



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

**NOTULE VAN 'N ALGEMENE RAADSVERGADERING GEHOU OM 11:00 OP DINSDAG  
31 MEI 2016 IN DIE MUNISIPALE RAADSAAL TE BREDASDORP**

**MINUTES OF A GENERAL COUNCIL MEETING HELD ON TUESDAY, 31 MAY 2016 AT  
11:00 IN THE MUNICIPAL COUNCIL CHAMBERS, BREDASDORP**

**RAADSLEDE / COUNCILLORS**

Me E Marthinus	Speaker
Mnr R G Mitchell	Uitvoerende Burgemeester
Mnr D Jantjies	Uitvoerende Onder-Burgemeester
Mnr R Mokotwana	Lid van die Uitvoerende Burgemeesterskomitee
Mnr D Burger	Raadslid
Mnr J Nieuwoudt	Raadsheer
Me E Sauls	Raadslid

**AMPTENARE / OFFICIALS**

Mnr D O'Neill	Munisipale Bestuurder
Mnr G M Moelich	Nms Direkteur: Korporatiewe Dienste
Mnr H Van Biljon	Direkteur: Finansiële Dienste
Mnr N Kotze	Direkteur: Siviele Ingenieursdienste
Mnr K Mrali	Direkteur: Gemeenskapsdienste
Mnr P Everson	Asst. Direkteur: Elektries
Mnr S Cooper	Bestuurder: Elektries
Mnr A Theron	Wvd Bestuurder: Stads- en Streeksbeplanning
Mnr F du Toit	Bestuurder: Boubeheer
Me T Stone	Bestuurder: Strategiese Dienste

1. **OPENING**

Die Speaker heet die teenwoordiges welkom en Raadsheer Mitchell open die vergadering met gebed.

2. **AANSOEKE OM VERLOF TOT AFWESIGHEID / APPLICATIONS FOR LEAVE**

Me P Atyhosi	Raadslid
Me Z Tonisi	Raadslid
Mnr S Ngwevu	Direkteur: Korporatiewe Dienste

**3. NOTULES VAN VORIGE VERGADERINGS VOORGELê VIR BEKRAGTIGING****3.1 NOTULE VAN ALGEMENE RAADSVERGADERING GEHOU OP:**

26 April 2016

**BESLUIT 99/2016**

Die Notule word as korrek en volledig bekragtig.

**4. NOTULES VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE VERGADERINGS OOR BESLUIE DEUR HOM GENEEM SAAM MET DIE BURGEMEESTERSKOMITEE****4.1 NOTULES VAN UBK VERGADERINGS GEHOU OP:**

19 April 2016

**BESLUIT 100/2016**

Die Raad neem kennis van bogenoemde UBK Notule.

**5. NOTULES VAN KOMITEE VERGADERINGS VOORGELê VIR KENNISNAME****5.1 WYKSKOMITEE VERGADERINGS GEHOU OP:**

- WYK 1 : 19 April 2016
- WYK 2 : 25 April 2016
- WYK 3 : 18 April 2016
- WYK 4 : 26 April 2016
- WYK 5 : 18 April 2016

**BESLUIT 101/2016**

Die Raad neem kennis van bogenoemde Wykskomitee Notules.

**5.2 ICT STEERING COMMITTEE GEHOU OP:**

- 19 Mei 2016

**BESLUIT 102/2016**

Die Raad neem kennis van bogenoemde ICT Steering Committee Notule.

**6. SAKE VOORTSPRUITEND UIT NOTULES**

Geen.

**7. VERKLARINGS EN/OF MEDEDELINGS DEUR DIE VOORSITTER****7.1 BRIEWE VAN DANK / VIR KENNISNAME** Geen**7.2 FUNKSIES VIR DIE MAAND** Geen**7.3 AANWYS VAN AFGEVAARDIGDES** Geen**7.4 DRINGENDE SAKE DEUR DIE SPEAKER VOORGELê** Geen**7.5** Die Speaker simpatiseer met me Tracey Stone met die afsterf van haar eggenoot.

**8. VERKLARINGS EN/OF MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER**

Geen.

**9. ONDERHOUDE MET AFGEVAARDIGDES EN/OF ANDER BESOEKE****9.1 DEPARTMENT OF PUBLIC WORKS: Small Harbours Development Unit**

Mrs Nomini Kele and mr Siveno Lolwana made a presentation to Council on the development of small harbours. The project is driven by National Department of Public Works, under operation Phakisa. Their focus will be on the fixing of slipways, dredging, development of Ocean Economy and the security of harbours.

This project will be in partnership with other government spheres as well as SMME's. The focus in Cape Agulhas area will firstly be the Arniston slipway and dredging in Struisbaai harbour.

**RESOLUTION 103/2016**

- (i) That Council take note of the processes.
- (ii) That the Municipal Manager be mandated to sign a memorandum of understanding with the Department of Public Works.
- (iii) That a task team, consisting of all relevant roleplayers, be established.

**9.2 SALGA: Napier Small Town Regeneration Strategy and Implementation Framework**

Mr Petrus van Niekerk of SALGA, Western Cape made a presentation to Council regarding the above strategy. SALGA's consultation process already started in September 2015. The main focus of the strategy will be on the provision of new economic opportunities and existing business support, tourism development and building partnerships towards a vibrant society.

*(Die aangeleentheid word verder by punt 10.1.2 bespreek.)*

**10. ITEMS NA DIE RAAD VERWYS VIR OORWEGING**

**Bladsy: Agenda**

**10.1 MUNISIPALE BESTUURDER / MUNICIPAL MANAGER**

- |        |   |              |
|--------|---|--------------|
| 10.1.1 | Approval: Final revision (2016/17) of the 2012/13 - 2016/17 Integrated Development Plan | <b>5 - 6</b> |
| 10.1.2 | Napier small town Regeneration Strategy and Implementation Framework                    | <b>6 - 7</b> |
| 10.1.3 | 2015/16 SDBIP System Descriptions   | <b>7 - 8</b> |

**10.2 KORPORATIEWE DIENSTE / CORPORATE SERVICES**

- |        |  |                |
|--------|--|----------------|
| 10.2.1 | Policy for disposal of municipal alleyways           | <b>8 - 9</b>   |
| 10.2.2 | High site application: TWK Communications            | <b>9 - 10</b>  |
| 10.2.3 | ICT Data Backup and Recovery Policy                  | <b>10 - 11</b> |
| 10.2.4 | Vervreemding: Ged aangrensend erf 440, Waenhuiskrans | <b>12 - 14</b> |

