



**SPECIAL MEETING OF THE MAYORAL  
COMMITTEE**

**SPESIALE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI  
KASODOLOPHU**

**MINUTES / NOTULE**

**IMIZUZU**

**DATE / DATUM / UMHLA : 25 JULY / JULIE / JULAYI 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 25 JULY 2018, AT 10:00

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

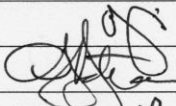

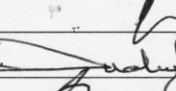
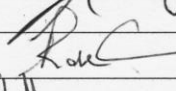
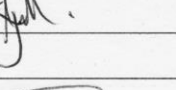
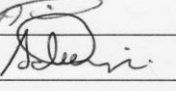
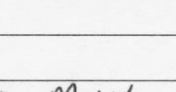
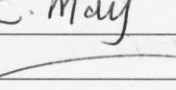
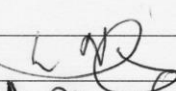
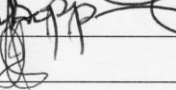
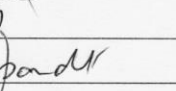
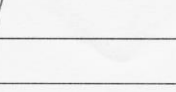

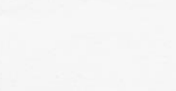




**OFFICIALS PRESENT:** Mr C Groenewald, Municipal Manager  
Mr S Müller, Director : Infrastructure & Planning  
Mr R Williams, Director: Community Services  
Mr R Fraser, Acting Director : Protection Services  
Ms D Arrison, Director : Management Services  
Ms S Reyneke-Naudé, Director : Finance  
Mr C le Roux, Deputy Director : Finance  
Mr B King, Senior Manager : Financial Services  
Mr S van der Merwe, Senior Town Planner  
Mr D van der Heever, Internal Audit Executive  
Ms R Louw, Senior Manager : Strategic Services  
Ms H van Tonder, Manager : Council Support Services  
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  
ICT

**ALSO PRESENT:** Members of the Public

**MINUTES/....**

OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING  
25 JULY 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	
MOLEFE, B	
MSWELI, X	
NTSABO, L	
OPPERMAN, M	
ORBAN, J	
PUNGUPUNGU, V	
RESANDT, C	
SAPEPA, NM	
TAFU-NWONKWO, CC	
TEBELE, S	

**1. OPENING**

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**

None

4.  
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)  
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR JUNE 2018**

8/2/2

C Le Roux  
4 July 2018

(028) 313 8107

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 Paragraph 16(1)(b) and 17(1)(c) for June 2018.

**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for June 2018, **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 2018, **be noted**.

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**5.  
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2017/2018:  
4<sup>th</sup> QUARTER: 01 APRIL 2018 TO 30 JUNE 2018**

**8/2/2**

**C Le Roux**

**(028) 313 8107**

**Hermanus Administration**

**09 July 2018**

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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 4<sup>th</sup> Quarter of 2017/2018 **be noted**.

**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: 2017/2018**

8/2/2

C Le Roux

(028) 313 8080

Hermanus Administration

13 July 2018

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**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 2017/2018 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 2017/2018 financial year.

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**7.  
ANNUAL STOCK TAKING FOR 2017/2018: MUNICIPAL STORES**

**6/1/2/5**

**CJ Roets**

**(028) 313 8951**

**Corporate Head Office**

**13 July 2018**

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**Executive Summary**

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

**On Monday 25 June 2018 at:**

Gansbaai Store (08h30 to 13h00)

Kleinmond store (13h45 to 16h30)

**On Tuesday 26 June 2018 at:**

Hermanus store: (08h30 to 16h30)

**RECOMMENDATION TO THE COUNCIL:**

1. that the surplus and deficit stock be accounted against the appropriate vote numbers; and
2. that the stock as recorded on 30 June 2018 be taken as the starting balance of the 2018/2019 stock register.

**RESPONSIBLE OFFICIAL :**

**C ROETS**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**



**8.  
QUARTERLY BANK ACCOUNT WITHDRAWALS NOT IN TERMS OF AN  
APPROVED BUDGET FOR THE QUARTER ENDED JUNE 2018**

**5/18/R**

**BA King**

**(028) 313 8154**

**Corporate Head Office**

**16 July 2018**

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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 2018, **be noted**.

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

9.  
**BUDGET REPORT FOR THE QUARTER ENDED JUNE 2018**

5/1/19-2017/2018

(028) 313 8154

Corporate Head Office

BA King

16 July 2018

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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 2018, 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.  
SIGNED PERFORMANCE AGREEMENTS OF THE SECTION 54A AND 56  
APPOINTEES FOR 2018/19**

**2/12/1**

**R Louw**

**(028) 313 8071**

**Corporate Head Office**

**09 July 2018**

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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 2018/19 financial year.

**RECOMMENDATION TO THE COUNCIL:**

that the signed performance agreements of the Section 54A and 56 appointees for 2018/19 **be noted**.

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**27 JULY 2018**

11.  
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)  
FOURTH QUARTERLY REPORT: APRIL - JUNE 2018**

2/12/1/1

R Louw

9 July 2018

(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 2018 to 30 June 2018.

**RECOMMENDATION TO THE COUNCIL:**

that the content of the report for the fourth quarter of the 2017/2018 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**

**The meeting adjourned at 10:10**

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**DATE**

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**D COETZEE – EXECUTIVE MAYOR**