



**SPECIAL MEETING OF THE MAYORAL
COMMITTEE**

**SPESIALE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE

IMIZUZU

**DATE / DATUM / UMHLA : 24 JANUARY / JANUARIE /
JANYUWARI 2018**

**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 24 JANUARY 2018, AT 10:00

PRESENT: Councillors were present as per attached attendance register.

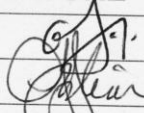
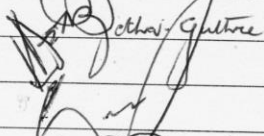
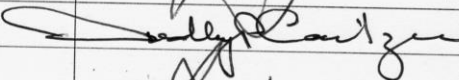
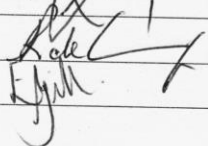
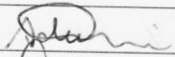

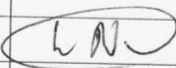
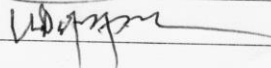
OFFICIALS PRESENT: Mr C Groenewald, Municipal Manager
Mr S Müller, Director : Infrastructure & Planning
Mr R Williams, Director: Community Services
Mr N Michaels, Director : Protection Services
Mr S Madikane, Director: LED
Ms D Arrison, Director : Management Services
Ms S Reyneke-Naudé, Director : Finance
Mr C le Roux, Deputy Director : Finance
Mr D Lakey, Senior Manager : Kleinmond
Mr F Myburgh, Senior Manager : Gansbaai
Administration
Mr B King, Senior Manager : Financial Services
Mr H Vorster, Senior Manager : Expenditure &
Assets
Ms R Louw, Senior Manager : Strategic Services
Ms H van Tonder, Manager : Council Support
Services
Ms N Zweni, Manager : Communication
Mr M Bartman, Deputy Director : Community
Services
Ms C Resandt, Communication Officer
Mr A Gcotyelwa, Housing Officer
Ms S Swart, Administrative Officer : Council
Support Services
Ms M de Villiers, Mayoral Committee Secretary
Ms G Erasmus, Clerk: Auditorium
Ms D Laing, Relief Clerk : Grade 2
Ms S Carelse, PRO Mayor
ICT

ALSO PRESENT: Members of the Public

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING
24 JANUARY 2018

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

1. OPENING

The Municipal Manager, Mr C Groenewald, read the notice convening the meeting. Ald D Coetzee acted as Executive Mayor and opened with prayer.

2. APPLICATIONS FOR LEAVE OF ABSENCE

None

3. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE ACTING EXECUTIVE MAYOR

None

4.
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR NOVEMBER 2017**

8/2/2

C Le Roux

(028) 313 8107

Corporate Head Office

08 December 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 Paragraph 16(1)(b) and 17(1)(c) for November 2017.

RECOMMENDATION TO THE COUNCIL:

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

8/2/2

C Le Roux

(028) 313 8107

Corporate Head Office

05 January 2018

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 December 2017.

RECOMMENDATION TO THE COUNCIL:

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

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**6.
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2017/2018:
2nd QUARTER: 01 OCTOBER TO 31 DECEMBER 2017**

8/2/2

C Le Roux

(028) 313 8107

Hermanus Administration

10 January 2018

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 2017/2018.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

7.
**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
10 January 2018

(028) 313 8040

Corporate Head Office

EXECUTIVE SUMMARY

To consider increased salaries, allowances and benefits of councillors with retrospective effect from 1 July 2017.

RECOMMENDATION TO THE COUNCIL:

1. that the salaries and allowances in respect of the different members of Council as provided for in Government Notice 1440, dated 15 December 2017, **be approved** and be made applicable **with effect from 1 July 2017**, subject to the concurrence of same by the Provincial Minister of Local Government, Environmental Affairs and Development Planning;
2. that, in terms of Section 14 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; and
3. that provision be made in the annual mid-year review and adjustment budget to accommodate the anticipated shortfall of **R200'201** from savings realised in the operational budget over the first six months of the financial year.

RESPONSIBLE OFFICIAL :

**J VORSTER /
R RUST**

TARGET DATE OF IMPLEMENTATION :

28 FEBRUARY 2018

8.
QUARTERLY BANK ACCOUNT WITHDRAWALS NOT IN TERMS OF AN
APPROVED BUDGET FOR THE QUARTER ENDED DECEMBER 2017

5/18/R

B A King

(028) 313 8154

Corporate Head Office

16 January 2018

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, as per Annexure A to the item, in respect of Bank Account Withdrawals not in terms of an Approved Budget for the quarter ended December 2017, **be noted**.

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

9.

BUDGET REPORT FOR THE QUARTER ENDED DECEMBER 2017

5/1/19-2017/2018

(028) 313 8154

Corporate Head Office

BA King

16 January 2018

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 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**

10.

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

3/2/3/15

S. Reyneke-Naude
15 January 2018

(028) 313 8040

Corporate Head Office

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 extent of the mSCOA implementation as applicable to all municipalities and municipal entities;
- 2) Report to Council on progress made to date with the implementation of mSCOA at the Overstrand Municipality since the previous report to Council in September 2017;
- 3) Maintain an on-going awareness of specific mSCOA initiatives in the Overstrand Municipality; and
- 4) Considerations on the way forward with the core financial system, being SamrasClassic, currently in use by the Overstrand Municipality.

RECOMMENDATION TO THE COUNCIL:

that the mSCOA Post Implementation Progress Report, as well as the intentions of the Municipality going forward, **be noted**.

RESPONSIBLE OFFICIALS:**S REYNEKE-NAUDE
C LE ROUX
B KING
E HOONEBERG
H VORSTER****TARGET DATE FOR IMPLEMENTATION :****1 FEBRUARY 2018**

11.
MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR DECEMBER 2017

5/15/1//2/1

BA King

(028) 3138154

Corporate Head Office

17 January 2018

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

12.
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
SECOND QUARTERLY REPORT: OCTOBER – DECEMBER 2017**

2/12/17

R Louw

(028) 313 8071

Corporate Head Office

13 December 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 second quarter, 1 October 2017 to 31 December 2017.

RECOMMENDATION TO THE COUNCIL:

that the content of the report for the second quarter of the 2017/18 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

13.

**REPORT ON THE PROPOSED 4th ADJUSTMENTS BUDGET FOR 2016/2017
(SPECIAL ADJUSTMENTS BUDGET)**

5/1/1/18 – 2016/17

BA King

(028) 313 8154

Corporate Head Office

18 January 2018

EXECUTIVE SUMMARY

Report prepared in terms of section 28(2)(g) of the Local Government: Municipal Finance Management Act, 2003 (MFMA) to address the unauthorised expenditure amounting to R5 833 790 in an adjustments budget in respect of the 2016/2017 financial year.

RECOMMENDATION TO THE COUNCIL:

1. that, in terms of section 28(2)(g) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the 4th Adjustments Budget for 2016/2017 **be approved**, in order to address the unauthorised expenditure incurred, amounting to R5 833 790 in respect of Vote 8 – Protection Services, 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:****TO BE NOTED**

14.

HOUSING: APPLICATION TO APPROVE THE COMMENCEMENT OF A PROCESS TO DECLARE IDENTIFIED PROJECTS AND LAND FOR EMERGENCY ACCOMMODATION SITES

17/5/4/1

FW Frans

(028) 313 8148

Hermanus Administration

18 January 2018

EXECUTIVE SUMMARY

The purpose of this report is to obtain a Council resolution to approve the commencement of a process to declare sites and land identified by the Manager: Property Administration as temporary emergency accommodation sites and land.

RECOMMENDATION TO THE COUNCIL:

1. that the allocation of as many plots within the Stanford development as are required to meet the needs of those who require emergency accommodation in Paradise Park or elsewhere, with services and structures erected thereon, **be approved**;
2. that the allocation of land identified by the Manager: Property Administration in the alternative for the development of emergency accommodation for all of those who qualify for same in Paradise Park or elsewhere, **be approved**; and
3. that an application to Province for land and/or funding in terms of the Housing Code for emergency accommodation **be approved**.

RESPONSIBLE OFFICIAL :

**D HENDRIKS
B LOUW
F FRANS**

TARGET DATE FOR IMPLEMENTATION :**N/A**

The meeting adjourned at 10:10

DATE

D COETZEE – ACTING EXECUTIVE MAYOR