Bladsy: Agenda

- 10.3 **PUBLIEKE DIENSTE / PUBLIC SERVICES**
- |        |   |         |
|--------|---|---------|
| 10.3.1 | Herallokering van fondse vir kapitale projekte        | 14 - 15 |
| 10.3.2 | Capital funding to be utilized for operational budget | 15      |
| 10.3.3 | Approval: Review of Human Settlement Plan 2012 - 2017 | 16      |
| 10.3.4 | Implementation of feeding schemes                     | 17 - 19 |
- 10.4 **FINANSIËLE DIENSTE / FINANCIAL SERVICES**
- |        |  |         |
|--------|--|---------|
| 10.4.1 | Oudit Aksieplan 2014/15 (OPCAR): Maandelikse vordering | 19 - 20 |
|--------|--|---------|
11. **ITEMS DEUR DIE UITVOERENDE BURGEMEESTER / -BURGEMEESTERSKOMITEE NA DIE RAAD VERWYS VIR OORWEGING**
- |      |   |    |
|------|---|----|
| 11.1 | CANCA Relay: Gebruik van Sportkompleks en Gemeenskapaal | 20 |
| 11.2 | Aansoek vir Internasionale Vrouedag Simposium           | 21 |
12. **ADDISIONELE ITEMS DEUR DIE RAAD HANTEER**
- |      |  |         |
|------|--|---------|
| 12.1 | Aansoek om finansiële bystand vir Arniston/Struisbaai bote | 21      |
| 12.2 | Approval of annual budget : 2016/2017 financial year       | 22 - 24 |
| 12.3 | Reviewed and amended budget-related policies               | 24      |
13. **DRINGENDE SAKE DEUR DIE MUNISIPALE BESTUURDER**      Geen
14. **OORWEGING VAN KENNISGEWING VAN MOSIES**      Geen
15. **OORWEGING VAN KENNISGEWING VAN VRAE**      Geen
16. **OORWEGING VAN DRINGENDE MOSIES**
- Die Munisipale Bestuurder verduidelik dat op versoek van die Onder-Burgemeester, die Raad dit oorweeg om die "Ou Meule huis" (agter die bestaande safehouse) te laat herstel en nie-amptelik beskikbaar te stel vir hawelose inwoners gedurende die winter.
- Hy noem ook dat die herstelwerke slegs oppervlakkig gaan wees, aangesien die huis met die aanvang van die beplande behuisingprojek in die area gesloop gaan word. Verder beklemtoon hy ook dat dit slegs 'n nie-amptelike skuiling gaan wees vir haweloses vir die komende winter, aangesien 'n amptelike skuiling by die Departement van Maatskaplike Dienste geregistreer moet word.
- BESLUIT 104/2016**
- Dat die Raad die "Ou Meule huis" herstel en daarna nie-amptelik beskikbaar stel aan hawelose inwoners.
17. **VERSLAG DEUR MUNISIPALE BESTUURDER OOR DIE UITVOERING VAN RAADSBESLUIE**
- Lys van onafgehandelde Raadsbesluite verskyn op **bladsy 25**.
18. **IN-KOMITEE VERSLAE:** Die In-Komitee items word apart hanteer.
19. **SLUITING:** Die vergadering verdaag om 12:40

## 10. ITEMS NA DIE RAAD VERWYS VIR OORWEGING

### 10.1 MUNISIPALE BESTUURDER / MUNICIPAL MANAGER

#### 10.1.1 APPROVAL OF THE FINAL REVISION (2016/17) OF THE 2012/13 - 2016/17 INTEGRATED DEVELOPMENT PLAN

##### REPORT BY THE MANAGER STRATEGIC SERVICES

##### PURPOSE OF REPORT

To present the Integrated Development Plan (IDP) Review for 2016/17 to the Council for approval.

##### LEGAL FRAMEWORK

Integrated Development Planning is regulated by Chapter 5 of the Local Government Municipal Systems Act, Act 32 of 2000 read together with the Municipal Finance Management Act, Act 56 of 2003.

In terms of section 25(1) of the Municipal Systems Act, each Municipal Council must adopt a single, inclusive and strategic plan for the development of the Municipality within a prescribed period after the start of its elected term. The Municipality adopted its 2012/13 - 2016/17 IDP in May 2012.

Section 34 of the Municipal Systems Act, requires Municipalities to review their Integrated Development Plans annually in accordance with an assessment of its performance and to the extent that changing circumstances demand. Amendments to the IDP must be done in accordance with the prescribed process.

Section 21 of the MFMA requires the mayor of a municipality to co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

Section 53(1) (b) of the MFMA provides that the mayor of a municipality must co-ordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purposes of the budget.

##### DISCUSSION

This is the final review of the 5 year IDP of Cape Agulhas Municipality which was compiled through a process of public participation and involvement from stakeholders.

This IDP review aims to evaluate the performance of the Municipality in terms of its strategic objectives as contained in the IDP and also reflect on the updated priorities of the various communities in the Cape Agulhas Municipal Area. **This review must be read in conjunction with the 2012/13 - 2016/17 IDP as the review does not constitute a new IDP.**

The Draft IDP Review for 2016/17 was tabled together with the Draft Budget for 2016/17, 2017/18 and 2018/19 on 17 March 2016.

The Draft IDP and Budget were then made public and a series of Mayoral Imbizo's took place during April to solicit the Communities comments. The closing date for public comment was 3 May 2016. The public input received on the Draft IDP Review and Budget were considered by the Budget Steering Committee.

The main comments received on the Draft IDP were from the Province via the LGMTECH process. Their recommendations related to the IDP under review as well as the new five year IDP. These recommendations were implemented where possible and the remaining ones will be included in the new IDP.

#### **MANAGEMENT RECOMMENDATION**

That the final revision (2016/17) of the 2012/13 - 2016/17 Integrated Development Plan of the Cape Agulhas Municipality be approved in terms of Section 34 of the Local Government: Municipal Systems Act (Act 32 of 2000).

#### **RESOLUTION 105/2016**

That the Management recommendation be accepted as a resolution of Council.

### 10.1.2 **NAPIER SMALL TOWN REGENERATION STRATEGY AND IMPLEMENTATION FRAMEWORK**

#### **REPORT BY THE MANAGER STRATEGIC SERVICES**

#### **PURPOSE OF REPORT**

To present the draft Napier Small Town Regeneration Strategy to Council for approval (attached on page 1 to 12).

#### **BACKGROUND**

The South African Local Government Association (SALGA) initiated a national development programme known as the "Small Town Regeneration Programme" in 2014 as one of its strategic programme objectives to support the development and regeneration of small towns in South Africa. The programme focusses on Local Economic and Spatial Development.

SALGA Western Cape identified Cape Agulhas and George Municipalities to participate in the Programme in 2015. Napier was selected as the beneficiary town as there was no dedicated strategy in place for the development of Napier. Bredasdorp and Struisbaai were largely covered by the PACA process and Struisbaai and Arniston by the CRDP process.

#### **The strategy development process took place as follows:**

<b>ENGAGEMENT</b>	<b>PURPOSE</b>
<b>28 September 2015</b>	1 <sup>st</sup> Stakeholder representative workshop/SWOT Analysis
<b>16 November 2015</b>	Town visioning and initiative identifications process (1 <sup>st</sup> round)
<b>22-23 February 2016</b>	In-depth interviews with more than 25 local representatives from Napier - Initiative identification process

In addition to the above, regular meetings took place with Municipal Officials. The draft strategy and implementation framework was also circulated to all internal and external stakeholders for comment.

The draft strategy and implementation framework is a culmination of efforts between the Cape Agulhas Municipality, SALGA officials and local role players from Napier. This strategy will be of particular value for the Municipality's revised LED Strategy and new five year IDP.

SALGA has been invited to present the draft strategy and implementation framework at the Council Meeting.

#### **MANAGEMENT RECOMMENDATION**

That the Napier Small Town Regeneration Strategy and Implementation Framework be approved.

#### **RESOLUTION 106/2016**

That the Management recommendation be accepted as a resolution of Council.

