



SPECIAL MEETING OF THE COUNCIL

SPEZIALE VERGADERING VAN DIE RAAD

INTLANGANISO EKHETHEKILEYO YEBHUNGA

A G E N D A

I-AJENDA

**DATE / DATUM / UMHLA : 31 MARCH / MAART / MATSHI
2025**

**VENUE / PLEK / INDAWO : BANQUETING HALL,
CIVIC CENTRE, HERMANUS**

TIME / TYD / IXESHA : 14:00

MUNISIPALITEIT OVERSTRAND MUNICIPALITY

Office of the Municipal
Manager
Municipal Offices
HERMANUS

25 March / Maart / Matshi 2025

NOTICE TO ALL ALDERMEN & COUNCILLORS

SPECIAL MEETING OF THE OVERSTRAND MUNICIPAL COUNCIL

NOTICE IS HEREBY GIVEN that a **SPECIAL MEETING** of the **OVERSTRAND MUNICIPAL COUNCIL** will be held in the **Banqueting Hall, Civic Centre, Hermanus**, on **Monday, 31 March 2025** at **14:00** to consider the business set forth in the subjoined agenda.

The attention of Councillors is directed to the Code of Conduct for Councillors, Schedule 7 of the Local Government : Municipal Structures Act, 1998 (Act 117 of 1998).

DR D O'NEILL
MUNICIPAL MANAGER

KENNISGEWING AAN ALLE RAADSHERE & RAADSLEDE

SPESIALE VERGADERING VAN DIE OVERSTRAND MUNISIPALE RAAD

KENNIS WORD HIERMEE GEGEE dat 'n **SPESIALE VERGADERING** van die **OVERSTRAND MUNISIPALE RAAD** gehou sal word in die **Banketsaal, Burgersentrum, Hermanus**, op **Maandag, 31 Maart 2025** om **14:00** om die sake op meegaande sakelys te bespreek.

Raadslede se aandag word gevestig op die Gedragskode vir Raadslede, Skedule 7 van die Wet op Plaaslike Regering : Munisipale Strukture, 1998 (Wet 117 van 1998).

DR D O'NEILL
MUNISIPALE BESTUURDER

ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA

INTLANGANISO EKHETHEKILEYO YEBHUNGA LIKAMASIPALA WE-OVERSTRAND

OKU KUKWAZISA ukuba **INTLANGANISO EKHETHEKILEYO YEBHUNGA**, eza kuba se **Banqueting Hall, kwiZiko LoLUNTU, eHermanus ngoMvulo, Umhla we 31 Matshi 2025 ngeye-14:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

OCeba bayacelwa ukuba baqwalasele isikhokelo sokuziphatha sooCeba, iShedyuli 7 kaRhulumente wooMasipala: uMthetho weNkqubo zikaMasipala, uMthetho -1998 (uMthetho we-117 ka-1998).

DR D O'NEILL
LOMPHATHI KAMASIPALA

AGENDA/...

SPECIAL COUNCIL

31 March 2025

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1. OPENING

2. APPLICATIONS FOR LEAVE OF ABSENCE

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

4. CONSIDERATION OF REPORTS

4.1

DRAFT INTEGRATED DEVELOPMENT PLAN (IDP) REVIEW AND PROPOSED AMENDMENT FOR 2025/26

RG Louw
11 March 2025

Divisional Manager: Strategic Services

(028) 313 8071

1. Executive Summary

The purpose of this report is to table the draft reviewed IDP and proposed amendment for the 2025/26 financial year. This will be the 3rd reviewed document and 4th proposed amendment for the 2022/2027 IDP cycle.

2. Service Delivery and Budget Implementation Plan - IGNITE

*Office of the Municipal Manager
Strategic Support Services*

3. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Section 34 of the Local Government: Municipal Systems Act, 2000 (32 of 2000) [Systems Act]

6. Background

In terms of Section 34 of the Systems Act a Municipal Council **must review** its Integrated Development Plan (IDP) on an annual basis. The review and amendment process started in August 2024 with inputs from councillors, ward committees and officials.

In addition, Section 34 (b) of the Systems Act states that a Municipal Council **may amend** its IDP in accordance with a prescribed process which is set out in Regulation 3, of the Municipal Systems Act (MSA) Planning and Performance Management Regulations of 2001.

Discussion

This IDP review and proposed amendment for 2025/26 were informed by the following:

- The municipality's performance attained for the 2023/24 financial year as well as the mid-year performance for 2024/25;
- Comments from the Minister of Local Government and other stakeholders on our 2nd review (2024/25) of the amended 2022/2027 IDP; and
- Changing circumstances in the municipal area.

For the 2025/26 IDP review and proposed amendment the strategic direction (Vision, Mission, Mayor's 3 C's and Strategic objectives) of the current 5-year Integrated Development Plan (IDP) remains unchanged.

Although the strategic direction remains unchanged, an IDP amendment is proposed with this 3rd review due to content changes in the document. Content changes are indicated with the following note on pages 7 and 11 in the IDP document (**Note: Revisions and or additions are indicated in green text throughout the document**).

The process for the 3rd review (2025/26) and a proposed amendment of the current amended 5-year IDP, as regulated by Section 34 (a-b) of the Municipal Systems Act (MSA) were run concurrently.

