



**SPECIAL MEETING OF THE MAYORAL  
COMMITTEE**

**SPESIALE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO EKHETHEKILEYO YEKOMITI  
KASODOLOPHU**

**MINUTES / NOTULE**

**IMIZUZU**

**DATE / DATUM / UMHLA : 29 JULY/JULIE/JULAYI 2015**

**VENUE / PLEK / INDAWO : BANQUETING HALL,  
BANKETSAAL**

**CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU  
HERMANUS**

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

# OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

## MINUTES OF A SPECIAL MEETING OF THE MAYORAL COMMITTEE HELD IN THE BANQUETING HALL, CIVIC CENTRE, HERMANUS, ON 29 JULY 2015, AT 10:00

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









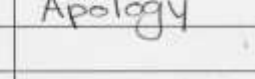
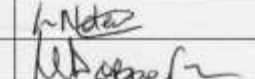
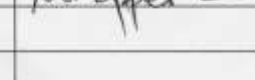

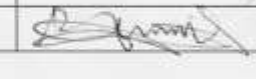
**OFFICIALS PRESENT:** Mr C Groenewald, Municipal Manager  
Mr S Müller, Director : Infrastructure & Planning  
Mr N Michaels, Director : Protection Services  
Ms D Arrison, Director : Management Services  
Ms S Reyneke-Naude, Director : Finance  
Mr R Williams, Director : Community Services  
Mr C le Roux, Deputy Director : Finance  
Mr F Myburgh, Senior Manager : Gansbaai  
Administration  
Mr R Kuchar, Senior Manager : Town Planning/  
Property Management  
Mr H Blignaut, Deputy Director : Engineering  
Services  
Mr B King, Senior Manager : Financial Services  
Mr M Bartman, Deputy Director : Community  
Services  
Ms R la Cock, Senior Manager : Supply Chain  
Management  
Mr M Potgieter, Manager : Contracts  
Mr B D'Oliveira, Accountant : Procurement  
Ms R Louw, Senior Manager : Strategic Services  
IT  
Mr J C van der Merwe, Storekeeper  
Ms H van Tonder, Manager : Council Support  
Services  
Ms R Steenekamp, PA : Director: Management  
Services  
Ms S Swart, Administrative Officer : Council  
Support Services  
Ms D Laing, Relief Clerk: Grade 2

**ALSO PRESENT:** Members of the Public

**MINUTES/....**

OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

SPECIAL MAYORAL COMMITTEE MEETING  
29 JULY 2015

ALDERMAN/COUNCILLORS	SIGNATURE
ANDREWS, M	
APPELGREIN, P	
BEYERS-CRONJE, L	
BOTHA, D	
BOTHA-GUTHRIE, N	
BRICE, K	
COETSEE, A	
COETZEE, DP	
DE CONING, R	
DYANI M	
GXAMESI, S	
JANUARIE, JJS	
NQINATA, NNT	
KRIGE, L	Apology
MACOTHA, VC	
MANDINDI, CQ	
MAY, P	
NDEVU, L	
OPPERMAN, M	
PIE, MT	
PONOANE, MV	
PRINS, A	
SAPEPA, NM	
SMITH, RJ	

**1. OPENING**

The meeting was opened with prayer by Cllr R Smith.

The Municipal Manager, Mr C Groenewald, read the notice convening the meeting.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

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

None

**4.  
ANNUAL STOCK TAKING FOR 2014/2015: MUNICIPAL STORES****6/1/2/5****R La Cock****(028) 313 8080****Corporate Head Office****13 July 2015**

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**EXECUTIVE SUMMARY**

To inform Council of the annual stock-take conducted:

1. On Friday 26 June 2015 at:
  - a. Gansbaai store (08h30 to 13h00)
  - b. Kleinmond Store (13h45 to 16h30)
2. On Monday 29 June 2015 at:
  - a. Hermanus store: Electrical and Stationary stock (08h30 tot 16h30)
3. On Tuesday 30 June 2015 at:
  - a. Hermanus store: General stock (08h30 tot 16h30)

**RECOMMENDATION TO THE COUNCIL:**

1. that the surplus stock be accounted against the appropriate vote numbers;
2. that the redundant stock at Hermanus Store (electrical stock) and Gansbaai Store (water stock) be written off; and
3. that the stock as recorded on 30 June 2015 be taken as the starting balance of the 2015/2016 stock register.

**RESPONSIBLE OFFICIAL :****R LA COCK****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

**5.  
QUARTERLY BANK ACCOUNT WITHDRAWALS NOT IN TERMS OF AN  
APPROVED BUDGET**

**5/18/R**

**B A King**

**16 July 2015**

**(028) 313 8154**

**Corporate Head Office**

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**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 not in terms of an Approved Budget for the quarter ended June 2015, **be noted**.

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

6.  
QUARTERLY BUDGET REPORT FOR JUNE 2015

5/1/16-2014/2015  
B A King  
16 July 2015

(028) 313 8154

Corporate Head Office

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**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 June 2015, prepared as part of the financial reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003, **be noted**.

