



OVERBERG DISTRICT MUNICIPALITY **OVERBERG DISTRIKSMUNISIPALITEIT**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY, 5 DECEMBER 2016
AT 14:00 IN THE COUNCIL CHAMBERS, OVERBERG DISTRICT MUNICIPALITY,
BREDASDORP**

1. OPENING AND WELCOMING

The Speaker, Ald L de Bruyn, welcomed all present at the Ordinary Council Meeting, whereafter Cllr J Gelderblom opened the meeting with prayer.

2. EVACUATION INFORMATION

Cognisance was taken of the evacuation information.

3. APPLICATIONS FOR LEAVE OF ABSENCE

Leave of absence was granted to Cllr N Pieterse, Mr JCP Tesselaar and Mr R Geldenhuys.

4. STATEMENTS AND DECLARATIONS BY THE SPEAKER

The Speaker welcomed all to the last Council meeting for 2016.

That it be noted that a policy workshop will be held on 6 February 2017. That a budget workshop will be held on 6 March 2017 at 09:00. That the amended list for Council activities as distributed be noted. That Councillors must take note that, if a claim is submitted prior the 5th of each month, the claims will be paid out in the same month, but when a claim is submitted after the 5th of the month, it will stand over until the next month.

The Speaker also thanked the staff for the great Sports Day held on 2 December 2016, and congratulated the red team on winning.

5. STATEMENTS AND DECLARATIONS BY THE EXECUTIVE MAYOR

The Executive Mayor welcomed all present to the last Council meeting for 2016.

That it be noted that Cllr F Africa will replace Cllr H Coetzee on the Municipal Public Accounts Committee (MPAC).

That Councillor H Coetzee has been appointed as Chairperson of the Strategic Services Portfolio Committee with effect from 24 October 2016.

A recess is announced from 12 December 2016 to 6 January 2017.

6. STATEMENTS AND DECLARATIONS BY THE MUNICIPAL MANAGER

The Municipal Manager, Mr DP Beretti, stated that services and emergency services functions will be uninterrupted to ensure service delivery to the communities and visitors. All Fire and Disaster Services staff will be on duty during the festive season; no leave will be granted from 1 December 2016 until 30 April 2017. All staff at the resorts are also on duty and extra capacity has been created for Uilenkraalsmond and Die Dam, and a senior backup team was put in place for service impact or breakages, etc. The Municipal Manager also stated that for Environmental Services, Mr Francois Kotze will be available for emergencies over the period and for Municipal Health, Mr Riaan du Toit will be available as well as identified staff in the region that he deems appropriate. Mr Van Eeden will be available and nearby for roads emergencies that may be required, even though the Roads Department is closed. The Municipal Manager also stated that Mr Reinard Geldenhuys was on compassionate leave but that someone will be there to ensure that services are covered.

The Municipal Manager stated that the Sports Day was an excellent example of good team work and social and work integration. The Municipal Manager thanked Mrs Christene Davids for her hard work in organising the Sports Day. The Municipal Manager thanked all the staff involved on behalf of the Mayor for achieving a clean audit. The Municipal Manager announced the transfer of Buffeljags land that was sold and registered at the Deeds Office on 2 December 2016.

7. APPROVAL OF MINUTES

7.1 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 26 SEPTEMBER 2016

UNANIMOUSLY RESOLVED

That the minutes of the Special Council Meeting held on 26 September 2016 is approved.

7.2 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 24 OCTOBER 2016

UNANIMOUSLY RESOLVED

That the minutes of the Ordinary Council Meeting held on 24 October 2016 is approved.

8. OUTSTANDING COUNCIL RESOLUTIONS

DP Beretti : Municipal Manager

PURPOSE

To inform Council of outstanding Council resolutions.

BACKGROUND

The list of all outstanding resolutions is attached as Annexure.

That it be noted that the list has been distributed to all Heads of Department to provide comments and progress regarding the resolutions.

UNANIMOUSLY RESOLVED

That cognisance is taken of the Council resolution register and the feedback from the Municipal Manager.

9. MATTERS FOR CONSIDERATION

Item A14. 05.12.2016

MONTHLY BUDGET STATEMENT AUGUST 2016 (Section 71 – Regulation 28 – 30)

J C P Tesselaar: Director Management Services/CFO

PURPOSE

To take cognisance of the financial monthly report for August 2016 in terms of Section 71 of the MFMA.

