



**ORDINARY MEETING OF THE MAYORAL
COMMITTEE**

**GEWONE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI
KASODOLOPHU**

A G E N D A

I-AJENDA

DATE / DATUM / UMHLA : 16 NOVEMBER / NOVEMBA 2022
BANQUETING HALL,
CIVIC CENTRE
HERMANUS

TIME / TYD / IXESHA : 10:00

MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND

Office of the Municipal
Manager
Municipal Offices
HERMANUS

8 November 2022

NOTICE TO ALL ALDERMEN AND COUNCILLORS

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **BANQUETING HALL, CIVIC CENTRE, HERMANUS** on **WEDNESDAY, 16 NOVEMBER 2022** at **10:00** to consider the items set out in the attached agenda.

D O'NEILL
MUNICIPAL MANAGER

8 November 2022

KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE

KENNIS WORD HIERMEE GEGEE dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **BANKETSAAL, BURGERSENTRUM, HERMANUS** op **WOENSDAG, 16 NOVEMBER 2022** om **10:00** vir oorweging van die items op die meegaande agenda.

D O'NEILL
MUNISIPALE BESTUURDER

8 Novemba 2022

ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA

INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND

OKU KUKWAZISA ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **I-BANQUETING HALL, kwiZiko, eHERMANUS uLWESITHATHU UMHLA, 16 NOVEMBA 2022** ngeye-**10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

D O'NEILL
UMPHATHI KAMASIPALA

AGENDA/...

OVERSTRAND MUNICIPALITY

MAYORAL COMMITTEE MEETING

16 November 2022

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1. OPENING

2. APPLICATIONS FOR LEAVE OF ABSENCE

3. CONFIRMATION OF MINUTES

3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Monday, 26 September 2022 at 10:00**

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

- Digital Archiving
- Gansbaai Caravan Park
- Fundamental Changes Coming to Meetings Africa 2023 (Annexure A)

From: Frieda Lloyd
Sent: Friday, 14 October 2022 15:41
To: Tosca Korver
Subject: FW: Fundamental Changes Coming to Meetings Africa 2023

Good Day Tosca

The info below will be of interest to our Mayor.

Kind Regards

Frieda

Frieda Lloyd
Tourism Manager
Overstrand Municipality
T: 028-313-5022 | M: 083 305 7319 | E: flloyd@overstrand.gov.za

From: Meetings Africa 2023 <admin@meetingsafrica.co.za>
Sent: Friday, 14 October 2022 14:22
To: Frieda Lloyd <flloyd@overstrand.gov.za>
Subject: Fundamental Changes Coming to Meetings Africa 2023

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**FUNDAMENTAL CHANGES
COMING TO MEETINGS AFRICA
2023**

Dear Meetings Africa Partner,

We listened to your feedback and inputs that were raised at the debrief, focus groups and one-on-one sessions that took place between July and September 2022. South African Tourism, the South Africa National Convention Bureau and the Meetings Africa organising team is already working on enhancing the platform's offerings in order to give you a visible change and better your experience at Meetings Africa 2023.

Following in-depth discussions and planning sessions, the team is pleased to advise that we have heard you and this has translated into a robust implementation plan which sees us instating a few fundamental changes across 6 key areas, that will elevate the next edition of the show.

1. Communication

It is our commitment to improve on our communications to all our delegates ensuring that all communication is informative, engaging and inviting. We aim to improve our timing and frequency of communication across the relevant channels. We also want to ensure that we build closer relationships with you, as our valued exhibitors, buyers, media partners and broader stakeholders.

In keeping with the above, we are happy to share that Meetings Africa 2023 Exhibitor, Hosted Buyer and Media Applications are now all live on the official exhibition website. We are proud to announce that we already have over **100 hosted buyer applications received in less than 7 days**. Please visit the website if you have not registered yet on www.meetingsafrica.co.za.

We also aim to host briefing sessions leading up to Meetings Africa 2023. We envision the briefing sessions taking place earlier than previous years. Please be on the lookout for invitations to participate. This is to ensure all attendees are kept up to date with new changes planned for the exhibition. Briefing sessions will include a training element to ensure all attendees are well prepared for the 17th edition of Meetings Africa.

2. Hosted Buyer Programme

Our Hosted Buyer Programme has been globally bench-marked encompassing the best practice across all tourism trade shows. The

SANCB team has partnered with a vetting agency who will assist in ensuring that all hosted buyers are vetted in accordance with a set of criteria. For the first time at Meetings Africa 2023, exhibitors are now being given the opportunity to nominate and recommend potential buyers upon application, that may form part of the hosted buyer programme, subject to evaluation. We invite all exhibitors to form part of this integral process as an important partner, to ensure that we collectively work towards the desired quality of buyers for the exhibition.