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

7.  
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)  
POLICY: PARAGRAPH 36, 16(1)(B) AND 17(1)(C) FOR JUNE 2015**

8/2/2

CEM La Cock  
09 July 2015

(028) 313 8080

Corporate Head Office

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**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 16(1)(b) and 17(1)(c) for June 2015.

**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for June 2015, **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 June 2015, **be noted**.

**RESPONSIBLE OFFICIAL :**

**R LA COCK**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**



**8.  
SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2014/2015:  
4<sup>th</sup> QUARTER: 01 APRIL TO 30 JUNE 2015**

**8/2/2**

**CEM La Cock  
10 July 2015**

**(028) 313 8080**

**Hermanus Administration**

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**EXECUTIVE SUMMARY**

In terms of Clause 6(3) of Council's Supply Chain Management Policy, the Municipal Manager must, within 10 business days of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

The report contains the following:

- a) awards made through the bid committee system in terms of delegated authority,
- b) deviations from and minor breaches of the Supply Chain Management Policy, respectively approved and ratified by the Accounting Officer in terms of Clause 36 of the Supply Chain Management Policy, dated 25 September 2008 as amended,
- c) the status of Objections and Complaints lodged in terms of Clause 49 of the Supply Chain Management Policy against the implementation of the supply chain management system.

**RECOMMENDATION TO THE COUNCIL:**

that **cognisance be taken** of the activities undertaken and outcomes achieved in the implementation of the Overstrand Municipality Supply Chain Management Policy for the 4<sup>th</sup> Quarter of 2014/2015.

**RESPONSIBLE OFFICIAL :**

**R LA COCK**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**9.  
ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT IN TERMS  
OF PARAGRAPH 6(2)(a) OF THE POLICY: 2014/2015**

**8/2/2**

**CEM La Cock  
17 July 2015**

**(028) 313 8080**

**Corporate Head Office**

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**EXECUTIVE SUMMARY**

The Local Government: Municipal Finance Management Act, No 56 of 2003 (MFMA), requires the municipality to have and implement a Supply Chain Management (SCM) Policy which gives effect to the provisions of Part 1 of Chapter 11 of the Act that deals with 'Supply Chain Management'.

On 30 May 2005 the Municipal Supply Chain Management Regulations were promulgated. The Overstrand Municipality Supply Chain Management Policy was approved in terms of these Regulations by Council on May 25, 2008.

Although the MFMA prohibits a Councillor from being a member of a bid committee or any other committee evaluating or approving quotations or tenders, Council has an oversight role to ensure that the accounting officer implements all supply chain management activities in accordance with this policy. For the purposes of such oversight, Council's Supply Chain Management Policy, **Paragraph 6.2(a)** requires that the accounting officer must **"Within 22 business days of the end of each financial year, submit a report on the implementation of the policy to the Council."**

**RECOMMENDATION TO THE COUNCIL:**

1. that the Supply Chain Management Implementation Report for the 2014/2015 financial year submitted in terms of Paragraph 6 of the Supply Chain Management Policy, **be noted**;
2. that, following the provisions of paragraph 6 of the Supply Chain Management Policy, **the report be made public** in accordance with Section 21A of the Local Government: Municipal Systems Act, No. 32 of 2000; and
3. that **the schedules of Deviations, Irregular Expenditure and cases of Minor Breaches be disclosed as a note to the Annual Financial Statements** for the 2014/2015 financial year.

**RESPONSIBLE OFFICIAL :**

**R LA COCK**

**TARGET DATE FOR IMPLEMENTATION :**

**N/A**

10.  
**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)  
POLICY: PARAGRAPH 36, 16(1)(B) AND 17(1)(C), FOR APRIL 2015:  
SUBMISSION OF ADDITIONAL INFORMATION**

8/2/2

CEM La Cock  
17 July 2015

(028) 313 8080

Corporate Head Office

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**EXECUTIVE SUMMARY**

This report provides information to Council with regards to the subject mentioned report that served before Council on 28 May 2015 as Annexure B (original reference).

**RECOMMENDATION TO THE COUNCIL:**

that **cognisance be taken** of the explanation regarding the process followed when making an award to "Overberg Agri Bedrywe (Pty) Ltd" for the purchase of pipe clamps 67/70 HD.

**RESPONSIBLE OFFICIAL :**

**R LA COCK**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

11.  
**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)  
FOURTH QUARTERLY REPORT: APRIL - JUNE 2015**

2/12/1/1

R Louw

17 July 2015

(028) 313 8071

Corporate Head Office

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**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 fourth quarter, 1 April 2015 to 30 June 2015.

**RECOMMENDATION TO THE COUNCIL:**

1. that the content of the report for the fourth quarter of the 2014/2015 financial year on the top level Service Delivery and Budget Implementation Plan **be noted**; and
2. that the amendments to the Departmental and Top layer SDBIP for the fourth quarter of the 2014/2015 financial year **be approved**.

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

12.

