



**ORDINARY MEETING OF THE MAYORAL
COMMITTEE**

**GEWONE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE /

IMIZUZU

DATE / DATUM / UMHLA : 27 MAY / MEI / MEYI 2020
VENUE / PLEK / INDAWO : VIRTUAL
HERMANUS
TIME / TYD / IXESHA : 10:00

OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

MINUTES OF AN ORDINARY MEETING OF THE MAYORAL COMMITTEE HELD BY MEANS OF A VIRTUAL PLATFORM ON 27 MAY 2020, AT 10:00

PRESENT:

Councillors were present as per attached attendance register.

OFFICIALS PRESENT:

Mr C Groenewald, Municipal Manager
Ms D Arrison, Director : Management Services
Ms S Reyneke-Naudé, Director : Finance
Mr R Williams, Director : Community Services
Mr N Michaels, Director : Protection Services
Mr S Madikane, Director : Economic Development
Mr S Müller, Director : Infrastructure & Planning
Mr T Steenberg, Deputy Director : Community Services
Mr R Kuchar, Senior Manager : Town Planning
Mr C Mitchell, Manager : Solid Waste
Ms R Louw, Senior Manager : Strategic Planning
Mr A Wyngaard, Senior Manager : Hermanus
Administration
Mr F Myburgh, Senior Manager : Gansbaai
Administration
Mr D Lakey, Senior Manager : Kleinmond
Administration
Ms B Plaatjies, Manager : Hermanus Administration
Ms H van Tonder, Manager : Council Support Services
Mr B King, Senior Manager : Financial Services
Ms G Bucchianeri, Manager : Budget Office
Mr R Fraser, Chief : Traffic/Licences
Mr L Smith, Chief : Fire & Rescue and Disaster
Management
Mr F Frans, Manager : Housing
Ms N Zweni, Manager : Communication
Ms A Le Roux, Manager : Property
Ms R Steenekamp, Media & Social Media Liaison
Officer
Ms S Swart: Administrative Officer : Council Support
Services
ICT
Ms G Erasmus, Clerk : Auditorium

MINUTES/.....




OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

MAYORAL COMMITTEE MEETING
27 MAY 2020

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

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

MAYORAL COMMITTEE MEETING
27 MAY 2020

ALDERMAN/COUNCILLORS	SIGNATURE
AFRICA, F	
BOṬHA, D	
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COETSEE, A	
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KALOLO, SV	
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KRIGE, F	
NQINATA, NNT	
MACOTHA, VC	
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	

1. OPENING

The Executive Mayor, Ald D Coetzee, opened with 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, 25 March 2020 at 10:00**

RESOLVED:

that the Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 25 March 2020 at 10:00, be confirmed.**

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

None

5.

IN PRINCIPLE APPROVAL FOR THE DIRECT ALIENATION OF A PORTION OF ERF 2423 BETTY'S BAY ADJACENT TO ERF 2674 BETTY'S BAY (199 PORTER DRIVE, BETTY'S BAY) TO AFRICA PRO CURE CC

7/2/3/2

A Le Roux

Manager : Property Administration

16 March 2020

(028) 316 - 3724

EXECUTIVE SUMMARY

To obtain approval in principle for the direct alienation of a portion of Erf 2423 ($\pm 53\text{m}^2$ in extent) Betty's Bay, adjacent to Erf 2674 Betty's Bay, situated at 199 Porter Drive, Betty's Bay, to the owner of Erf 2674 Betty's Bay, being Africa Pro Cure CC for parking purposes.

RECOMMENDATION TO THE COUNCIL:

1. that the direct alienation of a portion of Erf 2423 Betty's Bay (adjacent to Erf 2674 Betty's Bay), $\pm 53\text{m}^2$ in extent, to the owner of the adjoining Erf 2674 Betty's Bay, Africa Pro Cure CC, at an amount of R150.00/m² (ONE HUNDRED AND FIFTY RAND PER SQUARE METRE) (VAT excluded) be **approved in principle**;
2. that it be noted that the direct alienation is possible as the said portion of Erf 2423 Betty's Bay can be classified as a non-viable property;
3. that, subject to the approval in 1 above, a public participation process be followed at the cost of the applicant/purchaser;
4. that it be noted that a condition for the alienation will be that the said portion of Erf 2423 Betty's Bay must be consolidated with the adjoining property of Africa Pro Cure CC, being Erf 2674 Betty's Bay;
5. that no structures of any kind (excluding a boundary wall or fence) may be erected on the said portion of Erf 2423 Betty's Bay, which condition must be registered against the title deed of the consolidated property;
6. that the alienation of said portion of Erf 2423 Betty's Bay be subject to obtaining the necessary Town Planning approvals;
7. that all the costs pertaining to the transaction, e.g. application cost, valuation cost, closure of a portion of public road, subdivision and consolidation, rezoning, Section 14 advertisement and transfer and related costs (including the transfer of Erf 2423 Betty's Bay to the Overstrand Municipality), etc. be paid by the applicant/purchaser, Africa Pro Cure CC; and

