



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

**NOTULE VAN 'N BURGEMEESTERSKOMITEE VERGADERING VIRTUEEL GEHOU OM 09:00
OP DINSDAG 27 OKTOBER 2020 TE BREDASDORP**

**MINUTES OF A MAYORAL COMMITTEE MEETING HELD VIRTUALLY ON TUESDAY,
27 OCTOBER 2020 AT 09:00 AT BREDASDORP**

RAADSLEDE

MNR	P J SWART	Uitvoerende Burgemeester
ME	Z TONISI	Uitvoerende Onder-Burgemeester
MNR	G D BURGER	Lid van die Uitvoerende Burgemeesterskomitee
ME	M OCTOBER	Lid van die Uitvoerende Burgemeesterskomitee

AMPTENARE

Mnr D O'Neill	Munisipale Bestuurder
Mnr H Van Biljon	Direkteur: Finansies- en IT Dienste
Mnr A Jacobs	Direkteur: Infrastruktuurdienste
Mnr H Kröhn	Direkteur: Bestuursdienste
Mnr G M Moelich	Komiteedienste
Mnr B Swart	Interne Ouditeur
Me T Stone	Divisional Head: Strategic Planning & Administration

1. **OPENING**

Die Burgemeester heet die verteenwoordigers welkom en mnr O'Neill open die vergadering met gebed.

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

Geen.

3. **ONDERHOUDE MET AFGEVAARDIGDES EN/OF ANDER BESOEKE**

Geen.

4. **NOTULES VAN VORIGE VERGADERINGS VOORGELê VIR BEKRAGTIGING**

4.1 **NOTULE VAN BURGEMEESTERSKOMITEE VERGADERING GEHOU OP:**

25 Augustus 2020

BESLUIT BK34/2020

Bogenoemde Notule word as korrek en volledig bekragtig.

5. **SAKE VOORTSPRUITEND UIT NOTULE**

Geen.

6. **VERKLARINGS EN/OF MEDEDELINGS DEUR DIE VOORSITTER**

Geen.

7. **VERSLAE**

Bladsy: Agenda

7.1 **VERSLAG VAN DIE INFRASTRUKTUURDIENSTE KOMITEE**

7.1.1	Maandverslag	3 - 4
7.1.2	Strategic Risk Register: 2020/21	4

7.2 **VERSLAG VAN DIE BESTUURSDIENSTE KOMITEE**

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7.2.7	Herstelwerk: Liefdesnessie	14 - 15
7.2.8	Expansion: Peace Officers on Bikes Programme	15 - 17
7.2.9	Draft Business Continuity Framework	18 - 20
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7.3 **VERSLAG VAN DIE FINANSIES- EN IT DIENSTE KOMITEE**

7.3.1	Maandverslag	21 - 22
7.3.2	Strategic Risk Register: 2020/21	23 - 26
7.3.3	Vervreemding (huur): Ged erf 4103, Struisbaai	26 - 27

8. **DRINGENDE SAKE DEUR DIE MUNISIPALE BESTUURDER**

Geen.

9. **OORWEGING VAN KENNISGEWING VAN MOSIES**

Geen.

10. **OORWEGING VAN KENNISGEWING VAN VRAE**

Geen.

11. **OORWEGING VAN DRINGENDE MOSIES**

Geen.

12. **VERSLAG DEUR MUNISIPALE BESTUURDER OOR DIE UITVOERING VAN UBK BESLUIE**

Lys van onafgehandelde besluite word aangeheg op *bladsy 28*.

13. **IN-KOMITEE VERSLAE**

Die In-Komitee items word vertroulik hanteer.

14. **SLUITING**

Die vergadering verdaag om 10:20

7. **VERSLAE**

7.1 **INFRASTRUKTUURDIENSTE KOMITEE / INFRASTRUCTURE SERVICES COMMITTEE**

7.1.1 **VERSLAG VAN DIE DIREKTEUR: INFRASTRUKTUURDIENSTE VIR JULIE EN AUGUSTUS 2020 /
REPORT FROM THE DIRECTOR: INFRASTRUCTURE SERVICES FOR JULY AND
AUGUST 2020**

DOEL VAN VERSLAG / PURPOSE OF REPORT

Oorweging van die maandverslag vanaf die Direkteur: Infrastruktuurdienste vir Julie en Augustus 2020. /
Considering the monthly report from the Director: Infrastructure Services for July and August 2020.

AGTERGROND / BACKGROUND

Die maandverslag vir Augustus 2020 word aangeheg as bylae op *bladsy 1 tot 35*. / *The monthly report for August 2020 is attached as annexure on page 1 to 35.*

Die maandverslag vir Julie 2020 was reeds gesirkuleer tydens September 2020 se Komitee vergadering - Vir u inligting word 'n afskrif op bladsy 1 tot 36 ingesluit as 'n aparte dokument genaamd "Verslae". / The monthly report for July 2020 was already circulated during the September 2020 Committee meeting - For your information, a copy is included on page 1 to 36 as a separate document named "Verslae".

BESTUURSAANBEVELING / MANAGEMENT RECOMMENDATION

Dat die maandverslag van die Direkteur: Infrastruktuurdienste vir Julie en Augustus 2020 aanvaar word. /
That the monthly report from the Director: Infrastructure Services for July and August 2020 be accepted.

AANBEVELING: INFRASTRUKTUURDIENSTE KOMITEE / RECOMMENDATION: INFRASTRUCTURE SERVICES COMMITTEE

Dat die Bestuursaanbeveling aanvaar word. / *That the management recommendation be accepted.*

BESLUIT BK35/2020

Dat die Infrastruktuurdienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.1.2 **STRATEGIC RISK REGISTER: 2020/21 (DIRECTOR FEEDBACK)**

The strategic risks for 2020/21 are as follows:

RISK ITEM	RISK DESCRIPTION	RESIDUAL RISK EXPOSURE	RESIDUAL RISK	
R489	Inability to respond to disease outbreaks / pandemics	67.5	High	New
R487	Non-adherence to Restrictive Permit Conditions (Landfill Sites)	48	High	Transferred from 2019/20
R484	Financial viability of the municipality	47.5	High	Transferred from 2019/20
R485	Illegal Erection of Informal Structures and Land invasions	47.5	High	Transferred from 2019/20
R488	Inadequate Provision of water supply - source	36.75	Medium	Transferred from 2019/20
R486	Protest action / Civil unrest	33.75	Medium	Transferred from 2019/20

RECOMMENDATION: INFRASTRUCTURE SERVICES COMMITTEE

That Council take note of the current status of strategic risks.

RESOLUTION BK36/2020

The Mayco take note of abovementioned Risk Register.

7.2 **BESTUURSDIENSTE KOMITEE / MANAGEMENT SERVICES COMMITTEE**

7.2.1 **MAANDVERSLAG: BESTUURSDIENSTE VIR AUGUSTUS EN SEPTEMBER 2020 / MONTHLY REPORT: MANAGEMENT SERVICES FOR AUGUST AND SEPTEMBER 2020**

DOEL VAN VERSLAG

Oorweging van die maandverslae vanaf Bestuursdienste vir Augustus en September 2020.

AGTERGROND

Verslae word soos volg aangeheg:

	<u>Bladsy / Page</u>
(i) Direkteur: Bestuursdienste / <i>Director: Management Services</i>	<i>Tydens vergadering</i>
(ii) Publieke Dienste / <i>Public Services</i>	36 - 45
(iii) Behuising / <i>Housing</i>	46 - 53
(iv) Biblioteekdienste / <i>Library Services</i>	54 - 60
(v) Beskermingsdienste / <i>Protection Services</i>	61 - 70
(vi) Menslike Ontwikkeling / <i>Human Development</i>	71 - 74

Maandverslae vir Augustus 2020 was reeds gesirkuleer tydens September 2020 se Komitee vergadering - Vir u inligting word 'n afskrif op bladsy 37 tot 78 ingesluit as 'n aparte dokument genaamd "Verslae". / Monthly reports for August 2020 was already circulated during the September 2020 Committee meeting - For your information, a copy on page 37 to 78 is included as a separate document named "Verslae".