BACKGROUND

Report as per Section 71 of the MFMA must be tabled at Council.

ATTACHMENT

- MFMA Section 71 Monthly report – August 2016.

UNANIMOUSLY RESOLVED

That cognisance is taken of the financial monthly report for August 2016 in terms of Section 71 of the MFMA.

Item A15. 05.12.2016

MONTHLY BUDGET STATEMENT SEPTEMBER 2016 (Section 71 – Regulation 28 – 30)

J C P Tesselaaar: Director Management Services/CFO

PURPOSE

To take cognisance of the financial monthly report for September 2016 in terms of Section 71 of the MFMA.

BACKGROUND

Report as per Section 71 of the MFMA must be tabled at Council

ATTACHMENT

- MFMA Section 71 Monthly report – September 2016.

UNANIMOUSLY RESOLVED

That cognisance is taken of the financial monthly report for September 2016 in terms of Section 71 of the MFMA.

Item A16. 05.12.2016

MFMA CIRCULAR 80 (ADDENDUM) – MUNICIPAL FINANCIAL SYSTEMS AND PROCESSES

J C P Tesselaar: Director Management Services/CFO

PURPOSE

To discuss the content of MFMA Circular 80 (addendum) dated 29 September 2016.

BACKGROUND

National Treasury provided a guideline document regarding Municipal Financial Systems and Processes as an addendum to Circular 80 dated 8 March 2016.

In terms of paragraph 2 and 3, the municipality needs to ensure that the current financial system can transact as required in terms of mSCOA (Municipal Standard Chart of Accounts). It needs to be highlighted that Overberg District Municipality already migrated to the mSCOA format on the SAMRAS+ (Bytes) platform and therefore does not need to seek another financial solution.

ATTACHMENT

- MFMA Circular 80 (addendum) dated 29 September 2016

UNANIMOUSLY RESOLVED

- a) That the content of MFMA Circular 80 (addendum) dated 29 September 2016 is noted.
- b) That Council confirms the utilisation of the SAMRAS+ (Bytes) platform in terms of the requirements of the mSCOA format.

Item A17. 05.12.2016

MSCOA CIRCULAR 6 – IMPLEMENTATION

J C P Tesselaar: Director Management Services/CFO

PURPOSE

To discuss the content of mSCOA Circular 6 dated 2 August 2016.

BACKGROUND

National Treasury provided a guideline document regarding the mSCOA implementation.

ATTACHMENT

- mSCOA Circular 6 dated 2 August 2016

UNANIMOUSLY RESOLVED

That cognisance is taken of the content of mSCOA Circular 6 dated 2 August 2016.

Item A18. 05.12.2016

SUPPLY CHAIN MANAGEMENT: MONTHLY REPORT FOR THE MONTH OF AUGUST 2016

D Kapot-Witbooi: Acting Head Supply Chain

PURPOSE

To report on Supply Chain Management issues and activities in order to comply with the Supply Chain Management Policy of the Council and the Municipal Finance Management Act.

ATTACHMENT

- SCM monthly report – August 2016

UNANIMOUSLY RESOLVED

That the monthly report for August 2016 as submitted by the Supply Chain Management function is noted.

Item A19. 05.12.2016

SUPPLY CHAIN MANAGEMENT: MONTHLY REPORT FOR THE MONTH OF SEPTEMBER 2016

D Kapot-Witbooi: Acting Head Supply Chain

PURPOSE

To report on Supply Chain Management issues and activities in order to comply with the Supply Chain Management Policy of the Council and the Municipal Finance Management Act.

ATTACHMENT

- SCM monthly report – September 2016

UNANIMOUSLY RESOLVED

That the monthly report for September 2016 submitted by the Supply Chain Management function is noted.

Item A20. 05.12.2016

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2016

D Kapot-Witbooi: Acting Head Supply Chain

PURPOSE

To report on Supply Chain Management issues and activities in order to comply with the Supply Chain Management Policy of the Council and the Municipal Finance Management Act.

ATTACHMENT

- SCM quarterly report period ending 30 September 2016

UNANIMOUSLY RESOLVED

That the quarterly report for the period ending 30 September 2016 submitted by the Supply Chain Management function is noted.

