



**ORDINARY MEETING OF THE MAYORAL
COMMITTEE**

**GEWONE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE /

IMIZUZU

DATE / DATUM / UMHLA : 29 MAY / MEI / MEYI 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 AN ORDINARY MEETING OF THE MAYORAL
COMMITTEE HELD IN THE BANQUETING HALL, CIVIC CENTRE,
HERMANUS, ON 29 MAY 2019, AT 10:00**

PRESENT: Councillors were present as per attached attendance register.

OFFICIALS PRESENT: Mr C Groenewald, Municipal Manager
Ms S Reyneke-Naudé, Director : Finance
Mr R Williams, Director : Community Services
Mr S Madikane, Director : LED
Ms D Arrison, Director : Management Services
Mr N Michaels, Director : Protection Services
Mr S Müller, Director : Infrastructure & Planning
Mr H Blignaut, Deputy Director : Engineering Services
Mr C Mitchell, Manager Solid Waste: Planning
Mr F Myburgh, Senior Manager : Gansbaai Administration
Mr D Lakey, Senior Manager : Gansbaai Administration
Mr F Frans, Manager : Housing Administration
Ms C Swartz, Accountant : Collections
Mr R Kuchar, Senior Manager : Town Planning
Ms H van Tonder, Manager : Council Support Services
Ms R Louw, Senior Manager : Strategic Services
Mr B King, Senior Manager : Financial Services
Ms R Steenekamp, Media & Social Media Liaison Officer
Mr G Smit, Manager : Social Development
Ms N Zweni, Manager : Communication
Ms G Erasmus, Clerk : Auditorium
Ms S Swart: Administrative Officer : Council Support Services
ICT

MINUTES/.....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

MAYORAL COMMITTEE MEETING
29 MAY 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	
OPPERMAN, M	
ORBAN, J	
PUNGUPUNGU, V	
RESANDT, C	
SAPEPA, NM	
TAFU-NWONKWO, CC	
TEBELE, S	

1. OPENING

The Executive Mayor afforded a minute for silent prayer. 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, 24 April 2019 at 10:00**

RESOLVED:

that the Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 24 April 2019 at 10:00, be confirmed.**

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

None

5.
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) : APRIL 2019**

8/2/2

C Le Roux
07 May 2019

(028) 313 8107

Corporate Head Office

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 April 2019.

RECOMMENDATION TO THE COUNCIL:

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

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

6.
FINAL INTEGRATED DEVELOPMENT PLAN (IDP) REVIEW 2019/20

2/12/1

R Louw

16 May 2019

(028) 313 8071

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of this report is to present the final reviewed IDP for the 2019/20 financial year to Council for approval. This will be the 2nd reviewed document for the 2017/2021 IDP cycle.

RECOMMENDATION TO THE COUNCIL:

that the final IDP Review for the 2019/20 financial year **be approved**.

RESPONSIBLE OFFICIAL :

R LOUW

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2019

7.
WATER SERVICES DEVELOPMENT PLAN FOR 2019/20

1/1/6

H Blignaut

13 May 2019

(028) 313 5047

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of this report is to table the Water Services Development Plan (also referred to as the IDP Sector Input Report) (WSDP) for the 2019/20 financial year for approval by Council.

RECOMMENDATION TO THE COUNCIL:

that the Water Services Development Plan for 2019/20 **be approved.**

RESPONSIBLE OFFICIAL :

H BLIGNAUT

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2019

**8.
REVISION OF ALL BUDGET RELATED POLICIES OF THE OVERSTRAND
MUNICIPALITY**

5/B

**S Reyneke-Naude
3 May 2019**

(028) 313 8040

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of the report is to present council with the amended budget related policies for approval and implementation with effect from 1 July 2019.

RECOMMENDATION TO THE COUNCIL:

that the revised budget related policies **be approved** and implemented with effect from 1 July 2019.

RESPONSIBLE OFFICIAL :

S REYNEKE-NAUDE

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2019

9.
FINAL BUDGET FOR OVERSTRAND MUNICIPALITY : 2019/2020

5/1/1/21-2019/2020

BA King

(028) 313 8154

Corporate Head Office

22 May 2019

EXECUTIVE SUMMARY

This report presents the proposed budget of Overstrand Municipality for the 2019/2020 to 2021/2022 MTREF (Medium Term Revenue and Expenditure Framework) period.