BESTUURSAANBEVELING / MANAGEMENT RECOMMENDATION

Dat die maandverslae vanaf Bestuursdienste vir Augustus en September 2020 aanvaar word.

AANBEVELING: BESTUURSDIENSTE KOMITEE

1. Augustus 2020 Maandverslae:

- (i) Dat die Bestuursaanbeveling aanvaar word.
- (ii) Dat 'n "vandalisme plan" aan die Raad voorgelê word.
- (iii) Dat 'n status quo verslag ten opsigte van versekeringseise vir skade aan Raadseiendom, aan die UBK voorgelê word.
- (iv) Dat 'n behuisings "oorhandigingsplan" aan die UBK voorgelê word.
- (v) Dat Behuising 'n volledige verslag voorberei vir die hantering van "rent to own" vir elke dorp binne die regsgebied.
- (vi) Dat die Infrastruktuurdienste 'n grootmaatsdiens verslag vir die toekomstige behuisingsprojekte aan die Raad voorlê.

2. September 2020 Verslae:

- (i) Dat die Bestuursaanbeveling aanvaar word.
- (ii) Dat 'n volledige verslag aan die UBK voorgelê word insake uitstaande versekeringseise asook 'n volledige skedule ten opsigte van bybetalings deur die Raad.
- (iii) Die aanbring van straatname en huisnommers moet **DRINGEND** afgehandel word.

BESLUIT BK37/2020

Dat die Bestuursdienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.2.2 AANBIEDING: ONDERSOEK - VERKEERSDEPARTEMENT

Maurice Kannemeyer van Ultimate Traffic Solutions gee terugvoer aan die Bestuursdienste Komitee insake 'n ondersoekverslag wat uitgevoer is by die Verkeersdepartement.

AANBEVELING: BESTUURSDIENSTE KOMITEE

- (i) Dat die Raad kennis neem van die verslag.
- (ii) Dat die finale verslag gewerkswinkel en uitgevoer word.

BESLUIT BK38/2020

Dat die Bestuursdienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.2.3 **STRATEGIC RISK REGISTER: 2020/21 (DIRECTOR FEEDBACK)**

The strategic risks for 2020/21 are as follows:

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R488	Inadequate Provision of water supply - source	36.75	Medium	Transferred from 2019/20
R486	Protest action / Civil unrest	33.75	Medium	Transferred from 2019/20

MANAGEMENT RECOMMENDATION

For noting.

RECOMMENDATION: MANAGEMENT SERVICES COMMITTEE

That the management recommendation be accepted.

RESOLUTION BK39/2020

That the Management Services Committee recommendation be accepted as a resolution of the Mayoral Committee.

7.2.4 **STATUS QUO SMT (SPECIAL MANAGEMENT TEAM) VERSLAE: UITVOERENDE BURGEMEESTERSKOMITEE**

(Hierdie item het gedien by die Bestuursdienste Komitee Vergadering van 21 September 2020)

DOEL VAN VERSLAG

Om aan die UBK te rapporteer rakende vordering met die SMT (Special Management Team) verslae soos op 30 September 2020 met verwysing na die sleutel prestasie areas.

AGTERGROND

Hieronder word aangedui watter SMT verslae teen die einde van September ingehandig moet wees teenoor die sleutel prestasie areas soos versoek:

REF	ITEM	SCOPE	PROGRESS AS AT 15 JUNE 2020	KPI	Sep-20
1	Sustainability of camping sites	The Council needs to be advised on the way forward. Should resorts be sold, leased and what are the possibilities of a public private partnership.	A report was tabled to Council and Portfolio Committee. A follow up report will be submitted with specific recommendations on the way forward.	Submit a report to Council with recommendations on the future management of resorts by 30 September 2020	1
5	Solar Geyser Project	Warm Water in all homes. Plan indicating time-tables on Implementing the project.	Solar geysers delivered. Training of installers will commence in July, Training provider has been appointed by DOE	Submit a program on timeframes for implementation of the solar geyser programme to the Mayco by the end of September 2020.	1
7	Expansion of the Peace Keepers On Bikes Programme	Safety, Employment opportunities and Human dignity. Plan that clearly indicates when the 60 people will be on the streets of Cape Agulhas. Plan what they will do differently from what ordinary law enforcement and traffic people do. Poor recruitment was done over past 2 years	18 POB Trained. Evaluasie oor die "peacekeepers on bikes" projek in Kaap Agulhas tov. Werkskepping, Gemeenskaps Veiligheid en Aanspreek van Menswaardigheid. Die getalle van die Peace Officers groei baie stadig. Die Peace Officers se opleiding wat deur Chrysalis Academy ontvang word werk nie vir ons nie, die getalle wat ons neem vir werwing is nie dieselfde met die opgeneem van die inname (intake) nie. Ons vind ook dat slegs een of twee van die getal persone wat aanvaar word die regte opleiding te kry (peace officer opleiding) en die ander wie die meerderheid is ander opleiding ontvang wat nie verband hou met die lynfunksie nie. Die Beskermingsdienste Afdeling benodig dringend nog van hierdie jong beamptes maar moet hulle opgeleiding self gereel word deur ons munisipaliteit onder 'n EPWP projek en moet vir toelaes (stipend) aansoek gedoen word by Departement	Investigate and submit a report to the Mayco on the current status of the project as well as the financial and other implications of expanding the programme by 30 September 2020	1
13	Huis tuine Kompetisie .	Arrange a garden competition in each ward.Criteria to be approved	Must specify where in each ward	Develop a programme and criteria for a garden competition in each ward by September 2020	
21	Herstelwerk by Liefdesnessie	Verlede jaar was bepaal dat alle herstelwerk by die Liefdesnessie gebou uit die bedryfs begroting van Myburg Briers gedoen sal word. Het ons nou al kwotasies aangevra vir die werk wat noodsaaklik is.	Maintenance items already provided. Manager: Public Services have arrangement that they must contact him should they need materials for maintenance purposes. They do the work themselves.	Submit a report to the Mayco on all maintenance carried out at Liefdesnessie over the past 3 years by 30 September 2020	

25	Ambulans Optel Punte	Gesprekke was in die UBK waarin duidelik melding gemaak was dat ons moet kyk na geskikte optel fasiliteite in elke dorp waar ons inwoners soggens kan wag vir die ambulans. Enige ?	This item is often raised by the public, and the ideal would be if the Department of Health would pick people up at their homes. Given they are responsible for patient transport, it is imperative that a solution align with their operation. It is therefore suggested that a meeting be convened with the Department of Health to discuss possible solutions.	Facilitate a meeting with the Department of Health to look at possible solutions to provide shelter for patients awaiting transport by 30 September 2020
39	Napier saal noodsaaklikhede	Ek het 2 jaar gelede gevra dat daar sekere noodsaaklike aanpassings by Napier saal aangebring word. Bedryfs begroting oa Handreels by inkom asook na verhoog. Verslag	Will be done from operational budget	Hand rails - stage and entrance to be upgraded by 30 September 2020
49	Verslag oor Oppi Koppi Huise	Steeds uitstaande	Report to Portfolio Committee	Status report to Mayco by 30 September 2020
50	Verslag oor "Rent 2 Own"	Dringend	Meeting will be held with Provincial officials ,Municipality and Implementing agent on beneficiary engagements .Meeting scheduled for 25 JunePresentation to MEC. Grand R 10 M. Report to Portfolio Committee	Status report to Mayco by 30 September 2020

Hieronder 'n tabel met items alreeds ingedien:

	Item nr	21 Sept	18 Aug	21 Jul	Mrt 20	Feb 20	12 Nov	10 Sept
Oppi Koppi	49	x	x	x				
Deferred Ownership	50	x	x	x	x			x
Kompetisie	13	x					x	x
NGO's Sop Kombuise	Council	x	x	x				
Strategic Risk	Counci	x	x					
Camping Sites	1			x			x	
Solar Geyser	5	x		x	x			
Piece Officers on Bikes	7	x			X			

Daar is dus alreeds 6 van die nege items ingedien. Items wat meer as een keer gedien het was aangebring om vordering te toon ten opsigte van daardie projekte en is projekte wat medium – tot lang termyn implikasies het.

