIAL:

GG SMIT

TARGET DATE FOR IMPLEMENTATION:

JULY 2017

9.
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
THIRD QUARTERLY REPORT: JANUARY- MARCH 2017**

9/1/2/5

R Louw

(028) 313 8071

Hermanus Administration

28 March 2017

EXECUTIVE SUMMARY

The purpose of this report is to provide an executive summary of service delivery performance in terms of the top level SDBIP for the third quarter, 2 January 2017 to 31 March 2017.

RECOMMENDATION TO THE COUNCIL:

that the content of the report for the third quarter of the 2016/17 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

**10.
QUARTERLY BANK ACCOUNT WITHDRAWALS NOT IN TERMS OF AN
APPROVED BUDGET FOR THE QUARTER ENDED MARCH 2017**

5/18/R

BA King

(028) 313 8154

Head Office Administration

12 March 2017

EXECUTIVE SUMMARY

Report prepared as part of the financial reporting obligations arising from section 11(4) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

RECOMMENDATION TO THE COUNCIL:

that the consolidated quarterly report in respect of Bank Account Withdrawals not in terms of an Approved Budget for the quarter ended March 2017, **be noted**.

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

11.

BUDGET REPORT FOR THE QUARTER ENDED MARCH 2017

5/1/18-2016/2017

(028) 313 8154

Corporate Head Office

B A King

12 March 2017

EXECUTIVE SUMMARY

Report prepared as part of the financial reporting obligations arising from section 52(d) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

RECOMMENDATION TO THE COUNCIL:

that the budget report for the quarter ended March 2017, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003, **be noted**.

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

12.
3rd ADJUSTMENTS BUDGET 2016/2017 (ADDITIONAL WESTERN CAPE
PROVINCIAL ALLOCATIONS)

5/1/18-2016/2017

BA King

(028) 313 8154

Corporate Head Office

13 April 2017

EXECUTIVE SUMMARY

Report prepared in terms of section 28(2)(b) of the Local Government: Municipal Finance Management Act, 2003 (MFMA) for the appropriation of Western Cape Adjusted Estimates of Provincial Expenditure 2016, accelerated spending on the Human Settlements Development Grant (HSDG) for 2017/2018, Municipal Infrastructure Grant (MIG) Re-Allocations and mSCOA reclassifications.

RECOMMENDATION TO THE COUNCIL:

1. that, in terms of section 28(2)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the 3rd Adjustments Budget for 2016/2017 **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 :

21 APRIL 2017

**13.
REVISED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
FOR 2016/17**

9/1/2/5

R Louw

(028) 313 8071

Corporate Head Office

12 April 2017

EXECUTIVE SUMMARY

The purpose of this report is to submit a revised Service Delivery and Budget Implementation Plan (SDBIP) for 2016/17 to Council for approval.

RECOMMENDATION TO THE COUNCIL:

1. that the revised SDBIP for 2016/17 **be approved;**
2. that the amendments to the Departmental and Top Layer SDBIP for 2016/17 **be approved;** and
3. that the revised SDBIP for 2016/17 **be made public.**

RESPONSIBLE OFFICIAL :

R LOUW

TARGET DATE FOR IMPLEMENTATION :

21 APRIL 2017

The meeting adjourned at 10:15

DATE

R SMITH – EXECUTIVE MAYOR