



**ORDINARY MEETING OF THE MAYORAL
COMMITTEE**

**GEWONE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI
KASODOLOPHU**

MINUTES / NOTULE /

IMIZUZU

**DATE / DATUM / UMHLA : 16 AUGUST / AUGUSTUS /
AGASTI 2023**

**VENUE / PLEK / INDAWO : BANQUETING HALL,
CIVIC CENTRE,
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
ON 16 AUGUST 2023, AT 10:00**

PRESENT:

Councillors were present as per attached attendance register.

OFFICIALS PRESENT:


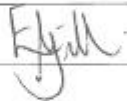


Mr D O'Neill, Municipal Manager
Ms S Reyneke-Naudé, Director : Finance
Mr N Michaels, Director : Protection Services
Ms D Arrison, Director : Management Services
Mr S Müller, Director : Infrastructure & Planning
Mr J Solomons, Senior Manager : Operational Services
Ms A Le Roux, Manager : Property Administration
Mr T Louw, Technical Support : Auditorium
Ms S Swart: Administrative Officer : Council Support Services

MINUTES/.....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

MAYORAL COMMITTEE MEETING

16 AUGUST 2023

ALDERMEN/COUNCILLORS	SIGNATURE
RABIE, AL	
AFRICA, F	Apology
GILLION, E	
LERM, CH	Apology
NTSABO, L	Apology
NUTT, R	
WILLIAMS, S	

1. OPENING

The Executive Mayor, Ald A Rabie, opened the meeting and allowed a moment of silence. The Municipal Manager, Mr D O'Neill, read the convening notice.

2. APPLICATIONS FOR LEAVE OF ABSENCE

**Cllr L Ntsabo
Cllr F Africa
Cllr C Lerm**

RESOLVED:

that the above-mentioned applications for leave of absence **be approved.**

3. CONFIRMATION OF MINUTES**3.1 Minutes of an Ordinary Meeting of the Mayoral Committee held on Wednesday, 12 July 2023 at 10:00****RESOLVED:**

that the Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **12 July 2023 at 10:00, be confirmed.**

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

- Salga Matters : None

The Executive Mayor, Ald A Rabie, referred to the recent Operation Dudula and Land Party protest marches as well as the Hawston meeting of 17 July 2023 which became violent. She was of the opinion that the availability charge for electricity is too high and requested that the CFO attend these meetings in future.

The Executive Mayor, Ald A Rabie, enquired about job creation in the Overstand area and Ald E Gillion will take the matter further.

**5.
COMBINED ASSURANCE POLICY FRAMEWORK**

**Z Mazuthu
18 July 2023**

Chief Risk Officer

(028) 313 5084

EXECUTIVE SUMMARY

To obtain Council's approval for the Combined Assurance Policy Framework that has been reviewed by the Fraud and Risk Management Committee (FARMCO) and the Municipal Manager.

RECOMMENDATION TO THE COUNCIL:

that the revised Combined Assurance Policy Framework **be approved.**

RESPONSIBLE OFFICIAL :

Z MAZUTHU

TARGET DATE FOR IMPLEMENTATION :

30 AUGUST 2023

6.
FRAUD AND RISK MANAGEMENT STRATEGY

Z Mazuthu
18 July 2023

Chief Risk Officer

(028) 313 5084

EXECUTIVE SUMMARY

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

RECOMMENDATION TO THE COUNCIL:

that the revised Fraud and Risk Management Strategy **be approved**.

RESPONSIBLE OFFICIAL :

Z MAZUTHU

TARGET DATE FOR IMPLEMENTATION :

30 AUGUST 2023

7.
FRAUD AND RISK MANAGEMENT POLICY

Z Mazuthu
18 July 2023

Chief Risk Officer

(028) 313 5084

EXECUTIVE SUMMARY

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

RECOMMENDATION TO THE COUNCIL:

that the revised Fraud and Risk Management Policy **be approved**.

