



**SPECIAL MEETING OF THE MAYORAL
COMMITTEE**

**SPESIALE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE

IMIZUZU

**DATE / DATUM / UMHLA : 23 JANUARY / JANUARIE /
JANYUWARI 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 23 JANUARY 2017, AT 10:00

PRESENT: Councillors were present as per attached attendance register.

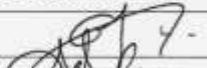

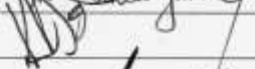


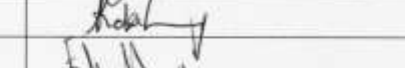
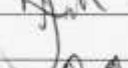


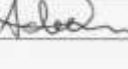


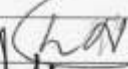
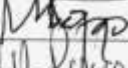
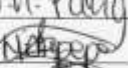



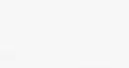


OFFICIALS PRESENT: Mr C Groenewald, Municipal Manager
Mr S Müller, Director : Infrastructure & Planning
Mr R Williams, Director: Community Services
Mr N Michaels, Director : Protection Services
Mr X Kosi, Acting Director: LED
Ms D Arrison, Director : Management Services
Mr C le Roux, Acting Director : Finance
Mr D Lakey, Senior Manager : Kleinmond
Mr F Myburgh, Senior Manager : Gansbaai
Administration
Mr B King, Senior Manager : Financial Services
Mr L Smith, Chief : Fire & Rescue & Disaster
Management
Mr R Fraser, Chief : Traffic/Licences
Mr I Witbooi, Manager : Demand & Procurement
Ms R Steenekamp, Media & Social Media
Co-ordinator
Mr A Gcotyelwa, Interpreter
Ms S Swart, Administrative Officer : Council
Support Services
Ms G Erasmus, Clerk: Auditorium

ALSO PRESENT: Members of the Public

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING
23 JANUARY 2017

ALDERMAN/COUNCILLORS	SIGNATURE
AFRICA, A	
BOTHA, D	
BOTHA-GUTHRIE, N	
BRICE, KD	
COETSEE, A	
COETZEE, DP	
COHEN, G	
DE CONING, CA	
GILLION, E	
KALOLO, SV	
KLAAS, A	
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

Ald M Sapepa 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 Deputy Executive Mayor, Ald D Coetzee, welcomed back all Councillors and Officials after the 2016/17 recess and expressed his hope that all will go well during this term.

4.
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR NOVEMBER 2016**

8/2/2

C Le Roux

(028) 313 8080

Corporate Head Office

07 December 2016

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 16(1)(b) and 17(1)(c) for November 2016.

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for November 2016, **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 November 2016, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

5.
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c), FOR DECEMBER 2016**

8/2/2

C Le Roux

(028) 313 8080

Corporate Head Office

06 January 2017

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 16(1)(b) and 17(1)(c) for December 2016.

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for December 2016, **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 December 2016, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**6.
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2016/2017:
2nd QUARTER: 01 OCTOBER TO 31 DECEMBER 2016**

8/2/2

C Le Roux

(028) 313 8107

Hermanus Administration

09 January 2017

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 2nd Quarter of 2016/2017.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

7.
**MUNICIPAL REGULATIONS ON A STANDARD CHART OF ACCOUNTS (mSCOA):
PROGRESS ON STATUS OF THE mSCOA IMPLEMENTATION PROJECT**

3/2/3/15

S Reyneke-Naude

(028) 313 8040

Corporate Head Office

2 January 2017

EXECUTIVE SUMMARY

The purpose of this submission to Council is to:

- 1) Inform Council on specific initiatives to date by National Treasury to enable a full and complete understanding of the scope and extend of the SCOA implementation as applicable to all municipalities and municipal entities;
- 2) Maintain an on-going awareness of the mSCOA initiative in the Overstrand Municipality;
- 3) Report to Council on progress made to date with the implementation of mSCOA at the Overstrand Municipality.

RECOMMENDATION TO THE COUNCIL:

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

RESPONSIBLE OFFICIALS:

**S REYNEKE-NAUDE
C LE ROUX
B KING
E HOONEBERG
H VORSTER**

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2017

**8.
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
30 December 2016

(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 the salaries and allowances in respect of the different members of Council as provided for in Government Notice 1600, dated 21 December 2016, **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
2. 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 :

28 FEBRUARY 2017

**9.
IRRECOVERABLE INTEREST ON ACCOUNT: MH ABDULLAH****5/17/1****EM Hooneberg
17 January 2017****(028) 313 8149****Hermanus Administration**

EXECUTIVE SUMMARY

The purpose of the report is to consider the write-off of irrecoverable interest on the account of MH Abdullah.

RECOMMENDATION TO THE COUNCIL:

that interest to the value of R29 153.07 of Mr MH Abdullah be written off as Irrecoverable debt:

- i. Account Number 450000002908 (Erf 822): R14 052,07; and
- ii. Account Number 450000008423 (Erf 823): R15 101,00

RESPONSIBLE OFFICIAL :**EM HOONEBERG****TARGET DATE FOR IMPLEMENTATION :****31 JANUARY 2017**

10.

BUDGET REPORT FOR THE QUARTER ENDED DECEMBER 2016

5/1/18-2016/2017

(028) 313 8154

Corporate Head Office

B A King

16 January 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 December 2016, 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**

11.

QUARTERLY BANK ACCOUNT WITHDRAWALS NOT IN TERMS OF AN APPROVED BUDGET FOR THE QUARTER ENDED DECEMBER 2016

5/18/R

B A King

(028) 313 8154

Corporate Head Office

16 January 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 December 2016, **be noted**.

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

12.

MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR DECEMBER 2016

5/15/1//2/1

BA King

(028) 3138154

Corporate Head Office

17 January 2017

EXECUTIVE SUMMARY

Report prepared as part of the reporting obligations arising from section 72 and 54(1)(f) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

RECOMMENDATION TO THE COUNCIL:

that the Mid-Year Budget and Performance Assessment Report **be noted**.

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

13.

ADJUSTMENTS BUDGET 2016/2017 (WESTERN CAPE ADJUSTED ESTIMATES, 2016)

5/1/18-2016/2017

BA King

(028) 313 8154

Corporate Head Office

16 January 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 additional revenues that have become available through the Western Cape Adjusted Estimates, 2016.

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 Adjustments Budget (WC Provincial allocations and adjusted estimates) 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 :****31 JANUARY 2017**

**14.
REVISED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
FOR 2016/17**

9/1/2/5

R Louw

(028) 313 8071

Corporate Head Office

12 December 2016

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 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 :

2 FEBRUARY 2017

**15.
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
SECOND QUARTERLY REPORT: OCTOBER – DECEMBER 2016**

2/12/17

R Louw

(028) 313 8071

Corporate Head Office

12 December 2016

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 second quarter, 1 October 2016 to 31 December 2016.

RECOMMENDATION TO THE COUNCIL:

that the content of the report for the second 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

The meeting adjourned at 10:30

DATE

R SMITH – EXECUTIVE MAYOR