



**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 2022
AUDITORIUM**

TIME / TYD / IXESHA : 14:00

OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

MINUTES OF A SPECIAL MEETING OF THE MAYORAL COMMITTEE HELD IN THE AUDITORIUM ON 24 JANUARY 2022 AT 14:00

PRESENT: Councillors were present as per attached attendance register.

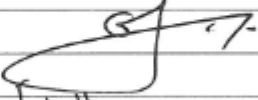
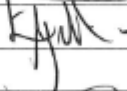

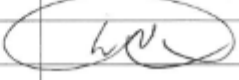


OFFICIALS PRESENT: Mr D O'Neill, Municipal Manager
Ms D Arrison, Director : Management Services
Ms S Reyneke-Naudé, Director : Finance
Mr R Williams, Director: Community Services
Mr S Müller, Director : Infrastructure & Planning
Mr N Michaels, Director : Protection Services
Ms H van Tonder, Manager : Council Support Services
Ms S Swart, Administrative Officer : Council Support Services

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING

24 JANUARY 2022

ALDERMAN/COUNCILLORS	SIGNATURE
AFRICA, F	
GILLION, E	
LERM, CH	
NTSABO, L	
NUTT, R	
RABIE, AL	

1. OPENING

The Municipal Manager, Mr D O'Neill, read the notice convening the meeting. The Executive Mayor, Cllr A Rabie, allowed time for silent prayer.

2. APPLICATIONS FOR LEAVE OF ABSENCE

None

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

The Deputy Executive Mayor, Cllr A Rabie, expressed a sincere word of appreciation to all councillors who were on standby throughout the whole festive season, and also the Department of Protection Services. She also thanked the Municipal Manager, Mr D O'Neill, as well as the Speaker, Cllr G Cohen, for their support at the last NMA meeting when she was appointed to the NEC of SALGA, representing all the B Municipalities in the Western Cape.

4.
MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) AND PARAGRAPH 6(7)(4)(F) OF THE DIRECTIONS OF THE DISASTER MANAGEMENT ACT, NOVEMBER 2021

8/2/2

C Le Roux

Deputy Director: Finance & SCM

03 December 2021

(028) 313 8107

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, approvals in terms of Paragraph 16(1)(b) and 17(1)(c) for November 2021. To inform Council of all procurement undertaken during the national state of disaster as per paragraph 6.7.4(f) Amendment of the Directions issued, in terms of section 27(2) of the Disaster Management Act, 2002, dated 02 July 2020.

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for November 2021, **be noted**;
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 2021, **be noted**; and
3. that the awards made through the Bid Committee system, and formal written price quotations in excess of R30 000 and all price quotations below R30 000 for November 2021, **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) AND PARAGRAPH 6(7)(4)(F) OF THE DIRECTIONS OF THE DISASTER MANAGEMENT ACT, DECEMBER 2021

8/2/2

C Le Roux

Deputy Director: Finance & SCM

03 January 2022

(028) 313 8107

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3. that the awards made through the Bid Committee system, and formal written price quotations in excess of R30 000 and all price quotations below R30 000 for December 2021, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**6.
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2021/2022:
2nd QUARTER: 01 OCTOBER 2021 TO 31 DECEMBER 2021**

8/2/2

C Le Roux

Deputy Director: Finance & SCM

06 January 2022

(028) 313 8107

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 2nd Quarter of 2021/2022 **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**7.
CURRENT COMPOSITION OF THE MUNICIPAL PLANNING TRIBUNAL**

15/3/3/1

R Kuchar

Senior Manager : Town & Spatial Planning

22 January 2021

(028) 3138087

Executive Summary

- To inform the Municipal Council regarding the appointment of current serving members of the Municipal Planning Tribunal.
- To inform Council on the structure of the Municipal Planning Tribunal.

RECOMMENDATION TO THE COUNCIL:

1. that the composition of the Municipal Planning Tribunal be a majority of non-officials of any government, be it municipal or provincial; and
2. that at least two (2) officials with specific knowledge and skill in this area, serve on the Municipal Planning Tribunal.

RESPONSIBLE OFFICIAL :

R KUCHAR

TARGET DATE FOR IMPLEMENTATION :

14 FEBRUARY 2022

**8.
QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF
THE MFMA FOR THE QUARTER ENDED DECEMBER 2021**

5/18/R

BA King

Senior Manager: Financial Services

18 January 2022

(028) 313 8154

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 2021, **be noted**.

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

9.**BUDGET REPORT AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR THE QUARTER ENDED DECEMBER 2021****5/1/1/23-2021/2022 & 2/12/1/1****BA King Senior Manager: Financial Services****18 January 2022****(028) 313 8154**

EXECUTIVE SUMMARY

Report prepared as part of the 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 and service delivery and budget implementation plan for the quarter ended December 2021, prepared as part of the reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003 and additional information, **be noted**.

RESPONSIBLE OFFICIALS :**BA KING
RG LOUW****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

**10.
MIDYEAR BUDGET AND PERFORMANCE ASSESSMENT AS AT 31 DECEMBER
2021**

5/15/1//2/1

BA King

Senior Manager: Financial Services

18 January 2022

(028) 313 8154

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 Midyear Budget and Performance Assessment Report **be noted**.

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

11.

REPORT ON THE PROPOSED 3RD ADJUSTMENTS BUDGET FOR 2021/2022

5/1/1/23 – 2021/2022

BA King

Senior Manager: Financial Services

19 January 2022

(028) 313 8154

EXECUTIVE SUMMARY

Report prepared in terms of section 28(2)(b) to (g) of the Local Government: Municipal Finance Management Act, 2003 (MFMA) for the 3rd Adjustments Budget proposals emanating from the midyear review and various adjustments identified on the operating and capital budgets, which must be approved by Council in terms of legislation.

RECOMMENDATION TO THE COUNCIL:

1. that, in terms of section 28(2)(b) to (g) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the 3rd Adjustments Budget for 2021/2022 **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, and

RESPONSIBLE OFFICIAL :**BA KING****TARGET DATE FOR IMPLEMENTATION :****1 FEBRUARY 2022**

THE EXECUTIVE MAYOR EXPRESSED HER CONCERN ON CERTAIN ITEMS IN THE BUDGET WHICH SHE WILL CLARIFY WITH THE CFO AND MUNICIPAL MANAGER.

12.

**REVISED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
FOR 2021/22**

9/1/2/5

RG Louw

Senior Manager: Strategic Services

17 January 2022

(028) 313 8071

EXECUTIVE SUMMARY

The purpose of this report is to submit a revised Service Delivery and Budget Implementation Plan (SDBIP) for 2021/22 to Council for approval.

RECOMMENDATION TO THE COUNCIL:

1. that the changes (adjusted financial figures and revisions to the service delivery indicators) to the Service Delivery and Budget Implementation Plan (SDBIP) for 2021/22 **be approved**; and
2. that the revised SDBIP for 2021/22 **be made public**.

RESPONSIBLE OFFICIAL :**RG LOUW****TARGET DATE FOR IMPLEMENTATION :****3 FEBRUARY 2022**

**13.
RAISING OF NEW EXTERNAL LOANS**

5/15/1//2/1

BA King**18 January 2022****Senior Manager: Financial Services****(028) 313 8154**

EXECUTIVE SUMMARY

Report on the tabling and approval of the loan agreement for the raising of external loans amounting to R150 000 000.

RECOMMENDATION TO THE COUNCIL :

1. that the raising of total external loans amounting to R150 000 000 (R50 000 000 per year) for the 2021/2022, 2022/2023 & 2023/2024 financial years and the loan agreement **be approved**;
2. that the Municipal Manager be authorised to sign the necessary agreements and documents for the above-mentioned external loans; and
3. that the comments received from the Western Cape Provincial Treasury be noted.

RESPONSIBLE OFFICIAL:**B A KING****TARGET DATE FOR IMPLEMENTATION :****31 MARCH 2022**

THE EXECUTIVE MAYOR REQUESTED THAT A LIST OF ALL PROJECTS TO BE FINANCED FROM THESE LOANS BE SUBMITTED TO HER.

14.**STRATEGIC SESSION : 21 JANUARY 2022 : INPUT**

The Executive Mayor, Cllr A Rabie, reported on the strategic session which was held on 21 January 2022 and she thanked all directors for their participation and commitment towards the municipality. She then requested directors to draft a one-page document regarding all issues they need to deal with in their departments, and submit such to their relevant portfolio committee meeting in future.

The Executive Mayor indicated that portfolio committee meetings will be held as follows over three (3) days:

1st day at 09:00 : Protection Services
1st day at 14:00 : Local Economic Development
2nd day at 09:00 : Investment & Infrastructure
2nd day at 14:00 : Community Services
3rd day at 09:00 : Management Services

Finance Portfolio to form part of the Mayoral Committee agenda and tourism will also be incorporated in this portfolio.

The Executive Mayor explained that all agendas are to be drafted and signed off by the Mayoral Committee in collaboration with the relevant director. The same will apply to ward committee agendas.

The meeting adjourned at 16:10

DATE

DR. A RABIE – EXECUTIVE MAYOR