



**ORDINARY MEETING OF THE COUNCIL**  
**GEWONE VERGADERING VAN DIE RAAD**  
**INTLANGANISO YESIQHELO YEBHUNGA**

**A G E N D A**

**I-AJENDA**

**DATE / DATUM / UMHLA : 25 SEPTEMBER / SEPTEMBER**  
**2024**

**VENUE / PLEK / INDAWO : BANQUETING HALL /**  
**BANKETSAAL**  
**CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU**  
**HERMANUS**

**TIME / TYD / IXESHA : 10:00**

# **MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND**

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

17 September / Septemba 2024

## **NOTICE TO ALL ALDERMEN & COUNCILLORS**

### **ORDINARY MEETING OF THE OVERSTRAND MUNICIPAL COUNCIL**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of the **OVERSTRAND MUNICIPAL COUNCIL** will be held in the **Banqueting Hall, Civic Centre, Hermanus**, on **WEDNESDAY, 25 SEPTEMBER 2024** at **10:00** to consider the business set forth in the subjoined agenda.

*The attention of Councillors is directed to the Code of Conduct for Councillors, Schedule 7 of the Local Government : Municipal Structures Act, 1998 (Act 117 of 1998).*

**DR D O'NEILL**  
**MUNICIPAL MANAGER**

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## **KENNISGEWING AAN ALLE RAADSHERE & RAADSLEDE**

### **GEWONE VERGADERING VAN DIE OVERSTRAND MUNISIPALE RAAD**

**KENNIS WORD HIERMEE GEGEE** dat 'n **GEWONE VERGADERING** van die **OVERSTRAND MUNISIPALE RAAD** gehou sal word in die **Banketsaal, Burgersentrum, Hermanus**, op **WOENSDAG, 25 SEPTEMBER 2024** om **10:00** om die sake op meegaande sakelys te bespreek.

*Raadslede se aandag word gevestig op die Gedragskode vir Raadslede, Skedule 7 van die Wet op Plaaslike Regering : Munisipale Strukture, 1998 (Wet 117 van 1998).*

**DR D O'NEILL**  
**MUNISIPALE BESTUURDER**

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## **ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

### **INTLANGANISO YESIQHELO YEBHUNGA LIKAMASIPALA WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba intlanganiso **YESIQHELO yeBHUNGA LIKAMASIPALA WE-OVERSTRAND**, iza kuba se **I-Banqueting Hall, kwiZiko LoLUNTU, eHermanus, uLWESITHATHU, Umhla we 25 SEPTEMBER 2024, ngeye-10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

*OCeba bayacelwa ukuba baqwalasele isikhokelo sokuziphatha sooCeba, iShedyuli 7 kaRhulumente wooMasipala: uMthetho weeNkqubo zikaMasipala, uMthetho -1998 (uMthetho we-117 ka-1998).*

**DR D O'NEILL**  
**UMPHATHI KAMASIPALA**

**AGENDA/...**

# COUNCIL

25 September 2024

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1. **OPENING**
  
2. **APPLICATIONS FOR LEAVE OF ABSENCE**
  
3. **CONFIRMATION OF MINUTES**
  - 3.1 Minutes of an **Ordinary Meeting** of the **Overstrand Municipal Council** held on **Wednesday, 28 August 2024** at **10:00**
  
4. **MATTERS ARISING FROM THE MINUTES**
  
5. **STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE SPEAKER / EXECUTIVE MAYOR**

**6. CONSIDERATION OF RECOMMENDATIONS MADE BY THE EXECUTIVE MAYOR TO COUNCIL, IN TERMS OF SECTION 160(2) OF THE CONSTITUTION, 1996, AND SECTION 59(1)(a) OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT 2000 (ACT 32 OF 2000)**

**6.1**

**A PORTION OF ERF 775 FISHERHAVEN: LEASE OF MUNICIPAL PROPERTY TO POINT CARAVAN RESORT (PTY) LTD**

**(ITEM 5 PAGE 1 : MAYORAL COMMITTEE MEETING : 11 SEPTEMBER 2024)**

**RECOMMENDATION TO THE COUNCIL:**

1. that the lease of municipal property, being a portion of Erf 775 Fisherhaven (2,1284 Hectares in extent), to Point Caravan Resort (Pty) Ltd for the lease, development, management and maintenance of municipal property as a holiday resort at an initial rental amount of R32,907.25 (THIRTY-TWO THOUSAND NINE HUNDRED AND SEVEN RAND AND TWENTY-FIVE CENTS) (VAT included) per month for a rental period of 25 (TWENTY FIVE) years in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **be approved;**
2. that the rental amount mentioned in 1 above escalate every year on the 1st of July in accordance with the consumer price index (all items), the first escalation to be 1 July 2025;
3. that Point Caravan Resort (Pty) Ltd be responsible for all costs relating to the registering of the lease agreement against the title deed of the Property and all associated processes;
4. that Point Caravan Resort (Pty) Ltd enters into a services agreement with the Municipality for the provision of services in terms of the tender, applicable legislation and Council policies; and
5. that a final advertisement be placed at the cost of the Municipality to inform the public of the outcome of the tender award and Council's decision as to the lease period.

**RESPONSIBLE OFFICIAL :**

**M ERASMUS**

**TARGET DATE FOR IMPLEMENTATION :**

**9 OCTOBER 2024**

**TARGET DATE TO INFORM APPLICANT :**

**9 OCTOBER 2024**

**6.2****A PORTION OF ERF 5327 AND A PORTION OF 4831, HERMANUS (DE MOND):  
LEASE OF MUNICIPAL PROPERTY TO POINT CARAVAN RESORT (PTY) LTD****(ITEM 6 PAGE 9 : MAYORAL COMMITTEE MEETING :  
11 SEPTEMBER 2024)****RECOMMENDATION TO THE COUNCIL:**

1. that the lease of municipal property, being a portion of Erf 5327 Hermanus ( $\pm 0,70$ ha in extent) and a portion of Erf 4831 Hermanus ( $\pm 9,94$ ha in extent) (total lease area of  $\pm 10,64$ ha in extent) to Point Caravan Resort (Pty) Ltd for the lease, development, management and maintenance of municipal property as a public resort for a lease period of 45 (FOURTY-FIVE) years at an initial rental amount of R117,735.80 (ONE HUNDRED AND SEVENTEEN THOUSAND SEVEN HUNDRED AND THIRTY FIVE RAND AND EIGHTY CENTS (VAT included) per month, in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **be approved**;
2. that a period of at the most 2 (TWO) years from 1 July 2024 be allowed for the planning and developing on the Property, which 2 (TWO) years will form part of the 45 (FORTY-FIVE) years lease period and the rental payable for this planning and development period be negotiated between the Municipality and Point Caravan Resort (Pty) Ltd;
3. that the rental amount mentioned in 1 above escalate every year on the 1st of July with 8% (EIGHT PERCENT) and not CPI as stipulated in the Administration of Immovable Property Policy, the first escalation to be 1 July 2027;
4. that Point Caravan Resort (Pty) Ltd be responsible for all costs relating to the registering of the lease agreement against the title deed of the Property and all associated processes;
5. that Point Caravan Resort (Pty) Ltd enters into a services agreement with the Municipality for the provision of services in terms of the tender, applicable legislation and Council policies; and
6. that a final advertisement for information purposes only be placed at the cost of the Municipality to inform the public of the outcome of the tender award and Council's decision as to the lease period.

<b>RESPONSIBLE OFFICIAL :</b>	<b>S VAN DER MERWE</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>9 OCTOBER 2024</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>9 OCTOBER 2024</b>
<b>TARGET DATE TO INFORM OBJECTOR :</b>	<b>N/A</b>

**7. CONSIDERATION OF REPORTS****7.1****MONTHLY REPORT TO COUNCIL ON THE SUPPLY CHAIN MANAGEMENT (SCM) POLICY FOR AUGUST 2024****C Le Roux****Divisional Manager: Supply Chain Management****04 September 2024****(028) 313 8107**

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**1. Executive Summary**

The purpose of this report is to inform Council of procurement by the delegated authority in terms of the Supply Chain Management Policy for August 2024.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Directorate: Financial Services

Department: Supply Chain Management

**3. Compliance with Strategic Priorities**

Provision of democratic, accountable and ethical governance  
Provision and maintenance of municipal services

**4. Delegated Authority**

None

**5. Legal Requirements**

Local Government: Municipal Finance Management Act 2003, (Act 56 of 2003)

Local Government: Municipal Systems Act 2000, (Act 32 of 2000)

Overstrand Municipality Supply Chain Management Policy dated 25 June 2008, as amended.

Overstrand Municipality Preferential Procurement Policy

**6. Background/Discussion/Evaluation/Conclusion****Background**

The purpose of this report is to ensure that Council maintains oversight over the implementation of the Supply Chain Management Policy. In terms of Paragraph 36(2) of the said policy, the Accounting Officer must record the

reasons for any deviations in terms of Paragraph 36(1) of the policy and report same to council.

### **Discussion**

#### **A. Deviations - Paragraph 36(1)(a)**

Paragraph 36(1)(a) of Council's Supply Chain Management (SCM) Policy allows circumstances for deviations from the procurement processes. Furthermore, the policy requires in Paragraph 36(2), that the reasons for any deviations from the procurement processes must be recorded and be reported to Council.

Deviations approved in terms of Paragraph 36(1)(a) for August 2024 is attached as **Annexure A**.

#### **B. Awards in terms of Paragraph 17(1)(c)**

In terms of Paragraph 17(1)(c) of the SCM Policy, where the Formal Written Price Quotation process has been followed for procurement and it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer (CFO) or an official designated by the CFO.

In terms of Paragraph 17(2) of the said policy, the designated official must report all such approvals made by the official in terms of their sub-delegation to the Chief Financial Officer.

A schedule of all such approvals for August 2024 is attached as per **Annexure B**.

#### **C. Value of all Awards (Procurement transactions)**

All procurement transactions undertaken with regards to tenders, transversal contracts, amendment of contracts, formal written price quotations awarded in terms of the Supply Chain Management Policy for August 2024.

A schedule of these awards for August 2024 is attached as **Annexure C**.

### **7. Financial Implications**

None

### **8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations**

None

**10. Annexures**

Annexure A: Schedule of deviations from the procurement processes approved in terms paragraph 36(1)(a)

Annexure B: Schedule of approvals in terms of paragraph 17(1)(c)

Annexure C: Schedule of awards made in terms of paragraph 12(1)(b) & (c)

**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for August 2024, **be noted**;
2. that the awards made in terms of Paragraph 17(1)(c), approved in terms of the delegated authority for August 2024, **be noted**; and
3. that the awards made through the Bid Committee system and formal written price quotations for August 2024, **be noted**.