Item A21. 05.12.2016

SUPPLY CHAIN MANAGEMENT: SUPPLIER PERFORMANCE EVALUATION REPORT FOR THE PERIOD JANUARY 2016 TO JUNE 2016

D Kapot-Witbooi : Acting Head Supply Chain

PURPOSE

To report on Supply Chain Management issues and activities in order to comply with the Supply Chain Management Policy of the Council and the Municipal Finance Management Act.

ATTACHMENT

- Supplier Performance Evaluation Report for the period January 2016 to June 2016.

UNANIMOUSLY RESOLVED

That the Supplier Evaluation Report for the period January 2016 to June 2016 as submitted by the Supply Chain Management is noted.

Item A22. 05.12.2016

QUARTERLY REPORTS OF THE MFMA SECTION 52 FOR THE PERIOD ENDING SEPTEMBER 2016 (FIRST QUARTER)

J C P Tesselaar: Director Management Services/CFO

PURPOSE

To submit the Section 52 report to Council on the implementation of the Budget, Financial Statements and SDBIP of the municipality.

BACKGROUND

The Mayor of the municipality must in terms of Section 52(d) of the MFMA submit to Council a report on the implementation of the Budget, Financial Statements and SDBIP of the municipality. Due to the strategic session the item was not submitted to Council and therefore a Schedule G was completed and submitted in terms of the MFMA Budget and Reporting Regulations, as the mentioned document was not tabled within 30 days of the end of the quarter.

ATTACHMENT

- MFMA Section 52 Quarterly report – period ending September 2016
- Schedule G in terms of the MFMA Budget and Reporting Regulations

UNANIMOUSLY RESOLVED

- a) That the contents of the Section 52 report for the first quarter ending September 2016 is noted.
- b) That the reason for submitting a Schedule G in terms of the MFMA Budget and Reporting Regulations is condoned.

Item A23. 05.12.2016

AUDIT ENGAGEMENT LETTER 2015/2016

J C P Tesselaar: Director Management Services/CFO

PURPOSE

To discuss the Audit Engagement Letter 2015/2016.

BACKGROUND

The annual audit is undertaken in terms of the Public Audit Act and the General Notice (annual AGSA directive) issued in terms thereof.

The Audit Engagement Letter is the scoping document with regard to the planned audit.

ATTACHMENT

- Audit Engagement Letter 2015/2016

UNANIMOUSLY RESOLVED

That the content of the Audit Engagement Letter 2015/2016 has been discussed and is noted.

Item A24. 05.12.2016

APPROVAL RECORDS MANAGEMENT POLICY

JCP Tesselaar : Director Management / CFO

PURPOSE

To approve the new amendments and adjustments to the Records Management Policy.

BACKGROUND

The Records Management Policy was approved on 31 August 2015 by the Council. Some deficiencies were identified that needed to be reviewed on recommendation of the Western Cape Archives and Records Service to comply with the National Archives and Records Service Act, 1996. The changes have been made.

ATTACHMENT

- The amended Records Management Policy.

UNANIMOUSLY RESOLVED

- a) That the previous decision, Item A279 of 31 August 2015, be repealed.
- b) That Council adopts the amended Records Management Policy with effect from 1 November 2016.

Item A25. 05.12.2016

ENTERPRISE RISK MANAGEMENT STRATEGY & ENTERPRISE RISK MANAGEMENT POLICY

A Riddles: Chief Risk Officer

PURPOSE:

To obtain Council's approval for the Enterprise Risk Management Strategy as well as the Enterprise Risk Management Policy.

BACKGROUND:

Sections 62(1)(c)(i) and 95(c)(i) of the MFMA requires the Accounting Officer to ensure that the municipalities and municipal entities have and maintain effective, efficient and transparent systems of risk management. In order to give effect to the Act and the responsibility of the Accounting Officer, a risk management strategy as well as a risk management policy must be approved to implement systems for financial and risk management, and internal controls.

The strategy and policy has been reviewed by the Risk Management Committee on 29 September 2016 in which they recommend that these documents be approved by Council.

LEGISLATIVE FRAMEWORK

- Sec 62, Municipal Finance Management Act, 2003 (No. 56 of 2003)

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- Enterprise Risk Management Strategy
- Enterprise Risk Management Policy

UNANIMOUSLY RESOLVED

That the Enterprise Risk Management Strategy as well as the Enterprise Risk Management Policy are approved by Council.