### 10.1.3 **2015/16 SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) SYSTEM DESCRIPTIONS (2/9/2 & 2/9/R)**

#### **REPORT BY THE MANAGER STRATEGIC SERVICES**

##### **PURPOSE OF REPORT**

To submit the 2015/16 SDBIP System Descriptions to the Council for noting.

##### **BACKGROUND**

The audit of performance is one of the key areas of responsibility assigned to the Auditor General for municipal audits. The audit of performance is based on the service delivery targets and performance indicators as contained in the SDBIP.

##### **The SDBIP is defined as:**

*“a detailed plan approved by the mayor of a municipality in terms of section 53 (1) c) (ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:*

- (a) *Projections for each month of;*
  - (i) *revenue to be collected, by source; and*
  - (ii) *operational and capital expenditure, by vote;*
- (b) *Service delivery targets and performance indicators for each quarter”.*

The SDBIP was approved by the Mayor on 23 June 2015 and the amendments to the SDBIP approved by Council on 28 January 2016.

System descriptions are not required in terms of legislation but they are an integral component of the Auditor General's working papers. They are also extremely useful in that they provide a clear guideline to both the AG and the Municipality on how performance is to be measured and the evidence collated, which will save time and eliminate disputes.

##### **DISCUSSION**

Although we received a clean audit on performance for 2014/15, a number of issues were raised during the audit which will if not addressed, will negatively influence the current years audit outcome.

The Management Report issued by the AG identified the following internal control deficiencies:

- COMAF 19 - Reliability of performance information.
- COMAF 20 - Audit of performance Information: Usefulness of Indicators,

The development of suitable system descriptions were proposed as part of the remedial actions for both COMAFS. The development of system descriptions also formed part of a business plan that was submitted to Provincial Treasury for funding from the Western Cape Financial Management Support Grant. This funding enabled us to develop system descriptions for 2015/16 and 2016/17.

**The system descriptions for 2015/16 are attached as follows:**

System Descriptions - Municipal Manager	Annexure A : Page 13 to 18
System Descriptions - Director Finance	Annexure B : Page 18 to 32
System Descriptions - Director Corporate Services	Annexure C : Page 33 to 43
System Descriptions - Director Community Services	Annexure D : Page 44 to 48
System Descriptions - Director Technical Services	Annexure E : Page 49 to 71
System Descriptions - Electro Technical Services	Annexure F : Page 72 to 77

#### **MANAGEMENT RECOMMENDATION**

That Council take note of the 2015/16 SDBIP System Descriptions.

#### **RESOLUTION 107/2016**

That the Management recommendation be accepted as a resolution of Council.

## 10.2 **KORPORATIEWE DIENSTE / CORPORATE SERVICES**

### 10.2.1 **POLICY FOR DISPOSAL OF MUNICIPAL ALLEYWAYS (17/R - MTRP) (ALL WARDS)**

#### **PURPOSE OF REPORT**

For Council to consider the proposed policy for disposal of municipal alleyways (see page 78 to 81).

#### **BACKGROUND**

The Municipality is required by law to dispose of all its property at the market value. The applicant will be liable for the price of the land, plus all costs relating to the transaction, i.e. Survey, Advertising, Deed of Sale and Transfer. The Cape Agulhas Municipality may not dispose of a property needed to provide the minimum level of basic municipal services.

#### **DEPARTMENTAL COMMENT**

#### **DIRECTORATE: CORPORATE SERVICES**

##### **Director**

Noted.

##### **Manager: Administrative Support**

Goeie beleid - Kom ons kyk wat die raad sê, na oorweging deur LDC.



**DIRECTORATE: COMMUNITY SERVICES****Director**

Noted.

**LAND DISPOSAL COMMITTEE: 10 MARCH 2016**

On 10 March 2016 the Land Disposal Committee took the following decision (LD21/2016):

*“Dat die beleid na die Raad verwys word vir goedkeuring.”*

**MANAGEMENT RECOMMENDATION**

That Council approves the Policy for Disposal of Municipal Alleyways.

**RECOMMENDATION: CORPORATE SERVICES COMMITTEE**

That Management's recommendation be accepted.

**RESOLUTION 108/2016**

That the recommendation of the Corporate Services Committee be accepted as a resolution of Council.

**10.2.2 HIGH SITE APPLICATION: TWK COMMUNICATIONS****PURPOSE OF REPORT**

To inform Council of the application of TWK Communications for access to the high site on Heuningberg Nature reserve.

**BACKGROUND**

TWK Communications provide services affiliated with Tano Vero, our current Service Provider, for most of our data and Voice services, this include but are not limited to VPN, Telephone, Internet and support services.

TWK in the past had no formal agreement between the Municipality and themselves relating to their tower on Heuningberg and therefore requested to formally apply for a lease agreement relating to this site.

In the interest of both parties, TWK and CAM, we would like the Committee and Council to consider the application in order to ensure sustainable service delivery should the Municipality decide in future not to make use of either Tano Vero's or TWK Communications services. We should take into account that this site is well sought after by many companies and that this may hold a favourable financial advantage for the Municipality in the future should we not make use of the aforementioned companies anymore.

This agreement however should be seen as a lease agreement between 2 parties and handled as such.

Page 82 to 84 contain more information about the application for the afore mentioned request.

**FINANCIAL IMPLICATIONS**

Market related lease amount as agreed upon by both parties.

**LEGISLATIVE REQUIREMENTS**

None.

**MANAGEMENT RECOMMENDATION**

That a formal lease agreement be entered into between TWK and the Municipality in respect of the portion of Heuningberg that they are currently using, subject to the following conditions:

1. That the term of the lease agreement be for 9 years and 11 months.
2. That a market related rental be agreed upon between TWK and CAM which shall escalate by 5% per annum.
3. That for as long as TWK or a 3rd party authorised by them provide services to the Municipality the rental referred to in paragraph 3 above be discounted against the value of the services rendered unless the agreed rental exceeds the value of the services rendered. In which case they shall be liable for the payment of the balance.
4. TWK may provide access to their infrastructure to 3rd parties subject to approval thereof by the Municipality in accordance with a prescribed process.
5. TWK will manage any approved 3rd party (entity) as approved in terms of paragraph 5 of this recommendation, subject to an agreement between the said 3rd party and the Municipality.
6. TWK and CAM will agree upon a management fee, payable to TWK Communication in terms of paragraph 6 of this recommendation, this fee will be included in the agreement of any 3rd party.
7. In the event that TWK ceases to provide services to the Municipality they shall still be entitled to provide space on their infrastructure to third parties in a manner that does not negatively affect the service delivery capability of the Municipality.
8. In the In the case where TWK no longer provide services to the Municipality and the Municipality still has contractual responsibilities toward other 3rd parties (entities), paragraphs 5-8 of this recommendation shall also apply.
9. TWK may not cease to provide services to the Municipality without first assisting with the transition to a new service provider, either on the current TWK infrastructure or that of any other service provider.
10. In the event of TWK ceasing services to the Municipality rental shall become payable from the date that services cease. Escalation shall be calculated from the first day of commencement of the lease.

**ICT STEERING COMMITTEE RESOLUTION - ICT 12/2016: 19 MAY 2016**

- (i) That management's recommendation be accepted.
- (ii) That the matter be referred to Council.

**RESOLUTION 109/2016**

That the Management recommendation be accepted as a resolution of Council.

**10.2.3 ICT DATA BACKUP AND RECOVERY POLICY****PURPOSE OF REPORT**

To table the proposed policy for consideration by the committee.