RESPONSIBLE OFFICIAL :

Z MAZUTHU

TARGET DATE FOR IMPLEMENTATION :

30 AUGUST 2023

**8.
MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR JULY 2023**

**C Le Roux
3 August 2023**

Deputy Director: Finance & SCM

(028) 313 8107

EXECUTIVE SUMMARY

The purpose of this report is to inform Council of all deviations from the Supply Chain Management Policy, approved by the delegated authority in terms of Paragraph 36 of the Supply Chain Management Policy, approvals in terms of Paragraph 16(1)(b) and 17(1)(c) for July 2023.

RECOMMENDATION TO THE COUNCIL:

1. that the deviations from the procurement processes, approved in terms of the delegated authority for July 2023, **be noted**;
2. that the awards made in terms of Paragraph 16(1)(b) and 17(1)(c), approved in terms of the delegated authority for July 2023, **be noted**; and
3. that the awards made through the Bid Committee system, and formal written price quotations in excess of R30 000 and all price quotations below R30 000 for July 2023, **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

9.

FIXED ASSETS: DISPOSAL / DERECOGNITION OF ASSETS FOR THE 2022/23 FINANCIAL YEAR

J Vorster

Senior Manager : Expenditure & Assets

04 August 2023

(028) 313 8046

EXECUTIVE SUMMARY

The purpose of the report is to allow Council to consider the implications for Fixed Assets that were disposed of during the period 01 July 2022 to 30 June 2023, to be reflected in the annual financial statements for the year ended 30 June 2023.

RECOMMENDATION TO THE COUNCIL:

1. that it **be noted** that the assets disposed of during the period 01 July 2022 to 30 June 2023 are not needed to provide the minimum level of basic municipal services; and
2. that the derecognition of the Infrastructure Assets replaced / abandoned / disposed of during the period 01 July 2022 to 30 June 2023, **be approved**.

RESPONSIBLE OFFICIAL :**J VORSTER****TARGET DATE FOR IMPLEMENTATION :****31 AUGUST 2023**

**10.
PROPOSED LONG-TERM CONTRACT FOR THE PROVISION OF SERVICES AS
IMPLEMENTING AGENT FOR THE SCHULPHOEK DEVELOPMENT PROJECT,
HERMANUS**

**D. Hendriks
27 July 2023**

Senior Manager:Engineering Services

(028) 313 5059

EXECUTIVE SUMMARY

The purpose of this report is to provide the necessary information and motivation with regards to the proposed long-term contract, Contract SC2368/2023 : Provision of Services as Implementing Agent for the Schulphoek Development Project, Hermanus, in terms of the enabling provisions of section 33 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), to enable Council to make an informed decision whether to consent to the proposed long-term contract.

RECOMMENDATION TO THE COUNCIL:

1. that Council takes cognisance of the reasons for and the estimated financial implications of the proposed long-term contract, Contract SC 2368/2023 between Overstrand Municipality and Asla Construction (Pty) Ltd, for the Provision of Services as Implementing Agent, for the Schulphoek Development Project, Hermanus, in terms of the enabling provisions of Section 33 of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003);
2. that Council takes cognisance of the comments received from National Treasury in respect of the proposed long-term contract, Contract. SC 2368/2023 between Overstrand Municipality and Asla Construction (Pty) Ltd for the Provision of Services as Implementing Agent, for the Schulphoek Development Project, Hermanus, in terms of the enabling provisions of Section 33 of the Local Government: Municipal Finance Management Act 2003 (Act 56 of 2003), as well as the Municipal Manager's response to National Treasury;
3. that Council takes cognisance that the municipality will derive a significant financial benefit from the contract; and
4. that Council consent to the proposed long-term contract, Contract SC2368/2023 between Overstrand Municipality and Asla Construction (Pty) Ltd for the Provision of Services as Implementing Agent, for the Schulphoek Development Project, Hermanus.