Items uitstaande en waaroor daar vandag gerapporteer word:

Item 7 - Peace Officers on bikes – was al ingedien- maar nie in terme van wat vereis word deur sleutel prestasie area nie.

Item 13 - Huise tuine kompetisie – Was al voorgelê maar nie met soos vereis word deur sleutel prestasie area nie.

Item 21 - Herstelwerk by Liefdesnessie

Item 25 - Ambulans optel punte

Item 39 - Napier Saal noodsaaklikhede

Wat item 25 betref moet daar 'n vergadering met Departement gesondheid gereël word om staanplekke/skuiling/waghokkies te voorsien vir pasiente wie met behulp van die ambulans bussie na hospitale buite ons munisipale area vervoer moet word.

Die Bestuurder: Menslike Ontwikkeling het so 'n vergadering met alle relevante rolspelers gereël vir die 18de September om nege uur.

Wat item 25 betref is die handreëlings aangebring soos versoek was.

BESTUURSAANBEVELING

Dat die UBK kennis neem ten opsigte van die status van die SMT verslae soos aangedui in die onderskeie sleutel prestasie areas.

AANBEVELING: BESTUURSDIENSTE KOMITEE (21 SEPTEMBER 2020)

Dat die Bestuursaanbeveling aanvaar word.

BESLUIT BK40/2020

Dat die Bestuursdienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.2.5 **TERUGVOERING - UITVOERENDE BURGEMEESTER KOMITEE: 25 AUGUSTUS 2020**

(Hierdie item het gedien by die Bestuursdienste Komitee Vergadering van 21 September 2020)

DOEL VAN VERSLAG

Om aan die Uitvoerende Burgemeesterskomitee terugvoering te verskaf rakende die items wat betrekking het op die Direkoraat: Bestuursdienste.

AGTERGROND

Tydens die Uitvoerende Burgemeesterskomitee Vergadering van 25 Augustus 2020 was onderstaande besluite geneem:

(a) ALGEMEEN

'n Dringende vergadering moet belê word wat die koördinerings van die behuisingsprojekte bespreek (bouvebeheer, behuising, elektrisiteit en ASLA).'

'n Dringende aanlyn vergadering (MS Teams) was gereël op 26 Augustus 2020 om alle hindernisse ten opsigte van huise oorhandigings te bespreek. Teenwoordig met die vergadering was die Munisipale Bestuurder, David Douglas en Pierre Blaauw van ASLA, Direkteur: Bestuursdienste, Bestuurder: Boubeheer asook Bestuurder: Elektrisiteit.

Na 'n breedvoerige bespreking was daar ooreengekom dat alle uitstaande subsidie aansoeke so spoedig moontlik op die behuisingsdatabasis van DoHS ingesleutel moet word sodat dit so spoedig moontlik goedgekeur kan word. Die Bestuurder: Behuising en sy amptenare het na-ure en op Saterdag heeldag gewerk om alle subsidie aansoeke te voltooi en te verifieer om op databasis in te sleutel.

Die betrokke amptenare was op 8, 9 en 10 September 2020 by DoHS om alle aansoeke in te sleutel op databasis. Die beraamde tyd vir al die uitstaande subsidies is ongeveer twee weke vanaf Maandag, 14 September 2020. Daar is tans voldoende goedgekeurde aansoeke om nie die proses van oorhandigings te vertraag nie.

AANBEVELING

Dat die Bestuurder: Behuising verseker dat oorhandigings nie vertraag word as gevolg van 'n tekort aan kwalifiserende begunstigdes nie.

(b) MAANDVERSLAE

- (i) *Dat die beleid ten opsigte van besprekings by oorde hersien word.*
- (ii) *Dat die beleid ten opsigte van water- en elektrisiteitsaansluitings by behuisingprojekte gefinaliseer word.*
- (iii) *Dat ondersoek ingestel word na die influks van buitelandse inwoners in ons gebied.*

(i) BELEID TEN OPSIGTE VAN KANSELLASIE VAN BESPREKINGS / KEURING VAN AANSOEKE

A. KANSELLASIE VAN BESPREKINGS WORD AS VOLG HANTEER:

1. Ingeval van ernstige siekte of dood van naasbestaendes moet skriftelike bewys daarvan voorgelê word en sal gelde reeds betaal, terugbetaal word nadat die 15% administrasiefooi afgetrek is.
2. In ander onvoorsiene / onvermydelike omstandighede wat skriftelik gemotiveer is met stawende bewyse wat na die oordeel van die Munisipale Bestuurder voldoende meriete het, sal gelde reeds betaal, terugbetaal word nadat die 15% administrasiefooi afgetrek is.
3. Kansellasië weens enige ander omstandighede moet die Raad minstens 60 (sestig) dae voor die bespreekte datum(s) bereik in welke geval die gelde reeds betaal, terugbetaal word nadat die 15% administrasiefooi afgetrek is.
4. Geen gelde sal terugbetaal word in ander omstandighede as hierbo genoem nie.

B. KEURINGSPROSES VIR CHALETS EN WOONWA STAANPLEKKE VIR DIE DESEMBER FEESSEISOEN WORD AS VOLG HANTEER:

- Sluitingsdatum vir alle aansoeke sal einde Mei van die betrokke jaar wees.
- Keuringsprosesse word einde Julie afgehandel, waarna die aansoeker van die uitslag in kennis gestel sal word.
- **Kriteria waarvolgens keuring gedoen sal word:**
 1. Voorkeur aan aansoeker wat 3 (drie) weke en langer staanplekke wil bespreek.
 2. Voorkeur aan aansoeker wat chalets 2 (twee) weke en langer wil bespreek.
 3. Indien "ou" kampeerders voldoen aan bogenoemde kan hul aandrang op 'n spesifieke plot of chalet.
 4. Alle ander aansoeke sal gekeur word afhangende van die tydperk van bespreking. Dit wil sê langer periodes kry nog steeds voorkeur.
 5. Laat aansoeke word op 'n waglys geplaas en geakkommodeer waar moontlik.
 6. Datum van aansoeke sal slegs 'n rol speel by die keuringsprosesse indien die tydperk van aansoeke /besprekings dieselfde is.
- Goedgekeurde aansoekers moet voor/op 30 September van die betrokke jaar die volle bedrag vir die periode, soos ooreengekom, betaal. Sou die aansoeker in gebreke bly om aan die versoek te voldoen, word die aansoek op die waglys geplaas.
- Indien 'n aansoeker na Julie van die betrokke jaar sy / haar aansoek periode drasties verkort, word die verblyf verbeur en word die aansoek op die waglys geplaas.
- **ONDERVERHURING VAN CHALETS OF STAANPLEKKE MAG ONDER GEEN OMSTANDIGHEDE PLAASVIND NIE.**

AANBEVELING

Dat enige kommentaar op die bestaande beleid teen 30 September 2020 aan die Direkteur: Bestuursdienste voorsien word vir oorweging deur die Raad vir die maandelike hersiening van die beleid.

(ii) **BELEID TEN OPSIGTE VAN WATER- EN ELEKTRISITEITSAANSLUITINGS BY BEHUISINGSPROJEKTE**

Hierdie beleid resorteer nie onder die Direkoraat: Bestuursdienste nie en moet na die die Direkoraat Finansies en/of Direkoraat: Infrastruktuurdienste verwys word.

(iii) **INVLOEI VAN BUITELANDSE INWONERS IN ONS GEBIED**

Onderstaande inligting mees onlangse syfers uit die verslag van PEP verkry.

CAM Informal Settlements			
Oukamp	Oct-19	HHS	%
	total HHs enumerated	166	100%
	SA Citizens	88	53%
	Foreign Nationals	78	47%
Napier	Nov-19		
	total HHs enumerated	197	100%
	SA Citizens	159	81%
	Foreign Nationals	38	19%
Zwelitsha	Feb-20		
	total HHs enumerated	982	100%
	SA Citizens	609	62%
	Foreign Nationals	373	38%
CAM Iss	total HHs enumerated	1345	100%
	SA Citizens	856	64%
	Foreign Nationals	489	36%

Dit moet vermeld word dat wat oprigting van onwettige strukture betref dit gereeld gemonitor word en onder beheer is. Die afleiding kan gemaak word dat die meerderheid van die informele strukture aan die die "Foreign Nationals" verhuur word.