The 2025/26 IDP review and proposed amendment document is structured into fourteen (14) Chapters.

Annexure A summarises the updates to the draft IDP review and proposed amendment for 2025/26.

Way forward

The draft reviewed IDP and proposed amendment for 2025/26 will be tabled at the special council meeting on 31 March 2025 for council to consider the final document during the May 2025 council meeting. The draft document will likewise be open for inspection and comment by the community and other stakeholders in April 2025.

7. Financial Implications

Provision was made in the operating budget to cover the costs associated with compilation of the document. The document was compiled in-house by our own staff.

8. Staff Implications

Internal Staff

9. Comments from other Departments, Divisions and Administrations

Written IDP review and amendment inputs were obtained from the respective Directorates. Reviewed ward needs were obtained from the ward committees.

10. Annexures

Annexure A: Memorandum of the updates to the draft IDP review and proposed amendment for 2025/26

(Note: The draft Integrated Development Plan (IDP) review and proposed amendment for 2025/26 must be tabled at the Special Council meeting on 31 March 2025, therefore a **link will be distributed on the morning of the Special Council meeting via e-mail.**)

RECOMMENDATION TO THE COUNCIL:

1. that the draft IDP review and proposed amendment for 2025/26 **be noted**; and
2. that the draft IDP review and proposed amendment for 2025/26 **be advertised** for public comment in order for Council to consider the final document during the May 2025 Council meeting.

RESPONSIBLE OFFICIAL :**RG LOUW****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**



Overstrand Municipality

MEMORANDUM IN TERMS OF REGULATION 3(2)(A) OF THE MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS, 2001

Amendments to the Integrated Development Plan for 2025/26

Draft 31 March 2025

Sections that are updated or amended

Inserted a note on pages 8 and 11 that reads: Revisions and or additions are indicated in green text throughout the IDP document. Deleted text are ~~strike through~~.

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Synopsis: Strategic direction for this 2025/26 IDP review and proposed amendment

The strategic direction was **updated** with the following paragraphs:

This document represents the 3rd review of the approved amended 5-year IDP of 31 May 2022. For this 2025/26 IDP review the **strategic direction** of Council remains **unchanged**. Furthermore, the vision, mission, mayors 3 C's and strategic goals also **remain unchanged**. The proposed amendment is due to content changes in the document.

Inclusive service delivery to all communities in the Overstrand is the cornerstone of the newly elected Council through **#Overstrandforall**. The **mayor's 3 C priorities** of Communication, Crime Prevention & Law Enforcement and Cost and Ease of doing business with Overstrand **support** the implementation of the current 5 strategic objectives. The 3 C's formed part of the mayor's 100-day plan and since its inception in November 2021 notable progress has been made to advance the 3 C priorities in the Municipality. The Municipality is committed to continuous effort and feedback on the 3 C's.

Added this explanatory note on pages 8 and 11 in the document.

Note: Revisions and or additions are indicated in green text throughout the document. Deleted text are strikethrough.

IDP
AMENDED INTEGRATED DEVELOPMENT PLAN
2022/23 – 2026/27

OVERSTRAND
Municipality
U-Maxipela
Municipality

Vision
To be a centre of excellence for the community.

Mission
Creation of sustainable communities by delivering optimal services to support economic, social and environmental goals in a politically stable environment as an **Overstrand for all**.

Mayor's 3 C's
Communication, Crime Prevention & Law Enforcement and Cost and Ease of doing business with Overstrand.
The 3 C's support the implementation of the strategic goals.

Strategic goals

1. The provision of democratic, accountable and ethical governance.
2. The provision and maintenance of municipal services.
3. The encouragement of structured community participation in the matters of the municipality.
4. The creation and maintenance of a safe and healthy environment.
5. The promotion of tourism, economic and social development.

#Overstrand4all #C4ourself

Forewords

Executive Mayor, Dr Annelie Rabie

Mayor Rabie will be stepping down on 1 April 2025 and a new Mayor will be elected thereafter.

Mayors' foreword will be included in Final of May 2025.

Municipal Manager, Dr Dean O'Neill

The foreword of the MM will be updated in the Final of May 2025.

Executive Summary

The following paragraphs are changed:

Inserted

Note: Revisions and or additions are indicated in green text throughout the document.
Deleted text are strikethrough.

This document represents the **3rd review and a proposed amendment** of the amended 2022/2027 Integrated Development Plan (IDP) adopted by Council on 31 May 2022. **The proposed amendment is due to content changes in the document.**

The IDP is a plan, which will inform our communities on how the Overstrand Municipality will utilize its resources to implement the amended 2022/2027 IDP.

This document is structured into **fourteen chapters**.

The fourteen chapters are preceded with a synopsis of our strategic direction (Vision, Mission, 3 C's and Strategic objectives) for this **2025/26** IDP review and **proposed** amendment. The synopsis section also includes the forewords of the Executive Mayor and Municipal Manager.

Chapter 1: Introduction and Background

1.1 Introduction

The following paragraphs are changed:

The **amended 2022/2027 IDP** and this **3rd review and proposed amendment** has been developed to respond to the needs identified by the Overstrand Community, as well as institutional requirements that will enable the Municipality to address these needs. This IDP also aligns to Global, National, Provincial and District Planning Frameworks to ensure a holistic and integrated approach to development within the Municipality.

This **2025/26** IDP review and **proposed** amendment is a plan, which will inform our communities on how the Overstrand Municipality will utilize its resources for the coming **2025/26** financial year in order to deliver on the amended 5-year IDP of 2022/2027.

This IDP review and **proposed** amendment for **2025/26** were informed by the following:

- The municipality's performance attained for the 2023/24 financial year as well as the mid-year performance for 2024/25;
- Comments from the Minister of Local Government and other stakeholders on our 2nd review (2024/25) of the amended 2022/2027 IDP ;
- 2022 Census from Statistics South Africa and
- Changing circumstances in the municipal area.

An IDP amendment is proposed with this 3rd review due to content changes in the document.

1.3 IDP process

The following paragraphs are changed:

Secondly, Annual Planning – this refers to the review of the IDP as referred to in Section 34 (a) of the MSA. Section 34 (b) of the Act also allows for an IDP to be amended in accordance with a prescribed process. An IDP amendment is proposed with this 3rd review due to content changes in the document. This document represents our 3rd review of the adopted 5-year IDP (2022/2027) as well as a proposed IDP amendment in terms of Section 34 (b). The 2025/26 IDP review and proposed amendment processes ran concurrently.

IDP/Budget process timeframe

The paragraph and key deliverables are changed.

1.5 Linkage between IDP, Budget, performance management and risk management

Updated with information received from the relevant department.

Chapter 2: Strategic Analysis

2.1 Overstrand Overview

Updated with figures from the 2022 Census, 2024 Overberg MERO and Overstrand 2024 SEP reports.

2.3 Community needs

Updated ward priorities for 2025/26.

Chapter 3: Situational analysis per National KPA's

3.1.2. Political Governance Structure

The councillor information is updated, where applicable.

3.1.3 Administrative Governance Structure

The revised Macro structure is updated.

3.1.4 Public Accountability

Updated with information received from the relevant departments.

3.2. Municipal Transformation and Organisational Development

Updated with information received from the relevant departments and the 2023/24 Annual Report.

3.2. Basic Service Delivery

Updated with information received from the relevant departments and the 2023/24 Annual Report.

3.5. Municipal Financial Viability and Management

Updated with information received from the relevant departments and the 2023/24 Annual Report.

Chapter 4: Strategic Directives

4.2 The 2025/26 IDP review and proposed amendment and its strategic focus areas and direction

The following paragraphs were changed:

*For the 2025/26 IDP review and proposed amendment the strategic direction of the current amended 5-year IDP **remains unchanged.***

For this 2025/26 IDP review the **vision, mission, values, strategic objectives and mayors 3 C's** of the current amended 5-year IDP remain **unchanged. The proposed amendment is due to content changes in the document.**

The **Mayor's 3 C strategic interventions**– Communication, Crime Prevention & Law Enforcement and Cost and Ease of doing business **were retained** and **support** the implementation of the current 5 strategic objectives. The 3 C's form part of the Mayor's 100 day plan and since its inception in November 2021 notable progress has been made to advance the 3 C priorities in the Municipality. The Municipality is committed to continuous effort and feedback on the 3 C's.

Figure 17: Overstrand strategic direction for the 2025/26 IDP review and proposed amendment remain unchanged:

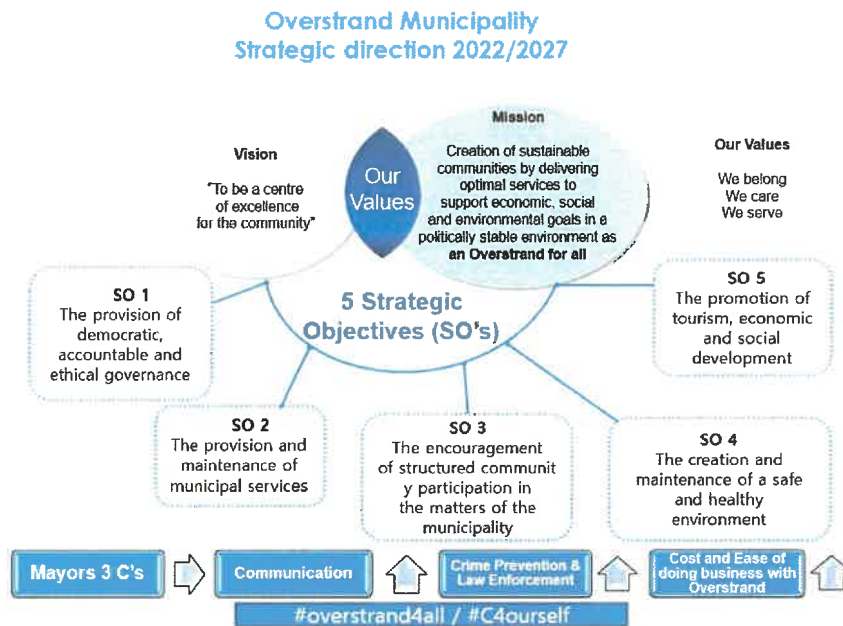


Figure 19: Overstrand Strategic direction 2022/2027

The **five focus areas** to guide the final amended IDP for 2022/2027 were retained:

- i. Basic Service Delivery
- ii. Good Governance
- iii. Optimization of financial resources
- iv. Safe and Healthy Environment and
- v. Social upliftment and Economic development.

