



**SPECIAL MEETING OF THE MAYORAL  
COMMITTEE**

**SPESIALE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI  
KASODOLOPHU**

**MINUTES / NOTULE**

**IMIZUZU**

**DATE / DATUM / UMHLA : 27 JANUARY / JANUARIE /  
JANYUWARI 2021  
VIRTUAL**

**TIME / TYD / IXESHA : 10:00**

# **OVERSTRAND**

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

## **MINUTES OF A SPECIAL MEETING OF THE MAYORAL COMMITTEE HELD BY MEANS OF A VIRTUAL PLATFORM ON 27 JANUARY 2021 AT 10:00**

**PRESENT:** Councillors were present as per attached attendance register.

**OFFICIALS PRESENT:** Mr D O'Neill, Municipal Manager  
Ms D Arrison, Director : Management Services  
Ms S Reyneke-Naudé, Director : Finance  
Mr R Williams, Director: Community Services  
Mr S Madikane, Director : Economic Development & Tourism  
Mr S Müller, Director : Infrastructure & Planning  
Mr R Fraser, Acting Director : Protection Services  
Mr D Lakey, Senior Manager : Kleinmond Administration  
Mr F Myburgh, Senior Manager : Gansbaai Administration  
Mr B King, Senior Manager : Financial Services  
Ms R Louw, Senior Manager : Strategic Services  
Ms H van Tonder, Manager : Council Support Services  
Ms B Plaatjies, Manager : Hermanus Administration  
Ms S Swart, Administrative Officer : Council Support Services  
Ms D Laing : Relief Clerk Grade 2  
ICT

**MINUTES/....**

OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING  
27 JANUARY 2021

ALDERMAN/COUNCILLORS	SIGNATURE
AFRICA, F	✓
BOTHA, D	
BRICE, KD	✓
COETSEE, A	
COETZEE, DP	✓
COHEN, G	✓
DE CONING, CA	✓
GILLION, E	✓
KALOLO, SV	
KOMANI, AS	✓
KRIGE, F	
NQINATA, NNT	
MHANA, M	
MAY, C	
MOLEFE, B	
MORGAN, H	
MSWELI, X	
NTSABO, L	
NUTT, R	
ORBAN, J	
PUNGUPUNGU, V	
RESANDT, C	
SAPEPA, NM	
TAFU-NWONKWO, CC	
TEBELE, S	



27/1/21

**1. OPENING**

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

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

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

The Deputy Executive Mayor, Cllr E Gillion, wished all councillors, the municipal manager and administration a successful 2021.

4.  
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) AND PARAGRAPH 6(7)(4)(F) OF THE DIRECTIONS OF THE DISASTER MANAGEMENT ACT, NOVEMBER 2020**

8/2/2

C Le Roux

Deputy Director: Finance & SCM

09 December 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, approvals in terms of Paragraph 16(1)(b) and 17(1)(c) for November 2020. To inform Council of all procurement undertaken during the national state of disaster as per paragraph 6.7.4(f) Amendment of the Directions issued, in terms of section 27(2) of the Disaster Management Act, 2002, dated 02 July 2020.

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

5.  
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) AND PARAGRAPH 6(7)(4)(F) OF THE DIRECTIONS OF THE DISASTER MANAGEMENT ACT, DECEMBER 2020**

8/2/2

C Le Roux

Deputy Director: Finance & SCM

04 January 2021

(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 December 2020. To inform Council of all procurement undertaken during the national state of disaster as per paragraph 6.7.4(f) Amendment of the Directions issued, in terms of section 27(2) of the Disaster Management Act, 2002, dated 02 July 2020.

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**6.  
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2020/2021:  
2<sup>nd</sup> QUARTER: 1 OCTOBER 2020 – 31 DECEMBER 2020**

**8/2/2**

**C Le Roux  
08 January 2021**

**Deputy Director: Finance & SCM**

**(028) 313 8107**

---

**EXECUTIVE SUMMARY**

In terms of Clause 6(3) of Overstrand Municipality's Supply Chain Management Policy, the Municipal Manager must, within 6 business days of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

**RECOMMENDATION TO THE COUNCIL:**

that the activities undertaken and outcomes achieved in the implementation of the Overstrand Municipality's Supply Chain Management Policy for the 2<sup>nd</sup> Quarter of 2020/2021 **be noted**.