AANBEVELING

Dat daar geskakel word met die verantwoordelike wetstoepassingsowerhede en Departement van Binnelandse Sake om kwessies van onwettige buitelanders aan te spreek.

(c) **OPPI KOPPI HUISE**

- (i) *Dat daar met die DoHS onderhandel word rakende die finansiering van die projek, en dat die opsies op skrif verkry word aangaande die maandelike opsies wat gevolg kan word.*
- (ii) *Dat die prosesse gevolg word soos uiteengesit in die tabel, afhangende van die uitslag van proses 1 in tabel.*

- (i) **Onderstaande die verslag van die Bestuurder: Behuising ten opsigte van sy gesprek met die DoHS:**

DOEL VAN VERSLAG

Om terugvoering aan die UBK te verskaf rakende die gesprek met die DoHS rakende die implementering van die program.

AGTERGROND

Verskeie klagtes is oor die jare deur die gemeenskap gegee oor die toestand van hierdie huise. Die projek is al 'n paar jaar voltooi, maar as gevolg van swak vakmanskap is daar verskeie probleme.

Die klagtes is onder andere krake in mure, nattigheid, dakke wat lek en algemene swak toestand van die wonings. Daar was ook al verskeie kere waar die munisipaliteit van die gebreke aangespreek het. Daar is 'n voorstel dat die huise teruggekoop word en befondsing verkry word vir die herstel van die wonings.

WETLIKE IMPLIKASIE

MFMA - Die Raad mag nie fondse spandeer op privaat eiendom nie.

FINANSIËLE IMPLIKASIE

Met 'n onlangse besoek aan die Departement Menslike Nedersettings was die Bestuurder getaak om 'n gesprek te voer met senior projek bestuur van provinsie rondom moontlike befondsing van die projek. Tydens gespreksvoering was dit duidelik gestel dat die Departement nie befondsing het om die projek te finansier nie. Begrotings is met meer as R200 miljoen gesny en die fokus is slegs op huidige behuisingsprojekte asook projekte soos per goedgekeurde besigheidsplanne.

AANBEVELING

Dat die UBK kennis neem van die uitkoms van die gesprek met Departement Menslike Nedersettings.

BESTUURSAANBEVELING

Dat die UBK kennis neem van bogenoemde terugvoering en aanbevelings.

AANBEVELING: BESTUURSDIENSTE KOMITEE (21 SEPTEMBER 2020)

Dat die Bestuursaanbeveling aanvaar word.

BESLUIT BK41/2020

Dat die Bestuursdienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.2.6 **VOEDSELSKEMA VERSLAG**

DOEL VAN VERSLAG

Terugvoering ten opsigte van die vordering van die voedselskemas in Kaap Agulhas.

AGTERGROND

Die Raad het 'n bedrag van R760 000,00 toegeken vir die implementering van die winter sokkombuise vir die 2020/2021 finansiële jaar in die onderskeie dorpe.

Organisasies soos onder andere: Bredasdorp Voeding en Ontwikkeling sentrum, Liefdesnessie, Arniston Vissersunie, Meals on Wheels, Geluksoord, Nuwerus Nasorg Napier, Kindersorg Napier en Nuwejaarsrivier Natuurresewaat NPC het hul befondsing middel Junie 2020 ontvang, en BCLF en Concern Mothers het eers hulle finansiële toekennings twee weke daarna ontvang.

Laasgenoemde organisasies behalwe Nuwejaarsrivier Natuurresewaat NPC, het ooreengekom dat die voedingskemas vir 'n tydperk van drie maande geïmplementeer gaan word. Nuwejaarsrivier Natuurresewaat NPC het ingestem om vir vyf maande maaltye aan gemeenskappe in Bredasdorp, Elim, Napier en Struisbaai te voorsien.

STATUS VAN SOPKOMBUIS PROJEKTE

Die onderstaande verslag is 'n samevatting ten opsigte van die funksionering van die voedingskemas sedert middel Junie 2020 tot September 2020:

ORGANISASIE	AANTAL BEGUNSTIGDES	BEDRAG TOEGEKEN	% SPANDEER
Bredasdorp Voeding en Ontwikkeling (Bredasdorp sokombuis)	8 584	R50 000.00	100%
Bredasdorp Voeding en Ontwikkeling (Protem)	1 180	R10 000.00	100%
Bredasdorp Voeding en Ontwikkeling (Klipdale)	1 384	R10 000.00	100%
Meals on Wheels	10 052	R50 000.00	100%
Geluksoord	5 120	R30 000.00	100%
Liefdesnessie	5 821	R50 000.00	100%
Arniston Vissersunie	2 939	R20 000.00	100%
Nuwerus Napier Nasorg	5 600	R20 000.00	100%
Kindersorg Napier	1 608	R20 000.00	100%
Concern Mother	10 000 <i>(Het aangedui dat hulle addisionele donasies ontvang het en daarom kon hulle meer maaltye bedien)</i>	R 50 000.00	100%
Nuwejaars Natuurresewaat NPC	157 667	R400 000.00	90%
Bredasdorp Christen Leiers	47 600 <i>(Het aangedui dat hulle addisionele donasies ontvang het en daarom kon hulle meer maaltye bedien)</i>	R50 000.00	100%

KOMMENTAAR

'n Totaal van **257 555** maaltye was vanaf middel Junie 2020 tot einde September 2020 aan behoeftiges in die onderskeie dorpe voorsien. Nuwejaarsrivier NPC is die enigste organisasie wie nog voedsel tot einde Oktober 2020 aan Elim, Napier, Struisbaai en Bredasdorp se gemeenskappe sal voorsien.

WETLIKE IMPLIKASIE

1. Die Munisipale Finansiële Bestuurswet
2. COVID 19 Regulasies

FINANSIËLE IMPLIKASIE

2020 Winter Sopkombuis projek:

ORGANISASIE	BEDRAG
SMA (Nuwejaars Rivier Natuur Resevaat) NPC	R 400 000
Bredasdorp Voeding en Ontwikkelingsentrum	R 50 000
Liefdesnessie	R 50 000
Concern Mothers	R 50 000
Nuwerus Napier	R 20 000
Kindersorg Napier	R 20 000
Meals on Wheels	R 50 000
Geluksoord - Elim	R 30 000
Vissersunie	R 20 000
BLF Wyk 6 - Bredasdorp	R 50 000
Klipdale	R 10 000
Protem	R 10 000
TOTAAL	R 760 000

BESTUURSAANBEVELING

Dat kennis geneem word van die verslag soos per uitvoering van Raadsbesluite.

AANBEVELING: BESTUURSDIENSTE KOMITEE

Dat die Bestuursaanbeveling aanvaar word.

BESLUIT BK42/2020

Dat die Bestuursdienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.2.7 **HERSTELWERK: LIEFDESNESSIE**

(Hierdie item het gedien by die Bestuursdienste Komitee Vergadering van 21 September 2020)

DOEL VAN VERSLAG

Om aan die UBK te rapporteer rakende onderhoud wat gedoen word by Liefdesnessie.

AGTERGROND

Aangesien dit slegs hulp is wat verleen word ten opsigte van die onderhoud van die gebou, word alle kostes aangegaan uit die bedryfsrekening gefinansier. Die Bestuurder: Publieke Dienste het 'n vaste reëling met Liefdesnessie dat onderhoud op 'n aanvraag basis geskied. Indien noodsaaklike herstelwerk verrig moet word sal die Bestuurder: Publieke Dienste gekontak word en die omvang van die werk bepaal word deur inspeksie, waarna die nodige voorraad voorsien sal word. Die verdere reëling is dat Liefdesnessie self verantwoordelik sal wees om arbeid te verskaf. Die Bestuurder: Publieke Dienste het aangedui dat hierdie kostes huidiglik minimaal is en ongeveer R4 000,00 per jaar beloop.

BESTUURSAANBEVELING

Dat die UBK kennis neem ten opsigte van die reëlings met betrekking tot die onderhoud van Liefdesnessie.

AANBEVELING: BESTUURSDIENSTE KOMITEE (21 SEPTEMBER 2020)

Dat die Bestuursaanbeveling aanvaar word.

BESLUIT BK43/2020

Dat die Bestuursdienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.2.8 **EXPANSION OF THE PEACE OFFICERS ON BIKES PROGRAMME**

(Hierdie item het gedien by die Bestuursdienste Komitee Vergadering van 21 September 2020)

REPORT BY THE MANAGER PROTECTION SERVICES

PURPOSE OF REPORT

To investigate the current status of the project as well as the financial and other implications of expanding the programme by 30 September 2020.

This programme will improve the quality of life in the community and offer greater public reassurance to a safer environment by expanding the number of the Peace Officers on Bikes. It will create more employment opportunities and provide work experience to the Youth which will work closely with the Municipal Law Enforcement and SAPS in the different areas.

BACKGROUND

Cape Agulhas Municipality is actively involved in the improvement and development of the unemployed youth. This will ensure that everyone is responsible for safety and in the process empower the youth. The programme of sixty (60) Peace Officers of Bikes started on the 05th of August 2019 when the first eleven (11) officers completed their training at Chrysalis Academy and deployed by the Protection Services Division to help keep the peace through visible patrols on bikes within their own communities.

The Peace Officers promote a safe and healthy environment, by expanding the unit it will improve their primary duty which is to serve and protect the people and their property in all towns. Their common duties regarding safety will include controlling pedestrians crossings and traffic at areas close to schools, patrolling in neighbourhoods, assisting tourists with information about the area, responding to emergency calls, making citizen arrests and submitting incident reports in a timely manner.

DISCUSSION

The current status of the project: The project is currently funded by The Department of Community Safety, Western Cape Government. The Peace Officers each receive a monthly stipend payment of R125.00 per day. The contract with The Department of Community Safety is for one year and six months and will expire on the 4 February 2021.

IMPLICATIONS OF EXPANDING

Training:

The recruitment through the Chrysalis Academy Training Programme is taking very long, because they must focus on the whole Western Cape Province with every intake. The fact that the Peace Officer Course is accredited training and high priority to all municipalities can the institution only train a certain number of students with every intake. The training is a specialist field and therefore is the training provided by an external service provider.

The need is that the Protection Services Division do the recruitment for the expanding of the programme themselves with the same criteria as the Chrysalis Academy for the youth to qualify for the recruitment.

The municipality must then appoint an external service provider to provide the training at the Anene Booyesen Training Centre in Bredasdorp. The sixty (60) members identified (recruitment) for the training can then be break down into three (3) groups of twenty (20) members to fit the classes which is the maximum capacity of the classroom.

The training is a five (5) in one course and include the following:

- Law Enforcement Course
- Traffic Warden Course
- Peace Officer Course
- Anti-Corruption Course
- Section 54 (Delivering of Traffic Summonses)

Cost of training: R4 577,70 per person
Time frame of training: 14 days per class
Recruitment and training period: Oct - Nov 2020

Other Development:

- Physical Fitness
- Live Skills
- Diversity Awareness
- Conflict Management Skills
- Safety and Security
- Basic Fire Fitting
- First Aid (Basic Live Support)

Appointments:

Appointment of 60 Peace Officers on Bikes: 1 December 2020 (three (3) month trial period and One (1) year contract subject to successful completion of probation period)

EPWP Project: Peace Officers on Bikes

Duration of Project

Period of 12 months: Starting 1 December 2020 till 30 November 2020

Proposed Salary

Salary: R150,00 Per person per day - calculated over twenty working per month which equal to R3 000,00 p/p

Shift System

It will be expected from all incumbents to work shifts.

Proposed shifts:

SHIFT	START	END	LUNCH HOUR	
1	06h00	15h00	11h00	12h00
2	10h00	19h00	15h00	16h00
3	14h00	23h00	19h00	20h00
4	18h00	03h00	23h00	00h00

Transport

It is proposed that a minibus of the municipality be used to convey officers to coastal areas during day shift and at night one Law Enforcement vehicle and one Traffic Enforcement vehicle to ensure that every shift have four (4) members on duty. Bicycles and other equipment will be provided by SAPS and Department of Community Safety.

Risks

This is only a temporary post and work ethics will have to play a major role in the motivation of every incumbent.

- Not sufficiently empowered.
- No clear understanding of legislation

Responsibilities

- Enforcing of by-laws.
- Enforcing certain sections of National Road Traffic Act.
- Enforcing National Building Regulations and Building Standards Act.
- Enforcing the Criminal Act when doing Crime Prevention.
- Visible Policing - Foot Patrols (Bobby on the beat) mostly during the day.
- Visible Policing with Bicycle Patrols - During the day and night.

Uniforms (PPE):

Torches x 60	}	PER OFFICER
2 x Combat Trousers		
3 x Short Sleeve Shirts		
1 x Jersey		
1 x Kenny Jacket		
1 x Combat Boots		
1 x Belt		

FINANCIAL IMPLICATION

It is envisaged that the total cost for the expanding of the EPWP Peace Officers on Bikes Project will be R2 966 162,00 for a one-year period.

A. Salary Costs: R2 391 500,00

Cost breakdown:

Salary per person per day - R150,00 X 20 Days per month X 60 EPWP Officers = R180 000 p/m
R180 000 x 12 months = R 2 160 000
Night shift cost for the 12 months = R231 500,00

B. Training Costs: R274 662,00

Cost breakdown:

Training per person - R4 577,70 x 60 = R274 662,00

C. Uniform Costs: R300 000,00

Cost breakdown:

1 x Combat Trousers = R269,70 x 2 = R539,40
1 x Short Sleeve Shirts = R211,60 x 3 = R634,80
1 x Jersey = R192,05
1 x Kenny Jacket = R465,00
1 x Combat Boots = R734,30
1 x Belt = R299,50

MANAGEMENT RECOMMENDATION

That the Mayoral Committee take cognisance of the current status, the relevant cost implications and procedures needed to be able to expand the Peace Officers On Bikes programme.

RECOMMENDATION: MANAGEMENT SERVICES COMMITTEE (21 SEPTEMBER 2020)

That the management recommendation be accepted.

RESOLUTION BK44/2020

That the Management Services Committee recommendation be accepted as a resolution of the Mayoral Committee.

7.2.9 DRAFT BUSINESS CONTINUITY FRAMEWORK

REPORT BY THE DIRECTOR: MANAGEMENT SERVICES

PURPOSE OF REPORT

The purpose of this Business Continuity Plan (BCP) is to prepare the Municipality in the event of extended service outages caused by factors beyond our control (e.g. natural disasters, man-made events) and to restore services to the widest extent possible in a minimum time frame (see draft attached on **page 75 to 101**).

The BCP will activate during and immediately after a major business disruption. All Municipal departments are expected to implement preventive measures whenever possible to minimise operational failure and to recover as rapidly as possible when a failure occurs.

The plan identifies vulnerabilities and recommends necessary measures to prevent extended service outages. It is a plan that encompasses all Municipal systems, Departments and operation facilities.

BACKGROUND

Business Continuity Planning (BCP) is the process involved in creating a system of prevention and recovery from potential threats to a company.

The plan ensures that personnel and assets are protected and are able to function quickly in the event of a disaster. The BCP is generally conceived in advance and involves input from key stakeholders and personnel.

BCP involves defining any and all risks that can affect the company's operations, making it an important part of the organization's risk management strategy. Risks may include natural disasters - fire, flood, or weather-related events- and cyber-attacks. Once the risks are identified, the plan should also include:

- Determining how those risks will affect operations.
- Implementing safeguards and procedures to mitigate the risks.
- Testing procedures to ensure they work.
- Reviewing the process to make sure that it is up to date.

BCPs are an important part of any business. Threats and disruptions mean a loss of revenue and higher costs, which leads to a drop in profitability. And businesses can't rely on insurance alone because it doesn't cover all the costs and the customers who move to the competition.

The Business Continuity Plan will activate during and immediately after a major business disruption. All Municipal departments are expected to implement preventive measures whenever possible to minimise operational failure and to recover as rapidly as possible when a failure occurs.

The Municipal Manager shall determine whether the business continuity plan should be activated and communicate with senior management.

The Business Continuity Committee is responsible for overall coordination of the business continuity effort, and their responsibilities include:

- Evaluate which BCP actions should be invoked and activate the corresponding teams.
- Evaluate and assess damage assessment findings.
- Set restoration priority based on the damage assessment reports.
- Provide senior management with ongoing status information.
- Act as a communication channel to teams and major stakeholders.
- Work with suppliers and business continuity teams to develop a rebuild/repair schedule.

TABLE 1: BUSINESS CONTINUITY COMMITTEE MEMBERS AND CONTACT DETAILS

BCC member	Name	Contact Number
Executive sponsor: The Municipal Manager	Mr D O'Neill	076 911 6497
BCP Administrator: Divisional Head Strategic Services and Administration	Mrs T Stone	082 462 8512
Operational Command Coordinator: Head of Department Fire and Disaster Management (ODM)	Mr R Geldenhuys	083 273 8234
Security Officer: Head of Department Protection Services	Mrs M Saptou	072 037 2245 / 079 699 6051
Chief Information Officer (CIO): Manager IT	Mr W van Zyl	074 585 8309
Communication Officer: Communication Manager/Official	Mr G Prins	081 813 3522
Director: Management Services	Mr H Krohn	072 093 6538
Director: Infrastructure Services	Mr A Jacobs	082 899 4264
Director: Finance and Information Technology	Mr H van Biljon	082 806 7887
Divisional Head Human: Resources and Development	Mrs N Mhlali -Musewe	076 020 9147
Manager: Electro Technical Services	Mr S Cooper	073 948 8251
Manager: SCM	Mr R Sefoor	076 203 6900
Manager: Roads and Storm water	Mr D Wasserman	083 707 4670
Manager: Water and Sanitation	Mr S Roach	082 083 0074

TABLE 2: BUSINESS CONTINUITY TEAMS

TEAM	FUNCTIONS
Infrastructure Team	<ul style="list-style-type: none"> • Infrastructure Team • Water • Electricity • Sewerage • Solid Waste • Roads • Storm Water Systems
Finance Team	<ul style="list-style-type: none"> • Information and Communication Technology • SCM
Strategic Planning and Administration Team	<ul style="list-style-type: none"> • Communication Team
Human Resources Team	<ul style="list-style-type: none"> • Occupational Health and Safety • Payroll
Management Services Team	<ul style="list-style-type: none"> • Management Services Team • Traffic • Law Enforcement • Local Disaster Management
ODM	<ul style="list-style-type: none"> • ODM Disaster Management Team • Fire & Rescue

FINANCIAL IMPLICATION

The contingency plans of the manager responsible for a risk(s) will determine the financial implication.

MANAGEMENT RECOMMENDATION

- (i) That Council accepts the draft draft business continuity framework.
- (ii) Do a comprehensive risk assesment to identify the ten highest risks witin Cape Agulhas Municipality.
- (iii) Depending on the risks identified the Manager responsible for that risk must prepare a contingy plan according to the principles of the Business Continuity Plan.

RECOMMENDATION: MANAGEMENT SERVICES COMMITTEE

That the management recommendation be accepted.

RESOLUTION BK45/2020

That the Management Services Committee recommendation be accepted as a resolution of the Mayoral Committee.

7.2.10 **ERECTION OF SHELTERS FOR HEALTH NET PATIENTS IN CAPE AGULHAS**

REPORT BY THE DIRECTOR: MANAGEMENT SERVICES

PURPOSE OF REPORT

The Director for Management Services was tasked to engage with the Department of Health and Emergency Services to discuss possible solutions for the challenge.

DISCUSSION

See the minutes of the meeting held on 30 September 2020 below:

"MINUTES OF VIRTUAL MEETING: ERECTION OF SHELTERS FOR HEALTH NET PATIENTS IN CAPE AGULHAS, ON 30 SEPTEMBER 2020 AT 14H00

PRESENT:

<i>Mrs. Luzeth Smith</i>	<i>Cape Agulhas Municipality</i>
<i>Mr. Hendrik Krohn</i>	<i>Cape Agulhas Municipality</i>
<i>Mr. Howard Brikkels</i>	<i>Dep. of Health</i>
<i>Mrs. Ronell Zondo</i>	<i>Dep of Health</i>
<i>Mr. Kiruben Gounden</i>	<i>EMS</i>
<i>Mr. Reordin Mackenzie</i>	<i>EMS</i>

OVERVIEW

The matter around safe pick up points for Health Net patients was raised during a IDP community engagement in the Cape Agulhas municipality. The Director for Management Services was tasked to engage with the Department of Health and Emergency Services to discuss possible solutions for the challenge. Mr. Brikkels explained how Health Net services operates and gave an indication of the pick-up points in Cape Agulhas. The pick-up points are as follow:

TOWN	DETAIL OF WAITING AREA
<i>Arniston</i>	<i>Arniston Clinic</i>
<i>Struisbaai</i>	<i>Struisbaai Clinic</i>
<i>Elim</i>	<i>Elim Clinic</i>
<i>Bredasdorp</i>	<i>Hop In Shop/ Bredasdorp Clinic/ Ou Meule Street - Bus terminus/ Slagpale – Bus terminus</i>
<i>Napier</i>	<i>JB's Shop/ Napier Clinic</i>

He mentioned that the pick-up points at the clinics are not safe anymore because the gates are locked, and patients cannot take shelter at the clinic premises.

Health Net transportation is running according to a schedule and needs to pick up patients all over the Cape Agulhas area from 03h00 in the morning and had to be at the hospitals at 08h00. Renal patients are transported on Monday, Wednesday and Friday and these patients must reach the hospital at 08h00 for specific treatment. Health Net services can transport a maximum of 12 patients per day. Health Net only pick up patients at their homes if their circumstances comply with the criteria.

Possible Solutions:

- 1. The matter around safe pick up points for Health Net patients needs to have a multi-sectoral approach. The police services, neighborhood watch, and Law Enforcement officials needs to patrol the pick -up points. ODM and CAM must also be involved. (Action CAM)*
- 2. Luzeth must liaise with the clinics as to how to ensure the safety of Health Net patients while they are waiting on transport. Mrs. Zondo indicated that Luzeth can contact her regarding possible safety solutions for Health Net patients who are waiting at the clinics. (Action Luzeth)*
- 3. Dep. Of Health to inform the security companies about the time when Health Net patients will be picked up at the clinics. (Action Mrs Zondo)*
- 4. The municipality must identify alternative pick up points which are safe. (Action Luzeth and Mr. Krohn)*
- 5. Mr. Mackenzie feels that clinics must not be used as Health Net pick up points and patients should rather wait at Hop In or at the hospital.*
- 6. Mr. Mackenzie suggested that the addresses of patients who are booked for transportation must be shared with the municipality. He will provide the municipality with data pertaining regarding patients who were transported by Health Net for the last 3months (Mr. Mackenzie)*

A follow up meeting will be arranged for feedback regarding progress of the above possible solutions."

MANAGEMENT RECOMMENDATION

For Information.

RECOMMENDATION: MANAGEMENT SERVICES COMMITTEE

- (i) That the management recommendation be accepted.
- (ii) That a monthly report be submitted to Council.

RESOLUTION BK46/2020

That the Management Services Committee recommendation be accepted as a resolution of the Mayoral Committee.

7.3 FINANSIES- EN IT DIENSTE KOMITEE / FINANCE- AND IT SERVICES COMMITTEE

7.3.1 MAANDVERSLAE: FINANSIES- EN IT DIENSTE VIR AUGUSTUS EN SEPTEMBER 2020 / MONTHLY REPORTS: FINANCE- AND IT SERVICES FOR AUGUST AND SEPTEMBER 2020

DOEL VAN VERSLAG

Oorweging van die maandverslae vanaf departement Finansies- en IT Dienste vir Augustus en September 2020.

AGTERGROND

Verslae word soos volg aangeheg:

(i)	Kantoor van die Munisipale Bestuurder / Office of the MM	<u>Bladsy / Page</u>
	• Strategiese Dienste / <i>Strategic Services</i>	102 - 107
	• Toerisme & PEO / <i>Tourism & LED</i>	108 - 122
	• Administrasie / <i>Administration</i>	123 - 125
	• Stadsbeplanning / <i>Town Planning</i>	126 - 131
	• Menslike Hulpbronne / <i>Human Resources</i>	132 - 147
(ii)	Finansiële Dienste en Tesourie / Finance and Treasury	<u>Bladsy / Page</u>
	• Section 52 Report: Quarter ending September 2020	148 - 170
	• Inkomste / <i>Revenue</i>	171 - 174
	• Uitgawe / <i>Expenditure</i>	175 - 183
	• Financial System Administration	184 - 190
	• Salarisse en Administrasie / <i>Salaries and Administration</i>	191 - 195
	• Information Communication	196 - 208
	• Supply Chain and Fleet Management	<i>Separately</i>

Maandverslae vir Augustus 2020 was reeds gesirkuleer tydens September 2020 se Komitee vergadering - Vir u inligting word 'n afskrif op bladsy 79 tot 183 ingesluit as 'n aparte dokument genaamd "Verslae". / Monthly reports for August 2020 was already circulated during the September 2020 Committee meeting - For your information, a copy on page 79 to 183 is included as a separate document named "Verslae".

BESTUURSAANBEVELING / MANAGEMENT RECOMMENDATION

Dat die maandverslae vanaf departement Finansies- en IT Dienste vir Augustus en September 2020 aanvaar word.

AANBEVELING: FINANSIES- EN IT DIENSTE KOMITEE

1. Augustus 2020 Verslae:

- (i) Dat die Bestuursaanbeveling aanvaar word.
- (ii) Dat ondersoek gedoen word om die beskikbaarheidsure vir wi-fi aan die gemeenskap vanaf 08:00 tot 20:00 te wysig.

2. September Verslae:

- (i) Dat die Bestuursaanbeveling aanvaar word.
- (ii) Dat 'n ondersoek gedoen word om gratis wi-fi areas uit te brei na alle gebiede, aangesien Raadsvergaderings via "You-Tube" nie in alle areas gebeeldsend word nie.
- (iii) Dat die vier besigheidsplanne wat ingedien is vir die "windplaas voorleggings" aan die Raad voorgelê word.
- (iv) Dat 'n volledige verslag aan die Raad voorgelê word ten opsigte van die Task hersienings-aansoeke.
- (v) Dat die Munisipale Bestuurder 'n verslag aan die Raad voorlê ten opsigte van die prosesse gevolg ten aanstelling van die Afdelingshoof: Menslike Hulpbronne.
- (vi) Dat Raadslede 'n besoek bring aan erf 601, L'Agulhas wat verhuur gaan word aan Zoetendal Akademie.

BESLUIT BK47/2020

Dat die Finansies- en IT Dienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

7.3.2 **STRATEGIC RISK ANALYSIS: QUARTER 1 (2020/21)**

REPORT BY THE MANAGER STRATEGIC SERVICES

INTRODUCTION

On the 25th of June 2020, a FARMCO meeting was held where Cape Agulhas Municipality's Strategic Risk Register for 2020/2021 was reviewed and recommended for approval by FARMCO. The Strategic Risk Register was then submitted to Council for approval on 28 July 2020, where it was resolved as follows:

MANAGEMENT RECOMMENDATION

- (i) That Council approve and accept the strategic risks for 2020/21.
- (ii) That reports on progress made with the actions be submitted to the Portfolio Committees on a quarterly basis.

RESOLUTION 109/2020

- (i) That management recommendation (i) be accepted as a resolution of Council.
- (ii) That reports on progress made with the actions be submitted to the Portfolio Committees on a monthly basis.

LEGAL FRAMEWORK

Section 62(1) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) stipulates that the "Accounting Officer must take all reasonable steps to ensure that the municipality has and maintains an effective, efficient and transparent system of financial and risk management and internal control"

DISCUSSION

The Councils strategic risks for 2020/21 are as follows:

RISK ITEM	RISK DESCRIPTION	RESIDUAL RISK EXPOSURE	RESIDUAL RISK
R489	Inability to respond to disease outbreaks / pandemics	67.5	High
R487	Non- adherence to Restrictive Permit Conditions (Landfill Sites)	48	High
R484	Financial viability of the municipality	47.5	High
R485	Illegal Erection of Informal Structures and Land invasions	47.5	High
R488	Inadequate Provision of water supply – source	36.75	Medium
R486	Protest action / Civil unrest	33.75	Medium

The risks as well as actions to address the risks are captured on the Risk Assist Module of the Ignite System. Some risks have multiple actions. Each action is assigned a risk owner, who is responsible for updating the system. Strategic risks are generally updated on a quarterly basis. The update must include a percentage progress and a response.

The following tables show each strategic risk with its deliverables, actions, risk action response and deadlines. The COVID Risk has been addressed on an operational level in terms of OHS, an in- depth analysis and action formulation on strategic level has been done and will go to FARMCO for approval.

Directorate	Risk	Risk Action	Risk Action Response	Deliverable	Action Owner	Deadline
Finance	Financial viability of the municipality [R484]	1.(a) Execution of the revenue enhancement framework (execution of targets within planned periods) 1.2 (b) Cleansing and updating of indigents 1.3 (b) Cleansing and updating of informal settlements 2. Monthly report to finance portfolio committee of long-term financial plan and revenue enhancement framework	Ongoing process Report to finance committee	Financially Viable Municipality	Dawid van Wyk	31-May-21
Management Services	Illegal Erection of Informal Structures and Land invasions [R485]	1. Monitor activities and incident reporting of squatter control (law enforcement).	Activities are monitored on a daily basis, we have employed EPWP workers that assist, if illegal invasions are reported ,we act immediately	Decrease in illegal land invasions	Michael Dennis	31-May-21
Management Services	Illegal Erection of Informal Structures and Land invasions [R485]	2. Workshop Land invasion Policy with Council	Policy was approved but needs to be workshop with council, after workshop policy will be implemented	Policy approved by Council. Decrease in illegal land invasions	Michael Dennis	31-May-21
Management Services	Illegal Erection of Informal Structures and Land invasions [R485]	3.Implementation of Land invasion Policy	Policy to be implemented after council workshop	Policy approved by Council. Decrease in illegal land invasions		
Management Services	Protest action / Civil unrest [R486]	Traffic and Law Enforcement Units to respond to protest actions and civil unrest. Collaboration with the SAPS to plan for and deal with protests and riots_	Integration with SAPS and other municipalities is already in place. Regular meetings and planning is set with the establishment of the Overberg District Safety Forum.	Continuous awareness, integration between CAM, ODM, other municipalities (if needed), military backup (if needed), and SAPS to act within an acceptable response time.	Myllison Saptou	31-May-21

Directorate	Risk	Risk Action	Risk Action Response	Deliverable	Action Owner	Deadline
Infrastructure Services	Inadequate Provision of water supply - source [R488]	<p>1. Drafting of water services development plan. (Budgeting and Procurement).</p> <p>2. Complete the equipping of new pump and electricity for boreholes in Suiderstrand and Napier (2-year roll-over budget).</p> <p>3. Verification and licensing of all ground water sources and drafting of a groundwater management plan</p>	<p>- Plan for 2018/19 complete. 2019/20 plan update in progress. Completion by 31 October 2020</p> <p>Tenders for electrical work has been awarded. Completion of installation by March 2021</p> <p>External service provider currently busy with application. All documentation has been submitted to department for evaluation.</p>	To ensure water demand in Struisbaai is met	Shane Roach	31-May-21
Infrastructure Services	Non-adherence to Restrictive Permit Conditions (Landfill Sites) [R487]	1. Monitoring of the groundwater quality	Boreholes completed and water monitoring will be done.	Improved Basic Service Delivery Waste Management	Walter Linnert	31-May-21
Infrastructure Services	Non-adherence to Restrictive Permit Conditions (Landfill Sites) [R487]	2. Maintaining the slope conditions	Slope conditions are completed, will be part of the maintenance schedule and will be done on a continuous basis.	Improved Basic Service Delivery Waste Management	Walter Linnert	31-May-21
Management Services	Inability to respond to disease outbreaks / pandemics [R489]	Explore the possibility of a compact (agreement) with labour in the event of a disaster/strike in the form of an essential services agreement.	Risk action will be tabled to FARMCO for approval	Essential service compact/agreement in place and continuation of services	To be determined	31-May-21

MANAGEMENT RECOMMENDATION

That the deliverables, actions, risk action responses and deadlines for the approved strategic risks for the first quarter be noted.