4.3 Putting programmes/plans/strategy into action

Updated with information received from the relevant departments.

Chapter 5: Functional areas of Municipal Activities

Updated information.

Chapter 6: Service Level Agreements

Updated Water and Sanitation and Solid waste management information as received from relevant departments.

Chapter 7: Government Policies and Directives

7.2 National Directives

Updated with latest information.

7.3 Provincial Directives

Updated with latest information.

7.3.3 Western Cape Joint District and Metro Approach (JDMA)

Updated with information received from the Overberg JDMA interface team.

7.6 Provincial Government departments investment footprint in the Overstrand Municipal area

To be updated with the information obtained from the publication *Western Cape Government's Budget Estimates of Provincial Revenue and Expenditure 2025, Provincial Treasury, March 2025*.

Chapter 8: Overstrand Service Oriented Sector Plans – High level summaries

8.1 Overview of Sector Plans and Operational Plans

Updated with information received from the relevant departments.

Chapter 9: Local Economic Development

Updated with information received from the relevant department.

Chapter 10: Reviewed Municipal Spatial Development Framework

10.4 Summary of spatial proposals in the reviewed Municipal Spatial Development Framework (MSDF), 2020

Updated with information received from the relevant department.

10.6 Progress with implementation of the SDF

Updated with information received from the relevant department.

10.7 Spatial plans developed beyond the SDF

Updated with information received from the relevant department.

10.10 Hermanus Central Business District (CBD) Revitalisation Plan

Updated with information received from the relevant department.

Chapter 11: Disaster Management Plan

Updated with information received from the relevant department.

Chapter 12: Financial Plan

Updated with information received from the relevant directorate.

Chapter 13: Performance Management

13.3 Planned delivery for the 2025/26 financial year

The draft TL SDBIP KPI's and Targets for 2025/26 were reviewed.

Chapter 14: Financials and Budgetary Annexures

Updated with the 2025/26 budget figures.

4.2

FINAL DRAFT DISASTER MANAGEMENT PLAN FOR 2025/2026

N Michaels
7 March 2025

Director: Municipal Public Safety

(028) 313 8054

1. Executive Summary

The purpose of this report is to present to council a Disaster Management Plan aimed to identify, reduce or prevent disasters from happening and mitigate or minimise the impacts of disasters which are inevitable.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Municipal Public Safety
Department: Fire & Emergency Services, Disaster Management

3. Compliance with Strategic Priorities

Provision of democratic, accountable, and ethical governance
Provision and maintenance of municipal services.
Creation and maintenance of a safe and healthy environment

4. Delegated Authority

None

5. Legal Requirements

The Constitution of the Republic of South Africa, 1996
Disaster Management Act, No 57 of 2002
Fire Brigade Services Act, No 99 of 1987
Local Government: Municipal Systems Act, No 32 of 2000
Local Government: Municipal Structures Act, No 117 of 1997
Community Fire Safety By-law, P.N. 6454/2007
Service Delivery and Budget Implementation Plan (SDBIP)
By-laws of the Overstrand Municipality

6. Background/Evaluation/Conclusion**Background**

In accordance with the provision of the Constitution of the Republic of South Africa, 1996, the Overstrand Municipality is responsible to promote a safe and healthy environment for all communities, investors and visitors within its boundaries.

Discussion

Disaster Management forms an integral part of the Overstrand's integrated development planning. However, Section 53 of the Disaster Management Act stipulates that each municipality must prepare a disaster management plan for its area, based on the prevailing circumstances. The Disaster Management Plan will form part of the Draft Integrated Development Planning (IDP) process.

The draft Disaster Management Plan will be advertised for comment and amended if needed during April 2025. The draft document will be available for inspection and comment by the community and other stakeholders.

The final draft document will be submitted to Council at its meeting of 28 May 2025.

Conclusion

The Disaster Management Plan for 2025/26 can be tabled to Council for approval.

7. Financial Implications

In accordance with approved budget

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: A link to the Final Draft Disaster Management Plan 2025/26 will be distributed via e-mail before the Special Council meeting on 31 March 2025

RECOMMENDATION TO THE COUNCIL:

that the Final Draft Disaster Management Plan for 2025/26 **be approved.**

RESPONSIBLE OFFICIAL:**NJ MICHAELS
L SMITH****TARGET DATE FOR IMPLEMENTATION:****1 JULY 2025**

4.3**ADOPTION OF THE CURRENT OVERSTRAND SPATIAL DEVELOPMENT FRAMEWORK, AND REVIEW OF THE SDF FOR 2024/25 AND 2025/26 FINANCIAL YEAR: OVERSTRAND MUNICIPALITY**

R Kuchar
5 March 2025

Divisional Manager: Town & Spatial Planning

(028) 313 8019

1. Executive Summary

The purpose of this report is for Council to confirm the additional criteria point in its previous decision for adoption of the Overstrand Municipal Spatial Development Framework (OMSDF) for adoption by Council for the 2025/2026 financial year as part of the IDP.