Item A26. 05.12.2016

TERMS OF REFERENCE OF THE RISK MANAGEMENT COMMITTEE

A Riddles: Chief Risk Officer

PURPOSE:

To obtain Council's approval for the Terms of Reference of the Risk Management Committee.

BACKGROUND:

National Treasury's Public Sector Risk Management Framework in Chapter 13 (Section 4), states that the responsibilities of the Risk Management Committee should be formally defined in a charter approved by the Accounting Officer / Authority (Council). The approval of the terms of reference by Council is a practice of good governance principles.

The Risk Management Committee will review this document every three years if it is deemed necessary by the Risk Management Committee for any material changes in which case the document will then be recommended again for Council's approval.

The terms of reference has been reviewed by the Risk Management Committee on 29 September 2016 in which they recommend that this document be approved by Council.

LEGISLATIVE FRAMEWORK

- Chapter 13, Public Sector Risk Management Framework, 2010.

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- Terms of Reference

UNANIMOUSLY RESOLVED

That the Terms of Reference of the Risk Management Committee are approved by Council.

Item A27. 24.10.2016

OVERBERG DISTRICT RISK MANAGEMENT IMPLEMENTATION PLAN

A Riddles: Chief Risk Officer

PURPOSE:

To obtain Council's approval for the Overberg District Risk Management Implementation Plan.

BACKGROUND:

This document sets out the annual risk management implementation plan and was compiled in adherence to the guidelines of National Treasury's Risk Management Framework and in support of good governance principles.

The Risk Management Implementation Plan forms part of the Risk Management Framework (Strategy) and describes how the Strategy is to be implemented during the 2016/2017 financial year.

The Overberg District Risk Management Implementation Plan has been presented to DCFTECH on 30 September 2016, where it has been approved, according to their responsibility as governing body of the Shared Services Risk Management Business Model.

LEGISLATIVE FRAMEWORK

- Chapter 3, Public Sector Risk Management Framework, 2010.

FINANCIAL IMPLICATIONS

None

ATTACHMENT

- Overberg District Risk Management Implementation Plan

UNANIMOUSLY RESOLVED

That the Overberg District Risk Management Implementation Plan is approved by Council.

Item A28. 24.10.2016

RESORTS DRAFT ACCESS CONTROL POLICY 2016/2017

(Ref.: 18/3/12/9/2)

SA Pekeur: Manager Resorts

PURPOSE OF REPORT

To submit the Resorts Draft Access Control Policy 2016/2017 to Council.

BACKGROUND

The purpose of the Access Control Policy is to effectively manage access to the resorts' premises, to safeguard the property in the resorts, as well as the employees and occupants/clients in the resort. This will also minimise losses resulting from theft, vandalism and the loitering of unauthorised people.

ATTACHMENTS

Resorts Draft Access Control Policy 2016/2017

PERSONNEL IMPLICATIONS

None

ADDITIONAL FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

None

UNANIMOUSLY RESOLVED

That Council takes cognisance of the Resorts Draft Access Control Policy 2016/2017.

Item A29. 05.12.2016

RESORTS DRAFT MARKETING PLAN 2016/2017 to 2018/2019

(Ref.: 18/3/12/9/2)

SA Pekeur: Manager Resorts

PURPOSE OF REPORT

To submit the Draft Marketing Plan of the Resorts to Council.

BACKGROUND

The need to develop a Marketing Plan was identified and captured in the IDP. The purpose to develop a plan is to promote tourism and to increase the income of the resorts. The draft Marketing Plan is currently open for inputs /comments.

ATTACHMENTS

Resorts Marketing Plan 2016/2017 to 2018/2019

PERSONNEL IMPLICATIONS

None

ADDITIONAL FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

None

UNANIMOUSLY RESOLVED

That Council takes cognisance of the Resorts Draft Marketing Plan 2016/2017 to 2018/2019.

Item A30. 05.12.2016

ADOPTION OF NEW POLICIES : SUBSTANCE ABUSE POLICY & SEXUAL HARASSMENT POLICY

G Spangenberg : Human Resources

PURPOSE

To adopt two new policies for implementation.

BACKGROUND

During an LLF meeting held on 29 February 2016 and 6 April 2016 the following two policies were finalised for submission to Council for final approval.

- Substance Abuse Policy
- Sexual Harassment Policy

PERSONNEL IMPLICATIONS

None

ATTACHMENTS

- Substance Abuse Policy
- Sexual Harassment Policy

UNANIMOUSLY RESOLVED

- a) That the Substance Abuse Policy and the Sexual Harassment Policy be referred back to be workshopped.
- b) That the Municipal Manager invites an expert to consult on the two policies mentioned above.

Item A31. 05.12.2016

REVOKE OF POLICIES: EXTRA SERVICE ALLOWANCE POLICY AND THE PROMOTION POLICY

G Spangenberg : Human Resources

PURPOSE

To revoke the mentioned two policies.

BACKGROUND

During an LLF meeting held on 19 July 2016, the Unions were informed that the **Extra Service Allowance Policy** needs to be revoked. The Conditions of Service Collective Agreement of the Western Cape makes provision for the payment of a 5% allowance in specific circumstances.

During an LLF meeting held on 25 October 2016, the unions were informed that the **Promotion Policy in the Fire Department** needs to be revoked. The Task Evaluation Policy is in place and this is the only agreed mechanism to evaluate; the Promotion Policy is in contradiction to this policy.

ATTACHMENTS

- Extra Service Allowance Policy
- Promotion Policy in the Fire Department with immediate effect.

PERSONNEL IMPLICATIONS

None

UNANIMOUSLY RESOLVED

That the Extra Service Allowance Policy and the Promotion Policy in the Fire Department and the Collective Agreement be referred back to be workshopped.

Item A32. 5.12.2016

RENDERING OF FIRE SERVICES TO B-MUNICIPALITIES

R Geldenhuys : Head Protection Service

PURPOSE

To rescind the decision taken by Council as the circumstances and timelines for the execution of this decision for the Rendering of Fire Services to B-Municipalities have changed.

Previous item:

PURPOSE OF REPORT

To inform council of the implication of the legal opinions on the rendering of fire services to the B Municipalities, and to seek council permission to implement the recommendations emanating from the legal opinions

BACKGROUND

The increased financial pressure on the fire services and the fact that we cannot fulfil our service, placing the council at risk has forced us to bring this amended item back to council.

The attached legal opinions received from Province refer. From this opinion, the delivery of services to our B Municipalities have been implemented incorrectly. We have two different scenarios emanating out of the opinion applicable to the Overberg:

Overstrand Municipality: The interpretation of the legal opinion is that we as a District Municipality have no responsibility to render Article 84 J (Structures Act as Amended 2000) services to Overstrand Municipality. That means that Overstrand is responsible for the full service within their boundary.

TWK, CAM and Swellendam: The interpretation of the legal opinion is that we as a District Municipality only have the responsibility of rendering Article 84J services to the B Municipalities. Hence it excludes the rendering of structural firefighting services.

FINANCIAL IMPLICATIONS

In the Overstrand scenario there will be limited saving as we will not be directly responsible, but we do foresee expenditure under mutual aid agreement.

For the other three B Municipalities scenario; if the municipality want us to carry on rendering structural services there will be a cost involved.

Presuming that this is the route that the municipalities will take we suggest there must be a fee charged for the service and increased incrementally over the next three financial years

Suggestion:

1 July 2016 – 31 December 2016: No Charge

2016/2017

- CAM, Swellendam R500 000 per municipality*
- TWK R1 250 000*

2017/2018

- CAM, Swellendam R750 000 per municipality*
- TWK R1 750 000*

At the DCF Tech meeting, TWK Municipality has indicated that they are more than willing to pay for the service, and they have budgeted for it.

Further to the above, an informal offer was made by TWK to give the ODM the house currently occupied by the fire department in Grabouw at a market related price as part payment of the R1 250 000.

PERSONNEL IMPLICATIONS

As the funding received from the B Municipality increase we will fill the organogram to provide the municipalities with a 24h service

RECOMMENDATION

1. *Overstrand Municipality*
 - a. *That no current action be taken regarding Overstrand Municipality.*
 - b. *That this decision and item be revisited in October 2016*
2. *Cape Agulhas, TWK and Swellendam Municipality*
 - a. *That notice is given to the municipalities that the ODM will from 1 July 2016 not be responsible for structural firefighting.*
 - b. *That a short-term service delivery agreement is reached with the municipalities, valid from 1 July 2016 till 31 December 2016. This is to allow the municipalities to conduct a Section 78 Investigation and adjust their budgets accordingly.*
 - c. *That upon conclusion of the Section 78 Investigations a long-term Service Delivery agreement including costing is reached taking effect 1 January 2017.*
 - d. *That if a firm offer is received from TWK with regards to the building and adjacent servitude is received, the offer is accepted.*

UNANIMOUSLY RESOLVED

1. *Overstrand Municipality*
 - a. *That no current action be taken regarding Overstrand Municipality.*
2. *Cape Agulhas and Swellendam Municipality*
 - a. *That notice be given to the municipalities that the ODM will, with effect from 1 July 2017, not be responsible for structural firefighting.*
 - b. *That the ODM will render this service for Cape Agulhas and Swellendam municipalities with the following contributions from each of the municipalities:*
 - i. *2017/2018 R750 000*
 - ii. *2018/2019 R1 000 000*
 - iii. *2019/2020 R1 250 000*
 - c. *That a service delivery agreement be concluded with Cape Agulhas and Swellendam municipalities.*
3. *Theewaterskloof*
 - a. *A service delivery agreement be concluded with TWK*
 - b. *The following contribution will be received from TWK*
 - i. *2016/2017 R1 200 000*
 - ii. *2017/2018 R1 750 000*
 - iii. *2018/2019 R2 000 000*

10. CONSIDERATION OF URGENT MATTERS SUBMITTED BY MUNICIPAL MANAGER

None

11. CONSIDERATION OF NOTICES OF MOTIONS

None

12. CONSIDERATION OF URGENT MOTIONS

None

Item A3. 05.12.2016

APPROVAL OF THE ORGANISATIONAL STRUCTURE

DP Beretti : Municipal Manager

PURPOSE

To provide Council with the organisational structure for approval.

BACKGROUND

The Council of the Overberg District Municipality had on 26 March 2012 approved an organisational structure. The 2012 structural process was undertaken without any proper consultation or participation with staff members and relevant stakeholders. The structure was also not properly aligned with the municipality's strategy and the relevant legislation. It was therefore necessary to assess and review the structure to ensure alignment with the ODM's strategy and optimisation of resources.

It must also be noted that it is a legislative requirement according to the Municipal Structures Act 117 of 1998, Chapter 3, Section 20, for municipalities to review the organisational structure to ensure that the structure aligns with the organisation's strategy, mandate and Integrated Development Plan.

The Political Leadership and Management of ODM are focused on improving the capacity and capability of the municipality and therefore embarked on a project to review the Organisational Structure. This initiative is funded by the Provincial Department of Local Government.

PricewaterhouseCoopers was appointed as an external independent advisor to assist the municipality with the review of the organisational structure.

The overall objective of this project was to review the municipality's functional and organisational structures to meet the current and future planned service delivery and corporate obligations of the Council.

Deliverables of the project are as follows:

- Conduct an "as-is" assessment of the functionality of the current organisational structure and assess the degree of alignment between the organisational structure and legislative requirements.
- Design a "to-be" organisational structure based on the legislative mandate of the ODM, and in alignment with the IDP. The design will include organisational structuring design principles, benchmarking, best practices, techniques and requirements, operational efficiencies, service delivery requirements and realities.
- Assist with the Implementation plan development and provide technical advice.

The Municipal Manager drove the organisational review project and its implementation in an interactive and participatory manner. Introduction sessions were held with the Council, LLF and staff to introduce the project and the PwC team. These sessions were led by the Mayor, Mayco, Municipal Manager, CFO/Director Management Services and Acting Director Community Services with assistance from PwC project manager. After the introduction sessions, additional focus group sessions were held where staff could give input into the organisational structure. The input from staff was documented and utilised during the organisational design process. The first step of the organisational design process consisted of designing a Macro or functional structure

indicating the functions that the municipality requires, taking into consideration the legislative requirements, IDP alignment, consultation information, benchmarking and comparative analysis with relevant District Municipalities, design principles and functionality.

The proposed macro/functional organisational structure was consulted with the relevant stakeholders and comments received from the Unions. Relevant adjustments were made to the proposed structure where required. Council on 23 November 2015 approved the macro/functional structure and supported the continuation of the development of the micro structure. An optimal structure was designed, workshopped with management. Final adjustments were made and the proposed optimal structure for the Overberg District Municipality was submitted to the Municipal Manager. After an assessment of the financial implications of the optimal structure, it was evident that this structure is not affordable. This structure was refined, rationalised and economised in accordance with existing financial resources.

The refinement and rationalisation of the optimal structure consisted of combining or grouping functions, minimising shift systems and reducing positions in certain functions. This process was essential to ensure financial sustainability under the prevailing budgetary circumstances.

LEGISLATIVE REQUIREMENTS

- Municipal Systems Act (Act 32 of 2000)

FINANCIAL IMPLICATIONS

There will be no financial implication to staff salaries.

ANNEXURES

- Proposed Organisational Structure (Annexure A)

The above documents will be distributed during the meeting.

PERSONNEL IMPLICATIONS

A placement policy will be developed to set out the placement process of staff into the new approved structure. This might have an implication of functions that staff are responsible for and reporting lines.

This intervention is not aimed at reducing employment but to re-align the organisation to its IDP and Strategic Priorities.

That the decision be taken in the open meeting.

UNANIMOUSLY RESOLVED

- a) That Council notes the report of the Municipal Manager.
- b) That Council approves the Organisational Structure (Annexure A).

Item A4. 05.12.2016

APPOINTMENT: DIRECTOR COMMUNITY SERVICES

(Ref. : Pers B)

DP Beretti : Municipal Manager

PURPOSE

To consider the appointment of the Director Community Services.

BACKGROUND

The position for Director: Community Services was advertised in the Rapport and City Press on 9 October 2016 and Weekend Argus and Die Burger on 8 October 2016, with closing date 24 October 2016.

The selection panel was appointed at a Council Meeting held on 24 October 2016.

UNANIMOUSLY RESOLVED: *Proposed by Cllr A Franken and seconded by Cllr FAK Africa)*

1. *That Council appoints a selection panel to make recommendations for the appointment of a Director: Community Services.*
2. *That Council appoints the following members on the selection panel :*
 - *DP Beretti* (Overberg District Municipal Manager - Chairperson)
 - *Ald A Franken* (Executive Mayor of Overberg District Municipality)
Secundus : Cllr H Coetzee
 - *D O'Niel* (Cape Agulhas Municipal Manager)
Secundus : Mr C Africa : Municipal Manager Swellendam
 - *M Opperman* Chairperson Community Services
Secundus : Cllr H Coetzee
 - *E Marthinus* *Secundus : Cllr H Witbooi*
3. *That the panel be supported as per the regulations by Human Resources with an external professional service provider.*

That the panel be mandated to finalise the shortlist and interview processes. Interviews were held on 24 and 25 November 2016. **The Municipal Manager will provide a status report for thus far.**

LEGAL IMPLICATION

- Local Government Municipal Systems Act 32 of 2000. As per Regulation on appointment and Conditions of Employment of Senior Managers. (Government Notice no. 38946)
- Local Government Municipal Systems Act 32 of 2000: Regulation on Total Remuneration Packages Payable to Municipal Managers and Managers directly accountable to Municipal Managers.

FINANCIAL IMPLICATIONS

Provision has been made in the 2016/17 salary budget, According to Government Notice, no. 38946 section 8, the annual remuneration package.

UNANIMOUSLY RESOLVED

- a) That Council notes the report of the Municipal Manager.
- b) That a detailed report be submitted to the next Council Meeting.

10. CONSIDERATION OF URGENT MATTERS SUBMITTED BY MUNICIPAL MANAGER

None

11. CONSIDERATION OF NOTICES OF MOTIONS

None

12. CONSIDERATION OF URGENT MOTIONS

None

13. CLOSURE

The Executive Mayor thanked all staff for the work performed, which resulted in a clean audit. Everybody was wished a blessed Christmas Season with their family and a safe return after the festive season.

Clr VE Mentile thanked all for their hard work performed during this time. She was aware that it took a lot of hard work and she thanked the opposition for keeping the ruling party on their toes. The challenges for 2017 are to ensure that the Overberg District Municipality is committed to effective delivery.

The meeting adjourned at 15:30.

Minutes approved on this ___ day of _____ 2017 as prima facie evidence of its correctness.

SPEAKER

DATE APPROVED