8. that it be noted that the municipal property herewith envisaged to be alienated is not required for the provision of basic municipal services in terms of the provisions of paragraph 5 of Council's Administration of Immovable Property Policy and Section 14 of the Local Government: Municipal Finance Management Act (Act 56 of 2003).

RESPONSIBLE OFFICIAL: N LIEBENBERG

TARGET DATE FOR IMPLEMENTATION: 19 JUNE 2020

TARGET DATE TO INFORM APPLICANT: 30 JUNE 2020

TARGET DATE TO INFORM OBJECTOR: N/A

**6.
HERMANUS: IN PRINCIPLE APPROVAL FOR THE ALIENATION OF ERF 7373
HERMANUS (SITUATED AT 84 ANGELIER STREET, MOUNT PLEASANT) BY
MEANS OF A COMPETITIVE PROCESS**

7/2/3/2

A Le Roux

18 March 2020

Manager: Property Administration

(028) 316-3724

EXECUTIVE SUMMARY

To obtain in principle approval for the alienation of Erf 7373 Hermanus, 354m² in extent, for residential purposes by means of a competitive process.

RECOMMENDATION TO THE COUNCIL:

1. that the alienation of Erf 7373 Hermanus (354m² in extent), for residential purposes by means of a competitive process at a market related price be **approved in principle**;
2. that all costs pertaining to the transaction, for example the transfer costs, water, sewer and electricity connections and the section 14 advertisement, but excluding the valuation costs, be paid by the successful bidder/purchaser;
3. that a condition be included in the Title Deed of the property that it may only be used for residential purposes; and
4. that it is hereby confirmed by Council that the municipal property herewith alienated is not required for the provision of basic municipal services in terms of paragraph 5 of the Administration of Immovable Property Policy approved by Council on 25 November 2015 and Section 14 of the Local Government: Municipal Finance Management Act (Act 56 of 2003).

RESPONSIBLE OFFICIAL :

R MARINUS

TARGET DATE FOR IMPLEMENTATION :

30 JUNE 2020

TARGET DATE TO INFORM APPLICANT :

N/A

TARGET DATE TO INFORM OBJECTOR :

N/A

7.
ERF 2820 SANDBAAI (SITUATED IN JIMMY SMITH STREET): RENEWAL OF LEASE OF MUNICIPAL PROPERTY TO THE SANDBAAI HALL MANAGEMENT COMMITTEE

7/2/3/1

A Le Roux

Manager: Property Administration

4 March 2020

(028) 316-3724

EXECUTIVE SUMMARY

To obtain approval to enter into a further lease agreement with the Sandbaai Hall Management Committee for a period of 9 (NINE) years and 11 (ELEVEN) months in respect of municipal property, being Erf 2820 Sandbaai (8,912m² in extent) situated in Jimmy Smith Street, Sandbaai for the purpose of managing, leasing, supervising and maintaining the Sandbaai Community Hall for community purposes.

RESOLVED:

1. that the lease of municipal property, being Erf 2820 Sandbaai (8,912m² in extent) to the Sandbaai Hall Management Committee for the purpose of managing, leasing, supervising and maintaining the Sandbaai Community Hall for community purposes at the rental amount of R147.83 (ONE HUNDRED AND FORTY SEVEN RAND AND EIGHTY THREE CENT) (VAT excluded) per month for a further period of 9 (NINE) years and 11 (ELEVEN) months from 1 September 2019 in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **be approved**;
2. that the rental amount mentioned in 1 above escalate every year on the 1st of July in accordance with the tariffs stipulated in the Annual Budget as approved by Council, the next escalation to be on 1 July 2020;
3. that a condition be included in the lease agreement that the Sandbaai Community Hall must be made available to the Overstrand Municipality free of charge for official meetings and functions; and
4. that a clause be included in the lease agreement that, in case the Community Hall has to be utilised by the Overstrand Administration for emergency purposes, such as for example accommodation of people or storage of supplies during incidents of unrest or disaster, the rental, rates and taxes, services charges and associated expenses incurred by the Management Committee, be written back or compensated on a case by case basis, subject to proof of why these expenses were deemed to be necessary.

