



**ORDINARY MEETING OF THE COUNCIL**  
**GEWONE VERGADERING VAN DIE RAAD**  
**INTLANGANISO YESIQHELO YEBHUNGA**

**A G E N D A**

**I-AJENDA**

**DATE / DATUM / UMHLA : 27 JULY / JULIE / JULAYI 2022**  
**VENUE / PLEK / INDAWO : BANQUETING HALL /**  
**BANKETSAAL**  
**CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU**  
**HERMANUS**  
**TIME / TYD / IXESHA : 10:00**

# **MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND**

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

20 July / Julie / Julayi 2022

## **NOTICE TO ALL ALDERMEN & COUNCILLORS**

### **ORDINARY MEETING OF THE OVERSTRAND MUNICIPAL COUNCIL**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of the **OVERSTRAND MUNICIPAL COUNCIL** will be held in the **Banqueting Hall, Civic Centre, Hermanus**, on **WEDNESDAY, 27 JULY 2022** at **10:00** 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).*

**D O'NEILL**  
**MUNICIPAL MANAGER**

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## **KENNISGEWING AAN ALLE RAADSHERE & RAADSLEDE**

### **GEWONE VERGADERING VAN DIE OVERSTRAND MUNISIPALE RAAD**

**KENNIS WORD HIERMEE GEGEE** dat 'n **GEWONE VERGADERING** van die **OVERSTRAND MUNISIPALE RAAD** gehou sal word in die **Banketsaal, Burgersentrum, Hermanus**, op **WOENSDAG, 27 JULIE 2022** om **10:00** 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).*

**D O'NEILL**  
**MUNISIPALE BESTUURDER**

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## **ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

### **INTLANGANISO YESIQHELO YEBHUNGA LIKAMASIPALA WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba intlanganiso **YESIQHELO yeBHUNGA LIKAMASIPALA WE-OVERSTRAND**, iza kuba se **I-Banqueting Hall, kwiZiko LoLUNTU, eHermanus, uLWESITHATHU, Umhla we 27 JULAYI 2022, ngeye-10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

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

**D O'NEILL**  
**UMPHATHI KAMASIPALA**

**AGENDA/...**

# COUNCIL

27 July 2022

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	At the time of the closing of the agenda, no notices of motions/questions were received.	
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**1. OPENING**

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

**3. CONFIRMATION OF MINUTES**

3.1 Minutes of a **Special Meeting** of the **Overstrand Municipal Council** held on **Monday, 27 June 2022** at **14:00**

3.2 Minutes of an **Ordinary Meeting** of the **Overstrand Municipal Council** held on **Wednesday, 29 June 2022** at **10:00**

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

4.1 Schulphoek Housing Project

**5. CONSIDERATION OF RECOMMENDATIONS MADE BY THE EXECUTIVE MAYOR TO COUNCIL, IN TERMS OF SECTION 160(2) OF THE CONSTITUTION, 1996, AND SECTION 59(1)(a) OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT 2000 (ACT 32 OF 2000)**

**REMARK**

Please note that the following recommendations contained in this agenda are subject to confirmation or amendment by the Executive Mayor in view of the fact that the **compilation of the Council agenda** was done before the Mayoral Committee of 25 July 2022 had formally sat.

**5.1**

**OVERSTRAND MUNICIPALITY VEHICLE & EQUIPMENT MAINTENANCE AND REPLACEMENT POLICY FOR FIRE & EMERGENCY SERVICES, DISASTER MANAGEMENT AND SECURITY SERVICES**

**(ITEM 2 PAGE 10 : PROTECTION SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**RECOMMENDATION TO THE COUNCIL:**

that the Overstrand Municipality Vehicle & Equipment Maintenance and Replacement Policy for Fire & Emergency Services, Disaster Management and Security Services, **be approved.**

**RESPONSIBLE OFFICIAL :**

**NJ MICHAELS  
L SMITH**

**TARGET DATE FOR IMPLEMENTATION :**

**1 AUGUST 2022**

## 5.2

**A PORTION OF UNREGISTERED ERF 12212 HERMANUS (SITUATED IN MUSSEL ROAD, HERMANUS): DEVIATION FROM PARAGRAPHS 26 AND 41 OF THE ADMINISTRATION OF IMMOVABLE PROPERTY POLICY OF 2015 – SOUTH AFRICAN POLICE SERVICE**

**(ITEM 3 PAGE 25 : PROTECTION SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**RECOMMENDATION TO THE COUNCIL:**

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 a portion of a room in the Fire Brigade Service Building situated on unregistered Erf 12212 Hermanus, to install monitoring equipment for monitoring purposes as part of the incident command system in a joint approach to fight crime within the Overstrand, **be approved.**

**RESPONSIBLE OFFICIAL :****L SMITH****TARGET DATE FOR IMPLEMENTATION :****31 AUGUST 2022****TARGET DATE TO INFORM APPLICANT :****10 AUGUST 2022**

**5.3****OVERSTRAND MUNICIPALITY: CEMETERY POLICY****(ITEM 1 PAGE 1 : COMMUNITY SERVICES PORTFOLIO - MAYORAL  
COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

that the Overstrand Municipal Cemetery Policy **be approved.**

**RESPONSIBLE OFFICIALS :**

**DEPUTY DIRECTOR:  
OPERATIONAL SERVICES  
AREA MANAGERS:  
KLEINMOND, GANSBAAI,  
HERMANUS  
SENIOR OPERATIONAL  
MANAGERS: KLEINMOND,  
GANSBAAI, HERMANUS**

**TARGET DATE FOR IMPLEMENTATION :**

**01 AUGUST 2022**

## 5.4

**DRAFT REVIEWED PERFORMANCE MANAGEMENT FRAMEWORK (PMF)****(ITEM 1 PAGE 1 : MANAGEMENT SERVICES PORTFOLIO -  
MAYORAL COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

1. that the draft reviewed Performance Management Framework **be noted**; and
2. that the local community **be invited** to submit representations in connection with the draft reviewed performance management framework.

**RESPONSIBLE OFFICIAL :****R LOUW  
L BUCCHAINERI  
D VAN DER HEEVER  
C ROETS****TARGET DATE FOR IMPLEMENTATION :****NONE**

**5.5**

**REVIEW: RECORDS MANAGEMENT POLICY**

**(ITEM 2 PAGE 49 : MANAGEMENT SERVICES PORTFOLIO -  
MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**RECOMMENDATION TO THE COUNCIL:**

that the reviewed Records Management Policy **be approved.**

**RESPONSIBLE OFFICIAL :**

**H VAN TONDER**

**TARGET DATE FOR IMPLEMENTATION :**

**5 AUGUST 2022**

**5.6****REVIEW STUDY AID POLICY FOR EMPLOYEES****(ITEM 3 PAGE 66 : MANAGEMENT SERVICES PORTFOLIO -  
MAYORAL COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

that the review of the Study Aid Policy for Employees **be approved**.

**RESPONSIBLE OFFICIAL :****L BUCCHIANERI****TARGET DATE FOR IMPLEMENTATION :****01 AUGUST 2022**

## 5.7

**MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM)  
POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR JUNE 2022**

**(ITEM 2 PAGE 12 : FINANCE AND TOURISM PORTFOLIO -  
MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for June 2022, **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 June 2022, **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 June 2022, **be noted**.

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

**5.8**

**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2021/2022:  
4<sup>th</sup> QUARTER: 01 APRIL 2022 TO JUNE 2022**

**(ITEM 3 PAGE 27 : FINANCE AND TOURISM PORTFOLIO -  
MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**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 4<sup>th</sup> Quarter of 2021/2022 **be noted**.

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

## 5.9

**ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT IN TERMS OF PARAGRAPH 6(2)(a) OF THE POLICY: 2021/2022****(ITEM 4 PAGE 53 : FINANCE AND TOURISM PORTFOLIO - MAYORAL COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

1. that the Supply Chain Management Implementation Report for the 2021/2022 financial year submitted in terms of Paragraph 6(2)(a) of the Supply Chain Management Policy, **be noted**;
2. that, following the provisions of Paragraph 6(2)(a) 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 and Irregular Expenditure **be disclosed** as a note to the Annual Financial Statements for the 2021/2022 financial year.

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

**5.10****ANNUAL STOCK TAKING FOR 2021/2022: MUNICIPAL STORES****(ITEM 5 PAGE 100 : FINANCE AND TOURISM PORTFOLIO -  
MAYORAL COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

1. that the surplus and deficit stock be accounted against the appropriate vote numbers and permission granted to correct stock values;
2. that the redundant stock as recorded on 30 June 2022 be **written off**; and
3. that the stock as recorded on 30 June 2022 be taken as the starting balance of the 2022/2023 stock register.

**RESPONSIBLE OFFICIAL :****C ROETS****TARGET DATE FOR IMPLEMENTATION :****15 AUGUST 2022**

**5.11**

**QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF THE MFMA FOR THE QUARTER ENDED JUNE 2022**

**(ITEM 6 PAGE 149 : FINANCE AND TOURISM PORTFOLIO - MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**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 June 2022, **be noted**.