**RESPONSIBLE OFFICIAL :**

**C LE ROUX**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**



**SCHEDULE OF DEVIATIONS IN TERMS OF CLAUSE 36(1)(a) OF THE SCM POLICY - OVERSTRAND MUNICIPALITY - AUGUST 2024**

#	Deviation #	Supplier	Directorate	Department	Approved Date	Deviation in terms of Clause 36(1)(a)	Amount Operational	Amount Capital	VAT	Value of the Deviation	Comments / Line description	
1	SCD3584/2024	Drager South Africa (Pty) Ltd	Municipal Public Safety	Traffic Services	16-Aug-24	36(1)(a)(ii)	R 12 829,00	R -	R 1 924,35	R 14 753,35	Service and Calibration of Alcohol Breath Analysers	
2	SCD3585/2024	Fidelity Cash Solutions (Pty) Ltd	Financial Services	Revenue Management	06-Aug-24	36(1)(a)(v)	R 13 590,00	R -	R 2 038,50	R 15 628,50	Provision of Cash in Transit Services	
3	SCD3586/2024	Payday Software Systems (Pty) Ltd	Corporate Services	Human Resources Management	06-Aug-24	36(1)(a)(v)	R 12 866,09	R -	R 1 929,91	R 14 796,00	Payroll Seminar and Biannual E@syfile Presentation	
4	SCD3587/2024	Spectrum Communications (Pty) Ltd	Infrastructure Services	Electrical Operations & Maintenance	15-Aug-24	36(1)(a)(v)	R 173 913,04	R -	R 26 086,96	R 200 000,00	Monitoring of Electrical Infrastructure System and Maintenance of Installed Instruments	
5	SCD3589/2024	The Institute of Internal Auditors - South Africa	Office of the Municipal Manager	Internal Audit	12-Aug-24	36(1)(a)(v)	R 26 000,00	R -	R 3 900,00	R 29 900,00	27th Annual National Conference of the IIA (SA) at the Sandton Convention Centre	
6	SCD3590/2024	Earlyworx 282 (Pty) Ltd	Corporate Services	Administrative Support Services	22-Aug-24	36(1)(a)(ii)	R 113 043,48	R -	R 16 956,52	R 130 000,00	Postage for Franking Machine	
7	SCD3594/2024	Cinogen Trading CC t/a Fulcrum Technologies	Municipal Public Safety	Traffic Services	21-Aug-24	36(1)(a)(v)	R 18 422,00	R -	R 2 763,30	R 21 185,30	Supply, Installation, Repair and Replacement of Faulty Equipment at Vehicle Roadworthy Test Station	
<b>TOTAL</b>							<b>7</b>	<b>R 370 663,61</b>	<b>R -</b>	<b>R 55 599,54</b>	<b>R 426 263,15</b>	



**Schedule of approvals in terms of Clause 17(2) of the SCM Policy - Overstrand Municipality - August 2024**

<b>10</b>											
<b>Received only one quote by closing time and date of submission of quotation</b>											
<b>11</b>											
<b>Received only two quotes at closing time and date of submission of quotation</b>											
#	Order #	Supplier	Date	Value (Excl. VAT)	VAT	Value (Incl. VAT)	Reason Code	Comments / Line description	Directorate	Department	
1	268754	TRAFFIC MANAGEMENT TECHNOLOGIES (TMT SERVICES & SUPPLIES)	07/08/2024	R 21 803,00	R3 270,45	R 25 073,45	10	TRAFFIC SIGNAL INSPECTIONS	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:PROJECT MANAGEMENT	
2	268770	NOLADA 8 (PTY) LTD	08/08/2024	R 5 500,00	R825,00	R 6 325,00	11	BICYCLE	FINANCIAL SERVICES	FIN:REVENUE MANAGEMENT	
3	268771	KAAP AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	08/08/2024	R 18 675,60	R2 801,34	R 21 476,94	11	SPLIT POLES	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES	
4	268772	INDALO YETHU CONSTRUCTION AND PROJECTS (PTY) LTD	08/08/2024	R 9 900,00	R0,00	R 9 900,00	10	GARDEN MAINTENANCE	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:ELECTRICAL SERVICES	
5	268814	ANTON'S CONCRETE AND STEEL (PTY) LTD	15/08/2024	R 6 984,00	R0,00	R 6 984,00	10	REPAIR GATE	INFRASTRUCTURE SERVICES	INFRA:WASTE MANAGEMENT:TRANSFER STATIONS & DROP-OFFS	
6	268818	HERMANUS LOCKSMITHS AND SECURITY (PTY) LTD	15/08/2024	R 1 891,30	R283,70	R 2 175,00	10	REPLACEMENT OF ALUMINIUM DOOR LOCK CYLINDER & CUTTING OF KEYS	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES	
7	268819	OFFICE FOR YOU (PTY) Ltd	15/08/2024	R 1 802,60	R270,39	R 2 072,99	10	STATIONERY	PLANNING AND DEVELOPMENT	P&D:BUILDING CONTROL	
8	268824	HERMANUS WATER (PTY) LTD	15/08/2024	R 17 839,13	R2 675,87	R 20 515,00	11	WATER DISPENSERS & PURIFIED WATER	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES	
9	268826	GANSBAAI MIDAS	15/08/2024	R 5 602,83	R840,42	R 6 443,25	10	VEHICLE SPARES	FINANCIAL SERVICES	FIN:EXPENDITURE, FLEET & ASSET MANAGEMENT	
10	268844	SJ HERHOLDT FURNITURES TOP CARPETS	15/08/2024	R 6 765,22	R1 014,78	R 7 780,00	11	ROLLER BLINDS	MUNICIPAL PUBLIC SAFETY	MPS:FIRE, RESCUE & DISASTER MANAGEMENT	
11	268845	AIM AND FIRE (PTY) LTD	16/08/2024	R 9 563,48	R1 434,52	R 10 998,00	11	SHOTGUN STOCK	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES	
12	268867	INTROSTAT (PTY) LTD	16/08/2024	R 5 699,00	R854,85	R 6 553,85	10	ICT EQUIPMENT	CORPORATE SERVICES	CORP:INFO & COMMUNICATION TECHNOLOGY	
13	268871	SA FIRE WATCH (PTY) LTD	19/08/2024	R 13 227,35	R1 984,10	R 15 211,45	11	REPAIR FIRE HOSES AND PUMPS	MUNICIPAL PUBLIC SAFETY	MPS:FIRE, RESCUE & DISASTER MANAGEMENT	
14	268890	FUNCTION HIRE.COM	21/08/2024	R 5 826,28	R873,94	R 6 700,22	10	RENTAL OF TABLE CLOTHS	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT	
15	268904	HARIKISUN GENERAL DEALERS (PTY) LTD	22/08/2024	R 3 850,00	R0,00	R 3 850,00	11	PLANTS	PLANNING AND DEVELOPMENT	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION	
16	268909	HARIKISUN GENERAL DEALERS (PTY) LTD	22/08/2024	R 7 050,00	R0,00	R 7 050,00	11	KNAPSACK SPRAYER AND BINS	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES	
17	268912	PRECISION METERS (PTY) LTD	22/08/2024	R 22 600,00	R3 390,00	R 25 990,00	11	TESTING WATERMETERS	INFRASTRUCTURE SERVICES	INFRA:WATER:GANSBAAI & STANFORD	
18	268918	NUWAY ENTERPRISES	23/08/2024	R 20 050,00	R3 007,50	R 23 057,50	10	ROADSIGNS	INFRASTRUCTURE SERVICES	INFRA:ROADS:GANSBAAI & STANFORD	
19	268928	BLUE LINE INDUSTRIES (PTY) Ltd	26/08/2024	R 9 060,00	R1 359,00	R 10 419,00	11	JETINK CARTRIDGE	CORPORATE SERVICES	CORP:ADMINISTRATIVE SUPPORT SERVICES	
20	268936	FORMS MEDIA INDEPENDENT AFRICA (PTY) LTD	27/08/2024	R 25 394,97	R3 809,25	R 29 204,22	11	PRINT TRAFFIC BOOKS	MUNICIPAL PUBLIC SAFETY	MPS:TRAFFIC SERVICES	
21	268938	INTELLICOMM	27/08/2024	R 26 086,95	R3 913,04	R 29 999,99	10	FIRE STATION BELLS WITH ACCESSORIES	MUNICIPAL PUBLIC SAFETY	MPS:FIRE, RESCUE & DISASTER MANAGEMENT	
22	268985	NUWAY ENTERPRISES	29/08/2024	R 10 586,00	R1 587,90	R 12 173,90	10	SIGNS	INFRASTRUCTURE SERVICES	INFRA:ROADS:HERMANUS	

#	Order #	Supplier	Date	Value (Excl. VAT)	VAT	Value (Incl. VAT)	Reason Code	Comments / Line description	Directorate	Department
23	269005	NU-LINE ELEVATOR MAINTENANCE (PTY) LTD	30/08/2024	R 21 200,00	R3 180,00	R 24 380,00	10	SERVICE OF ELEVATOR FOR 11 MONTHS	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
24	269016	BUITENDAG JACQUES	30/08/2024	R 28 016,80	R0,00	R 28 016,80	11	INVESTIGATION OF MISCONDUCT	CORPORATE SERVICES	CORP:DIRECTOR:CORPORATE SERVICES

TOTAL

24

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R 304 974,50 R 37 376,06 R 342 350,56



## SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF PARAGRAPH 5(3) OF THE SCM POLICY

## TENDERS AWARDED TO THE BIDDER SCORING THE HIGHEST POINTS IN TERMS OF COUNCIL'S PREFERENTIAL PROCUREMENT POLICY AS WELL AS TENDERS CANCELLED - AUGUST 2024

#	Tender #	Description	Directorate	Department	Adjudication	Awarded to	B-BBE Level Claimed	B-BBE Level Awarded	Locality points	Completion Period	Amount Income	Amount Operational	Amount Capital	VAT @ 15%	Total / Estimated Amount (Incl. VAT)
1	SC2443/2023	Supply and Delivery of Environmental Uniforms and Protective Clothing for a contract period ending 30 June 2026	Planning & Development	Environmental Management & Conservation	02-Aug-24	Grand Uniforms CC	2	0	0	30-Jun-26	R -	R 233 874,93	R -	R 35 081,24	R 268 956,17
	SC2443/2023	Supply and Delivery of Environmental Uniforms and Protective Clothing for a contract period ending 30 June 2026	Planning & Development	Environmental Management & Conservation	02-Aug-24	SLDarnie (Pty) Ltd	0	0	0		R -	R 29 978,87	R -	R 4 496,83	R 34 475,70
	SC2443/2023	Supply and Delivery of Environmental Uniforms and Protective Clothing for a contract period ending 30 June 2026	Planning & Development	Environmental Management & Conservation	02-Aug-24	Blaize Creations t/a Georgina CMT CC	1	0	4		R -	R 57 435,23	R -	R 8 615,28	R 66 050,52
	SC2443/2023	Supply and Delivery of Environmental Uniforms and Protective Clothing for a contract period ending 30 June 2026	Planning & Development	Environmental Management & Conservation	02-Aug-24	Blackbird Trading 480 CC	1	0	4		R -	R 30 758,88	R -	R 4 613,83	R 35 372,71
	SC2443/2023	Supply and Delivery of Environmental Uniforms and Protective Clothing for a contract period ending 30 June 2026	Planning & Development	Environmental Management & Conservation	02-Aug-24	Bhekumseti Glass and Aluminium (Pty) Ltd	1	1	0		R -	R 30 952,09	R -	R 4 642,81	R 35 594,90
2	SC2448/2023	Clearing of Municipal and Private Erven in the Overstrand Municipal Area for a contract period ending 30 June 2027	Municipal Public Safety	Fire, Rescue & Disaster Management	02-Aug-24	Indalo Yethu Construction and Projects (Pty) Ltd	1	1	10	30-Jun-27	R -	R 1 894 359,38	R -	R -	R 1 894 359,38
	SC2448/2023	Clearing of Municipal and Private Erven in the Overstrand Municipal Area for a contract period ending 30 June 2027	Municipal Public Safety	Fire, Rescue & Disaster Management	02-Aug-24	Pandora L and J (Pty) Ltd	0	0	0		R -	R 1 500 746,62	R -	R -	R 1 500 746,62
3	SC2450/2023	Appointment of Panel of Attorneys for the rendering of Legal Services for a contract period ending 30 June 2027	Office of the Municipal Manager	Legal Services and Contract Management	30-Aug-24	Kruger & Blygnaut Attorneys	4	0	6	30-Jun-27	R -	R 5 349 340,00	R -	R 802 401,00	R 6 151 741,00
	SC2450/2023	Appointment of Panel of Attorneys for the rendering of Legal Services for a contract period ending 30 June 2027	Office of the Municipal Manager	Legal Services and Contract Management	30-Aug-24	Fairbridge Ardene & Lawton Inc T/A Fairbridges Wertheim Becker	2	2	4		R -	R 3 000 000,00	R -	R 450 000,00	R 3 450 000,00
4	SC2473/2024	Supply and Delivery of Smoke Alarms	Municipal Public Safety	Fire, Rescue & Disaster Management	30-Aug-24	No Fear Systems CC	1	0	4	30-Jun-27	R -	R 250 500,00	R -	R 37 575,00	R 288 075,00
5	SC2477/2024	Sale of Properties for Residential Purposes: 1. Property A: Erf 484 Gansbaai (694m² in Extent) & 2. Property B: Erf 6214 Hermanus (361m² in Extent	Planning & Development	Property Management	23-Aug-24	Neil Lukas	0	0	0	Once-Off	R 1 000 000,00	R -	R -	R -	R 1 000 000,00
	SC2477/2024	Sale of Properties for Residential Purposes: 1. Property A: Erf 484 Gansbaai (694m² in Extent) & 2. Property B: Erf 6214 Hermanus (361m² in Extent	Planning & Development	Property Management	23-Aug-24	Maria Aletta van der Merwe	0	0	10		R 2 300 000,00	R -	R -	R -	R 2 300 000,00
6	SC2478/2024	Sale of Unregistered Erf 6387 (a Portion of Erf 210 Gansbaai), 4,8854ha in Extent, for an Industrial Development	Planning & Development	Property Management	23-Aug-24	Cancelled - no bids received	N/A	N/A	N/A	N/A	R -	R -	R -	R -	Cancelled
7	SC2479/2024	Dewatering System - Hermanus Wastewater Treatment Works	Infrastructure Services	Civil Infrastructure Services	16-Aug-23	Wastewater Projects (Pty) Ltd	1	0	4	30-Jun-25	R -	R -	R 2 829 557,50	R 424 433,63	R 3 253 991,13

SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF PARAGRAPH 5(3) OF THE SCM POLICY

TENDERS AWARDED TO THE BIDDER SCORING THE HIGHEST POINTS IN TERMS OF COUNCIL'S PREFERENTIAL PROCUREMENT POLICY AS WELL AS TENDERS CANCELLED - AUGUST 2024

#	Tender #	Description	Directorate	Department	Adjudication	Awarded to	B-BBEE Level Claimed	B-BBEE Level Awarded	Locality points	Completion Period	Amount Income	Amount Operational	Amount Capital	VAT @ 15%	Total / Estimated Amount (Incl. VAT)
8	SC2481/2024	Provision of Accommodation for Impounded Cats and Dogs in the Overstrand Area for a Contract Period Ending 30 June 2027	Municipal Public Safety	Law Enforcement Services	30-Aug-24	Cancelled - no acceptable bids received	N/A	N/A	N/A	N/A	R -	R -	R -	R -	Cancelled
9	SC2484/2024	Lease, Management and Maintenance of a Portion of Erf 462 Franskraalstrand (Strandveld Museum) as a Small-Scale Tourist Business for a Contract Period of 9 (Nine) Years and 11 (Eleven) Months	Planning & Development	Property Management	23-Aug-24	Cancelled - no acceptable bids received	N/A	N/A	N/A	N/A	R -	R -	R -	R -	Cancelled

Total

9

R	3 300 000,00	R	12 377 946,00	R	2 829 557,50	R	1 771 859,63	R	20 279 363,13
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SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF PARAGRAPH 5(3) OF THE SCM POLICY

AMENDMENT OF CONTRACTS - AUGUST 2024

#	Contract #	Description	Directorate	Department	Adjudication	Awarded to	Completion Period	Amount Income	Amount Operational	Amount Capital	VAT @ 15%	Total / Estimated Amount (Incl. VAT)
NONE												

Total

0

R	-	R	-	R	-	R	-	R	-
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SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF PARAGRAPH 5(3) OF THE SCM POLICY

TRANSVERSAL CONTRACTS - AUGUST 2024

#	Contract #	Description	Directorate	Department	Adjudication	Awarded to	Completion Period	Amount Income	Amount Operational	Amount Capital	VAT @ 15%	Total / Estimated Amount (Incl. VAT)
NONE												

Total

0

R	-	R	-	R	-	R	-	R	-
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SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF PARAGRAPH 5(3) OF THE SCM POLICY

FORMAL WRITTEN QUOTATIONS ABOVE R30 000,00 AWARDED TO THE BIDDER SCORING THE HIGHEST POINTS IN TERMS OF COUNCIL'S PREFERENTIAL PROCUREMENT POLICY AS WELL AS FORMAL WRITTEN QUOTATIONS CANCELLED - AUGUST 2024

#	Quotation #	Description	Directorate	Department	Adjudication	Awarded to	B-BBEE Level Claimed	Locality points	Completion Period	Amount Income	Amount Operational	Amount Capital	VAT @ 15%	Total / Estimated Amount (Incl. VAT)	
1	SC2502/2024	Provision of Professional Consultant for the Appointment Process of Section 56 Senior Managers	Corporate Services	Corporate Services	26-Aug-24	Roy Steele & Associates CC	4	4	30-Jun-25	R -	R 86 000,00	R -	R 12 900,00	R 98 900,00	
<b>Total</b>										1	R -	R 86 000,00	R -	R 12 900,00	R 98 900,00


**FORMAL WRITTEN PRICE QUOTATIONS BELOW R30 000,00 AWARDED TO THE BIDDER SCORING THE HIGHEST POINTS IN TERMS OF COUNCIL'S PREFERENTIAL PROCUREMENT POLICY - AUGUST 2024**

#	Requisition #	Order #	Order Date	Creditor Name	Amount (Excl VAT)	VAT	Amount (Incl VAT)	Description of goods/service	Directorate	Department
1	139577	268698	01/08/2024	GLASSMEN HERMANUS (PTY) LTD	R 452,17	R 67,83	R 520,00	LATCH LOCK	MUNICIPAL PUBLIC SAFETY	MPS:TRAFFIC SERVICES
2	139683	268699	01/08/2024	BIDVEST WALTONS	R 1 172,67	R 175,90	R 1 348,57	ENVELOPES	PLANNING AND DEVELOPMENT	P&D:BUILDING CONTROL
3	139646	268700	01/08/2024	ERIC BOOKER PROMOTIONS (PTY) LTD	R 1 055,39	R 158,31	R 1 213,70	SMALL TOOLS	COMMUNITY SERVICES	COMM:RESORTS:GANSBAAI
4	139634	268701	01/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 1 171,73	R 175,76	R 1 347,49	HERBICIDE	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
5	139526	268702	01/08/2024	HERMANUS MOWER CENTRE	R 1 142,10	R 171,31	R 1 313,41	REPAIR BLOWER	COMMUNITY SERVICES	COMM:RESORTS:ONRUS CARAVAN PARK
6	139536	268703	02/08/2024	LAWNMOWER & CHAINSAW CLINIC HERMANUS	R 1 215,91	R 182,39	R 1 398,30	MOWER SPARES	INFRASTRUCTURE SERVICES	INFRA:WATER:HERMANUS
7	139044	268704	02/08/2024	CUSTOM DEN (PTY) LTD	R 1 999,00	-	R 1 999,00	LOCK REPAIR	COMMUNITY SERVICES	COMM:FACILITIES & HALLS
8	139528	268705	02/08/2024	KLEINMOND BOUHANDEL	R 275,48	R 41,32	R 316,80	SMALL TOOLS	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES
9	139337	268706	02/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 10 922,00	R 1 638,30	R 12 560,30	CEMENT	INFRASTRUCTURE SERVICES	INFRA:ROADS:GANSBAAI & STANFORD
10	139642	268707	02/08/2024	KLEINMOND BOUHANDEL	R 1 133,91	R 170,09	R 1 304,00	PRESSURE VALVES	COMMUNITY SERVICES	COMM:RESORTS:KLEINMOND & PALMIET
11	139559	268708	02/08/2024	JT MARITZ ELECTRICAL CC	R 2 637,24	R 395,59	R 3 032,83	ELECTRICITY FAULT FINDING	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
12	139697	268709	02/08/2024	HS METALWORKS	R 2 000,00	-	R 2 000,00	REPAIR SECURITY DOOR	COMMUNITY SERVICES	COMM:RESORTS:HAWSTON SWIMMING POOL & CARAVAN PARK
13	139689	268713	02/08/2024	LES ENGRAVERS	R 2 000,00	-	R 2 000,00	NAME TAGS	OFFICE OF THE MUNICIPAL M	MM:STRATEGIC SUPPORT SERVICES
14	139218	268720	05/08/2024	NOLADA 8 (PTY) LTD	R 5 280,00	R 792,00	R 6 072,00	GARDEN TOOLS	INFRASTRUCTURE SERVICES	INFRA:ROADS:HERMANUS
15	139649	268721	05/08/2024	HERMANUS OFFICE NATIONAL	R 1 734,47	R 260,17	R 1 994,64	BROTHER TAPE	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
16	139747	268722	05/08/2024	HERMANUS OFFICE NATIONAL	R 960,00	R 144,00	R 1 104,00	STAMP DATER	INFRASTRUCTURE SERVICES	INFRA:CHIEF ENGINEER:INFRASTRUCTURE SERVICES
17	139709	268723	05/08/2024	OVERBERG LIGHTING CENTRE CC	R 810,83	R 121,62	R 932,45	EXTRACTOR FAN	COMMUNITY SERVICES	COMM:LIBRARY SERVICES
18	139633	268724	05/08/2024	HERMANUS OFFICE NATIONAL	R 1 956,50	-	R 1 956,50	REFRESHMENTS	MUNICIPAL COUNCIL	COUNCIL:COUNCIL'S GENERAL
19	139701	268725	05/08/2024	RPE ELECTRICAL WHOLESALERS	R 1 926,80	-	R 1 926,80	ELECTRICITY TOOLS	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
20	139086	268734	05/08/2024	OFFICE FOR YOU (PTY) Ltd	R 1 535,00	R 230,25	R 1 765,25	TRODAT STAMP	PLANNING AND DEVELOPMENT	P&D:PROPERTY MANAGEMENT
21	139715	268740	06/08/2024	KLEINMOND BOUHANDEL	R 1 208,17	R 181,23	R 1 389,40	SMALL TOOLS	INFRASTRUCTURE SERVICES	INFRA:WATER:KLEINMOND
22	139429	268742	06/08/2024	NOLADA 8 (PTY) LTD	R 2 075,00	R 311,25	R 2 386,25	MICROWAVE	FINANCIAL SERVICES	FIN:FINANCIAL ACCOUNTING
23	139270	268743	06/08/2024	NOLADA 8 (PTY) LTD	R 16 600,00	R 2 490,00	R 19 090,00	PLUMBING ITEMS	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE:GANSBAAI & STANFORD
24	139348	268744	06/08/2024	NOLADA 8 (PTY) LTD	R 2 777,00	R 416,55	R 3 193,55	WASTE PIPES	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE:GANSBAAI & STANFORD
25	139488	268745	06/08/2024	NOLADA 8 (PTY) LTD	R 5 400,00	R 810,00	R 6 210,00	BUILDERS LIME	COMMUNITY SERVICES	COMM:SPORTSFIELDS

#	Requisition #	Order #	Order Date	Creditor Name	Amount (Excl VAT)	VAT	Amount (Incl VAT)	Description of goods/service	Directorate	Department
26	138935	268746	06/08/2024	HENCHEM	R 7 299,38	R 1 094,91	R 8 394,29	HERBICIDE	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES
27	139459	268747	06/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 1 777,50	R 266,63	R 2 044,13	SHADE NETTING	INFRASTRUCTURE SERVICES	INFRA:ROADS:GANSBAAI & STANFORD
28	139453	268748	06/08/2024	NOLADA 8 (PTY) LTD	R 9 000,00	R 1 350,00	R 10 350,00	TRAFFIC CONES	INFRASTRUCTURE SERVICES	INFRA:WATER:GANSBAAI & STANFORD
29	139150	268749	06/08/2024	NOLADA 8 (PTY) LTD	R 14 094,90	R 2 114,24	R 16 209,14	ELECTRICAL ACCESSORIES	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
30	139424	268750	06/08/2024	NOLADA 8 (PTY) LTD	R 1 820,50	R 273,08	R 2 093,58	SMALL TOOLS	INFRASTRUCTURE SERVICES	INFRA:STORMWATER:KLEINMOND
31	139495	268751	06/08/2024	OFFICETECH	R 6 355,00	R 953,25	R 7 308,25	THERMAL ROLLS	FINANCIAL SERVICES	FIN:REVENUE MANAGEMENT
32	139425	268752	06/08/2024	COMMON SENSE BUILDERS (PTY) LTD	R 1 990,00	R -	R 1 990,00	ROAD STUDS	INFRASTRUCTURE SERVICES	INFRA:ROADS:HERMANUS
33	139482	268753	07/08/2024	2CANDO TRADING CO (PTY) LTD	R 25 905,00	R 3 885,75	R 29 790,75	LED FLASHLIGHTS	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
34	139492	268754	07/08/2024	TRAFFIC MANAGEMENT TECHNOLOGIES (TMT SERVICES & SUPPLIES)	R 21 803,00	R 3 270,45	R 25 073,45	TRAFFIC SIGNAL INSPECTIONS	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:PROJECT MANAGEMENT
35	139251	268755	07/08/2024	WAB PRINTMEDIA (PTY) LTD	R 2 800,00	R 420,00	R 3 220,00	PRINTING OF BOOKS	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:ELECTRICAL SERVICES
36	139036	268757	07/08/2024	DERELIZE PRINTING	R 4 700,00	R -	R 4 700,00	PRINT SHOOTING TARGETS	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
37	139040	268758	07/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 3 142,00	R -	R 3 142,00	FIRST AID KITS	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
38	139432	268769	08/08/2024	VUYANI ELECTRICAL SUPPLIES CC	R 10 700,00	R 1 605,00	R 12 305,00	LINK STICK	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
39	139308	268770	08/08/2024	NOLADA 8 (PTY) LTD	R 5 500,00	R 825,00	R 6 325,00	BICYCLE	FINANCIAL SERVICES	FIN:REVENUE MANAGEMENT
40	139015	268771	08/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 18 675,60	R 2 801,34	R 21 476,94	SPLIT POLES	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
41	139233	268772	08/08/2024	INDALO YETHU CONSTRUCTION AND PROJECTS (PTY) LTD	R 9 900,00	R -	R 9 900,00	GARDEN MAINTENANCE	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:ELECTRICAL SERVICES
42	138894	268774	08/08/2024	NOLADA 8 (PTY) LTD	R 11 000,00	R 1 650,00	R 12 650,00	SERVICE WATER DISPENSERS	MUNICIPAL PUBLIC SAFETY	MPS:DISASTER MANAGEMENT
43	139023	268775	08/08/2024	NOLADA 8 (PTY) LTD	R 15 190,00	R 2 278,50	R 17 468,50	CARPENTRY BOARDS	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
44	138946	268777	12/08/2024	NATIONAL SAFE CO (GAUTENG) (PTY) LTD	R 23 420,00	R 3 513,00	R 26 933,00	RIFLE SAFE	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
45	139329	268780	12/08/2024	GANSBAAI MIDAS	R 3 592,00	R 538,80	R 4 130,80	VEHICLE SPARES	FINANCIAL SERVICES	FIN:EXPENDITURE, FLEET & ASSET MANAGEMENT
46	139776	268790	13/08/2024	BIDVEST WALTONS	R 850,00	R 127,50	R 977,50	WATER FILTER	PLANNING AND DEVELOPMENT	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION
47	139309	268797	13/08/2024	OFFICE FOR YOU (PTY) Ltd	R 3 072,80	R 460,92	R 3 533,72	STATIONERY	PLANNING AND DEVELOPMENT	P&D:PROPERTY MANAGEMENT
48	139797	268798	13/08/2024	BIDVEST WALTONS	R 941,01	R 141,15	R 1 082,16	TRODAT STAMPS	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:ELECTRICAL SERVICES
49	139783	268803	14/08/2024	HERMANUS MOWER CENTRE	R 1 300,00	R 195,00	R 1 495,00	MOWER SPARES	COMMUNITY SERVICES	COMM:RESORTS:HAWSTON SWIMMING POOL & CARAVAN PARK
50	139800	268804	14/08/2024	HERMANUS MOWER CENTRE	R 1 737,40	R 260,61	R 1 998,01	MOWER SPARES	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES
51	139837	268806	14/08/2024	GANSBAAI AIRCON AND REFRIGERATION CC	R 608,74	R 91,31	R 700,05	CEMENT	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:GB&ST
52	139426	268808	14/08/2024	OFFICETECH	R 3 500,00	R 525,00	R 4 025,00	CUPBOARD	FINANCIAL SERVICES	FIN:EXPENDITURE, FLEET & ASSET MANAGEMENT
53	139038	268809	14/08/2024	NOLADA 8 (PTY) LTD	R 3 860,00	R 579,00	R 4 439,00	SPEAKER	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
54	139788	268810	14/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 1 394,00	R 209,10	R 1 603,10	SHEARS	COMMUNITY SERVICES	COMM:RESORTS:HAWSTON SWIMMING POOL & CARAVAN PARK
55	139801	268811	14/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 415,41	R 62,31	R 477,72	KIDNEY BELTS	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES

#	Requisition #	Order #	Order Date	Creditor Name	Amount (Excl VAT)	VAT	Amount (Incl VAT)	Description of goods/service	Directorate	Department
56	139781	268812	14/08/2024	BUCO HERMANUS	R 1 607,83	R 241,17	R 1 849,00	HARDWOOD DOOR	COMMUNITY SERVICES	COMM:RESORTS:HAWSTON SWIMMING POOL & CARAVAN PARK
57	139532	268813	14/08/2024	HERMANUS OFFICE NATIONAL	R 1 471,22	R 220,68	R 1 691,90	EXECUTIVE FOLDERS	OFFICE OF THE MUNICIPAL M	MM:LEGAL SERVICES & CONTRACT MANAGEMENT
58	139479	268814	15/08/2024	ANTON'S CONCRETE AND STEEL (PTY) LTD	R 6 984,00	R -	R 6 984,00	REPAIR GATE	INFRASTRUCTURE SERVICES	INFRA:WASTE MANAGEMENT:TRANSFER STATIONS & DROP-OFFS
59	139216	268815	15/08/2024	LEIBRANDT TRAINING ACADEMY CC	R 19 500,00	R 2 925,00	R 22 425,00	TRUCK MOUNTED CRANE TRAINING	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT
60	139618	268816	15/08/2024	HERMANUS LOCKSMITHS AND SECURITY (PTY) LTD	R 713,04	R 106,96	R 820,00	REPLACE LOCK	PLANNING AND DEVELOPMEN	P&D:TOWN PLANNING & SPATIAL PLANNING
61	139121	268818	15/08/2024	HERMANUS LOCKSMITHS AND SECURITY (PTY) LTD	R 1 891,30	R 283,70	R 2 175,00	REPLACE LOCK	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
62	139292	268819	15/08/2024	OFFICE FOR YOU (PTY) Ltd	R 1 802,60	R 270,39	R 2 072,99	STATIONERY	PLANNING AND DEVELOPMEN	P&D:BUILDING CONTROL
63	139547	268820	15/08/2024	BARGAIN BOOKS	R 1 714,78	R 257,22	R 1 972,00	LIBRARY BOOKS	COMMUNITY SERVICES	COMM:LIBRARY SERVICES
64	138905	268821	15/08/2024	HERMANUS OFFICE NATIONAL	R 1 437,02	R -	R 1 437,02	REFRESHMENTS	MUNICIPAL PUBLIC SAFETY	MPS:TRAFFIC SERVICES
65	139854	268822	15/08/2024	OK FOODS GANSBAAI	R 492,95	R -	R 492,95	REFRESHMENTS	OFFICE OF THE MUNICIPAL M	MM:STRATEGIC SUPPORT SERVICES
66	139818	268823	15/08/2024	HERMANUS OFFICE NATIONAL	R 1 455,48	R 218,32	R 1 673,80	STATIONERY	PLANNING AND DEVELOPMEN	P&D:BUILDING CONTROL
67	139024	268824	15/08/2024	HERMANUS WATER (PTY) LTD	R 17 839,13	R 2 675,87	R 20 515,00	PURIFIED WATER	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
68	139414	268825	15/08/2024	RC SUPPLIERS	R 3 455,22	R 518,28	R 3 973,50	SAFETY JACKETS	INFRASTRUCTURE SERVICES	INFRA:ROADS:GANSBAAI & STANFORD
69	139369	268826	15/08/2024	GANSBAAI MIDAS	R 5 602,83	R 840,42	R 6 443,25	VEHICLE SPARES	FINANCIAL SERVICES	FIN:EXPENDITURE, FLEET & ASSET MANAGEMENT
70	139891	268828	15/08/2024	GLASSMEN HERMANUS (PTY) LTD	R 1 498,26	R 224,74	R 1 723,00	REPLACE GLASS	COMMUNITY SERVICES	COMM:RESORTS:ONRUS CARAVAN PARK
71	138949	268844	15/08/2024	SJ HERHOLDT FURNITURES TOP CARPETS	R 6 765,22	R 1 014,78	R 7 780,00	ROLLER BLINDS	MUNICIPAL PUBLIC SAFETY	MPS:FIRE, RESCUE & DISASTER MANAGEMENT
72	139037	268845	16/08/2024	AIM AND FIRE (PTY) LTD	R 9 563,48	R 1 434,52	R 10 998,00	SHOTGUN STOCK	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
73	139042	268846	16/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 16 768,22	R -	R 16 768,22	CARPENTRY BOARD	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
74	139927	268853	16/08/2024	HERMANUS MOWER CENTRE	R 1 013,04	R 151,96	R 1 165,00	MOWER SPARES	PLANNING AND DEVELOPMEN	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION
75	139438	268856	16/08/2024	OFFICE FOR YOU (PTY) Ltd	R 21 408,00	R 3 211,20	R 24 619,20	HEAVY DUTY MAT	COMMUNITY SERVICES	COMM:RESORTS:ONRUS CARAVAN PARK
76	139436	268857	16/08/2024	EPC CONSUMABLES	R 10 280,00	R 1 542,00	R 11 822,00	WRIST BANDS	COMMUNITY SERVICES	COMM:RESORTS:ONRUS CARAVAN PARK
77	139431	268858	16/08/2024	ACDC EXPRESS HERMANUS	R 3 126,00	R 468,90	R 3 594,90	ELECTRICAL ITEMS	MUNICIPAL PUBLIC SAFETY	MPS:TRAFFIC SERVICES
78	139506	268859	16/08/2024	HENCHEM	R 22 511,40	R 3 376,71	R 25 888,11	HERBICIDE	PLANNING AND DEVELOPMEN	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION
79	139220	268860	16/08/2024	LEXISNEXIS (PTY) LTD	R 1 188,00	R 178,20	R 1 366,20	LEGISLATION BOOKS	MUNICIPAL PUBLIC SAFETY	MPS:TRAFFIC SERVICES
80	138764	268867	16/08/2024	INTROSTAT (PTY) LTD	R 5 699,00	R 854,85	R 6 553,85	ICT EQUIPMENT	CORPORATE SERVICES	CORP:INFO & COMMUNICATION TECHNOLOGY
81	139575	268868	19/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 9 534,00	R 1 430,10	R 10 964,10	TIMBER	COMMUNITY SERVICES	COMM:BEACHES
82	139531	268869	19/08/2024	NOLADA 8 (PTY) LTD	R 10 030,00	R 1 504,50	R 11 534,50	ROOFSHEETS	COMMUNITY SERVICES	COMM:SPORTSFIELDS
83	138797	268870	19/08/2024	NOLADA 8 (PTY) LTD	R 5 920,00	R 888,00	R 6 808,00	ELECTRIAL APPLIANCES	CORPORATE SERVICES	CORP:INFO & COMMUNICATION TECHNOLOGY
84	139622	268871	19/08/2024	SA FIRE WATCH (PTY) LTD	R 13 227,35	R 1 984,10	R 15 211,45	REPAIR FIRE HOSES AN PUMPS	MUNICIPAL PUBLIC SAFETY	MPS:FIRE, RESCUE & DISASTER MANAGEMENT
85	139608	268872	19/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 3 904,91	R -	R 3 904,91	REFRESHMENTS	MUNICIPAL PUBLIC SAFETY	MPS:DIRECTOR: MUNICIPAL PUBLIC SAFETY