**BACKGROUND**

This policy is not only a legislative requirement in terms of the greater Municipal Cooperate Governance of ICT policy, but are mostly already in part, part of Cape Agulhas Municipalities current ICT Policy.

The policy will need to be put in place in order to better manage and protect the electronic information of the Municipality. We need to focus on the manner we backup information, to what medium we write it to and on what basis we test the validity of the data.

This policy will be utilized as one of the source documents when formulating the ICT disaster recovery plan and testing thereof. The policy can be found on page 85 to 99.

### **FINANCIAL IMPLICATIONS**

None.

### **LEGISLATIVE REQUIREMENTS**

- Municipal Corporate Governance of Information and Communication Technology Policy;
- Constitution of the Republic of South Africa Act, Act No. 108 of 1996;
- Copyright Act, Act No. 98 of 1978;
- Electronic Communications and Transactions Act, Act No. 25 of 2002;
- Minimum Information Security Standards, as approved by Cabinet in 1996;
- Municipal Finance Management Act, Act No. 56 of 2003;
- Municipal Structures Act, Act No. 117 of 1998;
- Municipal Systems Act, Act No. 32, of 2000;
- National Archives and Record Service of South Africa Act, Act No. 43 of 1996;
- Promotion of Access to Information Act, Act No. 2 of 2000;
- Protection of Personal Information Act, Act No. 4 of 2013;
- Regulation of Interception of Communications Act, Act No. 70 of 2002; and
- Treasury Regulations for departments, trading entities, constitutional institutions and public entities, Regulation 17 of 2005.

**The following internationally recognised ICT standards were leveraged in the development of this policy:**

1. Western Cape Municipal Information and Communication Technology Governance Policy Framework, 2014;
2. Control Objectives for Information Technology (COBIT) 5, 2012;
3. ISO 27002:2013 Information technology - Security techniques - Code of practice for information security controls; and
4. King Code of Governance Principles, 2009.

### **MANAGEMENT RECOMMENDATION**

That the policy be accepted as a policy of the Municipality.

### **ICT STEERING COMMITTEE RESOLUTION - ICT 13/2016: 19 MAY 2016**

- (i) That management's recommendation be accepted.
- (ii) That the matter be referred to Council.

### **RESOLUTION 110/2016**

That the Management recommendation be accepted as a resolution of Council.

10.2.4 **AANSOEK OM VERVREEMDING (KOOP) VAN GEDEELTE GROND AANGRENSEND AAN ERF 440, WAENHUISKRANS (COLLAB: 152136)**

**DOEL VAN VERSLAG**

Dat oorweging geskenk word aan die versoek van mnr J Prins ten einde 'n gedeelte grond aangrensend aan erf 440, Waenhuiskrans te koop (liggingsplan aangeheg op bladsy 100).

**ALGEMENE INLIGTING**

Eienaars : KAM  
 Ligging : Erf 440, Skoolstraat, Waenhuiskrans  
 Huidige sonering : Oop ruimte  
 Erf Grootte : 2943m<sup>2</sup>

**AGTERGROND**

Die aansoeker se skrywe word aangeheg op bladsy 101.

**MARKWAARDASIE**

R15 000,00 (aangeheg op bladsy 102)

**FINANSIËLE IMPLIKASIES**

Vervreemdingsinkomste vir KAM.

**WETLIKE IMPLIKASIES**

Council policy	Alienation of land
MFMA	<ol style="list-style-type: none"> <li><b>Sect 14(2)(a):</b> asset not required for minimum level of basic services.</li> <li><b>Sect 14(2)(b):</b> consider fair market value and economic and community value to be received in exchange for the asset.</li> <li>Items in 1 and 2 only to be complied with if the asset to be transferred is a high value asset (see definition of MATR below).</li> <li><b>Sect 33:</b> Contracts having long term financial implications.</li> </ol>
MATR	<ol style="list-style-type: none"> <li><b>Definition of "high value asset":</b> "fair market value of the capital asset exceeds any of the following amounts:           <ol style="list-style-type: none"> <li>R50 million;</li> <li>One percent of the total value of the capital assets of the municipality....</li> <li>An amount determined by resolution of the council of the municipality ..... which is less than (a) or (b).</li> </ol> </li> <li><b>Definition of "realisable value":</b> fair market value <u>less</u> estimated costs of completion.</li> <li><b>Definition of "right to use, control or manage":</b> when granting such rights do not amount to permanent transfer or disposal.</li> <li><b>Regulation 5</b> (decision-making).</li> <li><b>Regulation 6</b> (public participation)</li> </ol>
SCM Regulations SCM Policy	<b>Regulation 40: (Disposal Management)</b> Project for job creation, skills development, poverty alleviation and economic growth
Systems Act (public participation)	<b>Section 21A:</b> (1) All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal finance Management Act or other applicable legislation, must be conveyed to the local community:

	<p>(a) by displaying the documents at the municipality's head and satellite offices and libraries;</p> <p>(b) by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21 B; and</p> <p>(c) by notifying the local community, in accordance with section 21, of the place, including website address, where detailed particulars concerning the documents can be obtained.</p>
<b>Town Planning legislation</b>	No application is required.

**DEPARTEMENTELE KOMMENTAAR****MUNISIPALE BESTUURDER**

Volg alle wetlike vereistes vir die vervreemding van munisipale eiendom.

**DKD**

No objection.

**DGD**

No objection.

**ADEMD**

Eskom voorsienings area.

**BSB**

W440

**BBB**

Aansoek word ondersteun. Die nodige Stadsbeplannings voorwaardes nakom.

**BAD**

Ek kan dit ondersteun. Wees net versigtig om nie die toegang uit Skoolstraat te nou te maak nie, vir toekomstige vervreemding/ontwikkeling. So ek neem aan die stukkie wat hy eintlik soek is net 5m x 15m?

**FINANSIËLE DEPARTEMENT**

Toepaslike nota's voltooi op Notepad van erf 440, Waenhuiskrans.

**AANBEVELING / RECOMMENDATION**

(i) Vir bespreking.

(ii) Kennisname.

**LAND DISPOSAL BESLUIT: LD 35/2016**

(i) Dat die aansoek van mnr J Prins ondersteun word.

(ii) Dat die item na die Raad verwys word vir goedkeuring.

**BESTUURSAANBEVELING**

Dat die genoemde gedeelte erf op publieke tender geplaas word.

**BESLUIT 111/2016**

- (i) Dat die Raad goedkeuring verleen vir die vervreemding van 'n gedeelte aangrensend tot erf 440, Waenhuiskrans (15 x 5 meter).
- (ii) Dat die Raad 'n Landmeter aanwys wat genoemde gedeelte sal registreer en konsolideer met die koper se bestaande erf, vir die koste van die koper.
- (iii) Dat die markwaarde soos bepaal, as koopprys van toepassing sal wees.
- (iv) Dat alle wetlike prosesse gevolg sal word, soos onder andere die voorneme van vervreemding aan die publiek bekend gemaak moet word.

**10.3 PUBLIEKE DIENSTE / PUBLIC SERVICES****10.3.1 HERALLOKERING VAN FONDSE VIR KAPITALE PROJEKTE (DGD)****DOEL VAN VERSLAG**

Dat die Raad oorweging verleen om fondse te herallokeer vir die vervanging van kantoortoerusting by die kantoor van Beskermingsdienste.