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**7.  
QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF  
THE MFMA FOR THE QUARTER ENDED DECEMBER 2020**

**5/18/R**

**BA King**

**19 January 2021**

**Senior Manager: Financial Services**

**(028) 313 8154**

---

**EXECUTIVE SUMMARY**

Report prepared as part of the financial reporting obligations arising from section 11(4) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

**RECOMMENDATION TO THE COUNCIL:**

that the consolidated quarterly report in respect of Bank Account Withdrawals in terms of Section 11(4) of the MFMA for the quarter ended December 2020, **be noted**.

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**



**8.  
BUDGET REPORT FOR THE QUARTER ENDED DECEMBER 2020**

**5/1/1/22-2020/2021**

**BA King**

**Senior Manager: Financial Services**

**19 January 2021**

**(028) 313 8154**

---

**EXECUTIVE SUMMARY**

Report prepared as part of the financial reporting obligations arising from section 52(d) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

**RECOMMENDATION TO THE COUNCIL:**

that the budget report for the quarter ended December 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**

**9.  
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)  
SECOND QUARTERLY REPORT: OCTOBER – DECEMBER 2020**

2/12/1/1

R Louw

13 January 2021

Senior Manager: Strategic Services

(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 second quarter, 1 October 2020 to 31 December 2020.

**RECOMMENDATION TO THE COUNCIL:**

that the content of the report for the second quarter of the 2020/21 financial year on the top level Service Delivery and Budget Implementation Plan **be noted**.

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**1 FEBRUARY 2021**

**10.  
MIDYEAR BUDGET AND PERFORMANCE ASSESSMENT AS AT DECEMBER  
2020**

**5/15/1//2/1**

**BA King**

**Senior Manager: Financial Services**

**20 January 2021**

**(028) 313 8154**

---

**EXECUTIVE SUMMARY**

Report prepared as part of the reporting obligations arising from section 72 and 54(1)(f) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

**RECOMMENDATION TO THE COUNCIL:**

that the Midyear Budget and Performance Assessment Report **be noted**.

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

11.

**REPORT ON THE PROPOSED 2<sup>ND</sup> ADJUSTMENTS BUDGET FOR 2020/2021**

5/1/1/22 – 2020/2021

BA King

Senior Manager: Financial Services

27 January 2021

(028) 313 8154

**EXECUTIVE SUMMARY**

Report prepared in terms of section 28(2)(b) to (g) of the Local Government: Municipal Finance Management Act, 2003 (MFMA) for the 2<sup>nd</sup> Adjustments Budget proposals emanating from the midyear review and various adjustments identified on the operating and capital budgets, which must be approved by Council in terms of legislation.

**RECOMMENDATION TO THE COUNCIL:**

1. that, in terms of section 28(2)(b) to (g) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the 2<sup>nd</sup> Adjustments Budget for 2020/2021 **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-year capital appropriations by standard classification (vote) and associated 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 following schedules be noted:

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

**RESPONSIBLE OFFICIAL :****BA KING****TARGET DATE FOR IMPLEMENTATION :****1 FEBRUARY 2021**

**12.  
REVISED SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)  
FOR 2020/21**

**9/1/2/5**

**RG Louw**

**Senior Manager: Strategic Services**

**13 January 2021**

**(028) 313 8071**

---

**EXECUTIVE SUMMARY**

The purpose of this report is to submit a revised Service Delivery and Budget Implementation Plan (SDBIP) for 2020/21 to Council for approval.

**RECOMMENDATION TO THE COUNCIL:**

1. that the revised SDBIP for 2020/21 **be approved**;
2. that the amendments to the Top Layer SDBIP for 2020/21 **be approved**; and
3. that the revised SDBIP for 2020/21 **be made public**.

**RESPONSIBLE OFFICIAL :**

**RG LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**1 FEBRUARY 2021**

**The meeting adjourned at 10:11**

---

**DATE**

---

**D COETZEE –EXECUTIVE MAYOR**