**WATER AND WASTE WATER TREATMENT OPERATIONS MANAGEMENT  
CONTRACT: SC1508/2014**

8/2/2

**S Muller/H Blignaut  
17 July 2015****(028) 313 5047****Corporate Head Office**

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**EXECUTIVE SUMMARY**

The purpose of this report is to present Council with the Water and Waste Water Treatment Operations Management contract in its final form, and to seek Council resolution:

- To approve the contract as it is to be executed, and to authorise the Municipal Manager to sign the contract as is required by section 33 of the Local Government: Municipal Finance Management Act, No 56 of 2003 (MFMA); and
- To grant the right to use, control and manage of the water and waste water treatment works as set out in the Contract, as is required by the Municipal Asset Transfer Regulations No.R878 published in Government Gazette No. 31346 on 22 August 2008.

The Bid Adjudication Committee on 17 July 2015 recommended the award of the contract to the Accounting Officer. The latter awarded the contract on 22 July 2015.

**RECOMMENDATION TO THE COUNCIL:**

1. that **cognisance be taken** of the responses received to the request for comments, representations, views and recommendations in respect of the contract and granting of the right to use the water and waste water treatment works;
2. that the right to use, control and manage the water and waste water treatment works for the contract period of 15 years to Veolia Water Solutions & Technologies (Pty) Ltd, **be granted**;
3. that the significant economic financial benefit from the contract for the Municipality, **be noted**;
4. that the Contract for the Management of the Operation and Maintenance of the Water and Waste Water Treatment Works in the jurisdiction of Overstrand Municipality, **be approved**; and
5. that the Municipal Manager be authorised to sign the contract on behalf of Overstrand Municipality.

**RESPONSIBLE OFFICIAL :**

**S MÜLLER  
H BLIGNAUT  
M BARTMAN**

**TARGET DATE FOR IMPLEMENTATION :**

**1 SEPTEMBER 2015**

**TARGET DATE TO INFORM APPLICANT :**

**29 JULY 2015**

13.

**IMPLEMENTATION OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, NO 16 OF 2013 (SPLUMA)**

15/3/3/1

Riaan Kuchar  
30 June 2015

(028) 313 8087

Corporate Head Office

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**EXECUTIVE SUMMARY**

The purpose of this report is to obtain the necessary Council resolutions required in terms of the Spatial Planning and Land Use Management, No 16 of 2013 (SPLUMA), which is applicable from 1 July 2015. A number of decisions is required from Council in order to establish certain structures. A critical step is the establishment of a Municipal Planning Tribunal (and the associated decisions related thereto).

Therefore, the purpose of this item is for Council to resolve on the following:

- (a) to take note of the implementation date of SPLUMA on 1 July 2015;
- (b) to take note of the contents of the SPLUMA Regulations published on 23 March 2015;
- (c) to consider a municipal capacity assessment in order to determine the type of Municipal Planning Tribunal (MPT) that should be established. Such assessment investigated the associated financial, administrative, professional and work load responsibilities that the municipality has to implement SPLUMA;
- (d) decide on the composition of the MPT, including the number of members, both internally and externally; and
- (e) to approve of the nomination process that needs to be followed in establishing the MPT, including agreeing on the members of the evaluation panel and in terms of what criteria the latter must assess potential applicants, where relevant.

**RECOMMENDATION TO THE COUNCIL:**

1. that, based on the requirements set out in the Spatial Planning and Land Use Management Act, No 16 of 2013, the associated implications thereof and the findings of the Municipality's administrative, professional and financial capacity, Overstrand Municipality be regarded as having the ability to implement Chapter 6 of SPLUMA (Land Development Management);
2. that the implementation date of SPLUMA, being 1 July 2015, be noted;
3. that the contents of the SPLUMA Regulations published on 23 March 2015, be noted;
4. that the municipal capacity assessment that has been undertaken, be noted and that the establishment of a single Municipal Planning Tribunal (MPT) for the Overstrand Municipality, be approved;

5. that the MPT comprises of five members of which four be internal officials and one an external member;
6. that the following municipal officials be appointed to serve on the MPT: Municipal Manager; Director: Infrastructure and Planning; Director: Economic Development and Director: Community Services;
7. that the Municipal Manager; Director: Infrastructure and Planning and Senior Manager: Town- and Spatial Planning be appointed to evaluate the external members to be nominated for the Planning Tribunal;
8. that the external MPT members be remunerated for travel and subsistence only;
9. that an invitation be extended to the National Department of Rural Development and Land Reform and the Provincial Department of Environmental Affairs and Development Planning to serve on the MPT as external members; and
10. that the evaluation panel considers the potential external MPT members in terms of the following criteria and report back with recommendations to Council, for the latter's approval -
  - at least 5 years' experience in Spatial Planning and Land Use Management;
  - registered with SACPLAN as professional planner; and
  - extensive experience and knowledge of planning legislation.

**RESPONSIBLE OFFICIAL :**

**R KUCHAR**

**TARGET DATE FOR IMPLEMENTATION :**

**9 SEPTEMBER 2015**

**The meeting adjourned at 10:18**

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**DATE**

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**N BOTHA-GUTHRIE – EXECUTIVE MAYOR**