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

## 5.12

**BUDGET REPORT AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR THE QUARTER ENDED JUNE 2022****(ITEM 7 PAGE 152 : FINANCE AND TOURISM PORTFOLIO - MAYORAL COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

1. that the budget report and service delivery and budget implementation plan for the quarter ended June 2022, prepared as part of the reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003 and additional information, **be noted**; and
2. that the content of the report, for the fourth quarter of the 2021/2022 financial year, on the top level Service Delivery and Budget Implementation Plan **be noted**.

**RESPONSIBLE OFFICIALS :****BA KING  
RG LOUW****TARGET DATE FOR IMPLEMENTATION :****TO BE NOTED**

## 5.13

**SIGNED PERFORMANCE AGREEMENTS OF THE MUNICIPAL MANAGER AND SECTION 56 (DIRECTORS) APPOINTEES FOR 2022/23**

**(ITEM 5 PAGE 101 : MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**RECOMMENDATION TO THE COUNCIL:**

that the signed performance agreements of the Municipal Manager and Section 56 (Directors) appointees for 2022/23 **be noted**.

**RESPONSIBLE OFFICIAL :****RG LOUW****TARGET DATE FOR IMPLEMENTATION :****27 JULY 2022**

## 5.14

**FREEDOM OF ENTRY TO HERMANUS TO 22 ESQUADRON, YSTERPLAAT AIR FORCE BASE**

**(ITEM 6 PAGE 375 : MAYORAL COMMITTEE MEETING : 25 JULY 2022)**

**RECOMMENDATION TO THE COUNCIL:**

1. that the conferment of the Freedom of Entry to Hermanus on 22 Esquadron, Ysterplaat Air Force Base **be approved**; and
2. that the expenses regarding the Freedom of Entry to Hermanus activities **be approved**.

**RESPONSIBLE OFFICIAL :****D O'NEILL****TARGET DATE FOR IMPLEMENTATION :****10 AUGUST 2022**

## 5.15

**A PORTION OF ERF 645 HERMANUS (SITUATED IN MAIN ROAD, HERMANUS):  
DEVIATION FROM PARAGRAPHS 26 AND 41 OF THE ADMINISTRATION OF  
IMMOVABLE PROPERTY POLICY OF 2015 – OVERSTRAND TAXI  
ASSOCIATION**

**(ITEM 7 PAGE 380 : MAYORAL COMMITTEE MEETING : 25 JULY  
2022)**

**RECOMMENDATION TO THE COUNCIL:**

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 Overstrand Taxi Association to use a portion of a room, free of charge, in the municipal building used by the Municipality's Social Development Department situated, on a portion of Erf 645 Hermanus, for administrative purposes, **be approved.**

**RESPONSIBLE OFFICIAL :****G SMIT****TARGET DATE FOR IMPLEMENTATION :****1 AUGUST 2022****TARGET DATE TO INFORM APPLICANT :****25 JULY 2022**

**5.16****DRAFT PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING AND BUDGET PREPARATION FOR 2022/2027****(ITEM 8 PAGE 384 : MAYORAL COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

1. that the draft Process Plan for Integrated Development Planning and Budget preparation for 2022/2027 **be noted**;
2. that the draft Process Plan be advertised for public comment; and
3. that the final Process Plan be tabled to Council for approval in August 2022.

**RESPONSIBLE OFFICIAL :****RG LOUW****TARGET DATE FOR IMPLEMENTATION :****28 JULY 2022**

**5.17****MEMORANDUM OF AGREEMENT BETWEEN OVERSTRAND MUNICIPALITY AND NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE****(ITEM 9 PAGE 422 : MAYORAL COMMITTEE MEETING : 25 JULY 2022)****RECOMMENDATION TO THE COUNCIL:**

1. that the draft MOA **be noted**;
2. that Council agrees in principle to the Hermanus Harbour Multi-Purpose Centre project;
3. that the Municipal Manager be authorised to negotiate and sign an agreement with the Department of Public Works and Infrastructure for the period of three (3) years as stipulated in the MOA;
4. that, the management and operations of the Multi-Purpose Centre be conducted in the spirit as espoused in the MOA; and
5. that LED, in consultation with the Municipal Manager, develop a project plan detailing staff component, management structure and functions involved, as well as a monthly programme for implementation and submission to Council and DPWI, on a regular basis.

**RESPONSIBLE OFFICIAL:****S MADIKANE****TARGET DATE FOR IMPLEMENTATION:****15 AUGUST 2022**

**6. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER (IF ANY)**

**7. CONSIDERATION OF NOTICES OF MOTIONS / QUESTIONS**

At the time of the closing of the agenda, no notices of motions/questions were received.

**8. CONSIDERATION OF MOTIONS OF EXIGENCY (IF ANY)**