



**SPECIAL MEETING OF THE MAYORAL  
COMMITTEE**

**SPESIALE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI  
KASODOLOPHU**

**MINUTES / NOTULE**

**IMIZUZU**

**DATE / DATUM / UMHLA : 22 JANUARY / JANUARIE /  
JANYUWARI 2020**

**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 22 JANUARY 2020, AT 10:00

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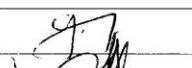

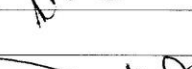
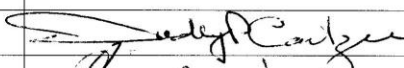

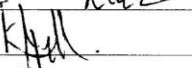

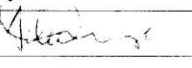



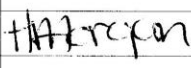
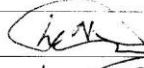


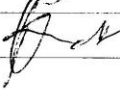
**PRESENT:** Councillors were present as per attached attendance register.

**OFFICIALS PRESENT:** Mr C Groenewald, Municipal Manager  
Ms S Reyneke-Naudé, Director : Finance  
Mr T Steenberg, Repr Director: Community Services  
Mr S Madikane, Director : Economic Development & Tourism  
Mr S Müller, Director : Infrastructure & Planning  
Mr N Michaels, Director : Protection Services  
Ms D Arrison, Director : Management Services  
Mr B King, Senior Manager : Financial Services  
Ms R Louw, Senior Manager : Strategic Services  
Ms H van Tonder, Manager : Council Support Services  
Ms S Swart, Administrative Officer : Council Support Services  
Ms G Erasmus, Clerk : Auditorium  
Ms M de Villiers, Mayoral Committee Secretary  
ICT

**MINUTES/....**

OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING  
22 JANUARY 2020

ALDERMAN/COUNCILLORS	SIGNATURE
AFRICA, F	
BOTHA, D	
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	
MOLEFE, B	
MORGAN, H	
MSWELI, X	
NTSABO, L	
NUTT, R	
ORBAN, J	
PUNGUPUNGU, V	
RESANDT, C	
SAPEPA, NM	
TAFU-NWONKWO, CC	
TEBELE, S	

**1. OPENING**

Cllr R Nutt 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 / DEPUTY 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 2019**

8/2/2

C Le Roux

Deputy Director: Finance & SCM

09 December 2019

(028) 313 8107

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**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 2019.

**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for November 2019, **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 2019, **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 2019**

**8/2/2**

**C Le Roux**

**Deputy Director: Finance & SCM**

**03 January 2020**

**(028) 313 8107**

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**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 2019.

**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for December 2019, **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 2019, **be noted**.

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**6.  
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2019/2020:  
2<sup>nd</sup> QUARTER: 01 OCTOBER 2019 – 31 DECEMBER 2019**

**8/2/2**

**C Le Roux**

**Deputy Director: Finance & SCM**

**03 January 2020**

**(028) 313 8107**

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**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 the activities undertaken and outcomes achieved in the implementation of the Overstrand Municipality's Supply Chain Management Policy for the 2<sup>nd</sup> Quarter of 2019/2020 **be noted**.

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**7.  
QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF  
THE MFMA FOR THE QUARTER ENDED DECEMBER 2019**

**5/18/R**

**BA King**

**16 January 2020**

**Senior Manager: Financial Services**

**(028) 313 8154**

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**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 in terms of Section 11(4) of the MFMA for the quarter ended December 2019, **be noted**.

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**



8.

**BUDGET REPORT FOR THE QUARTER ENDED DECEMBER 2019**

5/1/1/21-2019/2020

BA King

Senior Manager: Financial Services

16 January 2020

**(028) 313 8154**

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**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 2019, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003 and additional information, **be noted**.

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

9.

**MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR DECEMBER 2019**

5/15/1//2/1

BA King

16 January 2020

Senior Manager: Financial Services

(028) 313 8154

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

**10.  
REPORT ON THE PROPOSED 4th ADJUSTMENTS BUDGET FOR 2018/2019  
(SPECIAL ADJUSTMENTS BUDGET)**

5/1/1/20 – 2018/19

BA King

16 January 2020

Senior Manager: Financial Services

(028) 313 8154

**EXECUTIVE SUMMARY**

Report prepared in terms of section 28(2)(g) of the Local Government: Municipal Finance Management Act, 2003 (MFMA) to address unauthorised expenditure in an adjustments budget in respect of the 2018/2019 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 4<sup>th</sup> Adjustments Budget for 2018/2019 **be approved**, in order to address unauthorised expenditure incurred, amounting to R24 396 571 in respect of capital expenditure, 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**

11.  
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) :  
SECOND QUARTERLY REPORT: OCTOBER – DECEMBER 2019**

2/12/1/1

R Louw

13 December 2019

Senior Manager: Strategic Services

(028) 313 8071

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**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 2019 to 31 December 2019.

**RECOMMENDATION TO THE COUNCIL:**

that the content of the report for the second quarter of the 2019/20 financial year on the top level Service Delivery and Budget Implementation Plan **be noted**.

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**27 JANUARY 2020**

**The meeting adjourned at 10:08**

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**DATE**

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**D COETZEE –EXECUTIVE MAYOR**