RESPONSIBLE OFFICIAL :	W MURTZ
TARGET DATE FOR IMPLEMENTATION :	30 JUNE 2020
TARGET DATE TO INFORM APPLICANT :	12 JUNE 2020
TARGET DATE TO INFORM OBJECTOR :	N/A

8.

A PORTION OF ERF 1772 PRINGLE BAY (SITUATED AT 3 BUFFELS ROAD, PRINGLE BAY): RENEWAL OF LEASE OF MUNICIPAL PROPERTY TO PRINGLE BAY RATEPAYERS ASSOCIATION

7/2/3/1

A Le Roux
6 May 2020

Manager : Property Administration

(028) 316 - 3724

EXECUTIVE SUMMARY

To obtain approval to enter into a further lease agreement with Pringle Bay Ratepayers Association for a period of 9 (NINE) years and 11 (ELEVEN) months in respect of municipal property, being a portion of Erf 1772 Pringle Bay ($\pm 3,000\text{m}^2$ in extent), situated at 3 Buffels Road, Pringle Bay, for the purpose of managing, leasing, supervising and maintaining the Pringle Bay Community Hall as a community project.

RESOLVED:

1. that the lease of municipal property, being a portion of Erf 1772 Pringle Bay, ($\pm 3,000\text{m}^2$ in extent), to Pringle Bay Ratepayers Association for the purpose of managing, leasing, supervising and maintaining the Pringle Bay Community Hall as a community project at the monthly rental amount as will be approved in the Annual Budget for the 2020/2021 financial year for a period of 9 (NINE) years and 11 (ELEVEN) months as from 1 October 2020 in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **be approved**;
2. that the rental amount mentioned in 1 above escalate every year on the 1st of July in accordance with the tariffs stipulated in the Annual Budget as approved by Council, the next escalation to be on 1 July 2021;
3. that a condition be included in the lease agreement that the Pringle Bay Hall must be made available to the Overstrand Municipality free of charge for official meetings and functions; and
4. that a clause be included in the lease agreement that, in case the Community Hall has to be utilised by the Overstrand Administration for emergency purposes, such as for example accommodation of people or storage of supplies during incidents of unrest or disaster, the rental, rates and taxes, services charges and associated expenses incurred by the Management Committee, be written back or compensated on a case by case basis, subject to proof of why these expenses were deemed to be necessary.

RESPONSIBLE OFFICIAL:	N LIEBENBERG
TARGET DATE FOR IMPLEMENTATION:	30 JUNE 2020
TARGET DATE TO INFORM APPLICANT:	12 JUNE 2020
TARGET DATE TO INFORM OBJECTOR:	N/A

**9.
TRANSFER: OVERSTRAND MUNICIPALITY TO AMANDA LIFABA: ERF 440,
ZWELIHLE**

17/5/4/1

FW Frans

23 March 2020

Manager: Housing Administration

(028) 313 8144

EXECUTIVE SUMMARY

This report is to request Council to grant permission for the transfer of Erf 440, Zwelihle, to Ms Amanda Lifaba.

RECOMMENDATION TO THE COUNCIL:

1. that permission **be granted** to transfer erf 440, Zwelihle to Ms Amanda Lifaba (ID Number 8406091129081);
2. that Ms Amanda Lifaba be responsible for the payment of the sales price of R10,00;
3. that Ms Amanda Lifaba be responsible for the payment of the transfer costs associated with this transaction; and
4. that the aforementioned approval furthermore be subject to Ms Amanda Lifaba accepting responsibility for the outstanding municipal services account in respect of erf 440, Zwelihle.

RESPONSIBLE OFFICIAL :

FW FRANS

TARGET DATE FOR IMPLEMENTATION :

01 JUNE 2020

10.

TRANSFER: OVERSTRAND MUNICIPALITY TO MR JONATHAN MORNE STOFFELS: ERF 641, HAWSTON

17/5/4/1

FW Frans

23 March 2020

Manager: Housing Administration

(028) 313 8144**EXECUTIVE SUMMARY**

This report is to request Council to grant permission for the transfer of Erf 641, Hawston, to Jonathan Morne Stoffels.

RECOMMENDATION TO THE COUNCIL:

1. that permission **be granted** to transfer erf 641, Hawston to Mr Jonathan Morne Stoffels (ID Number 770831 5085 085); and
2. that the aforementioned approval furthermore be subject to Mr Jonathan Morne Stoffels accepting responsibility for the outstanding municipal services account in respect of erf 641, Hawston.

RESPONSIBLE OFFICIAL :**FW FRANS****TARGET DATE FOR IMPLEMENTATION :****01 JUNE 2020**

11.
**FERNKLOOF NATURE RESERVE PROTECTED AREA MANAGEMENT PLAN :
2020-2025**

17/17/1/2

L de Villiers
14 May 2020

Senior Manager : Environmental Services

(028) 316 3724

EXECUTIVE SUMMARY

The purpose of this report is to table the draft Protected Area Management Plan (PAMP) for the Fernkloof Nature Reserve (FNR) for the period of 2020 to 2025 for approval by Council.

RESOLVED:

that the item **be referred back** in order to **be workshopped**.

RESPONSIBLE OFFICIAL :

L DE VILLIERS

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2020

12.

OVERSTRAND: AMENDMENT OF THE OVERSTRAND MUNICIPALITY BY-LAW ON MUNICIPAL LAND USE PLANNING, ADOPTION OF THE OVERSTRAND MUNICIPALITY LAND USE SCHEME AND OVERLAY ZONES AND INCORPORATION INTO THE SAID BY-LAW

15/2

R Kuchar

Senior Manager: Town & Spatial Planning

11 May 2020

(028) 313 8900

EXECUTIVE SUMMARY

To submit to Council the following:

Reviewed Overstrand Municipality By-Law on Municipal Land Use Planning and the Overstrand Municipality Land Use Scheme and Overlay Zones for adoption by Council and after adoption:

Rescinding of the following policies:

- Overstrand Policy on Playschools on single residential erven, 2001 (Executive Committee Meeting, dated 7 August 2001);
- Policy on Guidelines and Requirements in respect of applications for the erection/establishment of additional dwelling units and accommodation for farm workers/staff on agricultural land units within the jurisdiction area of the Overstrand Municipality, 2009 (Council dated 1 September 2009);
- Policy for Conducting an Accommodation Establishment on a single residential erf, 2001 (Executive Committee meeting, dated 31 May 2001); and
- Determination of the zoning of various even to be aligned with the Fernkloof Nature Reserve Proclamation, 2000.

RESOLVED:

that the item **be referred back** in order to **be workshopped**.

RESPONSIBLE OFFICIAL :

R KUCHAR

TARGET DATE FOR IMPLEMENTATION :

11 JUNE 2020

TARGET DATE TO INFORM APPLICANT :

N/A

TARGET DATE TO INFORM OBJECTOR :

N/A

13.

NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT NO. 103 OF 1977: APPOINTMENT OF A BUILDING CONTROL OFFICER

4/3

S Muller**Director: Infrastructure and Planning****12 May 2020****(028) 313 8019**

EXECUTIVE SUMMARY

The National Building Regulations and Building Standards Act (Act 203 of 1977) requires a local authority to appoint a building control officer to exercise and perform the powers, duties or activities granted or assigned to a building control officer by or under this Act.

RECOMMENDATION TO THE COUNCIL:

that, in terms of Section 5 of the National Building Regulations and Building Standards Act (Act 103 of 1977), Mr JG Coetzee **be appointed** as the Building Control Officer for the Overstrand Municipal Area.

RESPONSIBLE OFFICIAL :**L COETZEE****TARGET DATE FOR IMPLEMENTATION :****1 JUNE 2020**

14.
FRAUD AND RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

2/B

Z Mazuthu

14 May 2020

Chief Risk Officer

(028) 313 5084

EXECUTIVE SUMMARY

To obtain Council's approval for the Fraud and Risk Management Committee Terms of Reference, that has been reviewed by the Fraud and Risk Management Committee (FARMCO).

RECOMMENDATION TO THE COUNCIL:

that the Risk Management Committee Terms of Reference **be approved.**

RESPONSIBLE OFFICIAL :

Z MAZUTHU

TARGET DATE FOR IMPLEMENTATION :

01 JULY 2020

**15.
RISK MANAGEMENT STRATEGY AND POLICY**

2/B

Z Mazuthu

14 May 2020

Chief Risk Officer

(028) 313 5084

EXECUTIVE SUMMARY

To obtain Council's approval for the Risk Management Strategy and Policy, that has been reviewed by the Fraud and Risk Management Committee (FARMCO).

RECOMMENDATION TO THE COUNCIL:

1. that the Risk Management Strategy **be approved**; and
2. that the Risk Management Policy **be approved**.

RESPONSIBLE OFFICIAL :

Z MAZUTHU

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2020

16.

**REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998 (ACT 20 OF 1998):
DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND
BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS**

5/12/1

S Reyneke-Naudé**Director: Financial Services****06 May 2020****(028) 313 8040**

EXECUTIVE SUMMARY

To consider increased salaries, allowances and benefits of councillors with retrospective effect from 1 July 2019.

RECOMMENDATION TO THE COUNCIL:

1. that the salaries and allowances in respect of the different members of Council as provided for in Government Notice 475, dated 24 April 2020 **be approved** and be made applicable **with effect from 1 July 2019**, subject to the concurrence of same by the Provincial Minister of Local Government, Environmental Affairs and Development Planning;
2. that, in terms of Section 14 of the government notice mentioned in 1 above, Councillors provide the Municipality with either all the necessary details regarding the councillor's property and assets to be covered by the special risk insurance to provide for the loss of or damage to a councillor's property, assets, life or disability arising from any riot, civil unrest, strike or public disorder, or with written confirmation that such cover is in place as part of a personal insurance portfolio arrangement already made by themselves; and
3. that it be noted that there is no need to make any additional provision in the annual mid-year review and adjustment budget to accommodate the promulgated increase to the upper limits of the salaries, allowances and benefits of councillors.

RESPONSIBLE OFFICIAL :**J VORSTER
RETHA RUST****TARGET DATE OF IMPLEMENTATION :****25 JUNE 2020**

17.
BUDGET REPORT FOR THE QUARTER ENDED MARCH 2020

5/1/1/21-2019/2020

BA King

Senior Manager: Financial Services

17 April 2020

(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 March 2020, 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

**18.
MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR MARCH 2020**

8/2/2

C Le Roux

Deputy Director: Finance & SCM

08 April 2020

(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, as well as approvals in terms of Paragraph 16(1)(b) and 17(1)(c) for March 2020.

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for March 2020, **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 March 2020, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**19.
MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR APRIL 2020**

8/2/2

C Le Roux

Deputy Director: Finance & SCM

04 May 2020

(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, as well as approvals in terms of Paragraph 16(1)(b) and 17(1)(c) for April 2020.

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for April 2020, **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 2020, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

20.

**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2019/2020 :
3rd QUARTER: 01 JANUARY 2020 – 31 MARCH 2020**

8/2/2

C Le Roux

Deputy Director: Finance and SCM

08 April 2020

(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 3rd Quarter of 2019/2020 **be noted**.

RESPONSIBLE OFFICIAL :**C LE ROUX****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

21.

QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, NO 56 OF 2003 FOR THE QUARTER ENDED MARCH 2020

5/18/R

BA King

Senior Manager: Financial Services

30 April 2020

(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, as per Annexure A to the item, in respect of Bank Account Withdrawals in terms of Section 11(4) of the Local Government: Municipal Finance Management Act, No 56 of 2003 for the quarter ended March 2020, **be noted**.

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

22.

EXTENSION OF VALIDITY PERIOD: MUNICIPAL VALUATION ROLL

5/B

S Reyneke-Naude

(028) 313 8040

Corporate Head Office

11 May 2020

EXECUTIVE SUMMARY

The purpose of this report is to obtain approval for applying to the Minister of Local Government for the extension of the validity period of the Overstrand Municipal Valuation Roll (OMVR).

RECOMMENDATION TO THE COUNCIL:

that, in terms of section 32(2)(a)(ii) of the Local Government Property Rates Act No 6 of 2004, an application for the extension for a period of two (2) years of the validity of the Overstrand Municipal Valuation Roll, be submitted to the Minister of Local Government.

RESPONSIBLE OFFICIAL :**S REYNEKE-NAUDE****TARGET DATE FOR IMPLEMENTATION :****1 JUNE 2020**

**23.
WRITING OFF OF IRRECOVERABLE DEBT**

5/17/1

SG Reyneke-Naudé

Director: Finance

02 May 2020

(028) 313 8040

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 R220 196.62 as listed below, be written off as bad debt:

First time write off – Indigent Households	R 4 315.26
Indigent water leakages irrecoverable	R215 881.36
TOTAL	<u>R220 196.62</u>

RESPONSIBLE OFFICIAL :

EM HOONEBERG

TARGET DATE FOR IMPLEMENTATION :

05 JUNE 2020

24.
**FINAL INTEGRATED DEVELOPMENT PLAN (IDP) REVIEW AND AMENDMENT
FOR 2020/21**

2/12/1

R Louw

13 May 2020

Senior Manager: Strategic Services

(028) 313 8071

EXECUTIVE SUMMARY

The purpose of this report is to present the final reviewed IDP and amendment for the 2020/21 financial year. This will be the 3rd reviewed document and 1st proposed amendment for the 2017/2021 IDP cycle.

RECOMMENDATION TO THE COUNCIL:

that the final IDP review and amendment for 2020/21 **be approved.**

RESPONSIBLE OFFICIAL :

R LOUW

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2020

25.
INTEGRATED WASTE MANAGEMENT PLAN FOR 2020/21

2/12/1

C Mitchell

12 May 2020

Manager: Solid Waste Planning

(028) 313 5045

EXECUTIVE SUMMARY

The purpose of this report is to table the Final Draft Integrated Waste Management Plan (IWMP) for the 2020/21 financial year for approval by Council.

RECOMMENDATION TO THE COUNCIL:

that the Integrated Waste Management Plan for 2020/21 **be approved** and be submitted to the Provincial MEC for Environmental Affairs and Development Planning for endorsement.

RESPONSIBLE OFFICIAL :

C MITCHELL

TARGET DATE FOR IMPLEMENTATION :

1 JULY 2020

TARGET DATE TO INFORM APPLICANT :

NOT APPLICABLE

TARGET DATE TO INFORM OBJECTOR :

NOT APPLICABLE

26.
**ADOPTION OF OVERSTRAND SPATIAL DEVELOPMENT FRAMEWORK:
 OVERSTRAND MUNICIPALITY**

15/1/3/10/4

R Kuchar

Senior Manager: Town & Spatial Planning

8 May 2020

(028) 313 8900

EXECUTIVE SUMMARY

The purpose of this report is to table a reviewed Overstrand Municipal Spatial Development Framework (OMSDF) for approval by Council for the 2020/2021 financial year.

RECOMMENDATION TO THE COUNCIL:

1. that the following Council resolutions **be rescinded**:
 - 2006 (Council's resolution 27 October 2006), Overstrand Municipal Wide Spatial Development Framework;
 - 2011 (Council's resolution 26 January 2011) Overstrand Municipal Spatial Growth Management Strategy; and
 - 2014 (Council's resolution 25 June 2014) Integrated Development Framework together with detailed Sectoral Plans;
2. that the Overstrand Municipal Spatial Development Framework **be adopted** for the 2020/2021 financial year in terms of Section 20(1) of the Spatial Planning and Land Use Management Act, 2013; and
3. that the Overstrand Spatial Development Framework **be adopted** as part of Overstrand's IDP for the 2020/2021 financial year.

RESPONSIBLE OFFICIAL :

R KUCHAR

TARGET DATE FOR IMPLEMENTATION :

11 JUNE 2020

TARGET DATE TO INFORM APPLICANT :

N/A

TARGET DATE TO INFORM OBJECTOR :

N/A

27.

REVISION OF ALL BUDGET RELATED POLICIES OF THE OVERSTRAND MUNICIPALITY

5/B

S Reyneke-Naude**Director : Finance****11 May 2020****(028) 313 8040**

EXECUTIVE SUMMARY

The purpose of the report is to present council the amended budget related policies for approval and implementation with effect from 1 July 2020.

RECOMMENDATION TO THE COUNCIL:

that the budget related policies attached to the item and amended as indicated in the report, **be approved** and implemented with effect from 1 July 2020.