RECOMMENDATION: FINANCE- AND IT SERVICES COMMITTEE

That the management recommendation be accepted.

RESOLUTION BK48/2020

That the Finance- and IT Services Committee recommendation be accepted as a resolution of the Mayoral Committee.

7.3.3 **VERVREEMDING (HUUR): GEDEELTE ERF 4103, STRUISBAAI (COLLAB: 351525)**

(Hierdie item het gedien by die Finans- en IT Dienste Komitee Vergadering van 21 September 2020)

DOEL VAN VERSLAG

Dat oorweging geskenk word aan die versoek van Sonic Wifi ten einde 'n gedeelte van erf 4103, Struisbaai te huur (liggingsplan aangeheg op **bladsy 209**).

ALGEMENE INLIGTING

Eienaars : KAM
Ligging : Erf 4103, Struisbaai
Erf Grootte : 1.0982ha

AGTERGROND

'n Skriftelike versoek, soos aangeheg op **bladsy 210 tot 213** is van Sonic Wifi ontvang om 'n gedeelte van erf 4103, Struisbaai by die Raad te huur.

FINANSIËLE IMPLIKASIES

Vervreemdingsinkomste vir KAM.

WETLIKE IMPLIKASIES

Council policy	Alienation of land
MFMA	<ol style="list-style-type: none"> Sect 14(2)(a): asset not required for minimum level of basic services. Sect 14(2)(b): consider fair market value and economic and community value to be received in exchange for the asset. 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). Sect 33: Contracts having long term financial implications.
MATR	<ol style="list-style-type: none"> Definition of "high value asset": "fair market value of the capital asset exceeds any of the following amounts: <ol style="list-style-type: none"> R50 million; One percent of the total value of the capital assets of the municipality.... An amount determined by resolution of the council of the municipality which is less than (a) or (b). Definition of "realisable value": fair market value less estimated costs of completion. Definition of "right to use, control or manage": when granting such rights do not amount to permanent transfer or disposal. Regulation 5 (decision-making). Regulation 6 (public participation)
SCM Regulations SCM Policy	Regulation 40: (Disposal Management) Project for job creation, skills development, poverty alleviation and economic growth
Systems Act (public participation)	Section 21A: (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: <ol style="list-style-type: none"> by displaying the documents at the municipality's head and satellite offices and libraries; by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21 B; and

	(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.
Town Planning legislation	No application is required.

DEPARTEMENTELE KOMMENTAAR

MUNISIPALE BESTUURDER

ICT must give their input regarding the available space on the reservoirs as well as the possible interference with municipal and other service providers 'equipment and networks. Infrastructure services your input on the load capacity of the intended mast on the dam structure. Please include these inputs in the report before taking it to council.

DIREKTEUR FINANSIELE DIENSTE

Noted.

DIREKTEUR: GEMEENSKAPSDIENSTE

Noted.

ELEK

No problem with this application, there is power at the requested site and the tenant will be responsible for paying for a new connection for electricity.

BESTUURDER: ICT

In the past on other existing sites, we have found that allowing additional Service Providers to install their equipment on sites we already utilize have an impact on our ability to provide services. Interference can most likely occur at these sites as the open 5Ghz license spectrum is also used by the Municipality to connect various sites for various services. Although this interference can be managed to some extent, it may put additional administrative and support strain on the Municipal Officials and its Service Provider that can directly influence its ability to deliver services to the Public. Furthermore, this site is used for the some of the Smart City implementations and is earmarked to be further utilized for this purpose and other technologies, related to communication.

The applicant also acknowledge that interference can have an adverse effect on such sites, and we must commend them on this as it seems they are sincere in their application and willing to work together.

BESTUURDER: STRATE EN STORMWATER

Geen invloed op strate- en stormwaterinfrastruktuur nie.

STADSBEPLANNING

'n Dakbasisstasie is n Primêre reg in terme van die Kaap Agulhas Geïntegreerde Soneringskema. Die struktuur mag net nie hoër as 2.5meter bo die struktuur uitstaan nie anders sal die aansoeker moet aansoek doen vir 'n afwyking van die skemaregulasies.

BOUBEHEER

Aansoek word ondersteun.

BESTUURSAANBEVELING

Op aanbeveling van die ICT afdeling, word aanbeveel dat verhuring nie nou plaasvind nie.

AANBEVELING: FINANSIES- EN IT DIENSTE KOMITEE (21 SEPTEMBER 2020)

Dat die Bestuursaanbeveling aanvaar word.

BESLUIT BK49/2020

Dat die Finansies- en IT Dienste Komitee se aanbeveling as besluit van die Burgemeesterkomitee aanvaar word.

12. **ONAFGEHANDELDE UBK BESLUIE**

Besluit Nr	Onderwerp	Verkorte Besluit	Vordering	Verantwoordelike persoon
BK11/2014	Pad na Suiderstrand (16/3/3/2)	(i) In gesprek getree word met relevante rolspelers vir oorweging van 'n moontlike memorandum van ooreenkoms. (ii) Na afhandeling van die memorandum van ooreenkoms daar by die Provinsiale Minister van Publieke Werke aansoek gedoen word vir eksterne befondsing om die pad te herstel.	<i>Road is currently being levelled, but won't be tarred.</i>	DSID
BK106/2018	Betaalpunte: Oop tydens etensuur	(i) Verdere ondersoek gedoen word om betaalpunte tydens etensuur oop te hou. (ii) Dat die ondersoek ook uitgebrei word na die Verkeersafdeling.	<i>Nuwe verslag sal aan Raad voorgelê word.</i>	
BK193/2018	Paapekuil Eiendomme: Oordrag erwe 2706 en 2764, Struisbaai	(i) Aangesien die eiendom na die Raad oorgedra moet word en in die lig gesien dat Paapekuil Eiendomme gederegistreer is en oor geen fondse beskik nie, word aanbeveel dat die Raad dit oorweeg om die betrokke gelde (R11 640,18) af te skryf ten einde die transaksie te kan finaliseer. (ii) Dat die Raad die oordrag-/koste sal hanteer.	STAAN OOR	DFD
BK194/2018	P & B Lime Works: Land and Infrastructure	(i) That Council approve in principle to accept the P & B Lime Works site by mid-November 2018 to avoid vandalism of the site. (ii) That a full financial report be submitted to Council, which also includes the fencing of the new property.	<i>Erf rezoning and subdivision advert closed on 21 Oct 2019 (report to Council).</i>	DIS
BK24/2020	Ruiling: Erf 766, WHK vir ged 377, WHK (Unitd Outreach Ministries)	(i) Dat die aangeleentheid na die Wykskomitee verwys word. (ii) Stadsbeplanning ondersoek instel na die moontlike onderverdeling van erf 377, Waenhuisgrans om United Outreach Ministries sowel as Siloam Community Church te akkommodeer. (iii) Dat 'n voorstel weer aan die Komitee voorgelê word.		Eiendoms-administrasie

BESTUURSAANBEVELING

Dat die Komitee kennis neem van die onafgehandelde besluite.

BESLUIT BK50/2020

- (i) Dat die Bestuursaanbeveling as besluit van die Burgemeesterskomitee aanvaar word.
- (ii) Dat die ondersoek oor betaalpunte ingesluit word by die ondersoek van die Verkeersdepartement.

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

BEKRAGTIG op hierdie

dag van

2020

BURGEMEESTER

DATUM: