



**SPECIAL MEETING OF THE MAYORAL
COMMITTEE**

**SPESIALE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE

IMIZUZU

DATE / DATUM / UMHLA : 31 JULY / JULIE / JULAYI 2019

**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 31 JULY 2019, AT 10:00

PRESENT:

Councillors were present as per attached attendance register.



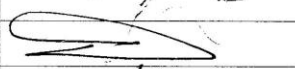

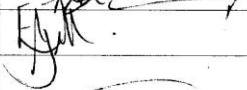


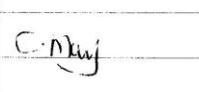


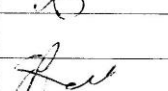




OFFICIALS PRESENT:

Mr C Groenewald, Municipal Manager
Mr S Müller, Director : Infrastructure & Planning
Mr R Williams, Director: Community Services
Mr S Madikane, Director : Economic Development
Mr R Fraser, Representing Director : Protection Services
Ms D Arrison, Director : Management Services
Ms S Reyneke-Naudé, Director : Finance
Mr B King, Senior Manager : Financial Services
Mr D van der Heever, Internal Audit Executive
Ms R Louw, Senior Manager : Strategic Services
Ms N Zweni, Manager : Communication
Ms H van Tonder, Manager : Council Support Services
Ms S Swart, Administrative Officer : Council Support Services
Ms M de Villiers, Mayoral Committee Secretary
Ms D Laing, Relief Clerk : Grade 2
ICT

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING
31 JULY 2019

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	
MSWELI, X	
NTSABO, L	
NUTT, R	
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. The Executive Mayor allowed one minute of silent prayer.

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 JUNE 2019**

8/2/2

C Le Roux

(028) 313 8107

Corporate Head Office

04 July 2019

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 2019.

RECOMMENDATION TO THE COUNCIL:

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

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**5.
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2018/2019:
4th QUARTER: 01 APRIL 2019 – 30 JUNE 2019**

8/2/2

C Le Roux

(028) 313 8107

Hermanus Administration

05 July 2019

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 4th Quarter of 2018/2019 **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: 2018/2019**

8/2/2

C Le Roux

(028) 313 8080

Corporate Head Office

15 July 2019

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 25 June 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 2018/2019 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 2018/2019 financial year.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**7.
ANNUAL STOCK TAKING FOR 2018/2019: MUNICIPAL STORES**

6/1/2/5

CJ Roets

(028) 313 8951

Corporate Head Office

23 July 2019

EXECUTIVE SUMMARY

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

On Tuesday 25 June 2019 at:

Gansbaai Store (08h30 to 13h00)

Kleinmond store (13h45 to 16h30)

On Wednesday 26 June 2019 at:

Hermanus store: (08h30 to 16h30)

RECOMMENDATION TO THE COUNCIL:

1. that the surplus and deficit stock be accounted for and to correct stock values against the appropriate vote numbers; and
2. that the stock as recorded on 30 June 2019 be taken as the starting balance of the 2019/2020 stock register.

RESPONSIBLE OFFICIAL :

C ROETS

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**8.
QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF
THE MFMA FOR THE QUARTER ENDED JUNE 2019**

5/18/R

BA King

16 July 2019

(028) 313 8154

Corporate Head Office

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 June 2019, **be noted**.

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

9.**BUDGET REPORT FOR THE QUARTER ENDED JUNE 2019**

5/1/1/20-2018/2019

(028) 313 8154

Corporate Head Office

BA King

16 July 2019

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 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**

10.
REQUEST TO DEMOLISH OBSOLETE FIREARMS

6/1/3

N.J Michaels
17 July 2019

(028) 313 8054

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of this report is to inform the Council of the demolition/disposal of obsolete firearms that no longer have potential to provide the minimum level of basic municipal services, there's no compromise or further service delivery expectation from these firearm disposals.

RECOMMENDATION TO THE COUNCIL:

1. that, due to the firearms being obsolete and becoming more unsafe to use, the request for the abolishment of the firearms as listed in Annexure A to the item, **be approved** in terms of Fire Arms Control Act 60/2000; and
2. that the Asset Register be updated accordingly to reflect the disposal of the nine (9) firearms at an accumulated loss of **R4'111-17**.

RESPONSIBLE OFFICIAL :

**N MICHAELS
R FRASER**

TARGET DATE FOR IMPLEMENTATION :

1 AUGUST 2019

**11.
REPORT OF THE JOINT AUDIT AND PERFORMANCE AUDIT COMMITTEE
(JAPAC) TO THE OVESTRAND MUNICIPAL COUNCIL**

3/2/3/12

DC Van Der Heever

(028) 313 5035

Internal Audit Services

17 July 2019

EXECUTIVE SUMMARY

The purpose of the report is to present Council with the Reports of the Joint Audit and Performance Audit Committee (JAPAC) in terms of the reporting requirements as per paragraph 3 of the JAPAC Charter, approved by Council on 21 May 2017.

RECOMMENDATION TO THE COUNCIL:

that the reports from the JAPAC to the Overstrand Municipal Council **be noted**.

RESPONSIBLE OFFICIAL :

DC VAN DER HEEVER

TARGET DATE FOR IMPLEMENTATION :

31 JULY 2019

12.
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
FOURTH QUARTERLY REPORT: APRIL - JUNE 2019**

2/12/1/1

R Louw

18 July 2019

(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 2019 to 30 June 2019.

RECOMMENDATION TO THE COUNCIL:

1. that the content of the report for the fourth quarter of the 2018/2019 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 2018/2019 financial year **be approved**.

RESPONSIBLE OFFICIAL :

R LOUW

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

The meeting adjourned at 10:10

DATE

D COETZEE – EXECUTIVE MAYOR