2. Service Delivery and Budget Implementation Plan - IGNITE

*Planning and Development
Town Planning / Spatial Development*

4. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Promotion of Tourism, Economic and Social Development

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Systems Act, 2000 (32 of 2000)
Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)
Overstrand Municipal By-Law on Municipal Land Use Planning 2015

6. Background

The Overstrand Municipal Council confirmed its previous adoption of the Overstrand Municipal Spatial Development Framework (OMSDF) for the 2025/2026 financial year as part of the Integrated Development Plan (IDP) on 31 May 2024.

The report to Council dated 7 November 2023 (Refer to Annexure A), motivated three (3) objectives / key-points that must be included with regards to the draft OMSDF which are as follows:

1. That Council follows the process of drafting a municipal spatial development framework without establishing an intergovernmental steering committee.
2. The Overstrand Municipality Growth Management Strategy (2010) must be updated with the review of the OMSDF; and
3. The Capital Expenditure Framework must be included in the review of the OMSDF.

With the abovementioned stipulated, Council's decision on 31 May 2024 (refer to Annexure B) inadvertently omitted which process will be followed when drafting the review of the OMSDF.

Discussion

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), each municipality must adopt a process in which to draft a Spatial Development Framework. The process that must be adopted by the municipality must be one of the following:

- Establishment of an intergovernmental steering committee; or
- Not establishing an intergovernmental steering committee.

The previous review of the SDF had undergone the process of establishing an inter-governmental steering committee which delayed the process due to ensuring all stakeholders being available for meetings regarding the approval of the SDF.

The current review of the SDF, the Overstrand Municipality will not establish an Intergovernmental Steering Committee. The draft SDF document will be submitted to council for approval and for public participation thereafter (including submission to the Provincial Minister for comment). The final SDF will then be submitted for approval to Council and the adoption thereafter.

In light of the above, the draft SDF will be forwarded to the relevant departments and stakeholders for their comment / support to ensure that the process of adopting the new draft SDF is fast tracked and in line with the relevant timeframes.

Conclusion

Council resolution dated 31 May 2024 which inadvertently omitted the process in which to draft the Overstrand Municipal Spatial Development Framework which is a requirement in terms of Section 28 of the Municipal Systems Act (Act 32 of 2000).

It is hereby requested that council amend the council resolution dated 31 May 2024 to include the following:

“that Council will follow the process of not establishing an Intergovernmental Steering Committee when drafting the review of the Overstrand Municipal Spatial Development Framework for the financial year 2025/26, read together with the council resolution dated 31 May 2024.”

7. Financial Implications

None

8. Staff Implications

N/A

9. Comments from other Departments, Divisions and Administrations

N/A

10. Annexures

Annexure A: Item that served to Council dated 31 May 2024 (including the annexures attached thereto)

Annexure B: Council resolution dated 31 May 2024

A link to the MSDF will be distributed as part of the electronic agenda

RECOMMENDATION TO THE COUNCIL:

that no Intergovernmental Steering Committee be established for drafting the review of the Overstrand Municipal Spatial Development Framework for the financial year 2025/26, read together with the council resolution dated 31 May 2024.

RESPONSIBLE OFFICIAL/S :

R KUCHAR

TARGET DATE FOR IMPLEMENTATION :

15 APRIL 2025

AGENDA : ORDINARY COUNCIL MEETING**31 MAY 2024****6.8****ADOPTION OF THE CURRENT OVERSTRAND SPATIAL DEVELOPMENT FRAMEWORK, AND REVIEW OF THE SDF FOR 2024/25 AND 2025/26 FINANCIAL YEAR: OVERSTRAND MUNICIPALITY****R Kuchar
7 November 2023****Senior Manager : Town & Spatial Planning****(028) 313 8019****1. Executive Summary**

The purpose of this report is for Council to confirm its previous adoption of the Overstrand Municipal Spatial Development Framework (OMSDF) for the 2025/2026 financial year as part of the Integrated Development Plan (IDP).

2. Service Delivery and Budget Implementation Plan - IGNITE

*Infrastructure & Planning
Town Planning / Spatial Development*

4. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Promotion of Tourism, Economic and Social Development

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Systems Act, 2000 (32 of 2000)
Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)
Overstrand Municipal By-Law on Municipal Land Use Planning 2015

6. Background

Since the establishment of the Overstrand Municipality in 2000, a variety of spatial plans have been adopted, including:

- Spatial Development Framework (27 October 2006),
- Overstrand Growth Management Strategy (26 January 2011),
- Integrated Development Framework (25 June 2014),

AGENDA : ORDINARY COUNCIL MEETING**31 MAY 2024**

Some smaller, detailed Sectoral Development Plans were also adopted in terms of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) and the Land Use Planning Ordinance.

However, following a total reform of spatial planning legislation in South Africa, the following new legislation is now applicable:

- Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
- Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)
- Amended Overstrand Municipality By-Law on Municipal Land Use Planning, 2020

Therefore, the OMSDF was reviewed and aligned to comply with the new legislation.

For the review process an Intergovernmental Steering Committee was established consisting of various national, provincial and local authority departments.

In addition, a technical committee consisting of representatives of all Overstrand Municipal Directorates had oversight of the review.

