



**SPECIAL MEETING OF THE MAYORAL
COMMITTEE**

**SPESIALE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE

IMIZUZU

DATE / DATUM / UMHLA : 28 JULY / JULIE / JULAYI 2021
VIRTUAL

TIME / TYD / IXESHA : 10:00

OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

MINUTES OF A SPECIAL MEETING OF THE MAYORAL COMMITTEE HELD BY MEANS OF A VIRTUAL PLATFORM ON 28 JULY 2021 AT 10:00

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
Mr C le Roux, Deputy Director : Finance
Mr D Lakey, Senior Manager : Kleinmond Administration
Mr C Roets, Manager : Contracts & Logistics
Mr B King, Senior Manager : Financial Services
Ms R Louw, Senior Manager : Strategic Services
Ms N Zweni, Manager : Communication
Mr R Marinus, Chief Administrator : Contracts, Tenders & Projects
Ms H van Tonder, Manager : Council Support Services
Ms M Moolman, Senior Administration Officer
Ms S Swart, Administrative Officer : Council Support Services

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING
28 JULY 2021

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	
MHANA, M	
MAY, C	
MOLEFE, B	
MORGAN, H	
MSWELI, X	
NTSABO, L	
NUTT, R	
ORBAN, J	
PUNGUPUNGU, V	
RESANDT, C	
SAPEPA, NM	
TAFU-NWONKWO, CC	
TEBELE, S	

S. Swad

1. OPENING

The Municipal Manager, Mr D O'Neill, read the notice convening the meeting. Cllr R Nutt opened with prayer.

2. APPLICATIONS FOR LEAVE OF ABSENCE

None

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

The Executive Mayor, Ald D Coetzee, informed the meeting that Mr F Myburgh, Senior Manager: Gansbaai Administration, will be discharged from hospital today after a long sickness due to Covid-19.

4.
**BENEFICIARIES: INTEGRATED RESIDENTIAL DEVELOPMENT PROGRAMME
(IRDP): 296 ERVEN: MASAKHANE, GANSBAAI**

17/5/4/1

FW Frans

29 June 2021

Manager : Housing Administration

(028) 313 8148

EXECUTIVE SUMMARY

This report is to inform the Executive Mayor of potential beneficiaries for the IRDP housing project: 296 erven, Masakhane, Gansbaai and to obtain approval of the procedure to finalise subsidy applications for potential beneficiaries.

RESOLVED:

1. that the lists of beneficiaries for the housing project in Masakhane, Gansbaai **be noted**;
2. that the following procedure for potential beneficiaries to finalise subsidy applications, **be approved**:
 - (a) that potential beneficiaries be given 30 days written notice to complete their subsidy application documentation; and
 - (b) that potential beneficiaries that do not respond to the first notice (30 days) be given a final written notice of 7 days; and
3. in the event of any applicants not responding within the mentioned period of 7 days, the available housing opportunities be given to identified additional beneficiaries (replacements).

RESPONSIBLE OFFICIAL :

FW FRANS

TARGET DATE FOR IMPLEMENTATION :

1 AUGUST 2021

5.
BENEFICIARIES: UPGRADING OF INFORMAL SETTLEMENTS PROGRAMME (UISP): ERVEN: TRANSIT CAMP, ZWELIHLE

17/5/4/1

FW Frans

15 July 2021

Manager : Housing Administration

(028) 313 8144

EXECUTIVE SUMMARY

This report is to inform and obtain approval from the Executive Mayor with regard to potential beneficiaries of the UISP project in Transit Camp, Zwelihle.

RESOLVED:

1. that the list of 145 potential beneficiaries consisting of current residents of Transit Camp, **be approved** for the UISP;
2. that, due to an excess number of residents in the Transit Camp, a number of 19 serviced sites in terms of UISP be reserved to accommodate two potential beneficiaries per site;
3. that, in the event of two potential beneficiaries to occupy a serviced site, the following selection criteria be applied:
 - Potential beneficiaries from the latest date of application be selected; and
 - In the event that selected potential beneficiaries have the same date of application, the potential beneficiaries with the youngest age be prioritised for particular serviced sites; and
4. that the conclusion of rental agreements with beneficiaries of the UISP serviced sites, Transit Camp; **be approved**.

RESPONSIBLE OFFICIAL :

FW FRANS

TARGET DATE FOR IMPLEMENTATION :

IN PROGRESS

6. BENEFICIARIES: 107 SERVICED SITES, HAWSTON: ADDITIONAL LIST (REPLACEMENTS)

17/5/4/1

FW Frans

29 June 2021

Manager: Housing Administration

(028) 313 8148

EXECUTIVE SUMMARY

This report is to inform the Executive Mayor of an additional list of potential beneficiaries (replacements) for the 107 affordable serviced sites, Hawston in terms of the Finance Linked Individual Subsidy Programme (FLISP) for purpose of the submission of aforementioned names to the Department of Human Settlements for consideration and subsidy approvals.

