



**SPECIAL MEETING OF THE MAYORAL  
COMMITTEE**

**SPESIALE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI  
KASODOLOPHU**

**MINUTES / NOTULE**

**IMIZUZU**

**DATE / DATUM / UMHLA : 27 JULY/JULIE/JULAYI 2016**

**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 27 JULY 2016, AT 10:00

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

**OFFICIALS PRESENT:** Mr C Groenewald, Municipal Manager  
Mr S Müller, Director : Infrastructure & Planning  
Mr N Michaels, Director : Protection Services  
Ms D Arrison, Director : Management Services  
Mr S Madikane, Director : LED  
Ms S Reyneke-Naude, Director : Finance  
Mr R Williams, Director : Community Services  
Mr R Kuchar, Senior Manager : Town Planning/  
Property Management  
Mr D van der Heever : Chief Audit Executive  
Mr B King, Senior Manager : Financial Services  
Mr M Potgieter, Manager : Contracts & Logistics  
Ms R Louw, Senior Manager : Strategic Services  
ICT  
Mr J C van der Merwe, Storekeeper  
Ms H van Tonder, Manager : Council Support  
Services  
Ms R Steenekamp, Media & Social Media  
Co-ordinator  
Ms S Swart, Administrative Officer : Council  
Support Services  
Ms D Laing, Relief Clerk: Grade 2

**ALSO PRESENT:** Members of the Public

**MINUTES/....**

OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING  
27 JULY 2016

ALDERMAN/COUNCILLORS	SIGNATURE
ANDREWS, M	
APPELGREIN, P	
BEYERS-CRONJE, L	
BOTHA, D	
BOTHA-GUTHRIE, N	
BRICE, K	
COETSEE, A	
COETZEE, DP	
DE CONING, R	
DYANI M	
GXAMESI, S	
KLOPPERS-LOURENS J	
JANUARIE, JJS	
NQINATA, NNT	
KRIGE, L	
MACOTHA, VC	
MANDINDI, CQ	
MAY, CA	
MAY, P	
NDEVU, L	
OPPERMAN, M	
PIE, MT	
PONOANE, MV	
SAPEPA, NM	
SMITH, RJ	

c. may

L. Ndevu

M. Opperman

**1. OPENING**

The meeting was opened with prayer by Cllr R Smith.

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

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

**3. CONFIRMATION OF MINUTES**

- 3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 25 May 2016 at 10:00**

**RESOLVED**

that the Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 25 May 2016 at 10:00, be confirmed.**

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

The Executive Mayor, Ald N Botha-Guthrie, welcomed Cllr CA May.

**5.  
ANNUAL STOCK TAKING FOR 2015/2016: MUNICIPAL STORES****6/1/2/5****DRM Potgieter  
27 July 2016****(028) 313 8951****Hermanus Administration**

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**EXECUTIVE SUMMARY**

To inform Council of the annual stock-take conducted:

- a. On Monday 27 June 2016 at:
  - i. Kleinmond Store (08h30 to 13h00)
  - ii. Gansbaai Store (13h45 to 16h30)
  
- b. On Tuesday 28 June 2016 at Hermanus Store:
  - i. Electrical stock (08h30 to 16h30)
  - ii. Stationery stock (08h30 to 16h30)
  - iii. General stock (08h30 to 16h30)

**RECOMMENDATION TO THE COUNCIL:**

1. that the surplus and deficit stock be accounted against the appropriate vote numbers;
2. that the redundant stock at Hermanus Stores (General, Electrical & Cartridge), Gansbaai & Kleinmond stores be written off; and
3. that the stock as recorded on 30 June 2016 be taken as the opening balance of the 2016/2017 stock register.