RESPONSIBLE OFFICIAL :**S REYNEKE-NAUDE****TARGET DATE FOR IMPLEMENTATION :****1 JULY 2020**

28.
FINAL BUDGET FOR OVERSTRAND MUNICIPALITY : 2020/2021 MTREF

5/1/1/22-2020/2021

BA King

Senior Manager: Financial Services

21 May 2020

(028) 313 8154

EXECUTIVE SUMMARY

This report presents the proposed budget of Overstrand Municipality for the 2020/2021 to 2022/2023 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 2020/2021 to 2022/2023 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** to the report, **be imposed** for the budget year 2020/2021;
3. that tariffs and charges reflected in **Annexure A** to the report, **be approved** for the budget year 2020/2021;
4. that the Municipal Manager be authorised to sign all the necessary agreements and documents to give effect to the 3rd draw down of the proposed three year borrowing programme for external loans amounting to R54 million per year;
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 SIME: LG MTEC 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 2020/2021 Budget Report.

RESPONSIBLE OFFICIALS:

**S REYNEKE-NAUDE
BA KING**

TARGET DATE FOR IMPLEMENTATION:

1 JULY 2020

29.

COVID-19 RELIEF:

- **TEMPORARY AUTO CLASSIFICATION STATUS ADJUSTMENT FOR HOLIDAY ACCOMMODATION ESTABLISHMENTS - APPLICATION OF RESIDENTIAL RATES TARIFF**
- **EXTENDED PAYMENT ARRANGEMENTS**
- **LEASED PROPERTIES RENTAL EXEMPTION**

5/B

S Reyneke-Naude
11 May 2020**Director : Finance****(028) 313 8040**

EXECUTIVE SUMMARY

The purpose of the report is to present council with a recommendation to:

- 1) bring about municipal rates relief to alleviate the financial burden on HOLIDAY ACCOMMODATION ESTABLISHMENTS;
- 2) lengthen the extended terms of payment agreements in terms of the Overstrand Customer Care, Credit Control and Debt Collection Policy, due to the impact of the national state of disaster and subsequent lockdown on the local hospitality industry; and
- 3) exempt tenants of the Overstrand Municipality who cannot make use of their leased premises such as but not limited to business premises, stalls, etc for the purpose of its lease, for the payment of their rental for an extended period.

RECOMMENDATION TO THE COUNCIL:

1. that the period for businesses who find themselves under financial stress and cannot pay their accounts due, be extended to include accounts for May 2020 and June 2020 respectively, and that they may enter into an extended term of payment agreement in terms of the Overstrand Customer Care, Credit Control and Debt Collection Policy in order for their payments of the said amounts to be done in equal payments over a six-month period without the payment of a deposit;
2. that the period for residential customers who find themselves under financial stress and cannot pay their accounts due, be extended to include accounts for May 2020 and June 2020 respectively, and that they may enter into an extended term of payment agreement in terms of the Overstrand Customer Care, Credit Control and Debt Collection Policy in order for their payments of the said amounts to be done over a period of 12 (twelve) months without the payment of a deposit;

3. that all tenants of the Overstrand Municipality who cannot make use of their leased premises such as but not limited to business premises, stalls, etc for the purpose of its lease, be exempted for the payment of their rental for a further period of one month, to include June 2020;
4. that a temporary auto *classification status adjustment* for holiday accommodation establishments to residential, be approved, in order to charge the residential rates tariff for the period of three (3) months, retrospectively from April to June 2020; and
5. that, in instances where a rebate for the difference between Business rate and Residential rate were already allowed under point 4 in accordance with lettable number of rooms, the calculated difference in rate be adjusted for these amounts already granted.

RESPONSIBLE OFFICIAL :**S REYNEKE-NAUDE
E HOONEBERG****TARGET DATE FOR IMPLEMENTATION :****30 JUNE 2020**

**30.
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) :
THIRD QUARTERLY REPORT: JANUARY- MARCH 2020**

9/1/2/5

R Louw

Senior Manager: Strategic Services

13 May 2020

(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 third quarter, 2 January 2020 to 31 March 2020.

RECOMMENDATION TO THE COUNCIL:

1. that the content of the report for the third quarter of the 2019/20 financial year on the top level Service Delivery and Budget Implementation Plan **be noted**; and
2. that the approved Departmental KPI amendment list of March 2020 **be noted**.

RESPONSIBLE OFFICIAL :

R LOUW

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

The meeting adjourned at 10:31

DATE

D COETZEE – EXECUTIVE MAYOR