#	Requisition #	Order #	Order Date	Creditor Name	Amount (Excl VAT)	VAT	Amount (Incl VAT)	Description of goods/service	Directorate	Department
86	139518	268873	19/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 2 626,35	R -	R 2 626,35	SMALL TOOLS	INFRASTRUCTURE SERVICES	INFRA:ROADS:GANSBAAI & STANFORD
87	139669	268878	19/08/2024	CONNOR REECE CIVILS AND ENGINEERING (PTY) LTD	R 15 850,00	R -	R 15 850,00	PALISADE GATE	COMMUNITY SERVICES	COMM:RESORTS:KLEINMOND & PALMIET
88	139738	268879	19/08/2024	INC PRINT SOLUTIONS	R 3 160,00	R 474,00	R 3 634,00	SHOPPER BAGS	PLANNING AND DEVELOPMENT	P&D:SOCIO-ECONOMIC PROGRAMME
89	139773	268880	19/08/2024	NOLADA 8 (PTY) LTD	R 1 941,00	R 291,15	R 2 232,15	NUTS AND BOLTS	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES
90	139579	268881	19/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 2 343,85	R -	R 2 343,85	MICROWAVE	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE TANKERS:GANSBAAI
91	139895	268885	20/08/2024	BUCO HERMANUS	R 721,88	R 108,28	R 830,16	TAPE MEASURE	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
92	139938	268886	20/08/2024	GANSBAAI BUILD IT (PTY) LTD	R 1 669,48	R 250,42	R 1 919,90	ROOF PAINT	COMMUNITY SERVICES	COMM:RESORTS:GANSBAAI
93	139970	268887	20/08/2024	ERIC BOOKER PROMOTIONS (PTY) LTD	R 1 026,09	R 153,91	R 1 180,00	INFORMATION SIGNS	COMMUNITY SERVICES	COMM:RESORTS:GANSBAAI
94	139918	268888	20/08/2024	HANEKOM SE	R 1 500,00	R -	R 1 500,00	BREAST CANCER SCREENING	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT
95	139917	268889	21/08/2024	ALEX GRANT PHARMACY	R 1 705,76	R 255,86	R 1 961,62	MEDICATION	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT
96	139013	268890	21/08/2024	FUNCTION HIRE.COM	R 5 826,28	R 873,94	R 6 700,22	RENTAL OF TABLE CLOTHS	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT
97	139742	268892	21/08/2024	ACDC EXPRESS HERMANUS	R 1 737,45	R 260,62	R 1 998,07	STREET LAMPS	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
98	139911	268893	21/08/2024	OVERBERG STEEL & IRRIGATION	R 1 602,35	R 240,35	R 1 842,70	BASE PLATES	INFRASTRUCTURE SERVICES	INFRA:ROADS:HERMANUS
99	139853	268894	21/08/2024	HERMANUS OFFICE NATIONAL	R 1 222,96	R 183,44	R 1 406,40	STATIONERY	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:ELECTRICAL SERVICES
100	140000	268895	21/08/2024	KAAP AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 1 710,00	R 256,50	R 1 966,50	LIME	COMMUNITY SERVICES	COMM:SPORTSFIELDS
101	139735	268896	21/08/2024	GILBERT'S CATERING	R 1 950,00	R -	R 1 950,00	CATERING	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT
102	139936	268897	21/08/2024	KLEINMOND BOUHANDEL	R 403,22	R 60,48	R 463,70	HARDWARE	COMMUNITY SERVICES	COMM:RESORTS:KLEINMOND & PALMIET
103	139988	268899	21/08/2024	ERIC BOOKER PROMOTIONS (PTY) LTD	R 852,17	R 127,83	R 980,00	CHROMADEK SIGNS	INFRASTRUCTURE SERVICES	INFRA:ROADS:HERMANUS
104	140018	268900	22/08/2024	HS METALWORKS	R 1 890,00	R -	R 1 890,00	REPAIR GARAGE DOOR	COMMUNITY SERVICES	COMM:RESORTS:HAWSTON SWIMMING POOL & CARAVAN PARK
105	139601	268901	22/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 9 742,80	R -	R 9 742,80	STORAGE BOXES	MUNICIPAL PUBLIC SAFETY	MPS:TRAFFIC SERVICES
106	139856	268902	22/08/2024	OFFICE FOR YOU (PTY) Ltd	R 14 047,00	R 2 107,05	R 16 154,05	STEEL CABINETS AND SCHREDDER	FINANCIAL SERVICES	FIN:REVENUE MANAGEMENT
107	139775	268903	22/08/2024	OFFICE FOR YOU (PTY) Ltd	R 2 737,40	R 410,61	R 3 148,01	STATIONERY	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL ENGINEER:PROJECT MANAGEMENT
108	139770	268904	22/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 3 850,00	R -	R 3 850,00	PLANTS	PLANNING AND DEVELOPMENT	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION
109	139951	268906	22/08/2024	HERMANUS MIDAS	R 400,00	R 60,00	R 460,00	RATCHET	COMMUNITY SERVICES	COMM:FACILITIES & HALLS
110	139657	268907	22/08/2024	RC SUPPLIERS	R 5 929,42	R 889,41	R 6 818,83	CLEANING PRODUCTS	COMMUNITY SERVICES	COMM:CLEANING SERVICES
111	140025	268908	22/08/2024	HERMANUS MOWER CENTRE	R 1 152,17	R 172,83	R 1 325,00	MOWER SPARES	COMMUNITY SERVICES	COMM:RESORTS:HAWSTON SWIMMING POOL & CARAVAN PARK
112	139804	268909	22/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 7 050,00	R -	R 7 050,00	KNAPSACK SPRAYER AND BINS	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES
113	139194	268910	22/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 5 835,40	R -	R 5 835,40	KITCHEN APPLIANCES	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
114	139382	268912	22/08/2024	PRECISION METERS (PTY) LTD	R 22 600,00	R 3 390,00	R 25 990,00	TESTING WATERMETERS	INFRASTRUCTURE SERVICES	INFRA:WATER:GANSBAAI & STANFORD
115	140023	268913	22/08/2024	PPF HERMANUS	R 1 195,55	R 179,33	R 1 374,88	PLUMBING ACCESSORIES	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE:HERMANUS

#	Requisition #	Order #	Order Date	Creditor Name	Amount (Excl VAT)	VAT	Amount (Incl VAT)	Description of goods/service	Directorate	Department
116	139455	268914	22/08/2024	OFFICETECH	R 8 000,00	R 1 200,00	R 9 200,00	OFFICE FURNITURE	CORPORATE SERVICES	CORP:DIRECTOR:CORPORATE SERVICES
117	139992	268915	23/08/2024	FLO-RITE IRRIGATION CC	R 978,96	R 146,84	R 1 125,80	IRRIGATION ACCESSORIES	INFRASTRUCTURE SERVICES	INFRA:WATER:HERMANUS
118	139035	268916	23/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 459,00	R 68,85	R 527,85	JIGSAW BLADE	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
119	139879	268917	23/08/2024	FOOD @ HAND	R 9 200,00	R -	R 9 200,00	CATERING	MUNICIPAL COUNCIL	COUNCIL:COUNCIL'S GENERAL
120	139400	268918	23/08/2024	NUWAY ENTERPRISES	R 20 050,00	R 3 007,50	R 23 057,50	ROADSIGNS	INFRASTRUCTURE SERVICES	INFRA:ROADS:GANSBAAI & STANFORD
121	140030	268919	23/08/2024	HERMANUS OFFICE NATIONAL	R 1 705,76	R 255,86	R 1 961,62	STATIONERY	COMMUNITY SERVICES	COMM:RESORTS:HAWSTON SWIMMING POOL & CARAVAN PARK
122	139046	268920	23/08/2024	OLYMPIA INTERNATIONAL PAINTS & COATINGS	R 16 723,46	R 2 508,52	R 19 231,98	WATERPROOFING PAINT	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
123	139925	268925	23/08/2024	BOLAND TOILET SERVICES (PTY) LTD	R 1 650,00	R 247,50	R 1 897,50	TOILET RENTAL	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
124	139399	268927	26/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 5 486,00	R -	R 5 486,00	STATIONERY	COMMUNITY SERVICES	COMM:RESORTS:ONRUS CARAVAN PARK
125	139736	268928	26/08/2024	BLUE LINE INDUSTRIES (PTY) Ltd	R 9 060,00	R 1 359,00	R 10 419,00	JETINK CARTRIDGE	CORPORATE SERVICES	CORP:ADMINISTRATIVE SUPPORT SERVICES
126	139563	268929	26/08/2024	EBM SOUTH AFRICA (PTY) LTD	R 9 855,30	R 1 478,30	R 11 333,60	CABLE JOINTS	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
127	139072	268930	26/08/2024	HERMANUS BUILD IT (PTY) LTD	R 1 678,17	R 251,73	R 1 929,90	SMALL TOOLS	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE:HERMANUS
128	139994	268931	26/08/2024	HERMANUS BUILD IT (PTY) LTD	R 1 739,13	R 260,87	R 2 000,00	TRANSPORT PALLETS	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
129	140007	268932	26/08/2024	KLEINMOND BOUHANDEL	R 1 630,43	R 244,57	R 1 875,00	CEMENT	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
130	139983	268933	27/08/2024	HERMANUS BUILD IT (PTY) LTD	R 1 478,17	R 221,73	R 1 699,90	CRETSTONE	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT
131	139631	268934	27/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 10 773,00	R 1 615,95	R 12 388,95	SAFETY BOOTS	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
132	139808	268935	27/08/2024	BEKA SCHREDER (PTY) LTD	R 10 128,00	R 1 519,20	R 11 647,20	RED LED LIGHT	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
133	139827	268936	27/08/2024	FORMS MEDIA INDEPENDENT AFRICA (PTY) LTD	R 25 394,97	R 3 809,25	R 29 204,22	PRINT TRAFFIC BOOKS	MUNICIPAL PUBLIC SAFETY	MPS:TRAFFIC SERVICES
134	139998	268937	27/08/2024	HERMANUS OFFICE NATIONAL	R 1 233,30	R 185,00	R 1 418,30	STATIONERY	OFFICE OF THE MUNICIPAL M/	MM:LEGAL SERVICES & CONTRACT MANAGEMENT
135	139437	268938	27/08/2024	INTELLICOMM	R 26 086,95	R 3 913,04	R 29 999,99	FIRE STATION BELLS	MUNICIPAL PUBLIC SAFETY	MPS:FIRE, RESCUE & DISASTER MANAGEMENT
136	139653	268939	27/08/2024	BIDVEST WALTONS	R 2 447,06	R -	R 2 447,06	REFRESHMENTS	CORPORATE SERVICES	CORP:HUMAN RESOURCES MANAGEMENT
137	139719	268941	27/08/2024	LOCO ELECTRICAL WHOLESALERS (PTY) LTD	R 12 230,50	R 1 834,58	R 14 065,08	ELECTRICAL ITEMS	INFRASTRUCTURE SERVICES	INFRA:ELECTRICAL:HM&KM
138	139315	268963	28/08/2024	PLUMBLINK SA (PTY) LTD	R 5 037,00	R 755,55	R 5 792,55	DRAIN ROD	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE:GANSBAAI & STANFORD
139	139889	268964	28/08/2024	OFFICETECH	R 432,00	R 64,80	R 496,80	STATIONERY	OFFICE OF THE MUNICIPAL M/	MM:STRATEGIC SUPPORT SERVICES
140	139192	268965	28/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 9 525,40	R -	R 9 525,40	REFRESHMENTS	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
141	139688	268966	28/08/2024	BASSON WERKSDRAG WORKWEAR (PTY) LTD	R 15 236,05	R 2 285,41	R 17 521,46	CLOTHING	CORPORATE SERVICES	CORP:INFO & COMMUNICATION TECHNOLOGY
142	139995	268967	28/08/2024	BARGAIN BOOKS	R 1 719,22	R 257,88	R 1 977,10	LIBRARY BOOKS	COMMUNITY SERVICES	COMM:LIBRARY SERVICES
143	139638	268970	28/08/2024	BUCO HERMANUS	R 4 788,93	R 718,34	R 5 507,27	HARDWARE	COMMUNITY SERVICES	COMM:RESORTS:KLEINMOND & PALMIET
144	139064	268971	28/08/2024	SAM AND BUSIE ENTERPRISE (PTY) LTD	R 29 200,00	R -	R 29 200,00	INSTALL CARPETS	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
145	139810	268973	28/08/2024	GANSBAAI PRECAST	R 20 400,00	R 3 060,00	R 23 460,00	VIBRACRTE WALLS	COMMUNITY SERVICES	COMM:FACILITIES & HALLS