**AGTERGROND**

Onvoorsiene uitgawes moet dringend aangegaan word vir die vervanging van die yskas (koelkas) en stofsuier van die afdeling. Beide elektriese toestelle is onherstelbaar. Die versekerings eis wat gedien was vir die yskas is afgekeur, omdat die skade gesien word as gewone "wear en tear or gradual deterioration" (sien skrywes aangeheg op bladsy 103 en 104).

Met die installasie van die lugversorgers by die Toetsstasie gebou was daar 'n besparing op die pos nommer, omdat daar slegs een lugversorger in die boete afdeling geïnstalleer is in plaas van die twee soos vooraf aanbeveel was deur die diensverskaffer.

**Die kostes wat gespandeer is onder die kapitale begroting vir die lugversorgers is soos volg:**

Kapitale begroting:	R46 000,00 (vote nr: 540530041)
Die aankope bedrag:	<u>R18 721,20</u>
Fondse beskikbaar in pos:	<u>R27 278,80</u>

**VERVANGINGSKOSTES NIE VOOR GEGROOT NIE (BEGROTING 2015/2016) (kwotasies aangeheg op bladsy 105 en 106):**

Yskas	R4 999,00
Stofsuier	<u>R3 250,00</u>
Totale koste	<u>R8 249,00</u>

**FINANSIËLE IMPLIKASIES**

Die totale finansiële implikasie vir die kapitale uitgawe beloop R8 249,00 en is daar nie vir die kostes begroot nie.

Die Raad het begroot vir die aanbring van lugversorgers by die Toetsstasie gebou met 'n bedrag van R46 000,00 en het slegs 'n uitgawe van R18 721,20 teen die pos aangegaan.

Daar word dus versoek dat 'n bedrag van R8 249,00 van die besparingsbedrag R27 278,80 van die kapitale begroting pos 540530041 (lugversorgers) geerallokeer word om die onvoorsiene uitgawes te dek.

#### **KOMMENTAAR - DIREKTEUR: GEMEENSKAPSDIENSTE**

Dit word so aanbeveel vir die aankoop van toerusting soos benodig by die Toetsstasie.

#### **BESTUURSAANBEVELING**

- (i) Dat die bedrag van R8 249,00 befonds word uit die besparingsbedrag van R27 278,80 van die lugversorgers en dat die bedrag aangewend word as volg:
  - 1. R4 999,00 vir die aankoop van die yskas (koelkas) vir die Toetsstasie gebou.
  - 2. R3 250,00 vir die aankoop van die stofsuier vir die Toetsstasie gebou.
- (ii) Dat die regstelling van die uitgawes geskied met 'n Raadsbesluit.
- (iii) Dat daar onmiddellik voortgegaan word met die spandering van die fondse vir die nuwe projekte.

#### **AANBEVELING: PUBLIEKE WERKE KOMITEE**

Dat die Bestuursaanbeveling aanvaar word.

#### **BESLUIT 112/2016**

Dat die aanbeveling van die Publieke Werke Komitee as besluit van die Raad aanvaar word.

### 10.3.2 **COUNCIL TO APPROVE CAPITAL FUNDING TO BE UTILIZED FOR OPERATIONAL BUDGET**

#### **PURPOSE OF REPORT**

For council to approve that the R10 000,00 allocated for purchasing of a sound system to be utilized for the installation of the alarm system at the Thusong centre as well as operational budget.

#### **BACKGROUND**

R10 000,00 was allocated on the capital budget to purchase a sound system from the Thusong grant. This item could not be purchased during the current financial year because the cost for a proper sound system amounts to R25 000,00.

Provision was made for the latter amount in the 2016/2017 draft budget to purchase the sound system. Council is hereby requested to give permission for the R4 691,68 to be utilized for the installation of the alarm system and the remaining budget of R5 308,32 to be utilized as operational budget.

#### **MANAGEMENT RECOMMENDATION**

- (i) That council approves the R4 691,68 to be utilized for the alarm system at the Thusong centre.
- (ii) That the remaining amount of R5 308,32 to be allocated to the operational budget.

#### **RESOLUTION 113/2016**

That the Management recommendation be accepted as a resolution of Council.

**10.3.3 APPROVAL OF THE REVIEW OF HUMAN SETTLEMENT PLAN 2012 - 2017 (DCS)****PURPOSE OF REPORT**

To table the recommendations of the Human Settlement Plan review workshop that was held on 17 February 2016 for approval by Council.

**BACKGROUND**

Cape Agulhas municipality has a Human Settlement Plan (HSP) which was approved for the financial years 2012-2017. The HSP is reviewed annually so as to assess progress made on housing delivery as per pipeline deliverables and the business plan of the Western Cape Department of Human Settlements (WCDoHS). The review for this financial year was done in a workshop organized for Councillors which was held on 17 February 2016 at the Council Chambers (see attendance register on page 107).

**The HSP workshop considered the following issues:**

- Review on whether CAM pipeline is still in line with the strategic objectives of WCDoHS.
- Coordination and alignment between CAM and provincial strategies, policies and delivery system.
- Preparation of annual budgets for housing related expenditures.
- Identification, prioritization and implementation of housing and land for housing projects on the pipeline.
- Re-enforcement of planning and measuring housing delivery.

**LEGAL AND POLICY IMPLICATIONS**

1. The Constitution of South Africa
2. The Housing Act, 1997
3. The National Housing Code, 2009
4. Cape Agulhas Municipality Human Settlement Plan 2012 - 2017

**FINANCIAL IMPLICATIONS**

None.

**MANAGEMENT RECOMMENDATION**

- (i) Council to approve the Human Settlement Plan reviews by the HSP workshop held on 17 February 2016 (see attached minutes of workshop on page 109).
- (ii) Relocation of Phola Park informal settlement in Bredasdorp be accommodated incrementally in IRDP projects Site G and Site F remainder of Erf 1148 Bredasdorp.
- (iii) Application be submitted to WCDoHS for planning on IRDP project Site G Bredasdorp.

**RECOMMENDATION: PUBLIC WORKS COMMITTEE**

That Management's recommendation be accepted.

**RESOLUTION 114/2016**

That the recommendation of the Public Works Committee be accepted as a resolution of Council.



10.3.4 **IMPLEMENTATION OF FEEDING SCHEMES****PURPOSE OF REPORT**

For council to approve the implementation of the feeding schemes for the 2016/2017 financial year.

**BACKGROUND**

The Social Development department has budget R150 000,00 for the implementation of the feeding schemes in Bredasdorp, Struisbaai, Napier, Elim, Waenhuiskrans, Klipdale and Proteem for the 2016/2017 financial year.

According to the drafted Memorandum of Understanding between CAM and the beneficiaries the implementation of the feeding schemes is subject to effective, efficient and transparent financial management and internal control systems of organizations as per section 67 of the Local Government: Municipal Finance Management Act, 2003.

The Beneficiaries are also obliged to provide the Municipality with a copy of its most recent audited financial statements as part of the Municipality's assessment process.

The most recent audited financial statements were received from Bredasdorp Nutrition Centre, the Waenhuiskrans Vissermansunie, Geluksoord vir Bejaardes, Elim Struisbaai Meals on Wheels and Childwelfare, Napier.

During our assessment process it was found that the content stated within the financial report of Childwelfare, Napier does not comply with point 3 of the signed Memorandum of Understanding between the respective organization and Cape Agulhas Municipality.