A public participation process was followed to obtain input from the public and other stakeholders. This process included public advertisements and public open days where the public and other stakeholders were invited to submit comments and inputs. The then Council at its meeting held on 27 May 2020 adopted the reviewed Spatial Development Framework (SDF). The then Council at its meeting of 31 May 2022 confirmed the adoption of the current SDF. Subsequently, the then Council at its meeting held on 31 May 2023 confirmed the adoption of the current SDF (Attached as Annexure A).

Discussion**Current SDF (2023/2024)**

The SDF is a core component of the IDP in terms of Section 26 of the Municipal Systems Act.

The Western Cape Provincial Government annually assesses the draft IDP's and Budgets of municipalities and feedback is given at the Strategic Integrated Municipal Engagement (SIME) (formally known as the LGMTEC engagement). With the overview of the IDP and SDF for the 2023/24 year it was noted that the SDF's adoption would again be confirmed by Council for the 2023/24 financial year.

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It was then recommended that the Council, when adopting its IDP for the 2023/24 year, also confirms the following:

“That the SDF as was adopted by Council at its meeting held on 31 May 2023 be confirmed without any amendments”.

“that the above SDF in terms of the Municipal Systems Act, 2000 (32 of 2000) needs to be reviewed every five years. Thus, the SDF is to be reviewed in 2025.”

SDF to be reviewed in 2025:

In terms of the Municipal Systems Act, 2000 (32 of 2000) needs to be reviewed every five years. The Overstrand Municipality will therefore review its SDF in the year 2025 in terms of the Municipal Systems Act, 2000 (32 of 2000).

For the review purposes, the Overstrand Municipality will not establish an Intergovernmental Steering Committee. The draft SDF document will be submitted to council before a public participation process is followed (including submission to the Provincial Minister for comment). The final SDF will then be submitted for approval to Council and the adoption thereafter.

Capital Expenditure Framework

In terms of Section 21(n) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) the municipality must determine a capital expenditure framework which should be depicted spatially.

Overstrand Municipality has been earmarked to form part of a project in order to draft a Municipal CEF in partnership with Provincial Administration and the development Bank of South Africa.

Subsequently, the current Council at its meeting held on 27 March 2024 confirmed that the Draft Capital Expenditure Framework forms part of the annual review of the SDF for the 2024/25 financial year as well as forming part of the five-year review of the SDF for the 2025/26 financial year (Attached as Annexure B).

Overstrand Municipality Growth Management Strategy (OMGMS)

The current Overstrand Municipality Growth Management Strategy is outdated and requires an amendment. It must be noted that the OMGS plans have been updated to depict the partial development growth changes, however this should be depicted spatially in line with the SDF.

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It is therefore recommended that the OMGMS be updated and be included in the five-year review of the SDF.

Conclusion

The OMSDF is a flexible and dynamic product which requires constant monitoring, review and changes. The five-year review of the OMSDF will be done in 2025 and the constant monitoring, review and changes will be done as prescribed by the Municipal Systems Act on a yearly basis.

Taking cognisance of the above, it is recommended that Council adopt the OMSDF for the 2024/25 financial year as per the previous resolution dated 31 May 2023 in preparation for the five-year review in 2025.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Council resolution dated 31 May 2023

Annexure B: Council resolution dated 27 March 2024

A link to the MSDF document will be distributed as part of the electronic agenda

RECOMMENDATION TO THE COUNCIL:

1. that the SDF as was adopted by Council on 31 May 2023 be confirmed without any amendments;
2. that the Draft Capital Expenditure Framework form part of the Spatial Development Framework Review for the 2024/25 and 2025/26 financial year; and
3. that the Growth Management Framework be updated and included in the five-year review of the Spatial Development Framework for the financial year 2025/26.

AGENDA : ORDINARY COUNCIL MEETING**31 MAY 2024**

RESPONSIBLE OFFICIAL/S :**R KUCHAR****TARGET DATE FOR IMPLEMENTATION :****4 JULY 2024**

6.7**OVERSTRAND: DRAFT CAPITAL EXPENDITURE FRAMEWORK****(ITEM 15 PAGE 112 : MAYORAL COMMITTEE MEETING : 27 MARCH 2024)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**

1. that the Draft Capital Expenditure Framework be noted; and
2. that the Draft Capital Expenditure Framework forms part of the Spatial Development Framework Review for the 2024/25 and 2025/26 financial year.

RESPONSIBLE OFFICIAL:**R KUCHAR****TARGET DATE FOR IMPLEMENTATION:****4 JUNE 2024****TARGET DATE TO INFORM APPLICANT:****N/A****TARGET DATE TO INFORM OBJECTOR:****N/A**

MINUTES : ORDINARY COUNCIL MEETING**31 MAY 2024**

6.8**ADOPTION OF THE CURRENT OVERSTRAND SPATIAL DEVELOPMENT FRAMEWORK, AND REVIEW OF THE SDF FOR 2024/25 AND 2025/26 FINANCIAL YEAR: OVERSTRAND MUNICIPALITY****R Kuchar
7 November 2023****Senior Manager : Town & Spatial Planning
(028) 313 8019**

EXECUTIVE SUMMARY

The purpose of this report is for Council to confirm its previous adoption of the Overstrand Municipal Spatial Development Framework (OMSDF) for the 2025/2026 financial year as part of the Integrated Development Plan (IDP).