RECOMMENDATION TO THE COUNCIL:

1. that given the support by the Minister of Human Settlements: Western Cape and the letter of support by the DOHS, potential beneficiaries exceeding the threshold for FLISP to the amount of R22,000 monthly gross household income be approved to participate in the project under FLISP, subject to the qualifying criteria for FLISP (excluding income threshold) and Western Cape Provincial Circular 10/2015;
2. that approval be granted to potential beneficiaries exceeding the threshold for FLISP to the amount of R22,000 monthly gross house hold income, to purchase serviced sites from the Municipality subject to:
 - (a) the site being sold at a market-related price in accordance with the municipal statutory requirements; and
 - (b) the candidate being informed that he/she will therefore not be receiving any FLISP subsidy assistance from the Department.
3. that the applicants on the Western Cape Housing Demand Database for Hawston, who physically reside in Hawston be given preference to participate in the FLISP project before opportunity is given to applicants on the Western Cape Housing Demand Database for the broader Overstrand Municipal area;
4. that the additional list (replacements) of 8 (eight) potential beneficiaries (replacements) be noted;
5. that, after pre-approval letters for potential beneficiaries referred to in recommendation 4 above with regard to mortgage/non-mortgage funding (income category R7,001 - R22,000) and non-approval letters (income category R3,501 - R7,000) were provided, the respective subsidy applications for the final list of potential beneficiaries be processed;

6. that the following procedure for potential beneficiaries to finalise subsidy applications, be approved:
- (a) that potential beneficiaries be given 30 days written notice to obtain letters for approval of mortgage/non-mortgage bonds/non approval letters as set out in recommendation 5 above;
 - (b) that potential beneficiaries be given 30 days written notice to complete their subsidy application documentation; and
 - (c) that potential beneficiaries that do not respond to the first notice (30 days) be given a final written notice of 7 days.
7. that, in the event of any applicants not responding within the mentioned period of 7 days, the available housing opportunities be given to identified additional beneficiaries (replacements).

RESPONSIBLE OFFICIAL:

FW FRANS

TARGET DATE FOR IMPLEMENTATION:

IN PROGRESS

7.
SIGNED PERFORMANCE AGREEMENTS OF THE MUNICIPAL MANAGER AND SECTION 56 (DIRECTORS) APPOINTEES FOR 2021/22

2/12/1

RG Louw

Senior Manager: Strategic Services

8 July 2021

(028) 313 8071

EXECUTIVE SUMMARY

The purpose of this report is for Council to note the signed performance agreements of the Municipal Manager and Section 56 (Directors) appointees for the 2021/22 financial year.

RECOMMENDATION TO THE COUNCIL:

that the signed performance agreements of the Municipal Manager and Section 56 (Directors) appointees for 2021/22 **be noted**.

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

28 JULY 2021

**8.
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, MAY 2021**

8/2/2

**C Le Roux
07 May 2021**

Deputy Director: Finance & SCM

(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 May 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 May 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 May 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 May 2021, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

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) AND PARAGRAPH 6(7)(4)(F)
OF THE DIRECTIONS OF THE DISASTER MANAGEMENT ACT, JUNE 2021**

8/2/2

C Le Roux

05 JULY 2021

Deputy Director: Finance & SCM

(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 June 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 June 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 June 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 June 2021, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**10.
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2020/2021:
4th QUARTER: 1 APRIL 2021 – 30 JUNE 2021**

8/2/2

**C Le Roux
06 July 2021**

Deputy Director: Finance & SCM

(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 4th Quarter of 2020/2021 **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

11.
ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT IN TERMS OF PARAGRAPH 6(2)(a) OF THE POLICY: 2020/2021

8/2/2

C Le Roux
 16 July 2021

Deputy Director : Finance & SCM

(028) 313 8080

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 2020/2021 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 2020/2021 financial year.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

12.
ANNUAL STOCK TAKING FOR 2020/2021: MUNICIPAL STORES

6/1/2/5

CJ Roets

15 July 2021

Manager : Contracts & Logistics

(028) 313 8951

EXECUTIVE SUMMARY

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

On Monday 28 June 2021 at:

Gansbaai Store (08h30 to 13h00)

Kleinmond Store (13h45 to 16h30)

On Tuesday 29 June 2021 at:

Hermanus Store: (08h30 to 16h30)

RECOMMENDATION TO THE COUNCIL:

1. that the surplus stock be accounted against the appropriate vote numbers and permission granted to correct stock values;
2. that the redundant stock as recorded on 30 June 2021 be **written off**; and
3. that the stock as recorded on 30 June 2021 be taken as the starting balance of the 2021/2022 stock register.

RESPONSIBLE OFFICIAL :

C ROETS

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

13.

QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF THE MFMA FOR THE QUARTER ENDED JUNE 2021

5/18/R

BA King

21 July 2021

Senior Manager: Financial Services

(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 June 2021, **be noted**.

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

**14.
BUDGET REPORT FOR THE QUARTER ENDED JUNE 2021**

5/1/1/22-2020/2021

BA King

Senior Manager: Financial Services

21 June 2021

(028) 313 8154

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 2021, 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

15.
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)
 FOURTH QUARTERLY REPORT: APRIL - JUNE 2021**

2/12/1/1

RG Louw

Senior Manager: Strategic Services

14 July 2021

(028) 313 8071

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 2021 to 30 June 2021.

RECOMMENDATION TO THE COUNCIL:

1. that the content of the report for the fourth quarter of the 2020/2021 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 2020/21 financial year **be approved**.

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

The meeting adjourned at 10:16

DATE

D COETZEE –EXECUTIVE MAYOR