RECOMMENDATION TO THE COUNCIL:

1. that, in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003), the annual budget of the Municipality for the 2019/2020 to 2021/2022 MTREF (Medium Term Revenue and Expenditure Framework) period **be approved** as set out in the following schedules:

- Schedule 1:** Budgeted financial performance (revenue & expenditure by municipal vote)
- Schedule 2:** Budgeted financial performance (revenue by source & expenditure by type)
- Schedule 3:** Budgeted multi- and single year capital appropriations by standard classification (vote) and funding by source
- Schedule 4:** Budgeted financial position
- Schedule 5:** Budgeted cash flow
- Schedule 6:** Cash backed reserves and acc. surplus reconciliation
- Schedule 7:** Asset management
- Schedule 8:** Basic service delivery measurement

2. that the property rates reflected in Annexure A of the report **be imposed** for the budget year 2019/2020;
3. that tariffs and charges reflected in Annexure A of the report **be approved** for the budget year 2019/2020;
4. that the Municipal Manager be authorised to sign all the necessary agreements and documents to give effect to the 2nd draw down of the proposed three year borrowing programme for external loans amounting to R54 million per year, as well as for the loan of R20,3m for the Hermanus Waste Management Facility;
5. that the following schedules be noted:

- Schedule 9:** Budgeted financial performance (revenue & expenditure by standard classification)
- Schedule 10:** Budgeted capital appropriations by municipal vote

6. that **cognisance be taken** of the letters of comment received from the community and the LG MTEC 3 Assessment Report by Provincial Treasury and the Provincial Department of Local Government, included in Annexures K and L respectively of the budget report; and
7. that **cognisance be taken** of the 2019/2020 Budget Report.

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2019

**10.
RAISING OF NEW EXTERNAL LOANS**

5/15/1/2/1

B King

17 May 2019

(028) 3138154

Corporate Head Office

EXECUTIVE SUMMARY

Report on the tabling and approval of the loan agreement for the raising of external loans amounting to R162 000 000.

RECOMMENDATION TO THE COUNCIL:

1. that the loan agreement for the raising of the total external loans amounting to R162 000 000 (R54 000 000 per year) for the 2018/2019, 2019/2020 and 2020/2021 financial years, as well as the direct capital grant facility agreement to the amount of R19 900 000 **be approved**; and
2. that the Municipal Manager be authorised to sign the necessary agreements and documents for the above external loans and direct capital grant facility agreement.

RESPONSIBLE OFFICIAL:

B A KING

TARGET DATE FOR IMPLEMENTATION :

1 JUNE 2019

11.
GRANTS-IN-AID : RECOMMENDATIONS FOR 2019/20

5/16/1/2
GG Smit
16 May 2019

(028) 313 8935

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of this report is to:

1. inform Council that the Grant-in-Aid allocation process for the 2019/20 financial year has been completed;
2. present the list of provisional beneficiary awards.

RECOMMENDATION TO THE COUNCIL:

1. that the
 - (a) Grants-in-Aid: Schedule of recommended beneficiaries for the 2019/20 financial year; and
 - (b) Grants-in-Aid: Schedule of unsuccessful applicants 2019/20

be noted; and
2. that the necessary deviations from the Policy **be approved** so as to enable the Committee to award the recommended beneficiaries.

RESPONSIBLE OFFICIAL:

GG SMIT

TARGET DATE FOR IMPLEMENTATION:

JULY 2019

12.

REQUEST FOR EXEMPTION OF BUILDING PLAN FEES : HERMANUS SPORTS CLUB

5/5/R

R Kuchar

(028) 313 8900

Hermanus Administration

7 May 2019

EXECUTIVE SUMMARY

To obtain approval for the exemption of building plan fees in the amount of R53 050.34 (copy attached) as the property belongs to the Overstrand Municipality and is only sub-lease to Messrs Promat B (Pty) Ltd. The building plans should be lodged in the name of Overstrand Municipality and not in the name of Messrs Promat B (Pty) Ltd.

RECOMMENDATION TO THE COUNCIL:

1. that the application for exemption of current and future building plan fees towards the building plans submitted on phase one of the Hermanus Sports Club (Remainder of Erf 1253, Hermanus), **be approved**; and
2. that the amount of R53 050.34 to be refunded to Messrs Promat B (Pty) Ltd regarding building plan fees paid, **be approved**.

RESPONSIBLE OFFICIAL :**R KUCHAR****TARGET DATE FOR IMPLEMENTATION :****10 JULY 2019****TARGET DATE TO INFORM APPLICANT :****10 JULY 2019****TARGET DATE TO INFORM OBJECTOR :****N/A**

PORTFOLIO COMMITTEE :

FINANCE

Chairperson :

Cllr R de Coning

Committee Members :

**Cllrs L Ntsabo, G Cohen,
S Tebele, X Msweli and B Molefe**

PORTEFEULJEKOMITEE :

FINANSIES

Voorsitter :

Rdl R de Coning

Komiteelede :

**Rdle L Ntsabo, G Cohen,
S Tebele, X Msweli and B Molefe**

1.
WRITING OFF OF IRRECOVERABLE DEBT

5/17/1

EM Hooneberg
17 April 2019

(028) 313 8149

Corporate Head Office

EXECUTIVE SUMMARY

The purpose of the report is to request Council to approve the writing off of debt that has become irrecoverable.