RESOLVED (SUPPORTED BY 26 COUNCILLORS):

1. that the SDF as was adopted by Council on 31 May 2023 be confirmed without any amendments;
2. that the Draft Capital Expenditure Framework form part of the Spatial Development Framework Review for the 2024/25 and 2025/26 financial year; and
3. that the Growth Management Framework be updated and included in the five-year review of the Spatial Development Framework for the financial year 2025/26.

RESPONSIBLE OFFICIAL/S :**R KUCHAR****TARGET DATE FOR IMPLEMENTATION :****4 JULY 2024**

4.4

DRAFT BUDGET FOR 2025/2026, INDICATIVE BUDGET FORECASTS FOR 2026/2027 TO 2027/2028 AND DRAFT BUDGET RELATED POLICIES

BA King
13 March 2025

Divisional Manager: Financial Accounting

(028) 313 8154

1. Executive Summary

The purpose of this report is to table the Draft Budget for 2025/2026, indicative budget forecasts for 2026/2027 to 2027/2028 and draft budget related policies.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Financial Services
Department: Financial Accounting

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services
Creation and maintenance of a safe and healthy environment
The encouragement of structured community participation in the matters of the municipality
Promotion of tourism, economic and social development

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Financial Management Act, 2003 (Act 56 of 2003) (MFMA)
Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

6. Background/Introduction/Discussion/Motivation/Proposal

Sections 21 to 23 of the MFMA provides for the budget preparation process, the publication of annual budgets for comment and consultations to take place on tabled budgets.

The report referred to in the Executive Summary will be tabled at a Special Council meeting on 31 March 2025. After the report has been tabled at the Council meeting, the budget will be available to the community and all other stakeholders to make representations up to 30 April 2025.

After taking into account the comments and submissions made by the community and all other stakeholders, Council will consider the final 2025/2026 MTREF budget proposals at a meeting to be held on 28 May 2025.

7. Financial Implications

As per the budget documentation.

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

The budget has been compiled taking into account the requests and submissions from the Budget Steering Committee and budget holders.

10. Annexures

Draft Budget Report for 2025/2026, indicative budget forecasts for 2026/2027 to 2027/2028 and draft budget related policies will be tabled in Council on 31 March 2025, therefore a **link will be distributed on the morning of the Special Council meeting via e-mail** (i.e. on 31 March 2025).

RECOMMENDATION TO THE COUNCIL:

1. that the tabling of the Draft Budget for 2025/2026, indicative budget forecasts for 2026/2027 to 2027/2028 and the draft budget related policies **be noted**; and
2. that the Draft Budget for the 2025/2026 MTREF **be advertised** for public comment in order for Council to consider the final budget at a Council meeting to be held on 28 May 2025.

RESPONSIBLE OFFICIALS:**S REYNEKE-NAUDE
BA KING****TARGET DATE FOR IMPLEMENTATION:****TO BE NOTED**

4.5

DRAFT TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR 2025/26RG Louw
11 March 2025

Divisional Manager: Strategic Services

(028) 313 8071

1. Executive Summary

The purpose of this report is to notify Council of the Draft Top Layer Service Delivery and Budget Implementation Plan (SDBIP) for 2025/26.

2. Service Delivery and Budget Implementation Plan - IGNITE

Office of the Municipal Manager
Strategic Support Services

3. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)

6. Background

In terms of section 53 (1) (ii) of the MFMA, the Mayor of a municipality must: inter alia take all reasonable steps to ensure, that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget, which is to take place during May 2025.

Discussion

In addition, MFMA Municipal Budget Circular for the 2024/25 MTREF, no 126 of 7 December 2023 requires the Municipal Manager to submit the following to Treasuries:

- The budget documentation as set out in the MBRR. The budget document must include the main A1 Schedule Tables (A1 - A10);

- The non-financial supporting tables (A10, SA9, SA11, SA12, SA13, SA22, SA23, SA24 etc. and any other information not contained in the financial data string) in the A1 schedule must be submitted in the prescribed *mSCOA* data string in the format published with Version 6.6 of the A1 schedule;
- The draft and final service delivery and budget implementation plan (SDBIP) in electronic PDF format;
- The draft and final IDP;
- The council resolution for the tabled and adopted budgets etc.

Consequently, to comply with the National Treasury Circular stated above (bullet no 3) a preliminary draft SDBIP is attached for notification.

The draft 2025/26 Top Layer SDBIP (Top Layer KPI's and the required three financial sheets) **is to be tabled at the council meeting, therefore an e-mail link will be distributed on the morning of the Special Council meeting (i.e on 31 March 2025)**. The financial information is derived from the draft 2025/26 MTREF budget schedules from National Treasury (Schedule A). The Final SDBIP will be drafted after approval of the final budget in May 2025.

7. Financial Implications

Not applicable

8. Staff Implications

Report compiled in-house

9. Comments from other Departments, Divisions and Administrations

Each Directorate will be consulted to develop the Final SDBIP for 2025/26.