Therefor the financial allocation for the implementation of the feedings scheme in Napier will be withhold for the 2016/2017 financial year. The implementation of the feeding schemes in Proteem and Klipdale is also challenging and is totally dependent on the willingness of credible service providers.

**Expenses for the Feeding Schemes:**

<b>BREDASDORP</b>		
<b>Item</b>	<b>Monthly Expenses</b>	<b>Expenses for 3 months</b>
Food Products	R 8 000,00	R24 000,00
Transport	R 1 500,00	R 4 500,00
Electricity	R 650,00	R 1 950,00
Gas	R 1 100,00	R 3 300,00
Stipends for 4 cooks	R 2 000,00	R 6 000,00
<b>TOTAL</b>	<b>R13 250,00</b>	<b>R39 750,00</b>

<b>WAENHUISKRANS</b>		
<b>Item</b>	<b>Monthly Expenses</b>	<b>Expenses for 3 months</b>
Food Products	R5 000,00	R15 000,00
Transport	R1 000,00	R 3 000,00
Electricity	R 550,00	R 1 650,00
Gas	R1 000,00	R 3 000,00
Stipends for 3 cooks	R1 500,00	R 4 500,00
<b>TOTAL</b>	<b>R9 050,00</b>	<b>R27 150,00</b>

<b>STRUISBAAI</b>		
<b>Item</b>	<b>Monthly Expenses</b>	<b>Expenses for 3 months</b>
Food Products	R5 000,00	R15 000,00
Transport	R1 000,00	R 3 000,00
Electricity	R 550,00	R 1 650,00
Gas	R1 000,00	R 3 000,00
Stipends for 3 cooks	R1 500,00	R 4 500,00
<b>TOTAL</b>	<b>R9 050,00</b>	<b>R27 150,00</b>

<b>ELIM</b>		
<b>Item</b>	<b>Monthly Expenses</b>	<b>Expenses for 3 months</b>
Food Products	R5 000,00	R15 000,00
Transport	R1 000,00	R 3 000,00
Electricity	R 550,00	R 1 650,00
Gas	R1 000,00	R 3 000,00
Stipends for 3 cooks	R1 500,00	R 4 500,00
<b>TOTAL</b>	<b>R9 050,00</b>	<b>R27 150,00</b>

<b>KLIPDALE</b>		
<b>Item</b>	<b>Monthly Expenses</b>	<b>Expenses for 3 months</b>
Food Products	R1 000,00	R 3 000,00
Transport	R1 000,00	R 3 000,00
Electricity	R 200,00	R 600,00
Gas	R 500,00	R 1 500,00
Stipends for 2 cooks	R1 000,00	R 3 000,00
<b>TOTAL</b>	<b>R3 700,00</b>	<b>R11 100,00</b>

<b>PROTEM</b>		
<b>Item</b>	<b>Monthly Expenses</b>	<b>Expenses for 3 months</b>
Food Products	R1 000,00	R 3 000,00
Transport	R1 000,00	R 3 000,00
Electricity	R 200,00	R 600,00
Gas	R 500,00	R 1 500,00
Stipends for 2 cooks	R1 000,00	R 3 000,00
<b>TOTAL</b>	<b>R3 700,00</b>	<b>R11 100,00</b>

### **FINANCIAL IMPLICATIONS**

The total cost for the implementation of the feeding schemes amounts to **R143 000,00** over a period of three months.

### **STAFF IMPLICATIONS**

Staff is only involved with the facilitation and monitoring process of the project.

### **MANAGEMENT RECOMMENDATION**

- (i) Council to approve the funding allocation to the organizations based on their recent financial statements.
- (ii) Council to withhold the funding allocation from Child Welfare, Napier based on information stated in their latest audited financial report.

- (iii) That Council grant permission that the feeding scheme to be accommodated at the Waenhuiskrans Community Hall for the duration of the project.
- (iv) That the implementation of the feeding schemes in Proteem and Klipdale are dependent on the willingness and credibility of service providers.
- (v) That a Memorandum of Understanding to be signed between CAM and the organizations for the implementation of the feeding schemes.
- (vi) That organizations are responsible for the purchasing of goods, gas, electricity and the transportation of goods.
- (vii) Monthly reports regarding the operations and financial management of the project to be submitted to the Manager Social Development, department of CAM.
- (viii) That Council appoints the following service providers for the implementation of the feeding scheme project: Bredasdorp Nutrition and Development Centre, Waenhuiskrans Vissermansunie and Struisbaai Meals on Wheels.

#### **RESOLUTION 115/2016**

- (i) Council approves the funding allocation to the organizations based on their recent financial statements (Bredasdorp - R30 000,00, Waenhuiskrans, Napier, Struisbaai and Elim - R25 000,00 each, Klipdale and Proteem - R10 000,00 each).
- (ii) That Council grant permission that the feeding scheme to be accommodated at the Waenhuiskrans Community Hall for the duration of the project.
- (iii) That the implementation of the feeding schemes in Proteem and Klipdale be implemented by the Human Development division as far as the purchasing of gas, electricity, ingredients and transportation are concerned and that the current soup kitchens within these communities render the services.
- (iv) That a Memorandum of Understanding to be signed between CAM and the organizations for the implementation of the feeding schemes.
- (v) That organizations are responsible for the purchasing of goods, gas, electricity and the transportation of goods.
- (vi) Monthly reports regarding the operations and financial management of the project to be submitted to the Manager Social Development, department of CAM.
- (vii) That Council appoints the following service providers for the implementation of the feeding scheme project: Bredasdorp Nutrition and Development Centre, Waenhuiskrans Vissermansunie and Struisbaai Meals on Wheels.

## 10.4 **FINANSIËLE DIENSTE / FINANCIAL SERVICES**

### 10.4.1 **ODUIT AKSIEPLAN 2014/15 (OPCAR): MAANDELIKSE VORDERING - MEI 2016**

#### **DOEL VAN VERSLAG**

Oorweging van die vordering met die goedgekeurde 2014/15 Oudit Bevindinge Aksieplan (OPCAR) vir die maand Mei 2016.

#### **AGTERGROND**

Na aanleiding van die Ouditeur-Generaal se oudit van die 2014/15 finansiële jaar is daar sekere leemtes uitgewys wat aangespreek moet word. Hierdie bevindinge is in die Oudit Bevindinge Aksieplan opgeneem en bepaalde regstellende stappe is bepaal om die bevindinge aan te spreek.

Die vordering word ook aan die Oudit- en Prestasieoudit Komitee voorgelê en word ook op 'n gereëelde grondslag met die Ouditeur-Generaal bespreek. Die vordering met die plan word verder op 'n kwartaallikse grondslag aan die Wes-Kaapse Provinsiale Tesourie voorgelê. Die verslag wat hierby aangeheg is op bladsy 110 tot 121, is 'n aanduiding van die vordering wat met hierdie aksieplan gemaak is soos op einde Mei 2016.

**PERSONEEL IMPLIKASIES**

Geen.

**FINANSIËLE IMPLIKASIES**

Geen.

**BESTUURSAANBEVELING**

Oorweging, bespreking en aanvaarding van die munisipaliteit se vordering insake die implementering van die Oudit Aksieplan voortspruitend uit die bevindinge van die Ouditeur-Generaal vir die 2014/15 finansiële jaar soos op einde Mei 2016.

**BESLUIT 116/2016**

Dat die munisipaliteit se vordering insake die implementering van die Oudit Aksieplan voortspruitend uit die bevindinge van die Ouditeur-Generaal vir die 2014/15 finansiële jaar soos op einde Mei 2016, aanvaar word.

11. **ITEMS DEUR DIE UITVOERENDE BURGEMEESTER / -BURGEMEESTERSKOMITEE NA DIE RAAD VERWYS VIR OORWEGING**

11.1 **CANSA RELAY: GEBRUIK VAN SPORTKOMPLEKS EN GEMEENSKAPSAAL (BM)**

**DOEL VAN VERSLAG**

Om oorweging te skenk aan die versoek, aangeheg op bladsy 122 ontvang vanaf die Kaap Agulhas Relay for Life vir die gratis gebruik van die Sportkompleks en Gemeenskapsaal.

**AGTERGROND**

Kaap Agulhas Relay for Life beplan 'n funksie om kanker pasiënte te help om navorsing te doen om 'n teenmiddel teen kanker te kry. Die staptog is 'n instelling wat elke jaar Novembermaand plaasvind. Verskeie groepe neem deel om persone wat gesterf het asook persone wat die stryd teen kanker gewen het, te ondersteun.

Hulle vra toestemming van die Raad om die Sportkompleks en Gemeenskapsaal te gebruik. Die groep vra ook vir gratis gebruik van elektrisiteit vanaf 6 uur die aand tot 6 uur die oggend. Hierdie jaar vind die Cansa Relay plaas op 26 en 27 November.

**BESTUURSAANBEVELING**

Vir oorweging deur die Raad.

**BESLUIT 117/2016**

- (i) Dat goedkeuring verleen word vir die gratis gebruik van die Sportkompleks en Gemeenskapsaal asook die voorsiening van elektrisiteit.
- (ii) Dat die organisasie verantwoordelik sal wees vir die betaling van die breekskade deposito's, soos vereis.

## 11.2 AANSOEK VIR INTERNASIONALE VROUEDAG SIMPOSIUM (BM)

### DOEL VAN VERSLAG

Om 'n versoek, aangeheg op bladsy 123 ontvang vanaf Heavenly Promise vir 'n Internasionale Vrouedag Simposium in Augustus 2016, te oorweeg.

### AGTERGROND

Heavenly Promise beoog om slagoffers van mishandelde vroue 'n stem te gee en om 'n paneel met bv. die Landdros, 'n sielkundige, Departement van Maatskaplike Ontwikkeling, Departement van Gesondheid, ens. op die paneel te hê. Professionele persone wie onmiddellik antwoorde aan die slagoffers kan verskaf en nie nog antwoorde gaan soek of op 'n latere stadium terugvoering gaan gee nie.

Heavenly Promise verwys na munisipaliteite wat 'n begroting het vir die belangrike dag en sal dit hoop op prys stel as Kaap Agulhas Munisipaliteit die Simposium kan ondersteun en dit 'n groot en eerste in KAM maak asook 'n finansiële bydraes/logistieke ondersteuning te verskaf.

Daar is begroot vir vrouedag - R50 000,00 - Posnommer 12010 12710 0000

### BESTUURSAANBEVELING

- (i) Dat die Raad die plan ondersteun.
- (ii) Dat finansiële- en logistieke ondersteuning verskaf word.

*(Die Munisipale Bestuurder nie teenwoordig tydens bespreking van die aangeleentheid nie.)*

### BESLUIT 118/2016

- (i) Dat die Raad die aanbieding van die simposium ondersteun.
- (ii) Dat Kaap Agulhas self 'n vrouedag samekoms sal reël waarby bogenoemde simposium kan inskakel.

## 12. ADDISIONELE ITEMS DEUR DIE RAAD HANTEER

### 12.1 AANSOEK OM FINANSIËLE BYSTAND VIR ARNISTON/STRUISBAAI BOTE

#### DOEL VAN VERSLAG

Om 'n aansoek te oorweeg vir finansiële bystand vir die aankoop van VHS radio's.

#### AGTERGROND

Die vissermanne van Struisbaai en Arniston benodig 'n VHS radio op hul boot om te kwalifiseer vir 'n veiligheidsertifikaat. Indien die bote nie die VHS radio het nie, kan dit nie see toe gaan nie.

Die koste per VHS radio beloop R3 000,00. Die vissermanne kan nie die VHS radio bekostig nie en vra hulle die Raad vir finansiële ondersteuning.

#### BESTUURSAANBEVELING

Vir oorweging deur die Raad.

#### BESLUIT 119/2016

Dat die aangeleentheid terug verwys word na die Uitvoerende Burgemeesterskomitee vir verdere ondersoek.

12.2 **APPROVAL OF ANNUAL BUDGET: 2016/2017 FINANCIAL YEAR****PURPOSE OF REPORT**

To submit the annual budget for the 2016/17 financial year for approval by Council as prescribed in the Municipal Finance Management Act (MFMA) and in terms of guidelines received from National Treasury per MFMA circular no. 78 & 79.

In terms of the Municipal Finance Management Act (MFMA), section 24, the municipal council must at least 30 days before the start of the budget year consider approval of the annual budget.

Subsequent to the tabling of the draft annual budget to Council on 17 March 2016 and in compliance with section 23 of the MFMA, the following consultation processes and meetings were held with community and identified stakeholders on the contents of the budget in respect of the 2016/17 budget year:

- |  |                       |
|--|-----------------------|
| • Distribution of Budget Preparation Documentation | 11 December 2015      |
| • Budget Information Session                       | 23 December 2015      |
| • Budget Input – HOD / Managers                    | 22 January 2016       |
| • mSCOA Workshop / Information Session             | 21 - 22 January 2016  |
| • Budget Workshop with HOD's / Managers            | 8 - 12 February 2016  |
| • Budget Workshop with Councillors                 | 24 - 25 February 2016 |
| • Submission Draft IDP / Budget to Council         | 17 March 2016         |
| • National Treasury and Provincial Treasury        | 17 March 2016         |
| • Budget consultative meeting with community:      |                       |
| ❖ Ward 1 - Napier Community Hall                   | 12 April 2016         |
| ❖ Ward 2 - Liefdesnessie Hall                      | 13 April 2016         |
| ❖ Ward 3 - Nelson Mandela Hall                     | 14 April 2016         |
| ❖ Ward 4 - Glaskasteel Sports Complex              | 19 April 2016         |
| ❖ Ward 5 - Arniston Community Hall                 | 20 April 2016         |
| • Budget Assessment visit by Provincial Treasury   | 14 April 2016         |

**In terms of section 23(1) of the MFMA the Mayor must consider any views of -**

- a) the local community; and
- b) the National Treasury, the relevant Provincial Treasury and any organs of state or municipalities which made submissions on the budget.

The inputs and comments made by the community during the budget consultation process as well as the following written inputs received have been considered by the Executive Mayor as prescribe in terms of the above-mentioned legislation:

- Bredasdorp Houseowners Association;
- Ward 1 Napier;
- Ward 4 Bredasdorp;
- Ward 5 Struisbaai / L'Agulhas;
- AE Hopley;
- E van Wyk; and
- Provincial Treasury

The Budget Steering Committee considered the budget input letters received from the above mentioned role players on Wednesday, 18 May 2016 together with the responses made on Monday, 30 May 2016 in terms of the Executive Mayor's responsibility. Recommendations made by Provincial Treasury during its assessment visit in respect of the draft 2016/17 budget have been addressed and incorporated where applicable.