RECOMMENDATION TO THE COUNCIL:

that the irrecoverable debt to the value of R541 407.63 as listed below, be written off as bad debt:

A	First time write off – Indigent Households	R217 502.67
B	Indigent water leakages irrecoverable	R323 904.96
	TOTAL	R541 407.63

RESPONSIBLE OFFICIAL :

EM HOONEBERG

TARGET DATE FOR IMPLEMENTATION :

31 MAY 2019

PORTFOLIO COMMITTEE :

MANAGEMENT SERVICES

Chairperson :

Cllr A Komani

Committee Members :

**Ald M Sapepa, Cllrs R Nutt,
M Opperman & N Nqinata**

PORTEFEULJEKOMITEE :

BESTUURSDIENSTE

Voorsitter :

Rdl A Komani

Komiteelede :

**Rdh M Sapepa, Rdle R Nutt,
Rdle M Opperman & N Nqinata**

1.
REVISED POLICY ON PAYMENT OF ACTING ALLOWANCES OF SECTION 56 MANAGERS

4/5/2/2

L Bucchianeri

(028) 3138120

Hermanus Administration

10 April 2019

EXECUTIVE SUMMARY

The purpose of this report is to recommend to Council the revised Policy on Payment of Acting Allowances of Section 56 Managers.

RECOMMENDATION TO THE COUNCIL:

that the revised Policy on Payment of Acting Allowances of Section 56 Managers **be adopted.**

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

1 JUNE 2019

2.
REVISED STUDY AID POLICY FOR EMPLOYEES

4/4/B

L Bucchianeri
09 April 2019

(028) 3138120

Hermanus Administration

EXECUTIVE SUMMARY

The purpose of this report is to recommend to Council the revised Study Aid Policy for Employees.

RECOMMENDATION TO THE COUNCIL:

that the Revised Study Aid Policy for Employees **be approved.**

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

01 JUNE 2019

3.
DRAFT EXTERNAL BURSARY POLICY FOR STUDENTS

4/4/B

L Bucchianeri
10 April 2019

(028) 3138120

Hermanus Administration

EXECUTIVE SUMMARY

The purpose of this report is to recommend to Council the draft External Bursary Policy for Students.

RESOLVED:

that the draft External Bursary Policy **be referred back** and be resubmitted during the June 2019 cycle.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

01 JUNE 2019

PORTFOLIO COMMITTEE :

**PROTECTION SERVICES, ECONOMIC
DEVELOPMENT & TOURISM**

Chairperson :

Cllr E Gillion

Committee Members :

**Cllrs C Resandt, G Cohen,
V Macotha & C Tafo-Nwonkwo**

PORTEFEULJESKOMITEE :

**BESKERMINGSDIENSTE, EKONOMIESE
ONTWIKKELING & TOERISME**

Voorsitter :

Rdl E Gillion

Komiteelede :

**Rdle C Resandt, G Cohen,
V Macotha & C Tafo-Nwonkwo**

**NO REPORTS WERE RECEIVED BY THE SECRETARIAT
FOR INCLUSION IN THIS PORTFOLIO**

PORTFOLIO COMMITTEE :

COMMUNITY SERVICES

Chairperson :

Cllr F Africa

Committee Members :

**Cllrs J Orban, C May,
V Pungupungu & S Kalolo**

PORTEFEULJEKOMITEE :

GEMEENSKAPSDIENSTE

Voorsitter :

Rdl F Africa

Komiteelede :

**Rdle J Orban, C May,
V Pungupungu & S Kalolo**

**1.
AFFORDABLE HOUSING: 22 SERVICED SITES, MOUNT PLEASANT**

17/5/4/1

**FW Frans & FR Williams
24 April 2019**

(028) 313 8144

Hermanus Administration

EXECUTIVE SUMMARY

The purpose of the report is to recommend to Council the names of potential beneficiaries for, 22 affordable serviced sites, Mount Pleasant 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 house hold 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 Mount Pleasant, who physically reside in Mount Pleasant, 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 list of 22 potential beneficiaries with the list of 11 potential 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) have been 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

2.

HOUSING: PROGRESS REPORT ON TRANSFER OF PROPERTIES TO VARIOUS BENEFICIARIES OF LOW COST HOUSING IN THE OVERSTRAND AREA FOR THE PERIOD JULY 2018 TO MARCH 2019

17/5/4/1

FW Frans

(028) 313 8144

Hermanus Administration

24 April 2019

EXECUTIVE SUMMARY

The purpose of the report is to inform the Executive Mayor of progress made to date with the transfers of title deeds in the names of beneficiaries of low cost housing projects.

