



ORDINARY MEETING OF THE COUNCIL

GEWONE VERGADERING VAN DIE RAAD

INTLANGANISO YESIQHELO YEBHUNGA

MINUTES / NOTULE /

IMIZUZU

**DATE / DATUM / UMHLA : 29 OCTOBER / OKTOBER /
OKTOBHA 2025**

**VENUE / PLEK / INDAWO : BANQUETING HALL /
BANKETSAAL**

**CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU
HERMANUS**

TIME / TYD / IXESHA: 10:00

OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

**MINUTES OF AN ORDINARY COUNCIL MEETING
HELD IN THE BANQUETING HALL,
CIVIC CENTRE, HERMANUS ON
29 OCTOBER 2025 AT 10:00**

PRESENT: Councillors were present as per attached attendance register.

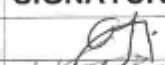
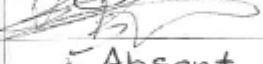




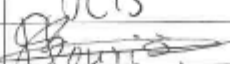




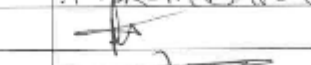
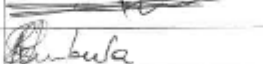
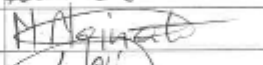
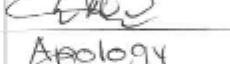
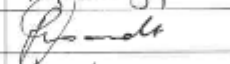

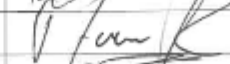





OFFICIALS PRESENT: Dr D O'Neill, Municipal Manager
Mr D Louw, Acting CFO
Ms D Arrison, Director : Corporate Services
Mr S Müller, Chief Engineer : Infrastructure Services
Mr H Vorster, Acting Director: Community Services
Mr R Kuchar, Divisional Manager : Town & Spatial Planning
Mr A Gcotyelwa, Manager : Integrated Human Settlements and Development
Ms R Louw, Divisional Manager : Strategic Support Services
Mr B King, Divisional Manager: Financial Accounting
Ms A Le Roux, Divisional Manager : Property Management
Mr L Smith, Chief: Fire, Rescue & Disaster Management
Mr R Fraser, Chief: Traffic
Mr J du Toit, Chief: Law Enforcement
Ms M Carelse, Assistant Chief: Disaster Management
Ms Z Mazuthu, Chief Risk Officer
Ms H van Tonder, Manager : Administrative Support Services
Ms R Steenekamp, Assistant Media & Social Media Liaison Officer
Mr A Lekay, Senior Clerk
Mr C Solomons, Technical Support : Auditorium
Ms S Swart, Senior Committee Officer

ALSO PRESENT: Members of the Public

MINUTES/....

OVERSTRAND MUNICIPALITY
ATTENDANCE REGISTER

COUNCIL MEETING
29 OCTOBER 2025

ALDERMEN/COUNCILLORS	SIGNATURE
AFRICA, F	
BANDEZA, V	
BEYI, S	Absent
BRICE, KD	
COETZEE, DP	
COHEN, G	
DE CONING, CA	
DEES, RM	
ELS, T	
FOURIE, SH	
GILLION, E	
GRIMBEEK, MD	
KLAAS, AG	
KOMANI, AS	
LERM, CH	
LOMBARD, H	H. Lombard
NGQANDANA, K	
NOMATITI, M	
NOMBULA, BG	
NQINATA, NNT	
NTSABO, L	
NUTT, R	Apology
RESANDT, CT	
SIHLAHLA, M	Apology
TAFU-NWONKWO, CC	
VAN STADEN, JA	
WILLIAMS, SH	

1. OPENING

The Speaker, Ald G Cohen, opened the meeting and welcomed those present. The Municipal Manager, Dr D O'Neill, read the convening notice and Ald D Coetzee opened with prayer. A moment of silence was allowed for cancer awareness and a candle was lit in memory of the late Director: Municipal Public Safety, Mr N Michaels.

2. APPLICATIONS FOR LEAVE OF ABSENCE

**Cllr R Nutt
Cllr M Sihlahla**

RESOLVED:

that the above-mentioned applications for leave of absence **be granted**.

Cllr Beyi is currently under suspension by his political party and will not be attending meetings until their internal process is complete.

3. CONFIRMATION OF MINUTES

- 3.1 Minutes of an **Ordinary Meeting** of the **Overstrand Municipal Council** held on **Thursday, 25 September 2025 at 10:00**

RESOLVED

that the Minutes of an **Ordinary Meeting** of the **Overstrand Municipal Council** held on **Thursday, 25 September 2025 at 10:00 be confirmed**.

- 3.2 Minutes of a **Special Meeting** of the **Overstrand Municipal Council** held on **Thursday, 2 October 2025 at 10:00**

RESOLVED

that the Minutes of a **Special Meeting** of the **Overstrand Municipal Council** held on **Thursday, 2 October 2025 at 10:00 be confirmed**.

4. MATTERS ARISING FROM THE MINUTES

None

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

The Speaker, Ald G Cohen, informed Council of the following:

- Cancer Relay to be held in Kleinmond on 1 November 2025;
- October is Breast Cancer Awareness Month;
- Salga Women's Commission meeting directly after this council meeting;
- As from November 2025 the Financial Services Portfolio Committee meeting will be held together with the Joint Portfolio Committee meeting and the Mayoral Committee meeting on the same day as the Council meeting.

The Executive Mayor, Ald A Klaas, addressed Council on the following matters:

- Cancer Awareness Month and he spoke in memory of the late Director N Michaels and the legacy he left behind;
- Current wildfire in Gansbaai;
- 16 Days of Activism Against Women and Child Abuse;
- Importance of the establishment of a Home Affairs office in Hermanus;
- Launch of summer season with SAPS; should look at the municipality's own launch;
- Bullying awareness : councillors should act in their own wards in this regard;
- Hermanus Whale Festival 2025.

The Speaker, Ald G Cohen, congratulated Ms M Carelse on her promotion to Assistant Chief: Disaster Management.

6. CONSIDERATION OF REPORTS**6.1****EXEMPTION OF BENEFICIARIES FROM ERF CONNECTION FEES AND MONTHLY BILL FOR FLISP HOUSING PROJECTS IN THE OVERSTRAND AREA****(ITEM 1 PAGE 1 : INFRASTRUCTURE SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**

To make it financially viable for the beneficiaries of the government subsidised FLISP program, it is proposed that Council **approves** the following:

1. Upon registration of the property with the deeds office and its subsequent reflection in the municipal systems, that the monthly accounts be waived for 24 months or once the beneficiary commence with building activities after building plan approval (whichever comes first);
2. That the following erf connection fees of R8 665 be applicable for the 2025/2026 financial year:

SERVICE	TARIFF CODE	AMOUNT (VAT Incl.)
Water (cost of meter)	W6A4	R 2 049
Electricity (cost of meter)	E10A16	R 4 116
Sewer connection	SE9D3	R 2 500
3. That the Municipality provides three different building plans for houses of various sizes at no cost; and
4. That the monthly account already paid by the beneficiaries, be credited to the account of the beneficiaries and that the condition mentioned in paragraph 1 above, becomes applicable.

RESPONSIBLE OFFICIAL :**D HENDRIKS****TARGET DATE FOR IMPLEMENTATION :****1 NOVEMBER 2025**

6.2**REVIEW OF THE DISASTER MANAGEMENT POLICY****(ITEM 4 PAGE 127 : MUNICIPAL PUBLIC SAFETY PORTFOLIO -
MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**that the Overstrand Municipality Disaster Management Policy, **be adopted.****RESPONSIBLE OFFICIAL :****L SMITH****TARGET DATE FOR IMPLEMENTATION :****1 NOVEMBER 2025**

6.3**WRITING OFF OF ACCOUNT FOR FIRE SERVICES RENDERED****(ITEM 5 PAGE 147 : MUNICIPAL PUBLIC SAFETY PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)**

This item was distributed under separate cover.

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

The resolutions under this item shall be minuted in a separate minute book in terms of section 20(1) of the Local Government: Municipal Systems Act, No 32 of 2000 read with Rule 17 of the Overstrand Municipality's By-law on Rules of Order for Internal Arrangements.

6.4

FRAUD AND RISK MANAGEMENT STRATEGY

(ITEM 1 PAGE 1 : CORPORATE SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

that the Fraud and Risk Management Strategy **be approved.**

RESPONSIBLE OFFICIAL :

Z MAZUTHU

TARGET DATE FOR IMPLEMENTATION :

29 OCTOBER 2025

6.5**FRAUD AND RISK MANAGEMENT POLICY****(ITEM 2 PAGE 27 : CORPORATE SERVICES PORTFOLIO - MAYORAL
COMMITTEE MEETING : 28 OCTOBER 2025)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**that the Fraud and Risk Management Policy **be approved.****RESPONSIBLE OFFICIAL :****Z MAZUTHU****TARGET DATE FOR IMPLEMENTATION :****29 OCTOBER 2025**

6.6**COMBINED ASSURANCE POLICY FRAMEWORK****(ITEM 3 PAGE 57 : CORPORATE SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**that the Combined Assurance Policy Framework **be approved**.**RESPONSIBLE OFFICIAL :****Z MAZUTHU****TARGET DATE FOR IMPLEMENTATION :****29 OCTOBER 2025**

6.7**BUSINESS CONTINUITY PLAN****(ITEM 4 PAGE 72 : CORPORATE SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**

1. that the Business Continuity Plan **be approved**; and
2. that resources are made available to implement the plan.

RESPONSIBLE OFFICIAL :**Z MAZUTHU AND BCC****TARGET DATE FOR IMPLEMENTATION :****29 OCTOBER 2025**

6.8**MONTHLY REPORT TO COUNCIL ON THE SUPPLY CHAIN MANAGEMENT (SCM) POLICY FOR SEPTEMBER 2025****(ITEM 1 PAGE 1 : FINANCIAL SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for September 2025, **be noted**;
2. that the awards made in terms of Paragraph 17(1)(c), approved in terms of the delegated authority for September 2025, **be noted**; and
3. that the awards made through the Bid Committee system and formal written price quotations for September 2025, **be noted**.

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

6.9

**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2025/2026:
1st QUARTER: 01 JULY 2025 TO 30 SEPTEMBER 2025**

**(ITEM 2 PAGE 45 : FINANCIAL SERVICES PORTFOLIO - MAYORAL
COMMITTEE MEETING : 28 OCTOBER 2025)**

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

that the activities undertaken, and outcomes achieved in the implementation of the Overstrand Municipality's Supply Chain Management Policy for the 1st Quarter of 2025/2026 **be noted**.

RESPONSIBLE OFFICIAL :

C LE ROUX

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

6.10

QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF THE MFMA FOR THE QUARTER ENDED SEPTEMBER 2025

(ITEM 3 PAGE 131 : FINANCIAL SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

that the consolidated quarterly report in respect of Bank Account Withdrawals in terms of Section 11(4) of the MFMA for the quarter ended September 2025, **be noted**.

RESPONSIBLE OFFICIAL :

BA KING

TARGET DATE FOR IMPLEMENTATION :

TO BE NOTED

6.11**BUDGET REPORT AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR THE QUARTER ENDED SEPTEMBER 2025****(ITEM 4 PAGE 134 : FINANCIAL SERVICES PORTFOLIO - MAYORAL COMMITTEE MEETING : 28 OCTOBER 2025)****RESOLVED (SUPPORTED BY 24 COUNCILLORS):**

1. that the budget report and service delivery and budget implementation plan for the quarter ended September 2025, prepared as part of the reporting obligations arising from the Local Government: Municipal Finance Management Act, 2003 and additional information, **be noted**;
2. that the contents of the report for the 1st quarter of the 2025/2026 financial year, on the top-level Service Delivery and Budget Implementation Plan and the KPI amendments, **be noted**; and
3. that the revised SDBIP for 2025/2026 **be made public**.

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

7. CONSIDERATION OF REPORTS**7.1**

AMENDMENT OF CONTRACT: SC2183/2021 ULTIMATE PROCUREMENT SOLUTIONS CC T/A ULTIMATE TRAFFIC SOLUTIONS FOR THE INSTALLATION, IMPLEMENTATION, OPERATION, SUPPORT AND MAINTENANCE OF AN ADVANCE TRAFFIC CONTRAVENTION MANAGEMENT SYSTEM FOR A PERIOD ENDING 30 JUNE 2027

**R Fraser
26 September 2025**

Chief: Traffic services

(028) 313 5096/5095

EXECUTIVE SUMMARY

Overstrand Municipality has an existing contract Ultimate Procurement Solutions CC t/a Ultimate Traffic Solutions for the Installation, Implementation, Operation, Support and Maintenance of an Advanced Traffic Contravention Management System for a period ending 30 June 2027.

THE DEMOCRATIC ALLIANCE REQUESTED A CAUCUS AT 11:41

THE MEETING RESUMED AT 11:51

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

1. that Council takes cognisance of the reason for the proposed amendment of Contract SC2183/2021 between Overstrand Municipality and Ultimate Procurement Solutions CC t/a Ultimate Traffic Solutions for the Installation, Implementation, Operation, Support and Maintenance of an Advanced Traffic Contravention Management System, in terms of the enabling provisions of Section 116(3) of the Local Government: Municipal Finance management Act 2003 (Act 56 of 2003); and
2. that Council takes cognisance of the fact that no comment on the proposed amendment of the contract was received from any stakeholder and that Council consents to the proposed amendment of Contract SC2183/2021 between Overstrand Municipality and Ultimate Procurement Solutions CC t/A Ultimate Traffic Solutions.

RESPONSIBLE OFFICIAL :

R FRASER

TARGET DATE FOR IMPLEMENTATION :

01 NOVEMBER 2025

7.2**WRITING OFF OF 2024/25 NON-TECHNICAL WATER AND ELECTRICITY LOSSES****S Müller****Chief Engineer: Infrastructure Services****13 October 2025****(028) 313 8019**

EXECUTIVE SUMMARY

National Treasury issued guidelines (MFMA Circular No. 70, December 2013) on how to deal with non-revenue water and electricity. Annexure B of Circular No. 70 provides guidance on the accounting treatment of non-technical losses and mentions that a council resolution is required to write off the losses. The purpose with this report is to obtain Council's approval for writing off the water and electricity losses for 2024/25.

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

1. that the non-technical electricity losses to the value of R8 089 824.33 for the 2024/25 financial year be written off; and
2. that the non-technical water losses to the value of R6 736 805.99 for the 2024/25 financial year be written off.

RESPONSIBLE OFFICIAL :**BA KING****TARGET DATE FOR IMPLEMENTATION :****1 NOVEMBER 2025**

7.3**CLOSING OF MUNICIPAL OFFICES : DECEMBER 2025/JANUARY 2026****H van Tonder
1 October 2025****Manager : Administrative Support Services****(028) 313 8037**

EXECUTIVE SUMMARY

The purpose of the report is to obtain approval from Council for the early closing of the municipal offices on 24 and 31 December 2025, as well as the closing of offices on 2 January 2026.

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

1. that the municipal offices in the Overstrand area, including libraries but excluding other essential services, **be closed as from 13:00 on Wednesday, 24 December 2025 and Wednesday, 31 December 2025;**
2. that the municipal offices in the Overstrand area, including libraries but excluding other essential services, **be closed on Friday, 2 January 2026;**
3. that the public and personnel be informed timeously and in an appropriate way, of the arrangements in 1 and 2 above; and
4. that **cognisance be taken** that normal business will continue on **Monday, 5 January 2026 at 07:45** and that a **Special Council Meeting** will take place on **Wednesday, 28 January 2026** as per the 2026 meeting schedule already distributed.

RESPONSIBLE OFFICIAL :**H VAN TONDER****TARGET DATE FOR IMPLEMENTATION :****1 NOVEMBER 2025**

7.4**RECESS: DECEMBER 2025/JANUARY 2026****H van Tonder
1 October 2025****Manager : Administrative Support Services****(028) 313 8037**

EXECUTIVE SUMMARY

The purpose of the report is to obtain confirmation of Council's recess from 8 December 2025 **(at closing of business)** to 18 January 2026 and related matters.

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

1. that Council consider a period of recess, ie **8 December 2025 to 18 January 2026 (the latter included)**;
2. that, during the period of recess, all urgent matters / emergency situations be dealt with by the Executive Mayor in consultation with the Municipal Manager, except those reserved by law for full Council; and
3. that it be noted that a **Special Council Meeting** will be held on **Wednesday, 28 January 2026 at 10:00**.

RESPONSIBLE OFFICIAL :**H VAN TONDER****IMPLEMENTATION DATE :****1 NOVEMBER 2025**

7.5**CONFERRING OF ALDERMANSHIP****H van Tonder Manager : Administrative Support Services****8 October 2025****028 313 -8037**

EXECUTIVE SUMMARY

The purpose of this report is to inform Council that, in terms of the approved criteria for conferring of Aldermanship, Cllr Archie Klaas qualifies for this title and to therefore request Council to consider the awarding of the title to aforementioned Councillor.

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

that aldermanship **be conferred** upon **Councillor A Klaas** in acknowledgement for services rendered by him to the community.

RESPONSIBLE OFFICIAL :**S SWART****TARGET DATE FOR IMPLEMENTATION :****29 OCTOBER 2025****A CERTIFICATE AND NAME BADGE WAS HANDED OVER TO ALD A KLAAS BY THE SPEAKER, ALD G COHEN**

7.6

OMBUDSMAN COMMITTEE

Dr D O'Neill
20 October 2025

Municipal Manager

(028) 313 8003

EXECUTIVE SUMMARY

The purpose of this report is to afford Council an opportunity to rescind a council resolution to establish an Ombudsman Committee in terms of sections 33 and 79 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

THE EXECUTIVE MAYOR, ALD A KLAAS, SECONDED BY ALD F AFRICA, MADE A COUNTERPROPOSAL THAT AN OMBUDSMAN COMMITTEE BE RE-ESTABLISHED

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

1. that an Ombudsman Committee be re-established; and
2. that the **Speaker** be appointed as **Chairperson**, and **Ald D Coetzee** and **Cllr R Dees** as the **non-executive councillors**.

RESPONSIBLE OFFICIAL :

DR D O'NEILL

TARGET DATE FOR IMPLEMENTATION :

IMMEDIATELY

7.7**WRITING OFF OF IRRECOVERABLE DEBT**

This item was distributed under separate cover.

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

The resolutions under this item shall be minuted in a separate minute book in terms of section 20(1) of the Local Government: Municipal Systems Act, No 32 of 2000 read with Rule 17 of the Overstrand Municipality's By-law on Rules of Order for Internal Arrangements.

7.8

ERF 2549 ONRUSTRIVIER: DEVIATION FROM THE ADMINISTRATION OF IMMOVABLE PROPERTY POLICY OF 2015 – HERMANUS COUNTRY KIDS**A Le Roux
20 October 2025****Divisional Manager: Property Management****(028) 316 5623**

EXECUTIVE SUMMARY

To obtain approval from Council for the deviation from paragraph 18 of the Administration of Immovable Property Policy (as approved by Council on 25 November 2015) allowing the Municipality to enter into a direct lease agreement with Hermanus Country Kids in respect of for the lease of Erf 2549 Onrustrivier (hereinafter referred to as the "Property") to continue their service as an Early Childhood Development Centre, Pre-Primary and Aftercare Centre, for a period of 2 (TWO) years, from 1 January 2026, without following a competitive process.

RESOLVED (SUPPORTED BY 24 COUNCILLORS):

that the item **be withdrawn** and resubmitted at the forthcoming Portfolio Committee meeting.

RESPONSIBLE OFFICIAL :**A LE ROUX****TARGET DATE FOR IMPLEMENTATION :****3 NOVEMBER 2025****TARGET DATE TO INFORM APPLICANT :****3 NOVEMBER 2025**

8. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER (IF ANY)**8.1 APPOINTMENT OF AN ACTING CHIEF FINANCIAL OFFICER (CFO) :
DIRECTORATE FINANCIAL SERVICES**

This item was distributed under separate cover.

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

The resolutions under this item shall be minuted in a separate minute book in terms of section 20(1) of the Local Government: Municipal Systems Act, No 32 of 2000 read with Rule 17 of the Overstrand Municipality's By-law on Rules of Order for Internal Arrangements.

9. CONSIDERATION OF NOTICES OF MOTIONS / QUESTIONS

None

10. CONSIDERATION OF MOTIONS OF EXIGENCY (IF ANY)

Cllr M Grimbeek, seconded by Cllr J van Staden, submitted a motion of exigency to the effect that emergency services should be more recognised. The Speaker recognised the urgency of the motion and challenged the MMC for Municipal Public Services, Cllr A Komani, to come up with ideas in this regard.

THE MEETING STOOD DOWN AT 11:20 TO ALLOW THE PUBLIC AND OFFICIALS TO LEAVE THE BANQUETING HALL.

THE MEETING RESUMED AT 11:25 AND THE CONFIDENTIAL ITEMS WERE CONSIDERED *IN COMMITTEE*.

The meeting adjourned at 11:56

DATE

THE SPEAKER – G COHEN