#	Requisition #	Order #	Order Date	Creditor Name	Amount (Excl VAT)	VAT	Amount (Incl VAT)	Description of goods/service	Directorate	Department
146	140116	268974	28/08/2024	HERMANUS OFFICE NATIONAL	R 1 582,61	R 237,39	R 1 820,00	OFFICE CHAIR	INFRASTRUCTURE SERVICES	INFRA:PRINCIPAL TECHNOLOGIST CIVIL:HERMANUS
147	139534	268975	28/08/2024	PLUMBLINK SA (PTY) LTD	R 711,30	R 106,70	R 818,00	PLUMBING ITEMS	INFRASTRUCTURE SERVICES	INFRA:WATER:HERMANUS
148	138888	268977	28/08/2024	OFFICETECH	R 15 815,00	R 2 372,25	R 18 187,25	OFFICE FURNITURE	INFRASTRUCTURE SERVICES	INFRA:CHIEF ENGINEER:INFRASTRUCTURE SERVICES
149	139700	268978	29/08/2024	NOLADA 8 (PTY) LTD	R 25 500,00	R 3 825,00	R 29 325,00	WHEELIE BINS	INFRASTRUCTURE SERVICES	INFRA:WASTE MANAGEMENT:TRANSFER STATIONS & DROP-OFFS
150	139757	268979	29/08/2024	BUCO HERMANUS	R 1 664,28	R 249,64	R 1 913,92	SMALL TOOLS	INFRASTRUCTURE SERVICES	INFRA:WATER:HERMANUS
151	140155	268980	29/08/2024	WP PACKAGING (PTY) LTD	R 1 739,13	R 260,87	R 2 000,00	BOTTLES WITH PUMP DISPENSER	COMMUNITY SERVICES	COMM:CLEANING SERVICES
152	139259	268981	29/08/2024	ITHUBA INDUSTRIES	R 2 669,57	R 400,43	R 3 070,00	HOSE NIPPLE	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE:GANSBAAI & STANFORD
153	139670	268982	29/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 22 256,50	R 3 338,48	R 25 594,98	HARDWARE	PLANNING AND DEVELOPMENT	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION
154	139411	268983	29/08/2024	NOLADA 8 (PTY) LTD	R 1 925,00	R 288,75	R 2 213,75	POWER TOOLS	PLANNING AND DEVELOPMENT	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION
155	139500	268984	29/08/2024	BUCO HERMANUS	R 1 476,52	R 221,48	R 1 698,00	EPOXY	INFRASTRUCTURE SERVICES	INFRA:ROADS:HERMANUS
156	139378	268985	29/08/2024	NUWAY ENTERPRISES	R 10 586,00	R 1 587,90	R 12 173,90	SIGNS	INFRASTRUCTURE SERVICES	INFRA:ROADS:HERMANUS
157	140089	268986	29/08/2024	DATASTOOR (PTY) LTD	R 560,87	R 84,13	R 645,00	VINYL LABELS	COMMUNITY SERVICES	COMM:SLIPWAYS
158	140068	268988	29/08/2024	HERMANUS OFFICE NATIONAL	R 1 823,40	R -	R 1 823,40	REFRESHMENTS	PLANNING AND DEVELOPMENT	P&D:BUILDING CONTROL
159	140087	268989	29/08/2024	DATASTOOR (PTY) LTD	R 317,39	R 47,61	R 365,00	VINYL LABELS	COMMUNITY SERVICES	COMM:SPORTSFIELDS
160	139480	268993	29/08/2024	OLYMPIA INTERNATIONAL PAINTS & COATINGS	R 17 345,40	R 2 601,81	R 19 947,21	ROAD MARKING PAINT	INFRASTRUCTURE SERVICES	INFRA:ROADS:GANSBAAI & STANFORD
161	139767	268994	29/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 5 580,50	R -	R 5 580,50	VEGETABLE SEEDLINGS	PLANNING AND DEVELOPMENT	P&D:ENVIRONMENTAL MANAGEMENT & CONSERVATION
162	139858	268995	29/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 1 368,00	R 205,20	R 1 573,20	FILLER FOAM	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
163	139592	268996	29/08/2024	NAMAKWA ENTERPRISE COURIERS (PTY) LTD	R 26 200,00	R -	R 26 200,00	SCAFFOLDING	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
164	140094	269001	30/08/2024	HERMANUS OFFICE NATIONAL	R 1 366,96	R 205,04	R 1 572,00	BACK SUPPORTER - MESH LUMBER	FINANCIAL SERVICES	FIN:EXPENDITURE, FLEET & ASSET MANAGEMENT
165	140079	269004	30/08/2024	HERMANUS MOWER CENTRE	R 1 614,70	R 242,21	R 1 856,91	CHAINSAW REPAIR	COMMUNITY SERVICES	COMM:RESORTS:ONRUS CARAVAN PARK
166	139558	269005	30/08/2024	NU-LINE ELEVATOR MAINTENANCE (PTY) LTD	R 21 200,00	R 3 180,00	R 24 380,00	SERVICE OF ELEVATOR	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
167	139943	269006	30/08/2024	GANSBAAI BUILD IT (PTY) LTD	R 1 321,20	R 198,18	R 1 519,38	SEAL PAN RING LACO WHITE	INFRASTRUCTURE SERVICES	INFRA:SEWERAGE:GANSBAAI & STANFORD
168	139578	269007	30/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 14 949,30	R -	R 14 949,30	TOOLS	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
169	139687	269008	30/08/2024	LINDA JACOBS PROMOTIONS	R 3 390,00	R 508,50	R 3 898,50	POINTER SIGNS	COMMUNITY SERVICES	COMM:RESORTS:KLEINMOND & PALMIET
170	139512	269009	30/08/2024	E-BOIL SYSTEMS CC	R 1 354,80	R 203,22	R 1 558,02	SERVICE AND REPAIR HYDROBOILER	PLANNING AND DEVELOPMENT	P&D:SOCIO-ECONOMIC PROGRAMME
171	140156	269010	30/08/2024	BUCO HERMANUS	R 1 576,54	R 236,48	R 1 813,02	CEMENT	MUNICIPAL PUBLIC SAFETY	MPS:LAW ENFORCEMENT SERVICES
172	139772	269011	30/08/2024	HARIKISUN GENERAL DEALERS (PTY) LTD	R 14 149,10	R -	R 14 149,10	HARDWARE	COMMUNITY SERVICES	COMM:RESORTS:KLEINMOND & PALMIET
173	139880	269016	30/08/2024	BUITENDAG JACQUES	R 28 016,80	R -	R 28 016,80	INVESTIGATION OF MISCONDUCT	CORPORATE SERVICES	CORP:DIRECTOR:CORPORATE SERVICES
174	139538	269017	30/08/2024	K2021334618 (SOUTH AFRICA)	R 29 000,00	R -	R 29 000,00	GARDENING MAINTENANCE	COMMUNITY SERVICES	COMM:PARKS AND OPEN SPACES
175	140170	269018	30/08/2024	CUSTOM DEN (PTY) LTD	R 1 999,00	R -	R 1 999,00	CLEANING OF DAVIES POOL	COMMUNITY SERVICES	COMM:BEACHES

#	Requisition #	Order #	Order Date	Creditor Name	Amount (Excl VAT)	VAT	Amount (Incl VAT)	Description of goods/service	Directorate	Department
176	139605	269019	30/08/2024	AFRITURF CC	R 11 100,00	R 1 665,00	R 12 765,00	LINEMARKING PAINT	COMMUNITY SERVICES	COMM:SPORTSFIELDS
177	139791	269020	30/08/2024	KAAP AGRI AGRIMARK LIQUORMARK PAKMARK AGRIOLOG	R 9 205,76	R 1 380,86	R 10 586,62	PAINT AND CRACKFILLER	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE
178	139540	269021	30/08/2024	NOLADA 8 (PTY) LTD	R 2 093,40	R 314,01	R 2 407,41	GENERATOR SPARE PARTS	INFRASTRUCTURE SERVICES	INFRA:WATER:HERMANUS
179	140195	269022	30/08/2024	SUTLA FENCING (PTY) LTD	R 1 702,00	R 255,30	R 1 957,30	ELECTRIC FENCE REPAIR	CORPORATE SERVICES	CORP:INFO & COMMUNICATION TECHNOLOGY
180	139749	269024	30/08/2024	BIDVEST WALTONS	R 6 642,41	R 996,36	R 7 638,77	STATIONERY	COMMUNITY SERVICES	COMM:BUILDING MAINTENANCE

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**R 1 172 598,69 R 132 477,35 R 1 305 076,04**


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**7.2  
CONSIDERATION OF INDIGENT POLICY OF THE OVERSTRAND  
MUNICIPALITY**

**D Louw  
9 September 2024**

**Acting Chief Financial Officer**

**(028) 313 8040**

**1. Executive Summary**

The purpose of the report is to present the Indigent Policy to Council for consideration in view of the contents of this report.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Directorate: Finance  
Department: Revenue

**3. Compliance with Strategic Priorities**

Provision of democratic, accountable and ethical governance  
Provision and maintenance of municipal services

**4. Delegated Authority**

None

**5. Legal Requirements**

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)  
Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

**6. Background/Discussion/Evaluation/Conclusion**

**Background**

Subsequent to the annual revision of the Indigent Policy, which served before Council on 31 May 2024, the municipal council also approved minor amendments to the Indigent Policy on 26 June 2024.

Council furthermore resolved as follows at the meeting on 26 June 2024:  
*“The Executive Mayor requested that this item be resubmitted to Council at its meeting of 31 July 2024.”*

At the most recent council meeting on 31 July, council directed as follows –

*“that the item be referred back in order for the Legal Department to reword the definition of ‘Income’ in the Policy and that the item be resubmitted at a Special Council Meeting for which the date be established as soon as possible.”*

### **Discussion/Evaluation/Conclusion**

The comment of legal services was solicited and is submitted henceforth:

How the income of an applicant for an indigent subsidy is determined, is at the heart of this opinion. A review of the Indigent Policy (“the Policy”) should not be undertaken lightly as any amendment to the Policy has the potential to substantially impact the financial position of thousands of ratepayers as well as that of the Municipality. Accordingly, any decision to amend, or not, should receive the level of consideration it deserves.

It is also necessary to keep in mind the purpose of an indigent policy and by implication the definition of indigent, as set out in the National Framework for Municipal Indigent Policies:

“The term ‘indigent’ means ‘lacking the necessities of life’. In interpreting this [...] a position has to be taken on the ‘necessities of life’ in a South African context. The Constitution provides a guide in this regard, leading to the view that the following goods and services are considered as necessities for an individual to survive: Sufficient water; Basic sanitation; Refuse removal in denser settlements; Environmental health; Basic energy; Health care; Housing; Food and clothing. Anyone who does not have access to these goods and services is considered indigent.”

### **Instruction**

Council requested Legal Services to consider a revision to the definition of “income” as it appears in the current Indigent Policy of Overstrand Municipality.

At a Council meeting held on 31 July 2024 the Executive Mayor stated that the view is held by Council that income should be defined as only the primary income of the registered owner or registered tenant of the property of the supposed indigent household (paraphrased). We are advised by the Financial Services Department that in practical consideration of applications this is already the position of the administration, i.e. that only the income of the primary occupier is taken into account for purposes of determining whether an applicant qualifies for the indigent subsidy. However, to make this position abundantly clear, amendments to this effect are proposed herein.

At the same Council Meeting Alderman Coetzee commented that the Policy defines "income" as inclusive of "grants", and that a situation could arise where an expense such as medical aid is paid by a third party but that such payment is then considered by the Municipality to be income (again, the notion expressed by Ald Coetzee is paraphrased). Following a consultation with the Financial Services Department on how a situation like this is treated in practical terms, it is not feasible to explicitly address this in the Policy (this is discussed further herein below).

"Income" in terms of the Indigent Policy, as approved by Council on 31 May 2024

The definition of Income is used three times in the Policy at:

**"3. SUBSIDY FOR INDIGENT HOUSEHOLDS**

*a. A basic level of services will be provided to qualifying households with: (i) a total gross income which is below a determined amount, and (ii) according to further specified criteria, as determined by the Municipality from time to time;"*

**"5. CRITERIA OF SUBSIDY**

*The subsidy for needy households is recognised for purposes of receiving an indigent subsidy.*

*(i) The total household income may not be more than four times the Government State Old Age pension amount plus R1 per month;*

*The following grants should not be added to the qualifying income threshold:*

*(a) additional grant for older persons;*

*(b) disability grant;*

*(c) war veterans grant;*

*(d) care dependency grant; (e) foster child grant;*

*(f) child support grant; (g) grant-in-aid;*

*(h) social relief of distress"*

**"6. APPLICATION FOR A SUBSIDY**

*A. Applications for indigent subsidy must be submitted on the prescribed application form and must be accompanied by the following documentation:-*

*(iv) proof of the total gross household income, e.g. a letter from his/her employer, salary slip/envelope, pension card, unemployment insurance fund (UIF) card.; and [...]"*

It has become apparent that the definition's purpose is to:

- (i) confirm that a basic level of services will be provided to qualifying households below a certain level of income (par 3); and
- (ii) form part of the criteria for qualification for an indigent subsidy (paras 5 and 6).

As alluded to above, how income is calculated lies at the heart of the current consideration. The amount so calculated then has a material bearing on whether an applicant is successful or not in an indigent subsidy application.

Change to only consider registered owner / tenant

The inclusion of the income of other occupants on a property is not due to the definition of income, but due to the interpretation afforded to the word "household", which precedes the word income at Paragraph 5 (Criteria of Subsidy) of the Policy.

"Household" and "customer" are defined as follows:

"Household" - Any customer who are jointly living on a stand or site on a permanent basis and who receive electricity and/or water from one meter, regardless whether the person rents or owns the property.

"customer"- Any occupier of any property to which the Municipality has agreed to supply services or already supplies services to, or if there is no occupier, then the owner of the property (including registered indigent household).

What this means is that the definitions of customer (which includes "any occupier") and household could be interpreted to have the effect of practically requiring the administration to consider the income of all people living on the property. If so interpreted, the income of backyard dwellers, adult children of the registered owner/tenant, or virtually any person living on the property would be taken into account in calculating the income regardless of who the actual recipient and beneficiary of such income is. The proposed amendments below address this.

Cognisance is taken of the definition of income as applied by other municipalities. For instance, Saldanha Municipality has the following definition:

***"Household income"** is the gross sum of all monthly income from the registered owner and spouse, including wages, salaries, profits, dividends, pensions, rentals, board & lodging, interest received, grants or investment income, excluding the capital proportion of the investment.*

By limiting the application of the Policy to only owners, the risk exists that deserving tenants, or persons occupying under any title other than ownership, may be excluded from the benefit of the indigent policy.

Conversely, Theewaterskloof Municipality (whose indigent policy is largely based on the policy proposed by National Government), provides as follows: "A household where the combined or joint gross income **of all occupants/residents/dependants, over the age of 18 years or who have potential earning capacity**, is less than twice the monthly pension grant and can no longer afford to pay for the services provided by the council (must be presented monthly to the Ward Councillor and quarterly to the Ward Committee)." (own emphasis added)

It is respectfully submitted that this approach is far too wide and would result in a situation where very few households would be able to qualify for receipt of an indigent subsidy. The fact that not all funds received by all occupants in a specific household actually contributes to the household income is lost in such a wide approach. With due regard to the foregoing, it is necessary to find a compromise between the overly strict and the overly liberal approaches in order to ensure that the indigent subsidy is available to those who are truly in need and deserving of it, while also excluding those who seek to unjustifiably benefit from it.

It is worth noting that the Municipality already has one of the lowest thresholds (four times the Government State Old Age Pension plus R1) for applicants to meet in order to qualify for an indigent subsidy, i.e. applicants are far more likely to qualify for an indigent subsidy in Overstrand Municipality than in most other municipalities. Nevertheless, the Municipality can only consider applications actually received. Regardless of how low the bar is set, if applicants do not apply, no policy determination will remedy the situation.

### **Exclusion of paid expenses from calculation of income**

It is not clear whether Council wants the expenses of an applicant which are paid for by third parties to be excluded as a default position, or whether it was an *obiter dictum* (a general comment in passing), or perhaps even a comment for consideration in a specific case.

For now, the argument holds that any contribution paid to a prospective indigent applicant, constitutes a financial benefit to such prospective applicant. On the contrary, a contribution paid directly to a service provider on behalf of a prospective applicant (for example, medical aid), although it still constitutes a financial benefit, would not reflect as income in the hands of the prospective applicant. Consequently, it is respectfully submitted that a prospective applicant need not be prejudiced as a result of receiving the

benefit of a discretionary contribution from a third party, provided that such benefit does not reflect as an income in the hands of the prospective applicant.

The reason for the foregoing approach relates to the need to eliminate any discretions afforded to the administration in consideration of an indigent application. It is not possible to effectively address any and all possible scenarios in a policy document. Therefore, a policy must be drafted rigid enough to firstly not allow for each administrator to apply his/her own discretion, and secondly to be capable of enforcement on clearly defined principles. However, the policy must also be flexible enough to provide for exceptional circumstances and not prevent a deserving applicant of receiving a benefit on arbitrary grounds. The latter, it is respectfully submitted, can be achieved through a Standard Operating Procedure document in order to address instances of discretionary benefits which deserve exclusion.

For the sake of clarity and to avoid any confusion, it is advised that no contributions by a third party which can be paid directly to a service provider (such as insurance, medical aid, retirement annuities, etc.) instead of to the prospective indigent applicant should be excluded from the definition of "income". Furthermore, the aforesaid type of contributions should also not be addressed by means of a SOP, as this would still afford a degree of discretion to the administration. (Phrased differently, if a contribution can be paid directly to a service provider, but it is instead paid to the prospective applicant, such contribution will be regarded as "income" in the hands of the prospective applicant.)

The only exceptions to be addressed by an SOP are:

1. Inheritances received by a prospective applicant; and
2. Payments received by a surviving spouse/life partner from a deceased estate during the winding-up process, subject to a letter of confirmation by the executor of the estate confirming that nature of the payments.

Therefore, all financial benefits contributions (apart from those discussed in the preceding paragraph) actually made to and/or received by a prospective applicant, will remain included in the definition of "income" for purposes of the Policy and for purposes of any SOP which may be drawn up pursuant to the Policy.

As a result, it is advised that the receipt of discretionary contributions/benefits not be specifically excluded from the definition of "income" in the Policy. For the reasons provided above, this does not need to be prejudicial to an applicant. However, any attempt to regularise such contributions, will undoubtedly create more uncertainty than clarity. It is

worth noting that the abovementioned exclusion could be included in the Policy, but would that make the definition of "income" unnecessarily cumbersome, while the desired result could equally be achieved by making provision for its practical application in a SOP.

Notwithstanding the foregoing, it is advised that consultation be had between the user department assessing applications and Council as to the prevalence of such instances, what could be handled in terms of capacity and practicality, and the potential cost implication of introducing such a provision.

### **Proposed amendments to the Policy**

In light of the foregoing, it is hereby proposed that the Policy be amended as set out below. (For a marked-up view of the proposed changes to the Policy, please see Annexure A below.)

The definition of Income, paragraph 5, and the inclusion of a new definition could read as follows:

"Income" is the gross sum of all monthly income of the Occupier received from all sources, including wages, salaries, profits, dividends, pensions, interest received, grants or investment income and other forms of earnings received by the Occupier, including income received by spouses/life partners. In the instance where a spouse/life partner is no longer part of the household, the applicant must submit an affidavit to declare that (i) the spouse/life partner is on a permanent basis no longer part of the household; and (ii) the relationship with the spouse/life partner was ended.

"Occupier" – A person, including such person's spouse/life partner, who occupies any premises or part thereof and is primarily responsible for financially supporting and maintaining the household, without regard to the title under which he or she so occupies the premises and includes –

(a) any person in actual occupation of those premises; (b) any person legally entitled to occupy those premises;

(c) in the case of those premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants whether on the person's own account or as agent for any person entitled thereto or interested therein;

(d) any person having the charge of or management of those premises, and includes the agent of any such person when the person is absent from the Republic of South Africa or his whereabouts are unknown; or

(e) the owner of those premises;

"Household" - Any **customer** living on a stand or site on a permanent basis and who receive electricity and/or water from one meter, regardless whether the person rents or owns the property. (own emphasis)

**"5. CRITERIA OF SUBSIDY**

*The subsidy for needy households is recognised for purposes of receiving an indigent subsidy.*

*(i) The total **income** of the Occupier may not be more than four times the Government State Old Age pension amount plus R1 per month;*

*The following grants should not be added to the qualifying income threshold:*

- (a) additional grant for older persons;*
- (b) disability grant;*
- (c) war veterans grant;*
- (d) care dependency grant; (e) foster child grant;*
- (f) child support grant; (g) grant-in-aid;*
- (h) social relief of distress."*

**"6. APPLICATION FOR A SUBSIDY**

*A. Applications for indigent subsidy must be submitted on the prescribed application form and must be accompanied by the following documentation:-  
(iv) proof of the total gross income, e.g. a letter from his/her/their employer(s), salary slip/envelope, pension card, unemployment insurance fund (UIF) card.; and [...]"*

It is opined that the above amendments would have the effect that only the income(s) of the primary occupier responsible for the household would be considered (together with the income of his/her spouse/life partner). It is further submitted that the above-mentioned changes would have the effect of excluding the income of any backyard dweller or similar occupant on the same property. Any rental paid by occupants of a property to the primary occupants, will in any event be included in the income of the primary occupant. Furthermore, the usage thresholds would still apply to such property regardless of the number of occupants, thus striking a balance between making indigent subsidies more accessible while ensuring that service delivery remains sustainable.

**Concerns**

We would not be fulfilling our function as legal advisors if we do not take the liberty to address risks we foresee. Whilst we note that Council already has a clear vision of what it wants, and we by no means could interfere with Council's discretion, we offer the following for Council to consider.

It can be reasonably expected that following the proposed amendment, many more households could qualify for an indigent subsidy who previously would not have. It follows that this may decrease the amount of revenue collected by the Municipality for the provision of services, while simultaneously placing an increased financial burden on the Municipality to continue to provide services to qualifying households.

Sections 152 (1) (b) read with section 152 (2) of the Constitution provides that one of the objects of local government is to ensure the provision of services to communities in a **sustainable manner** and that a municipality must strive, within its **financial and administrative capacity**, to achieve the objectives.

This must be considered together with the following provisions of the Local Government: Municipal Systems Act, 2000 (the "MSA").

The definition of "financially sustainable" means:

*in relation to the provision of a municipal service, means the provision of a municipal service in a manner aimed at ensuring that the financing of that service **from internal and external sources**, including budgeted income, grants and subsidies for the service, **is sufficient to cover the costs** of—*

(a) *the initial capital expenditure required for the service; (b) operating the service; and*

(c) *maintaining, repairing and replacing the physical assets used in the provision of the service;*

The following sections of the MSA are also worthwhile for consideration:

"4. *Rights and duties of municipal councils (1) The council of a municipality has the right to— (d) strive to ensure that municipal services are provided to the local community in a financially and environmentally sustainable manner;*"

"73. *General duty (1) A municipality must give effect to the provisions of the Constitution and— (c) **be financially sustainable;***"

"74. *Tariff policy (2) A tariff policy must reflect at least the following principles, namely that— (e) tariffs must be set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned;*" (Own emphasis added)

It is clear from the above legislation that the Municipality has a legal duty to provide services, including the recovery costs associated with providing the service, in a financially sustainable manner, according to its financial capacity. In this regard, it is advised that Council should also consult the CFO and broader financial services prior to making its decision on amending

the Policy, in order to satisfy itself whether the Municipality would remain financially sustainable if the Policy is amended as proposed.