**RESPONSIBLE OFFICIAL :****DRM POTGIETER****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

**6.  
QUARTERLY BANK ACCOUNT WITHDRAWALS NOT IN TERMS OF AN  
APPROVED BUDGET FOR THE QUARTER ENDING JUNE 2016**

**5/18/R**

**B A King**

**15 July 2016**

**(028) 313 8154**

**Corporate Head Office**

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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 not in terms of an Approved Budget for the quarter ended June 2016, **be noted**.

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

7.  
QUARTERLY BUDGET REPORT FOR JUNE 2016

5/1/17-2015/2016

(028) 313 8154

Corporate Head

Office

B A King

15 July 2016

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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 June 2015, 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**

**8.  
MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)  
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR MAY 2016**

**8/2/2**

**DRM Potgieter  
10 June 2016**

**(028) 313 8080**

**Corporate Head Office**

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

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**DRM POTGIETER**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**



9.  
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)  
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR JUNE 2016**

8/2/2

DRM Potgieter  
07 July 2016

(028) 313 8080

Corporate Head Office

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

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**DRM POTGIETER**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

10.

**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2015/2016:  
4<sup>TH</sup> QUARTER: 01 APRIL TO 30 JUNE 2016**

8/2/2

**DRM Potgieter  
13 July 2016****(028) 313 8107****Hermanus Administration**

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**EXECUTIVE SUMMARY**

In terms of Clause 6(3) of Council's Supply Chain Management Policy, the Municipal Manager must, within 10 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 Supply Chain Management Policy for the 4<sup>th</sup> Quarter of 2015/2016.

**RESPONSIBLE OFFICIAL :****DRM POTGIETER****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

11.  
**ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT IN TERMS OF PARAGRAPH 6(2)(a) OF THE POLICY: 2015/2016**

8/2/2

DRM Potgieter  
 15 July 2016

(028) 313 8080

Hermanus Administration

**EXECUTIVE SUMMARY**

The Local Government: Municipal Finance Management Act, No 56 of 2003 (MFMA), requires the municipality to have and implement a Supply Chain Management (SCM) Policy which gives effect to the provisions of Part 1 of Chapter 11 of the Act that deals with 'Supply Chain Management'.

On 30 May 2005 the Municipal Supply Chain Management Regulations were promulgated. The Overstrand Municipality Supply Chain Management Policy was approved in terms of these Regulations by Council on May 25, 2008.

Although the MFMA prohibits a Councillor from being a member of a bid committee or any other committee evaluating or approving quotations or tenders, Council has an oversight role to ensure that the accounting officer implements all supply chain management activities in accordance with this policy. For the purposes of such oversight, Council's Supply Chain Management Policy, **Paragraph 6.2(a)** requires that the accounting officer must **"Within 22 business days of the end of each financial year, submit a report on the implementation of the policy to the Council."**

**RECOMMENDATION TO THE COUNCIL:**

1. that the Supply Chain Management Implementation Report for the 2015/2016 financial year submitted in terms of Paragraph 6 of the Supply Chain Management Policy, **be noted**;
2. that, following the provisions of paragraph 6 of the Supply Chain Management Policy, **the report be made public** in accordance with Section 21A of the Local Government: Municipal Systems Act, No. 32 of 2000; and
3. that **the schedules of Deviations, Irregular Expenditure and cases of Minor Breaches be disclosed as a note to the Annual Financial Statements** for the 2015/2016 financial year.

**RESPONSIBLE OFFICIAL :**

**DRM POTGIETER  
 C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**N/A**

12.

**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)****FOURTH QUARTERLY REPORT: APRIL - JUNE 2016**

2/12/1/1

R Louw

13 July 2016

(028) 313 8071

Corporate Head Office

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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 fourth quarter, 1 April 2016 to 30 June 2016.

**RECOMMENDATION TO THE COUNCIL:**

1. that the content of the report for the fourth quarter of the 2015/2016 financial year on the top level Service Delivery and Budget Implementation Plan **be noted**; and
2. that the amendments to the Departmental and Top Layer SDBIP for the fourth quarter of the 2015/2016 financial year **be approved**.