10. Annexures

Annexure A: Draft Top Layer SDBIP for 2025/26
(Must be tabled at the Special Council meeting of 31 March 2025, therefore the **link will be distributed via e-mail on the morning of the Special Council meeting.**)

RECOMMENDATION TO THE COUNCIL:

that the draft Top Layer Service Delivery and Budget Implementation plan (SDBIP) for 2025/26 **be noted**.

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

NOT APPLICABLE

4.6

PERFORMANCE BONUS TO THE MUNICIPAL MANAGER, DR D O'NEILL, AND THE DIRECTOR: COMMUNITY SERVICES, MR S SWARTZ, FOR THE 2023-24 FINANCIAL YEAR

D Arrison
14 March 2025

Director: Corporate Services

(028) 313 8004

1. Executive Summary

The purpose of this report is for Council to approve the payment of a performance bonus to the Municipal Manager and the Director Community Services for the 2023/2024 financial year.

2. Service Delivery and Budget Implementation Plan - IGNITE

Corporate Services

5. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Section 8 (3) of the Local Government: Municipal Systems Act, 32 of 2000 (MSA) Municipal Planning and Performance Management Regulations, 2006

6. Background

The fixed term contracts of employment of both the Municipal Manager, Dr DGI O'Neill, and the Director: Community Services, Mr S Swartz provides for the following:

“6. PERFORMANCE BONUS

*6.1 The provisions of The Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, 2006 (GN R805 dated 1 August 2006), as amended from time to time, shall be applicable on the **Employee**.*

6.2 Details of this process and the implementation thereof are contained in the Performance Agreement and guideline document, but subject thereto that it will be calculated as from 1 July, being the commencement date of a financial year,

and where a full financial year's performance is not being evaluated, it will be done on a pro rata basis."

Regulation 8 of the regulations referred to in clause 6.1 above provides as follows:

"8. Performance bonus- *In accordance with regulation 32, a performance bonus, based on affordability, may be paid to the employee after –*

- (1) The annual report for the financial year under review has been tabled and adopted by the municipal council;*
- (2) An evaluation of performance in accordance with the provisions of regulation 23; and*
- (3) Approval of such evaluation by the municipal council as a reward for outstanding performance.*

Discussion

With regard to regulation 8(1) quoted above, it is herewith confirmed that the final annual report and oversight report for 2023/2024 will serve at Council on 26 March 2025 with the following recommendation:

"That, in terms of Section 129 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) and having duly considered the 2023/2024 Annual Report of the Overstrand Municipality and the content of this item, the said report be approved without reservation."

The Municipal Manager and Director Community Services evaluation for the period 1 July 2023 – 30 June 2024 took place on 26 September 2024 and the results are indicated below:

Evaluation outcome and bonus payable:

DESIGNATION	NAME	FINAL ASSESSMENT (% achieved)	BONUS % OF TOTAL PACKAGE
Municipal Manager	Dr Dean O'Neill	80.0%	12%
Director: Community Services	Mr Seon Swartz	71.38%	8% <i>(pro rata for 4 months of the financial year)</i>

Director: Community Services, Mr S Swartz was appointed in March 2024, and therefore qualifies for a pro-rata bonus, (i.e. 4 months for the 2023/24 financial year).

The bonus structure in terms of Regulation 805, 1 August 2006. Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006 is as follows:
The structure indicated in the regulation is:

% Achieved Bonus

130% - 149% = 5 - 9%

150% + 10 - 14%

The bonus is therefore calculated as follows:

% Achieved	R805 %	Bonus	Total Average Score
65%	130%	5%	3.25
66%	132%	5%	3.30
67%	134%	6%	3.35
68%	136%	6%	3.40
69%	138%	7%	3.45
70%	140%	7%	3.50
71%	142%	8%	3.55
72%	144%	8%	3.60
73%	146%	9%	3.65
74%	148%	9%	3.70
75%	150%	10%	3.75
76%	152%	10%	3.80
77%	154%	11%	3.85
78%	156%	11%	3.90
79%	158%	12%	3.95
80%	160%	12%	4.00
81%	162%	13%	4.05
82%	164%	13%	4.10
83%	166%	14%	4.15

The Municipal Manager is, in terms of the evaluation process and outcome, entitled to a bonus equivalent to 12% of his all-inclusive remuneration package for the period 1 July 2023 until 30 June 2024 and funding for this purpose is available on the current budget.

The Director Community Services is, in terms of the evaluation process and outcome, entitled to a *pro rata bonus* equivalent to 8% of his all-inclusive remuneration package for the period 1 March 2024 until 30 June 2024 and funding for this purpose is available on the current budget.

7. Financial Implications

Provision was made on the operating budget to cover the costs associated with the payment of the performance bonuses.

8. Staff Implications

Municipal Manager and Director: Community Services.

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

None

RECOMMENDATION TO THE COUNCIL:

that, in terms of regulation 8(3) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Manager, 2006 (GN R805 dated 1 August 2006), as amended, the payment of a bonus equivalent to 12% of the Municipal Manager's all-inclusive remuneration package for the period 1 July 2023 until 30 June 2024 and the payment of a pro-rata bonus equivalent to 8% of the Director: Community Services all-inclusive remuneration package for the period 1 March 2024 until 30 June 2024, **be approved.**

RESPONSIBLE OFFICIAL :**D ARRISON****TARGET DATE FOR IMPLEMENTATION :****IMMEDIATELY**