National Treasury through its regular MFMA Circulars provided guidance on the content and format for municipal budget documentation in respect of the 2016/17 Medium Term Revenue and Expenditure Framework. All municipalities are required to adhere to the prescribed format with regard to the content and format of budget documentation. The required table of content as provided by National Treasury is as follows:

- **Mayoral Budget Speech:** - High-level summary of the budget that draws on executive summary and highlights key deliverables during the coming years.
- **Budget Related Resolutions:** - Draft resolutions must be included with the budget documentation tabled to full council.
- **Budget:** - The budget includes the executive summary; budget schedules – operating & capital to be approved by council; budget related charts and explanatory notes to the budget.
- **Supporting Documentation:-** Budget process overview; Alignment of budget with IDP; Budget related policies – overview and amendments; Budget assumptions; Funding the budget; Disclosure on allocations made by municipality; Disclosure of salaries, allowances and benefits; Monthly cash flows by source; Measurable performance objectives and disclosure on implementation of MFMA as well as other legislation.

The operating and capital budget for the 2016/17 financial year is attached as annexure for consideration and approval by Council.” **(Bound separately)**

**The Municipal Manager, in consultation with the Director: Finance, recommends as follows:**

#### **MANAGEMENT RECOMMENDATION**

- (i) Council resolves that the annual budget of the municipality for the financial year 2016/17 as per Budget Related Resolutions of the budget document and indicative for the projected outer years 2017/18 and 2018/19 be approved as set out in 1.8 Annual Budget Tables in respect of the following schedules:
  - 1.1 Executive summary of revenue & expenditure – Table A1;
  - 1.2 Budgeted Financial Performance (Revenue and Expenditure by standard Classification) –Table A2;
  - 1.3 Budgeted Financial Performance (revenue and expenditure by municipal vote) A – Table A3;
  - 1.4 Budgeted Financial Performance (revenue and expenditure) – Table A4;
  - 1.5 Budgeted Capital Expenditure by vote, standard classification and funding – Table A5;
  - 1.6 Budgeted Financial Position – Table A6;
  - 1.7 Budgeted Cash Flows Table A7;
  - 1.8 Cash backed reserves/accumulated surplus reconciliation – Table A8;
  - 1.9 Asset Management – Table A9;
  - 1.10 Basic service delivery measurement table A10
  - 1.11 Council notes Part 2 - Other related Supporting Documentation completed where applicable from Table SA1 to SA37
- (ii) Council approves and adopts the draft tariffs listing for services as per Appendix A with effect 1 July 2016.
- (iii) Council approves and adopt the Draft SDBIP in respect of the 2016/17 budget year per Appendix B.

- (iv) Council notes the updated MSCOA Implementation Plan to be submitted as required in terms of National Treasury Budget Circular 79 dated 7 March 2016 attached as Appendix C.
- (v) Council notes the Service Level Standards (2016/17) to be submitted as required in terms of National Treasury Budget Circular 79 dated 7 March 2016 attached as Appendix D.
- (vi) Council notes that financial related policies have been reviewed in respect of the 2016/17 budget year and any amended policies be submitted as a separate item to this meeting.

#### **RESOLUTION 120/2016**

- (i) That the Management recommendation be accepted as a resolution of Council.
- (ii) That Council take note of the letter received from Bredasdorp Ratepayers Association as presented by Alderman Nieuwoudt.

### 12.3 **REVIEWED AND AMENDED BUDGET-RELATED POLICIES**

#### **PURPOSE OF REPORT**

To obtain Council's approval in respect of the following reviewed and amended budget-related policies:

- Supply Chain Management Policy
- Budget and Virement Policy
- Property Rates Policy
- "Masakane" Debt Collection and Credit Control Policy

In terms of section 17(3)(e) of the MFMA any proposed amendments to budget-related policies of the municipality must accompanied the tabled budget when submitted to council for final approval each year.

Due to ongoing changes in processes, procedures, risks and legislation that impacted on the existing policies, it is suggested to amend the listed policies with an effective date of 1<sup>st</sup> July 2016 which is attached as Annexure "A" to this document.

**The Municipal Manager, in consultation with the Director: Finance, recommends as follows:**

#### **MANAGEMENT RECOMMENDATION**

- (i) Council consider approval of the following amended budget-related policies with the effective date 1<sup>st</sup> July 2016
  - Supply Chain Management Policy
  - Budget and Virement Policy
  - Property Rates Policy
  - "Masakane" Debt Collection and Credit Control Policy
- (ii) Council approves, subject to recommendation 1, that the above mentioned policies be thoroughly workshop with councillors and senior management as a matter of high priority.

#### **RESOLUTION 121/2016**

That the Management recommendation be accepted as a resolution of Council.



17. **ONAFGEHANDELDE RAADSBESLUIT**

Besluit Nr	Onderwerp	Verkorte Besluit	Vordering	Verantwoordelike persoon
70/2015	Market Analysis: Retirement Village, Bredasdorp	Ontwikkelingsvoorstelle vir die gedeelte weer gevra word.	<i>Konsep na Munisipale Bestuurder en R Sefoor.</i>	BSSB
105/2015	Vervreemding: Erf 5221, Bredasdorp (Waxa)	Terug verwys word vir moontlike ontwikkelingsvoorstelle.	<i>Vervreemding was geadverteer, maar geen ontwikkelingsvoorstelle is ontvang nie. 'n Opvolg verslag sal aan die Raad voorgelê word.</i>	Eiendoms-administrasie
74/2016	Hersiening van Huiswinkelbeleid	Dat die bespreking van die beleid tydens 'n werkwinkel voor die volgende komitee vergaderings sal plaasvind.		BSSB
76/2016	Vervreemding (koop): Erf 3344, Bredasdorp	Dat genoemde erf op publieke tender geplaas word.		LDC
77/2016	Vervreemding (koop): Erf 3139, Bredasdorp	Dat genoemde erf op publieke tender geplaas word.		LDC
90/2016	Ouditeur-Generaal navraag insake erwe 563 en 937, Napier	(i) Dat Erf 563, Napier so spoedig as moontlik deur die raad se oordragprokureurs aan KAM oorgedra word. (ii) Dat, sodra Erf 563, Napier in KAM se naam registreer is, dit per openbare tender vervreemd word. (iii) Dat alle uitstaande skuld ten bedrae van R35 256,83 op rekening 200 000 011 073 in die naam van N en S M Noor afgeskryf word. (iv) Dat Erf 937 se uitstaande gelde so spoedig as moontlik deur die raad se Masakane proses gevorder word. (v) Indien alle uitstaande fooie nie binne 90 dae gevorder is nie, erf 937 per openbare tender vervreemd sal word om deel van die koste te delg. (vi) Dat die verskil in uitstaande fooie (balans min verkoopprijs) afgeskryf word.		DFD

**BESTUURSAANBEVELING**

Dat die Raad kennis neem van die onafgehandelde Raadsbesluite.

**BESLUIT 122/2016**

Dat die Bestuursaanbeveling as besluit van die Raad aanvaar word.

Hierna gaan die Raad In Komitee om sake van vertroulike aard te bespreek.

BEKRAGTIG op hierdie

dag van

2016

\_\_\_\_\_  
SPEAKER

DATUM: