



**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 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 27 JULY 2017, AT 10:00

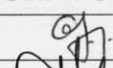
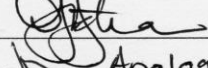
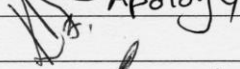


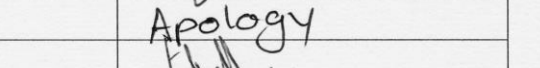
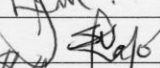

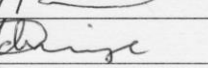
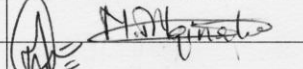
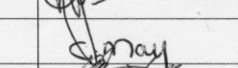

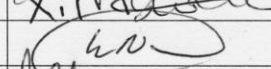
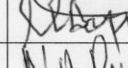
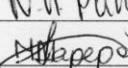


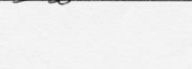
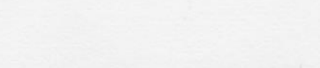





PRESENT: Councillors were present as per attached attendance register.

OFFICIALS PRESENT: Ms D Arrison, Acting Municipal Manager
Mr S Müller, Director : Infrastructure & Planning
Mr R Williams, Director: Community Services
Mr N Michaels, Director : Protection Services
Ms S Reyneke-Naudé, Director : Finance
Mr B King, Senior Manager : Financial Services
Mr F Myburgh, Senior Manager : Gansbaai Administration
Ms R Louw, Senior Manager : Strategic Services
Ms H van Tonder, Manager, Council Support Services
Mr JC van der Merwe, Storekeeper
Mr A Gcotyelwa, Housing Officer (Acting as Interpreter)
Ms S Carelse, PRO Mayor
Ms S Swart, Administrative Officer : Council Support Services
Ms M de Villiers, Mayoral Committee Secretary
ICT
Ms D Laing, Relief Clerk : Grade 2

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

SPECIAL COUNCIL MEETING
27 JULY 2017

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

1. OPENING

Cllr L Ntsabo opened with prayer. The Executive Mayor, Ald R Smith, welcomed all those present after the June/July 2017 recess.

The Acting Municipal Manager, Ms D Arrison, read the notice convening the meeting.

2. APPLICATIONS FOR LEAVE OF ABSENCE

Cllr R de Coning

RESOLVED

that the above-mentioned application for leave of absence, **be granted.**

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

None

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

8/2/2

C Le Roux

(028) 313 8107

Corporate Head Office

06 July 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 June 2017.

RECOMMENDATION TO THE COUNCIL:

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

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

5.
**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2016/2017:
4th QUARTER: 01 APRIL - 30 JUNE 2017**

8/2/2

C Le Roux

(028) 313 8107

Hermanus Administration

10 July 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 4th Quarter of 2016/2017.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

6.
ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT IN TERMS OF PARAGRAPH 6(2)(a) OF THE POLICY: 2016/2017

8/2/2

C Le Roux

(028) 313 8080

Hermanus Administration

18 July 2017

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's Supply Chain Management Policy was approved in terms of these Regulations by Council on May 25, 2008.

Although the MFMA prohibits a Councilor 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 2016/2017 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 and Irregular Expenditure be disclosed as a note to the Annual Financial Statements** for the 2016/2017 financial year.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**7.
ANNUAL STOCK TAKING FOR 2016/2017: MUNICIPAL STORES**

6/1/2/5

DRM Potgieter

(028) 313 8951

Corporate Head Office

13 July 2017

EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the annual stock-take conducted:

On Monday 25 June 2017 at:

Gansbaai Store (08h30 to 13h00)

Kleinmond store (13h45 to 16h30)

On Tuesday 26 June 2017 at:

Hermanus store:

Electrical stock (08h30 to 16h30)

Stationary stock (08h30 to 16h30)

General stock (08h30 to 16h30)

RECOMMENDATION TO THE COUNCIL:

1. that the redundant stock at Hermanus Stores (Cartridge) & Kleinmond stores be **written off**; and
2. that the stock as recorded on 30 June 2017 be taken as the starting balance of the 2017/2018 stock register.

RESPONSIBLE OFFICIAL :

DRM POTGIETER

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

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

5/18/R

BA King

(028) 313 8154

Corporate Head Office

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

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

9.

BUDGET REPORT FOR THE QUARTER ENDED JUNE 2017

5/1/18-2016/2017

(028) 313 8154

Corporate Head Office

BA King

19 July 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 June 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):
PROGRESS ON STATUS OF THE mSCOA IMPLEMENTATION PROJECT**

3/2/3/15

S. Reyneke-Naude

(028) 313 8040

Corporate Head Office

14 July 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 extent 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; and
- 3) Report to Council on progress made to date with the implementation of mSCOA at the Overstrand Municipality since the previous report to Council in May 2017.

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 AUGUST 2017

11.

PROPOSED AMENDMENT TO CONTRACT NUMBER SC1644/2015: PROVISION OF BANKING SERVICES FOR A CONTRACT PERIOD ENDING 30 NOVEMBER 2017

5/18/1

B A King

(028) 313 8154

Corporate Head Office

19 July 2017

EXECUTIVE SUMMARY

The purpose of this report is to provide the necessary information and motivation on the proposed amendment of CONTRACT NUMBER SC1644/2015: Provision of banking services for a contract period ending 30 November 2017, in terms of the enabling provisions of Section 33 and Section 116(3) of the Local Government: Municipal Finance Management Act, Act No. 56 of 2003 (MFMA), in order to enable the Council to make an informed decision whether to consent to the amendment of the contract.

RECOMMENDATION TO THE COUNCIL:

1. that it **be noted** that no representations were received from the local community or other stakeholders by the closing date of 22 May 2017 against the intention to amend contract SC1644/2015;
2. that **cognisance be taken** of the reasons for the proposed amendment of Contract SC1644/2015 for the provision of banking services for a contract period ending 30 November 2017, to be extended to 30 June 2019, in terms of the enabling provisions of Section 33 and Section 116(3) of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003), and that the amendment **be consented to**; and
3. that the Municipal Manager be authorised to sign the contract.

RESPONSIBLE OFFICIAL :**BA KING****TARGET DATE FOR IMPLEMENTATION :****1 DECEMBER 2017**

12.

AMENDMENT OF SUNDRY TARIFF LIST 2017/2018: Application for Departure (Building Lines) Tariff S72K2B**5/1/19-2017/2018****E Hooneberg****(028) 313 8149****Hermanus Administration****19 July 2017**

EXECUTIVE SUMMARY

The purpose of this report is to recommend to Council that the tariff for Application for Departure (Building Lines) for Erven larger than 300 m², be inserted on the list of tariffs for the budget year 2017/2018 and be approved.

RECOMMENDATION TO THE COUNCIL:

that the item be withdrawn.

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

13.

SIGNED PERFORMANCE AGREEMENTS OF THE SECTION 54A AND 56 APPOINTEES FOR 2017/18

2/12/1

R Louw

(028) 313 8071

Corporate Head Office

11 July 2017

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 2017/18 financial year.

RECOMMENDATION TO THE COUNCIL:

that the signed performance agreements of the Section 54A and 56 appointees for 2017/18 **be noted**.

RESPONSIBLE OFFICIAL :**R LOUW****TARGET DATE FOR IMPLEMENTATION :****28 JULY 2017**

14.
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
FOURTH QUARTERLY REPORT: APRIL - JUNE 2017**

2/12/1/1

R Louw

17 July 2017

(028) 313 8071

Corporate Head Office

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 2017 to 30 June 2017.

RECOMMENDATION TO THE COUNCIL:

1. that the content of the report for the fourth quarter of the 2016/2017 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 2016/2017 financial year **be approved**.

RESPONSIBLE OFFICIAL :

R LOUW

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

The meeting adjourned at 10:12

DATE

R SMITH – EXECUTIVE MAYOR