RESPONSIBLE OFFICIAL :

D HENDRIKS

TARGET DATE FOR IMPLEMENTATION :

01 SEPTEMBER 2023

THE MEETING STOOD DOWN AT 11:20

THE MEETING RESUMED AT 11:27

PORTFOLIO COMMITTEE :

PROTECTION SERVICES

Chairperson :

Cllr L Ntsabo

Committee Members :

**Cllrs H Lombard, S Fourie,
C Tafu-Nwonkwo & M Grimbeek**

**1.
MONTHLY MONITORING REPORT FOR THE PERIOD 01 MAY - 31 MAY 2023:
DIRECTORATE: PROTECTION SERVICES**

**NJ Michaels
09 June 2023**

Director: Protection Services

(028) 313 8054

EXECUTIVE SUMMARY

To report on the functioning and activities of the Directorate: Protection Services for the period 01 May - 31 May 2023.

RESOLVED:

that the Monthly Monitoring Report of the functioning and activities of the Directorate: Protection Services for the period 01 May – 31 May 2023, **be noted**.

RESPONSIBLE OFFICIAL :

NJ MICHAELS

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**2.
MONTHLY MONITORING REPORT FOR THE PERIOD 01 JUNE – 30 JUNE 2023:
DIRECTORATE: PROTECTION SERVICES**

**N Michaels
19 July 2023**

Director: Protection Services

(028) 313 8054

EXECUTIVE SUMMARY

To report on the functioning and activities of the Directorate: Protection Services for the period 01 June – 30 June 2023.

RESOLVED:

that the Monthly Monitoring Report of the functioning and activities of the Directorate: Protection Services for the period 01 June – 30 June 2023, **be noted**.

RESPONSIBLE OFFICIAL :

NJ MICHAELS

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

**3.
QUARTERLY MONITORING REPORT FOR THE PERIOD 01 APRIL – 30 JUNE
2023: DIRECTORATE: PROTECTION SERVICES**

**N Michaels
24 July 2023**

Director: Protection Services

(028) 313 8054

EXECUTIVE SUMMARY

To report on the functioning and activities of the Directorate: Protection Services for the period 01 April – 30 June 2023.

RESOLVED:

that the Quarterly Monitoring Report of the functioning and activities of the Directorate: Protection Services for the period 01 April – 30 June 2023, **be noted**.

RESPONSIBLE OFFICIAL :

NJ MICHAELS

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

4.

A PORTION OF ERF 4565 HERMANUS: DEVIATION FROM THE ADMINISTRATION OF IMMOVABLE PROPERTY POLICY OF 2015 – HERMANUS PUBLIC PROTECTION (NPC)

N J Michaels
2 July 2023

Director : Protection Services

(028) 313 8054

EXECUTIVE SUMMARY

To obtain approval for the deviation from conditions contained in paragraphs 4, 26 and 41 of the Administration of Immovable Property Policy of 2015 in order to:

- (a) waive the payment of the required application fee payable by the applicant upon submission of an application to use municipal property (paragraph 4);
- (b) waive any rental/compensation payable in lieu of services that will be rendered and the investment in infrastructure on municipal property (paragraph 26); and
- (c) waive the Municipality's claim for the payment of rates and taxes and services charges (paragraph 41);

in order for the Municipality to enter into a memorandum of agreement with the Hermanus Public Protection NPC (hereinafter referred to as "HPP") for the use of floor space in the Incident Command Centre (hereinafter referred to as "ICC") building situated on a portion of Erf 4565 Hermanus (hereinafter referred to as the "floor space"), for a period of 3 (THREE) years from 1 October 2023 to be able to share the incident command system as an integrated joint approach in the fight against crime.

RESOLVED:

that the item in its current format before the Mayoral Committee **be withdrawn** and that a new item serve before Council at its forthcoming meeting.

RESPONSIBLE OFFICIAL :

L SMITH

TARGET DATE FOR IMPLEMENTATION :

11 SEPTEMBER 2023

TARGET DATE TO INFORM APPLICANT :

4 SEPTEMBER 2023

5.

A PORTION OF ERF 4565 HERMANUS: DEVIATION FROM THE ADMINISTRATION OF IMMOVABLE PROPERTY POLICY OF 2015 – SOUTH AFRICAN POLICE SERVICE

N J Michaels
2 July 2023

Director : Protection Services

(028) 313 8054

EXECUTIVE SUMMARY

To obtain approval for the deviation from conditions contained in paragraphs 26 and 41 of the Administration of Immovable Property Policy of 2015 in order to:

- (a) waive any rental/compensation payable in lieu of services that will be rendered from municipal property (paragraph 26); and
- (b) waive the Municipality's claim for the payment of rates and taxes and services charges (paragraph 41);

in order for the Municipality to enter into a memorandum of agreement with the South African Police Service (hereinafter referred to as "SAPS") for the use of floor space in the Incident Command Centre (hereinafter referred to as "ICC") building situated on a portion of Erf 4565 Hermanus (hereinafter referred to as the "floor space"), for a period of 3 (THREE) years from 1 October 2023, to be able to share the incident command system as an integrated joint approach in the fight against crime.

RECOMMENDATION TO THE COUNCIL:

1. that the deviation from paragraphs 26 and 41 of the Administration of Immovable Property Policy of 2015 in order for the Municipality to enter into a memorandum of agreement with the South African Police Service to use floor space in the Incident Command Centre building situated on a portion of Erf 4565 Hermanus, for a period of 3 (THREE) years from 1 October 2023, to operate the control and surveillance service as part of the incident command system in a joint approach to fight crime within the Overstrand, **be approved;**
2. that early occupation be given as soon as possible, allowing SAPS to prepare the allocated floor space for the intended use; and
3. that the Memorandum of Agreement to be entered into clearly stipulate which assets (irrespective of whether non-permanent in nature) will be given to the Municipality in lieu of the rental payable.

RESPONSIBLE OFFICIAL :

L SMITH

TARGET DATE FOR IMPLEMENTATION :

11 SEPTEMBER 2023

TARGET DATE TO INFORM APPLICANT :

4 SEPTEMBER 2023

PORTFOLIO COMMITTEE :

LOCAL ECONOMIC DEVELOPMENT

Chairperson :

Ald E Gillion

Committee Members :

**Ald D Coetzee, Cllrs R Nutt,
R Dees and B Nombula**

1.
EPWP CONSOLIDATED REPORT – 2022/2023

S Madikane
19 July 2023

Director : Local Economic Development

(028) 313 8949

EXECUTIVE SUMMARY

The purpose of the report is to provide Council with progress and Service Delivery of the EPWP programme. The programme is at its final year of Phase 4, and the municipality has participated since inception and the programme has grown since.

RECOMMENDATION TO THE COUNCIL:

1. that the report **be noted**; and
2. that Council deliberate on the new proposal in **March 2024**.

RESPONSIBLE OFFICIAL :

N LIWANI

TARGET DATE FOR IMPLEMENTATION :

IMMEDIATELY

PORTFOLIO COMMITTEE :

**INVESTMENT & INFRASTRUCTURE
(INCLUDING TOURISM)**

Chairperson :

Cllr C Lerm

Committee Members :

**Cllr M Nomatiti, Ald R de Coning,
Cllrs M Sihlahla & V Bandeza**

**1.
TOWN & SPATIAL PLANNING REPORT WITH REGARD TO APPLICATIONS
CONSIDERED IN TERMS OF DELEGATED AUTHORITY: MAY 2023 – JULY 2023**

**R Kuchar
28 June 2023**

Senior Manager: Town & Spatial Planning

(028) 313 8900

EXECUTIVE SUMMARY

To report on applications disposed of by the Authorised Official and Municipal Planning Tribunal in terms of the Spatial Land Use Management Act (SPLUMA) during the period from 4 May 2023 – 4 July 2023.

RESOLVED:

that cognisance be taken of the town planning applications disposed of by the Authorised Official in terms of SPLUMA for the period – 4 May 2023 – 4 July 2023:

- | | | |
|-----|--|--------------|
| 1. | Erf 3729, 4 Thirteenth Street, Voëlklip, Hermanus | 04 May 2023 |
| 2. | Erf 7174, 216 Eighth Street, Voëlklip, Hermanus | 04 May 2023 |
| 3. | Erf 5479, 70 Mountain Drive, Northcliff, Hermanus | 04 May 2023 |
| 4. | Erf 5581, 66 Mountain Drive, Northcliff, Hermanus | 04 May 2023 |
| 5. | Erf 3551, (A Portion of Erf 1142), Corner of School and Willsby Streets, Hawston | 04 May 2023 |
| 6. | Erf 142, 59 Marais Street, Franskraal, Gansbaai | 08 May 2023 |
| 7. | Erf 2112, Buiten Street, Stanford | 09 May 2023 |
| 8. | Erf 931, 13 Luyt Street, Eastcliff, Hermanus | 15 May 2023 |
| 9. | Erf 5907, 47 Fernkloof Drive, Hermanus Heights, Hermanus | 18 May 2023 |
| 10. | Erf 5655, 20 Musson Street, Eastcliff, Hermanus | 18 May 2023 |
| 11. | Erf 102, 35 Barnard Street, Gansbaai | 19 May 2023 |
| 12. | Erf 532, 45 Schneider Street, Franskraal, Gansbaai | 30 May 2023 |
| 13. | Erf 1813, 147 Charlie Van Breda Street, Pearly Beach | 1 June 2023 |
| 14. | Erf 1072, 14 Jan Van Riebeeck Crescent, Sandbaai, Hermanus | 1 June 2023 |
| 15. | Erf 2087, 49 Fourth Street, Voëlklip, Hermanus | 5 June 2023 |
| 16. | Erf 1824, 27 Fourth Street, Voëlklip, Hermanus | 5 June 2023 |
| 17. | Erf 3488, 273 Third Street, Voëlklip, Hermanus | 5 June 2023 |
| 18. | Erf 209, 86 Marais Street, Franskraal, Gansbaai | 9 June 2023 |
| 19. | Erf 240, Harbour Road, Hawston, Hermanus | 13 June 2023 |
| 20. | Erf 6148, 115 Second Avenue, Kleinmond | 13 June 2023 |
| 21. | Erf 4999, 27 Berghof Drive, Berghof, Onrustrivier, Hermanus | 13 June 2023 |
| 22. | Erf 5996, 1 Geelhout Avenue, Kleinmond | 13 June 2023 |
| 23. | Erf 3966, 267 Sixth Street, Voëlklip, Hermanus | 13 June 2023 |
| 24. | Erf 4646, 23 Strand Street, Kleinmond | 13 June 2023 |
| 25. | Erf 12717, Voëlklip, Hermanus | 13 June 2023 |
| 26. | Erf 1577, 14 Tiptol Crescent, Vermont, Hermanus | 22 June 2023 |
| 27. | Erf 8340, 5 Kuyasa Street, Kleinmond | 22 June 2023 |

MINUTES OF THE MAYORAL COMMITTEE MEETING**16 AUGUST 2023**

- | | | |
|-----|--|--------------|
| 28. | Erf 1540, 5 Lang Street, Sandbaai, Hermanus | 22 June 2023 |
| 29. | Erf 4245, 19 C/O Sixth Street and Seventh Avenue, Voëlklip, Hermanus | 23 June 2023 |
| 30. | Erf 1156 and 1157, 12 Valey Street, Stanford | 23 June 2023 |
| 31. | Erf 3181, 34 Tenth Avenue, Voëlklip, Hermanus | 23 June 2023 |
| 32. | Erven 1368, 1373 & 12232, 316 (312a) Main Road, Eastcliff, Hermanus | 23 June 2023 |
| 33. | Erf 1859, Seemeeu Close, Gansbaai | 23 June 2023 |

that cognisance be taken of the town planning applications disposed of by the Municipal Planning Tribunal in terms of SPLUMA that took place on 4 May 2023 and 29 June 2023:

- | | | |
|----|--|--------------|
| 1. | Erf 2861, Whale Coast Mall, Bergsig Street, Sandbaai, Hermanus | 4 May 2023 |
| 2. | Erf 7182, 39 Marine Drive, Westcliff, Hermanus | 29 June 2023 |
| 3. | Erf 5328, Robin Avenue, Northcliff, Hermanus | 29 June 2023 |
| 4. | Erven 8959 & 9079, Zwelihle, Hermanus | 29 June 2023 |
| 5. | Erf 271, 45 Kusweg, Gansbaai | 29 June 2023 |
| 6. | Remainder of Farm Klipfonteyn 711 | 29 June 2023 |
| 7. | Erf 1828, 21 Boundary Road, Pringle Bay, Kleinmond | 29 June 2023 |

RESPONSIBLE OFFICIAL :**L TAYLOR****TARGET DATE FOR IMPLEMENTATION :****23 AUGUST 2023**

2.

OVERSTRAND MUNICIPALITY: NERSA FINDINGS FROM THE COMPLIANCE AUDITS CONDUCTED**SU Muller
4 July 2023****Director: Infrastructure and Planning****(028) 313 8019**

EXECUTIVE SUMMARY

The purpose of this report is to provide the findings from the electricity distribution industry compliance audits on the 2022 calendar year conducted by the National Regulator of South Africa (NERSA).

From 27 – 29 September 2022 NERSA conducted a compliance audit on the Overstrand Local Municipality in Hermanus. The objective was to determine the level of compliance with the legal, financial and technical conditions of the electricity distribution license.

RECOMMENDATION TO THE COUNCIL:

that Council takes cognisance of the findings received from NERSA.

RESPONSIBLE OFFICIAL :**S MULLER****TARGET DATE FOR IMPLEMENTATION :****N/A****DIR N MICHAELS LEFT THE MEETING AT 11:46 WITH PERMISSION FROM THE EXECUTIVE MAYOR**

**3.
OPERATIONAL REPORTS**

**S Muller
14 July 2023**

Director: Infrastructure and Planning

(028) 313 8019

EXECUTIVE SUMMARY

This report is to provide the Portfolio Committee with reports on the implementation and progress of the following services:

- Municipal Infrastructure Grant (MIG),
- Bulk Water Services Operation and Maintenance Contract.

RESOLVED:

that the report **be noted**.

RESPONSIBLE OFFICIAL :

S MULLER

TARGET DATE FOR IMPLEMENTATION :

NOT APPLICABLE

4.
OVERSTRAND TOURISM REPORT : JUNE 2023

F Lloyd
20 July 2023

Tourism Manager

(028) 313 5022

EXECUTIVE SUMMARY

The purpose of this report is to inform on tourism activities in the Overstrand during June 2023.

RESOLVED:

that the Overstrand Tourism Report for June 2023 **be noted**.

RESPONSIBLE OFFICIAL :

F LLOYD

TARGET DATE FOR IMPLEMENTATION :

16 AUGUST 2023

**5.
ERF 170 HAWSTON (“HAWSTON INDUSTRIAL HUB”): SHORT TERM LEASE -
THE HAWSTON DEVELOPEMENT FORUM NPC**

**A Le Roux
24 April 2023**

Manager: Property Administration

(028) 316 - 5623

EXECUTIVE SUMMARY

To obtain approval from Council to deviate from several paragraphs of the Administration of Immovable Property Policy of 2015 in order for the Municipality to enter into an agreement with the Hawston Developement Forum NPC for the lease, management, maintenance and sublease of the municipal property, being a portion of Erf 170 Hawston ($\pm 2,300\text{m}^2$ in extent) for a period of 3 (THREE) years from 1 March 2023 at an initial rental amount of R2,427.20 per month (VAT included).

RECOMMENDATION TO THE COUNCIL:

1. that the deviation from paragraphs 4, 18, 21.2(a) and (b), 24, 36, 40 and 41 of the Administration of Immovable Property Policy of 2015 **be approved** in order for the Municipality to enter into a lease agreement with the Hawston Developement Forum NPC for a period of 3 (THREE) years from 1 March 2023 for the lease, management and sublease of a portion of Erf 170 Hawston (“Hawston Industrial Hub”), $\pm 2,300\text{m}^2$ in extent, for light industrial purposes at an initial rental amount of R2,427.20 (TWO THOUSAND FOUR HUNDRED AND TWENTY SEVEN RAND AND TWENTY CENTS) (VAT included) to be levied from 1 August 2023;
2. that the tariff S34G1: “Temporary use (≤ 12 months) of municipal land for the storage of building materials next to building sites or for general purposes (per m^2 per month)” be used in calculating the monthly rental instead of a market related rental;
3. that the monthly rental per square metre be calculated on the total building sizes (328m^2) and not the total lease area ($2,300\text{m}^2$);
4. that the monthly rental amount mentioned in 2 above escalates 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 2024;
5. that the lessee be afforded a 5 (FIVE) months rental free period from 1 March 2023 to 31 July 2023 as motivated in the report;
6. that the electricity tariff E1E1: “One part tariff (Pre-paid meters only) Local Economic Development Projects” be applied to the lease for this lease period;

7. that the water tariff W1C: Consumption – All other” be applied to the lease for this lease period;
8. that the Hawston Development Forum NPC is not exempted from paying the required lease deposit and water deposit;
9. that the Hawston Development Forum NPC be exempted from paying rates and taxes on the property as well as any connection fees for this lease period only;
10. that the Hawston Development Forum be exempted from paying the required application fee and costs of the market related rental valuation obtained;
11. that the Hawston Development Forum NPC not be exempted from paying the pro rata insurance of the property from date the amount is calculated and implemented;
12. that the delegated authority of the Municipality approves every subsequent subtenant of the Hawston Development Forum NPC during this lease period; and
13. that the Property Administration Department, in the interim, be responsible for the project, manages the process further (with reference also to the comments of the Town Planning Department), as well as the lease to be entered into, if approved, until the organisational review process has been finalised.

RESPONSIBLE OFFICIAL :

**A LE ROUX
X KOSI**

TARGET DATE FOR IMPLEMENTATION:

15 SEPTEMBER 2023

TARGET DATE TO INFORM APPLICANT:

15 SEPTEMBER 2023

TARGET DATE TO INFORM OBJECTOR:

N/A

6.

ERF 1179 HAWSTON: RECOMMENDATION TO USE THE PROPERTY AS AN EXTENSION OF THE HAWSTON THUSONG CENTRE**A Le Roux
30 March 2023****Manager: Property Administration****(028) 316-5623**

EXECUTIVE SUMMARY

To obtain approval from Council to use the building on Erf 1179 Hawston, known as the "Selfboustoor", as an extension of the Hawston Thusong Centre.

RESOLVED:

that the item **be referred back** and resubmitted to the Mayoral Committee at its meeting of 13 September 2023.

RESPONSIBLE OFFICIAL :**M ERASMUS****TARGET DATE FOR IMPLEMENTATION :****29 SEPTEMBER 2023****TARGET DATE TO INFORM APPLICANT :****15 SEPTEMBER 2023****TARGET DATE TO INFORM OBJECTOR :****N/A**

7.
ENVIRONMENTAL PROGRESS REPORT

S Muller
14 July 2023

Director : Infrastructure and Planning

(028) 313 8019

EXECUTIVE SUMMARY

This report provides the Portfolio Committee with progress on activities in the Environmental Management Services Department (EMS) for the 2022/23 financial year.

The report deals with the planning, development, and operational activities of the 3 sections of the Environmental Management Services Department 1) Biodiversity Conservation Management, 2) Special Projects and 3) Environmental Management. These activities are managed on municipal land such as nature reserves and properties zoned as Open Space Zone 1 areas.

It also looks at the implementation of the Environmental Management Plan for the Municipality to mitigate the impacts of the municipal services on the environment and the implementation of the Baboon Management Programme, Overstrand Wide.

The activities covered are:

- Alien Vegetation Management (AVM),
- Fire Breaks and block burning,
- Trail Maintenance,
- Baboon Management,
- Environmental Management System and Auditing,
- Air Quality Management,
- Planning and Development, and
- Stakeholder Engagement

RESOLVED:

that the contents of the report **be noted**.

RESPONSIBLE OFFICIAL :

S MULLER

TARGET DATE FOR IMPLEMENTATION :

N/A

PORTFOLIO COMMITTEE :

COMMUNITY SERVICES

Chairperson :

Cllr R Nutt

Committee Members :

**Ald K Brice, Cllrs S Williams,
K Ngqandana and B Nombula**

1.
ESTABLISHMENT OF A NEW PUBLIC LIBRARY FOR ZWELIHLE

A Wyngaard
17 July 2023

Senior Manager: Hermanus Administration

(028) 313 8112

EXECUTIVE SUMMARY

It is requested that the Council approves the building situated on Erf 9515 be altered as the new Public Library for Zwelihle.

RECOMMENDATION TO THE COUNCIL:

that the item **be referred to Council.**

RESPONSIBLE OFFICIAL :

A WYNGAARD

TARGET DATE FOR IMPLEMENTATION :

OCTOBER 2023

**PORTFOLIO COMMITTEE :
MANAGEMENT SERVICES**

Chairperson :

Cllr F Africa

Committee Members :

**Cllrs A Komani, C Resandt,
Ald T Nqinata & Cllr T Gwele**

1.
**TIME SCHEDULE FOR THE 2024/25 INTEGRATED DEVELOPMENT PLAN (IDP)
REVIEW AND BUDGET PROCESS**

RG Louw
17 July 2023

Senior Manager: Strategic Services

(028) 313 8071

EXECUTIVE SUMMARY

To inform Council of the time schedule for the Integrated Development Plan (IDP) review process as well as the compilation of the Budget for the 2024/25 financial year. This time schedule will be for the 2nd review of the current 5-year amended IDP (2022/2027) approved on 31 May 2022.

RECOMMENDATION TO THE COUNCIL:

that the schedule of key dates for the 2024/25 compilation of an IDP review and Budget process **be noted**.

RESPONSIBLE OFFICIALS :

RG LOUW
BA KING

TARGET DATE FOR IMPLEMENTATION :

1 SEPTEMBER 2023

2.
DRAFT PROBATION POLICY

L Bucchianeri
19 June 2023

Senior Manager: Human Resources

(028) 313 8120

EXECUTIVE SUMMARY

The purpose of this policy is to ensure that the draft Probation Policy is aligned with the Municipal Staff Regulations.

RECOMMENDATION TO THE COUNCIL:

that the draft Probation Policy **be approved**.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

AUGUST 2023

**3.
DRAFT STRATEGIC TALENT MANAGEMENT FRAMEWORK**

**L Bucchianeri
19 June 2023**

Senior Manager: Human Resources

(028) 313 8120

EXECUTIVE SUMMARY

The purpose of this policy is to ensure that the draft Strategic Talent Management Framework is in line with the Municipal Staff Regulations.

RECOMMENDATION TO THE COUNCIL:

that the Draft Strategic Talent Management Framework **be approved**.

RESPONSIBLE OFFICIAL :

L BUCCHIANERI

TARGET DATE FOR IMPLEMENTATION :

AUGUST 2023

PORTFOLIO COMMITTEE :

FINANCE

Chairperson :

Cllr S Williams

Committee Members :

**Cllrs T Els, C Lerm,
Ald T Nqinata and Cllr J van Staden**

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

The meeting adjourned at 12:23

DATE

DR. A RABIE - EXECUTIVE MAYOR