3. Online Diary System and Mobile App

The online diary and matchmaking system is a critical component that marks a successful trade show engagement between exhibitors and buyers. We have heard your plea and are pleased to announce that the Meetings Africa team is working on digitising meeting confirmations that take place between exhibitors and buyers. Both parties will also be able to rate the meeting. We also intend launching the online diary system earlier than in previous years enabling more time for both buyers and exhibitors to schedule meetings. Part of the new enhancements include a single login across the website, online diary, and the official mobile app. This will allow for a faster, seamless and more centralised engagement across all three platforms.

4. Pre & Post Show Tours

Meetings Africa is synonymous with our collaboration with Provinces and DMC's in developing compelling hosting itineraries that are linked to the show, which successfully profile our destination offering. For 2023 our approach will consist of inclusive engagement with industry and private sector to collaborate in developing Pre & Post show tour packages. This will enable exposure for new experience offerings for hosted buyers. We further encourage exhibitors to package special hot deals for the broader audience of Meetings Africa 2023 specifically.

5. Events Programme and Networking Events

We aim to review timing of networking sessions to ensure this does not impact on the online diary meeting slots. The South Africa National Convention Bureau has heeded the call to facilitate more engagements and more networking opportunities. We therefore aim to strategically design the events programme that will be more targeted at creating additional opportunities for exhibitors and buyers to engage. The BONDay structure will also comprise of active networking sessions

between exhibitors and for the first time buyers will also be included in certain sessions to create value add for your participation. Youth will not be left behind, we are looking at ways of including educational programmes that will focus on the youth in order to ensure inclusive growth for the sector.

6. Operations and Logistics

The Meetings Africa team remains at the pulse of the industry. We understand that the industry is still finding its feet and in the spirit of empowering industry participation, we have introduced a brand new Recovery Package for 2023. This package is an entry level plug-and-play package comprising of basic infrastructure and furniture, with a 50% floor-space subsidisation, at a total cost just shy of R15 000.00 (vat inclusive). This will promote market access for all exhibitors and is a more cost effective option for those looking to participate at the exhibition at an affordable price point. We have also re-evaluated the stand numbering system and synchronisation to the diary system, mitigating some of the issues that had arisen in 2022.

We are looking forward to a bigger and better Meetings Africa in partnership with you, our most valued stakeholder.

Visit our website for more updates and register today for Meetings Africa 2023!

Meetings Africa Team 2023

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Website: www.meetingsafrica.co.za

www.meetingsafrica.co.za

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Synergy Business Events

Meetings Africa is organised on behalf of South African Tourism by Synergy Business Events

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Protection of Personal Information Act

The Protection of Personal Information Act (POPIA) came into effect in South Africa on 1 July 2021. The aim of POPIA is to ensure the privacy of your personal information. We at South African Tourism, are committed to maintaining the privacy of your personal information. We wish to assure you that:

- we are committed to ensuring that our processing of your personal information complies with the principles set out in POPIA at all times;
- we have taken the necessary steps to protect how your data is used and stored;
- your information will be processed only for the purposes for which it was collected;
- in the unlikely event that your personal information is compromised, we will notify you as soon as possible and put in place adequate measures to contain the breach as required by POPIA.

For further details on how we protect your personal information, please view our [Data Protection and Privacy Policy](#) and [PAIA Manual](#). We would like to give you the opportunity to decide if you would like to continue receiving communication from us. No action is required if you are happy to continue to receive communication from SAT. You can opt out of receiving communication from us by emailing us at informationoffice@southafrica.net.

5.

TRIBUNAL: PROPOSAL TO CALL FOR NOMINATIONS FOR EXTERNAL MEMBERS FOR PLANNING TRIBUNAL

15/1/3/10/4

R Kuchar

Senior Manager: Town & Spatial Planning

20 October 2022

(028) 313 8087

1. Executive Summary

At Council's Special Meeting held on 29 August 2022, the following resolution were taken regarding the Municipal Planning Tribunal. (The full resolution is attached as per Annexure A).

Under point 8 of the resolution the following:

“that remuneration is according to tariff as contained in Annexure A, subject to the following:

- a) Three (3) hours preparation time be allowed per sitting;*
- b) Tariff per sitting as prescribed, and*
- c) Travel allowance for people who reside or have a property be determined from that property to place of sitting.”*

8(c) could allow for exorbitant travel cost. This item serves to recommend amending this in order to curb financial implications and to make the financial impact more predictable.

2. Service Delivery and Budget Implementation Plan - IGNITE

Infrastructure & Planning
Town Planning / Spatial Development

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
The encouragement of structured community participation, particularly in matters of the Municipality

4. Delegated Authority

None

5. Legal Requirements

Municipal Structures Act, Act 117, 1998
Municipal Systems Act, Act 32, 2000
Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
(SPLUMA)

Regulations in terms of the Spatial Planning and Land Use Management (Act 16, 2013)

Amendment By-Law on Municipal Land Use Planning, 2020

6. Background/Discussion/Evaluation/Conclusion

6.1 Background

Council, at its meeting on 29 August 2022, resolved as attached per Annexure A.