**RESPONSIBLE OFFICIAL :****R LOUW****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

13.  
**DRAFT PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING AND  
BUDGET PREPARATION FOR 2017/2022**

2/12/1

R Louw

13 July 2016

(028) 313 8071

Corporate Head Office

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**EXECUTIVE SUMMARY**

The purpose of this report is for Council to note the draft Process Plan for integrated development planning (IDP) and Budget preparation for 2017/2022.

**RECOMMENDATION TO THE COUNCIL:**

1. that the draft Process Plan for Integrated Development Planning and Budget preparation for 2017/2022 **be noted**;
2. that the draft Process Plan be advertised for public comment; and
3. that the final Process Plan be tabled to the new incoming Council for approval by end August 2016.

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**28 JULY 2016**

**14.  
SIGNED PERFORMANCE AGREEMENTS OF THE SECTION 54A AND 56  
APPOINTEES FOR 2016/17**

**2/12/1**

**R Louw**

**(028) 313 8071**

**Corporate Head Office**

**13 July 2016**

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**EXECUTIVE SUMMARY**

The purpose of this report is for Council to note the signed performance agreements of the Section 54A (Municipal Manager) and 56 (Directors) appointees for the 2016/17 financial year.

**RECOMMENDATION TO THE COUNCIL:**

that the signed performance agreements of the Section 54A and 56 appointees for 2016/17 **be noted**.

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**28 JULY 2016**

15.  
**RULES AND PROCEDURES FOR THE MUNICIPAL PLANNING TRIBUNAL AND  
THE APPEAL AUTHORITY**

15/3/3/1

R Kuchar

(028) 313 8087

Hermanus Administration

19 June 2016

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**EXECUTIVE SUMMARY**

The purpose of this report is to establish the rules and procedures for the Municipal Planning Tribunal and Appeal Authority as stipulated in the Spatial Land Use Management Act, 2013 (Act 16 of 2013), Land Use Management Act, 2015 (Act of 2015) and the Overstrand Municipality By-law on Municipal Land Use Planning, 2016.

**RECOMMENDATION TO THE COUNCIL:**

that the draft Rules and Procedures for the Municipal Planning Tribunal and Appeal Authority **be adopted**.

**RESPONSIBLE OFFICIAL :**

**R KUCHAR**

**TARGET DATE FOR IMPLEMENTATION :**

**10 AUGUST 2016**

16.

**HERMANUS, RESCISSION OF COUNCIL RESOLUTION FOR THE TRANSFER OF THE REMAINDER OF ERF 2834 (EXCLUDING ERF 2836 AND INCLUDING ERF 2837), SANDBAAI, ±39,5ha IN EXTENT, FOR MIXED RESIDENTIAL DEVELOPMENT AND A RETIREMENT VILLAGE**

7/2/3/2

A Kotze

(028) 316 3724

Hermanus Administration

3 May 2016

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### EXECUTIVE SUMMARY

To obtain approval for the rescission of Council's resolution dated 3 December 2014 for the transfer of the Remainder of Erf 2834 (excluding Erf 2836 and including Erf 2837), Sandbaai, ±39,5ha in extent, for mixed residential development and a retirement village, to Edevco International (Pty) Ltd.

### RECOMMENDATION TO THE COUNCIL:

that Council's resolution dated 3 December 2014 for the transfer of the Remainder of Erf 2834 (excluding Erf 2836 and including Erf 2837), Sandbaai, ±39,5ha in extent, for mixed residential development and a retirement village, to Edevco International (Pty) Ltd at an amount of R42,500,000.00 (VAT excluded), **be rescinded.**

**RESPONSIBLE OFFICIAL :**

**A KOTZE**

**TARGET DATE FOR IMPLEMENTATION :**

**11 AUGUST 2016**

**TARGET DATE TO INFORM APPLICANT :**

**29 JULY 2016**

**TARGET DATE TO INFORM OBJECTOR :**

**N/A**



17.

**PORTION OF ERF 210, GANSBAAI, OVERSTRAND MUNICIPAL AREA :  
PROPOSED REZONING, SUBDIVISION, DEPARTURE AND AMENDMENT OF THE  
OVERSTRAND GROWTH MANAGEMENT STRATEGY (2010) : MESSRS URBAN  
DYNAMICS ON BEHALF OF OVERSTRAND MUNICIPALITY**

210 GGB (3091)

SW van der Merwe

(028) 313 8900

Hermanus Administration

1 June 2016

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**EXECUTIVE SUMMARY**

To consider an application received on 22 October 2015 from Messrs Urban Dynamics Western Cape on behalf of Overstrand Municipality to obtain development rights for a subsidized housing project comprising the following:

- subdivision of Erf 210, Gansbaai in a Remainder ( $\pm 711,68$  ha) and Portion A ( $\pm 16,6$  ha);
- rezoning of Portion A from Undetermined Zone to Subdivisional Area in order to create the following:
  - 639 Single Residential erven
  - 2 Business Zone 3: Local Business erven
  - 15 Open Space Zone 2: Public Open Space erven
  - 3 Community Zone erven
  - 1 Transport Zone 2: Public Road erf
- departure to allow the relaxation of the 1m lateral building line along one lateral boundary to 0m in order to accommodate semi-detached dwellings; and
- amendment of the Overstrand Growth Management Strategy, 2010 to increase the gross residential density from 20 - 30 to 39 dwelling units per hectare.

**RESOLVED:**

1. that the application for subdivision of Erf 210, Gansbaai into two portions namely Portion A approximately  $\pm 16,6$  ha) and a Remainder approximately  $\pm 711,68$  ha, **be approved**, in terms of the provisions of Section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985);
2. that the application for the rezoning of Portion A from Undetermined Zone to Subdivisional Area in order to create
  - 639 Single Residential erven
  - 2 Business Zone 3: Local Business erven
  - 15 Open Space Zone 2: Public Open Space erven
  - 3 Community Zone erven
  - 1 Transport Zone 2: Public Road erf

- in terms of the provisions of Sections 17 and 24 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985), **be approved**;
3. that the application for departure of the 1m lateral building line to 0m along one lateral boundary in terms of the provisions of Section 15 of the Land Use Planning Ordinance (Ordinance 15 of 1985), **be approved**;
  4. that the approvals in paragraphs 1. to 3. above be subject to the following conditions:
    - (a) that all the conditions in the Engineering Services Report be adhered to;
    - (b) that a Site Development Plan be submitted for approval by the Senior Manager: Town- and Spatial Planning showing the placement of the units and unit type prior to the submission of building plans;
    - (c) that all other development parameters as prescribed in the Zoning Scheme Regulations be complied with;
    - (d) that this approval does not absolve the applicant from compliance with any other relevant legislation; and
    - (e) that all conditions as set out by the Department of Environmental Affairs and Development Planning (Environmental Authorization), Heritage: Western Cape, Cape Nature and Eskom, be adhered to.
  5. that the applicant be notified of its right of appeal in terms of Section 62 of the Local Government: Municipal Systems Act No 32 of 2000 with regard to the above decision and conditions of approval.

**RECOMMENDATION TO THE COUNCIL:**

that the application for the amendment of the Overstrand Growth Management Strategy, 2010 to increase the gross residential density from 20-30 units per hectare to 39 dwelling units per hectare in terms of the provisions of the Municipal Systems Act, 2000 (Act 32 of 2000), **be approved**.

**RESPONSIBLE OFFICIAL :****S VAN DER MERWE****TARGET DATE FOR IMPLEMENTATION :****10 AUGUST 2016**

18.

**ERF 1, HAWSTON, OVERSTRAND MUNICIPAL AREA: PROPOSED SUBDIVISION, DEPARTURE, REZONING TO SUBDIVISIONAL AREA AND AMENDMENT OF THE OVERSTRAND GROWTH MANAGEMENT STRATEGY, 2010 : MESSRS URBAN DYNAMICS WESTERN CAPE ON BEHALF OF OVERSTRAND MUNICIPALITY**

1 HHW (2875)

H Olivier

17 June 2016

(028) 313 8900

Hermanus Administration

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### EXECUTIVE SUMMARY

An application for development of a housing development on Erf 1, Hawston has been submitted to this office by Messrs Urban Dynamics Western Cape on behalf of Overstrand Municipality.

The application includes the subdivision of Erf 1, Hawston into a Remainder and a new portion and the rezoning of the new portion to subdivisional area, to create the following:

- 485 Residential Zone I erven
- 9 Open Space Zone II (Public Open Space) erven
- 2 Local Business (B3) erven
- 1 Utility Zone Erf
- 2 Community Zone I erven
- Transport Zone II (roads) portion

The application also includes an application for departure to relax the one (1) lateral building line for all residential erven from 1m to 0m to accommodate semi-detached dwellings. The application also includes an application for the amendment of the Growth Management Strategy, 2010 to provide for a gross residential density of 36,2 units per hectare.

### RESOLVED:

1. that the application in terms of Section 25 of the Land Use Planning Ordinance (LUPO) for the subdivision of Erf 1, Hawston into a Portion A (measuring approximately 14 hectares) and a Remainder, **be approved**;

2. that, in terms of Section 16 and 25 of LUPO the rezoning of the newly consolidated erf in Point 1 above, to subdivisional area, and the subdivision thereof, **be approved**, to create the following:
  - 485 Residential Zone I erven
  - 9 Open Space Zone II (Public Open Space) erven
  - 2 Local Business (B3) erf
  - 1 Utility Zone Erf
  - 2 Community Zone I erven
  - 1 Transport Zone II (roads) portion.
3. that, in terms of Section 15 of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985), the application for the relaxation of the 1m lateral building line to 0m on new residential erven as mentioned in Point 2 above, to accommodate semi-detached dwellings on such residential erven, **be approved**,
4. that the approval of Points 1, 2 and 3 be subject to the following conditions:
  - (a) that all conditions in the Municipal Services Report be complied with;
  - (b) that all conditions imposed by Western Cape Government : Environmental Affairs and Development Planning Environmental [Record of Decision] be complied with;
  - (c) that all conditions imposed by Western Cape Government : Transport and Public Works be complied with;
  - (d) that all conditions imposed by the Heritage Western Cape be complied with;
  - (e) that all conditions imposed by Telkom be complied with;
  - (f) that all conditions imposed by Eskom be complied with;
  - (g) that this approval does not absolve the applicant from compliance with any other relevant legislation;
  - (h) that all other development parameters as prescribed in the relevant Zoning Scheme be complied with; and
  - (i) that a Layout Plan be submitted showing the building lines, placement of the units, unit type (single or double storey) of the new residential units, prior to the building plan submission phase.

5. that the applicant be notified of their right of appeal in terms of Section 62 of the Local Government: Municipal Systems Act No 32 of 2000 with regards to the above conditions of approval.

**RECOMMENDATION TO THE COUNCIL:**

that the amendment of the Overstrand Municipality Growth Management Strategy, 2010 in terms of the Municipal Systems Act (Act 32 of 2000) to allow for a development with a density of 36,2 units per hectare, **be recommended for approval.**

<b>RESPONSIBLE OFFICIAL :</b>	<b>H OLIVIER</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>10 AUGUST 2016</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>10 AUGUST 2016</b>
<b>TARGET DATE TO INFORM OBJECTOR :</b>	<b>N/A</b>

**The meeting adjourned at 10:35**

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**DATE**

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**N BOTHA-GUTHRIE – EXECUTIVE MAYOR**