RESOLVED:

that the report in respect of transfers to beneficiaries of low cost housing properties **be noted**.

RESPONSIBLE OFFICIAL :**FW FRANS****TARGET DATE FOR IMPLEMENTATION :****IN PROGRESS**

**PORTFOLIO COMMITTEE :
INFRASTRUCTURE & PLANNING**

Chairperson :

Cllr K Brice

Committee Members :

**Cllrs D Botha, F Krige,
S Tebele & V Pungupungu**

**PORTEFEULJEKOMITEE :
INFRASTRUKTUUR & BEPLANNING**

Voorsitter :

Rdl K Brice

Komiteelede :

**Rdle D Botha, F Krige,
S Tebele & V Pungupungu**

1.
**TOWN- & SPATIAL PLANNING REPORT WITH REGARD TO APPLICATIONS
 CONSIDERED IN TERMS OF DELEGATED AUTHORITY: MARCH 2019 – APRIL
 2019**

15/3/11

R van Antwerp
 12 April 2019

(028) 313 8039

Hermanus Administration

EXECUTIVE SUMMARY

To report on applications disposed of by the Authorised Official in terms of the Spatial Land Use Management Act (SPLUMA) during the period from 21 March 2019 – 12 April 2019.

RESOLVED:

that cognisance be taken of the town planning applications disposed of by the Authorised Official in terms of SPLUMA for the period 21 March 2019 – 12 April 2019:

Spatial Land Use Management Act (SPLUMA) Approvals

- | | | |
|----|--|---------------|
| 1. | Erf 1829, 33 Fourth Street, Voëlklip, Hermanus | 25 March 2019 |
| 2. | Erf 2175, Pearly Beach (Pearly Beach Resort) | 29 March 2019 |
| 3. | Erf 2945, 8 Protea Street, Onrustrivier | 5 April 2019 |
| 4. | Erf 6845, 132 Main Road, Nortcliffe, Hermanus | 5 April 2019 |
| 5. | Erf 243, 86 Long Street, Sandbaai | 5 April 2019 |
| 6. | Erf 4989, 54 Dawson Village, Dawson Street, Onrustrivier | 5 April 2019 |
| 7. | Erf 96, 8 Brunia Street, Sandbaai | 5 April 2019 |
| 8. | Erf 106, 38 Beach Road, Sandbaai | 5 April 2019 |

Municipal Planning Tribunal

- | | | |
|----|--|---------------|
| 1. | Erf 222, 1 Groenewald Street, Gansbaai | 28 March 2019 |
| 2. | Erven 39, 41 and 42, 108 Kusweg and 241 Piet Retief Crescent, Sandbaai | 28 March 2019 |
| 3. | Erf 2129, 4 Greeb Road, Betty's Bay | 28 March 2019 |

RESPONSIBLE OFFICIAL :

R VAN ANTWERP

TARGET DATE FOR IMPLEMENTATION :

12 JUNE 2019

2.
**SOCIAL HOUSING AND PROPOSED AMENDMENT TO THE DEMARCATED
RESTRUCTURING ZONES**

15/1/3/R

R Kuchar

15 April 2019

(028) 313 8087

Hermanus Administration

EXECUTIVE SUMMARY

This item serves to obtain Council's approval to set forth a tender process to acquire the services of a Social Housing Institution (SHI) in order to extend the Municipality's related housing strategy.

The item also serves to obtain Council's approval for the removal of certain Restructuring Zones which were approved by Council on 30 March 2016 and to include the Schulphoek land as a restructure zone.

RECOMMENDATION TO THE COUNCIL:

1. that the amended list for the available Restructuring Zone sites **be approved**;
2. that the Western Cape Department of Human Settlements be notified of the amendment of the list of properties;
3. that the procurement process to appoint accredited Social Housing Institutions (SHI) be commenced;
4. that the proposed base criteria which needs to be met by a viable Social Housing Institution be noted; and
5. that the following minimum development incentives **be approved**:
 - Land is to be sold to the SHI at 10% of the market value - subject to special conditions of sale which limit the use and development of the property.
 - Bulk Service contribution is provided at 10% - subject to obtaining subsidy funding.
 - Mixed use developments be considered in order to subsidise the rental amounts for residential units - subject to a viability study and land use approval.
 - Possibilities of higher densities, subject to a viability study and land use approval.
 - Reduced fee for building plan applications at 50% of the normal tariff.

RESPONSIBLE OFFICIAL :

R KUCHAR

TARGET DATE FOR IMPLEMENTATION :

31 MAY 2019

The meeting adjourned at 10:18

DATE

D COETZEE – EXECUTIVE MAYOR