Before the Council resolution was taken, one of the criteria for external members stated that the member needs to reside in Overstrand Municipal area or have a property in the area. This would have entitled the travel allowance to be calculated from the property of residence or ownership.

This criteria was however removed to allow for external members to be nominated from any destination.

This creates a situation where tribunal members could claim exorbitant travel costs which will be a financial burden to Council. This item entails to amend decision 8(c) and to add a further point 8(d).

6.2 Discussion

That resolution 8(c) be amended by the following:

8(c) travel allowance for people who reside and have a property in the Overstrand Municipal area be determined from that property to the place of sitting.

Further that an additional point be added as 8(d) that read as follows:

8(d) people who reside outside of the Overstrand Municipal area will be able to claim a maximum travel allowance for 150km each way.

The above amendment and addition are to ensure that costs are contained and that Council can correctly budget therefore.

6.3 Conclusion

The amendment and addition in terms of travel allowance are necessary to ensure that costs are contained and that cost is known to Council.

7. Financial Implications

The SPLUMA Regulations Schedule 1 stipulated the following:

“(2)(e) - in the case of a person referred to in Regulation 3(2)(b), is entitled to a seating and travel allowance for each meeting of the Municipal Planning Tribunal that he or she sits on.”

It is estimated ±R50 000 per year be made available for external members. This is calculated on ten (10) sittings per year. Adequate budget provision is available.

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Council resolution of 29 August 2022

RECOMMENDATION TO COUNCIL:

that Council Resolution taken on 29 August 2022 be amended by amending resolution 8(c) and adding 8(d) to read as follows:

- 8(c) travel allowance for people who reside and have a property in the Overstrand Municipal area be determined from that property to the place of sitting.
- 8(d) people who reside outside of the Overstrand Municipal area will be able to claim a maximum travel allowance for 150km each way.

RESPONSIBLE OFFICIAL:**R KUCHAR****TARGET DATE FOR IMPLEMENTATION:****1 DECEMBER 2022**

4.19**TRIBUNAL: PROPOSAL TO CALL FOR NOMINATIONS FOR EXTERNAL MEMBERS FOR PLANNING TRIBUNAL****(ITEM 22, PAGE 407 : SPECIAL MAYORAL COMMITTEE MEETING : 29 AUGUST 2022)****RESOLVED (SUPPORTED BY 23 COUNCILLORS):**

1. that council rescinds its previous criteria as contained in Council Resolution 24 February 2021;
2. that the Council rescinds its previous decision taken on 26 January 2022;
3. that the Overstrand Municipality Amendment By-Law on Municipal Land Use Planning, 2020, specifically Section 72(1)(a) and (b) remain the same:
 - 72(1)(a) A minimum of four (4) employees in full time service of the Municipality be appointed.
 - 72(1)(b) that a minimum of one (1) person who is not a Municipal employee or Councillor and who have the knowledge and experience of Spatial Planning, Land Use Management or the Law related thereto, be appointed by the Municipality.”
4. that Council call for nominations for external members for the Municipal Planning Tribunal from the public as well as Provincial Administration;
5. that the following additional criteria be made applicable when calling for nominees for external members of the public:
 - a) person must have a Town Planning / Law degree;
 - b) person must have been registered with the Planning Council for at least three (3) years;
 - c) person with Law degree should be an admitted attorney with at least three (3) years’ practising experience in Town Planning related matters.
6. that the call for nominations be advertised in local and provincial paper(s);
7. that the Code of Conduct and the Terms and Conditions as contained in Annexures B and C to the item, be applicable; and

8. that remuneration is according to tariff as contained in Annexure A to the item, subject to the following:
- a) three (3) hours preparation time be allowed per sitting;
 - b) tariff per sitting as prescribed, and
 - c) travel allowance for people who reside or have a property be determined from that property to place of sitting.
9. that the Municipal Manager and Authorised Official be appointed as members of the panel to evaluate the nominees received in 1 above and to submit a report to Council requesting the appointment of the external member of the Municipal Planning Tribunal.

RESPONSIBLE OFFICIAL:

R KUCHAR

TARGET DATE FOR IMPLEMENTATION:

10 OCTOBER 2022

**6.
TOWNPLANNING TRANSGRESSIONS : PROGRESS REPORT**

This item is distributed under separate cover.

In terms of Section 20(1) of the Local Government: Municipal Systems Act, No 32 of 2000, read with Rule 17 of the Overstrand Municipality's By-law on Rules of Order for Internal Arrangements, this item must be considered "in committee".