In addition to the above, consideration should also be given to Section 21 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 (the "MFMA"). Section 21 of the MFMA sets out the budgeting preparation process of the Municipality and requires, *inter alia*, consultative processes. Should the proposed amendments affect the revenue collected by the Municipality to such an extent that the approved Budget requires a serious amendment, this could pose a challenge in respect of the intended implementation date of the proposed amendments as there are statutory requirements as to when and why an approved budget may be amended.

The CFO and broader financial services directorate should advise on the costs, financial impact, and budgetary implications of the proposed amendments.

#### **7. Financial Implications**

In accordance with the Indigent Support programme.

#### **8. Staff Implications**

N/A

#### **9. Comments from other Departments, Divisions and Administrations**

N/A

#### **10. Annexures**

Annexure A: Indigent Policy

#### **RECOMMENDATION TO THE COUNCIL:**

that the Indigent Policy **be considered**.

**RESPONSIBLE OFFICIAL :**

**D LOUW  
E HOONEBERG**

**TARGET DATE FOR IMPLEMENTATION :**

**1 OCTOBER 2024**

# OVERSTRAND MUNICIPALITY



## INDIGENT POLICY

### P R E A M B L E

**Whereas** section 96 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) requires a municipality to adopt, maintain and implement a credit control, debt collection and customer care policy;

**And whereas** section 97 of the Systems Act prescribes that such policy must provide for "provision for indigent debtors that is consistent with its rates and tariff policies and any national policy on indigents."

**Now therefore** the Municipal Council of the Municipality of Overstrand adopts the Indigent Policy as set out in this document:-

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## 1. DEFINITIONS

For the purpose of this policy, unless the context indicates otherwise, any word or expression to which a meaning has been attached in the Act shall bear the same meaning and means:-

<b>“authorised representative”</b>	The person or instance legally appointed by the Council to act or to fulfil a duty on its behalf.
<b>“basic service”</b>	the amount or level of any municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety of the environment and for the purposes of this Policy are restricted to the delivery of electricity, refuse, sewerage and water services.
<b>“Chief Financial Officer”</b>	An officer of the Municipality appointed as the Head of the Finance Department and includes any person:- a. acting in such position; and b. to whom the Chief Financial Officer has delegated a power, function or duty in respect of such a delegated power, function or duty.
<b>“Council” or “municipal council”</b>	A municipal council referred to in section 18 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and for purposes of this policy, the municipal council of the Municipality of Overstrand.
<b>“customer”</b>	Any occupier of any property to which the Municipality has agreed to supply services or already supplies services to, or if there is no occupier, then the owner of the property (including registered indigent household).
<b>“defaulter”</b>	A person who owes money to in respect of a municipal account after the due date for payment has expired.
<b>“Household”</b>	Any customer <b>[who are jointly]</b> living on a stand or site on a permanent basis and who receive electricity and/or water from one meter, regardless whether the person rents or owns the property.
<b>“Income”</b>	Income is the gross sum of all monthly income of the occupier received from all sources, including wages, salaries, profits, dividends, pensions, interest received, grants or investment income and other forms of earnings received by the occupier [applicant(s) (that is, owner & spouse/life partner, or tenant & spouse/life partner),] including income received by spouses/life partners. In the instance where a spouse/life partner is no longer part of the household, the applicant must submit an affidavit to declare that (i) the spouse/life partner is on a permanent basis no longer part of the household; and (ii) the relationship with the spouse/life partner was ended. <b>[Child Support] Discretionary grants/contributions and Government Support (including Child Support grants) [and other Government Support grants] will not be added as a financial contribution towards the Occupier's income. [household income].</b> Particulars of any Government Support grants received by any Occupier <b>[member of the household]</b> must be declared in the affidavit.
<b>“Indigent”</b>	A household which qualifies in terms of clause 5.
<b>“interest”</b>	A levy with the same legal priority as service fees and calculated on all amounts in arrears in respect of assessment rates and service levies at a standard rate as approved by Council.
<b>“municipal account” or “billing”</b>	the proper and formal notification by means of a statement of account, to persons liable for monies levied and indicating the net accumulated balance of the account, specifying charges levied by the Municipality, or any authorised and contracted service provider, in the format of, but not limited to:- (a) show the levies for assessment rates and/or building clause; and “monthly account” rendered monthly and shows the levies for assessment rates and/or building clause, availability charge, sewerage, refuse removal, electricity,

	water, sundries, housing rentals and instalments, allas well as the monthly instalment for annual services paid monthly
<b>“Municipality”</b>	The institution that is responsible for the collection of funds and the provision of services to the customers of Overstrand.
<b>“Occupier”</b>	A person, including such person’s spouse/life partner, who occupies any premises or part thereof and is primarily responsible for financially supporting and maintaining the household, without regard to the title under which he or she so occupies the premises and includes – (a) any person in actual occupation of those premises; (b) any person legally entitled to occupy those premises; (c) in the case of those premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants whether on the person’s own account or as agent for any person entitled thereto or interested therein; (d) any person having the charge of or management of those premises, and includes the agent of any such person when the person is absent from the Republic of South Africa or his whereabouts are unknown; or (e) the owner of those premises;
<b>“the Act”</b>	The Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) as amended from time to time.

## 2. OBJECTIVES OF POLICY

The objectives of this Policy are to:-

1. provide a framework within which the Municipality can exercise its executive and legislative authority with regard to the implementation of financial aid to indigent households in respect of their municipal account;
2. determine the criteria for qualification of indigent households;
3. ensure that the criteria is applied correctly and fairly to all applicants;
4. allow the Municipality to conduct in loco visits to the premises of applicants to verify the actual status of the household;
5. allow the Municipality to maintain and publish the register of names and addresses of account holders receiving subsidies.
6. Provide for the right of appeal to the Municipal Manager.

## 3. SUBSIDY FOR INDIGENT HOUSEHOLDS

- a. A basic level of services will be provided to qualifying households with:
  - (i) a total gross income which is below a determined amount, and
  - (ii) according to further specified criteria, as determined by the Municipality from time to time;
- b. Indigence subsidies will be funded from the equitable share contribution made by National Treasury and as provided for in the municipal budget. The subsidy can only be credited to the qualifying customers’ accounts until the amount received by the Municipality from National Treasury and provided for in the municipal budget for this purpose, has been exhausted, whereupon no further credits will be made until further national funds for this purpose are received or additional funds has been provided for in the municipal budget.
- c. Subsidised services are refuse removal, sewerage and consumption service charges.
- d. Customers who qualify for an indigent subsidy must convert to pre-payment electricity meter, except for areas where electricity is not supplied by Overstrand Municipality, and a flow limiter water meter may be installed, free of charge for these customers.
- e. If a customer’s consumption or use of the municipal service is less than the subsidised amount of the service, the subsidy will be limited to the lesser amount. The unused portion, if any, may not be accrued by the customer and will not entitle the customer to cash or a rebate in respect of the unused portion.

- f. If a customer's consumption or use of a municipal service is in excess of the subsidised service, the customer will be obliged to pay for such excess consumption at the applicable rates.
- g. All customers who qualify for an indigent subsidy will be considered placed on restricted service levels in order to limit further escalation of debt.
- h. Where applicable, indigent customers may be exonerated from a portion of their arrear debt.
- i. An indigent customer must immediately request de-registration by the Municipality or its authorised agent if his/her circumstances have changed to the extent that he/she no longer meet the criteria.
- j. An indigent customer may, at any time, request de-registration.
- k. A list of indigent customers will be maintained and may be made available to the general public, subject to the Promotion of Access to Information Act ("PAIA") and/Protection of Personal Information Act ("POPI Act").
- l. The applicant may not be the registered owner of more than one property.
- m. Councillors and municipal officials do not qualify for any benefit in terms of this Policy, except for Temporary employees/EPWP workers not appointed on a permanent basis, who qualify for the subsidy according to the Indigent criteria as set out in section 5 below retrospectively from 1 July 2023.
- n. The costs in respect of the informal settlements in connection with supply charges and 70 kWh for electricity will be recovered from the equitable share.

#### 4. PRINCIPLES OF POLICY

- a. The administrative integrity of the Municipality must be maintained at all costs. The democratically elected councillors are responsible for the approval of this policy, while it is the responsibility of the Municipal Manager to ensure the execution of this policy;
- b. Applicants must complete an official application form, which is to be submitted together with the supporting documents as specified in this policy.
- c. Application forms, agreements and documents relating to this Policy must be available in Afrikaans, English and isiXhosa.
- d. The customer is entitled to an efficient, effective and reasonable response to appeals, and should suffer no disadvantage during the processing of a reasonable appeal.
- e. Compliant applications received before the 15th of a particular month will be considered for subsidy for that account levied for the month.

#### 5. CRITERIA OF SUBSIDY

The subsidy for needy households is recognised for purposes of receiving an indigent subsidy.

- (i) The total **[household]** income of the Occupier may not be more than four times the Government State Old Age pension amount plus R1 per month;  
The following grants should not be added to the qualifying income threshold:
  - (a) additional grant for older persons;
  - (b) disability grant;
  - (c) war veterans grant;
  - (d) care dependency grant;
  - (e) foster child grant;
  - (f) child support grant;
  - (g) grant-in-aid;
  - (h) social relief of distress
- (ii) Average monthly units purchase of electricity over the previous 3 months may not exceed 500 kWh;
- (iii) Average monthly consumption of water over the previous 3 months may not exceed 20 kℓ;  
Or: A flow limiter meter will be installed immediately on application for a flow limiter meter and flow will be limited to a maximum of 20 kl per month;

- (iv) Occupy the property as his/her primary residence;
- (v) Must be a South African citizen; and
- (vi) The recipient of an indigent benefit in terms of this policy must not be the registered owner of more than one property.
- (vii) The property must only be used for residential purposes.

If any of the above criteria is not complied with, the household will immediately be given notice and will lose the status of "indigent" and the subsidy will be forfeited.

#### **Subsidy**

- (i) 100% of the basic levy and capacity charge - 30Amp\_for electricity for one service point per month;
- (ii) 100% of the basic levy for water for one service point per month;
- (iii) 100% of the basic levy for sewage for one service point per month;
- (iv) 100% of 1 X vacuum tanker service after hours, per annum;
- (v) 100% of the basic levy for refuse removal for one service point per month;
- (vi) The first 70 kWh in the tariff block 0-350 of electricity per month shall be free of charge;
- (vii) 10 kℓ of water;
- (viii) 7 kℓ of water consumption for sewerage, or 1 x vacuum tanker per month if not able to connect to the sewer; and
- (ix) R11.84 in regard of Infrastructure Levy.

### **6. APPLICATION FOR A SUBSIDY**

#### **A. Applications for indigent subsidy must be submitted on the prescribed application form and must be accompanied by the following documentation:-**

- (i) the latest municipal account of the account holder;
- (ii) proof of the applicant's identity and an affidavit confirming responsibility for the account in the instance where the applicant is not the account holder, but reside on the property; and a letter from account holder;
- (iii) In the instance of a deceased estate, indigent applications will be considered in accordance with requirements for Deceased Estates as stipulated in the Overstrand Customer Care, Credit Control and Debt Collection Policy, inclusive of submission of the executors letter, or letter of authority from the Master/Court and a letter from the relatives of the deceased confirming responsibility for the account and In the instance of a child headed household, also a report from a social worker,
- (iv) proof of the total gross household income, e.g. a letter from his/her employer, salary slip/envelope, pension card, unemployment insurance fund (UIF) card.]; **and**
- (v) **proof of medical condition when requiring additional water and electricity.]**

#### **B. Incomplete forms or forms without the required documentation attached thereto will be rejected.**

### **7. SWORN STATEMENT**

The applicant must complete the sworn statement that forms part of the application form. Failure to do so will render the application invalid.

### **8. CONVERSION OF CONVENTIONAL ELECTRICITY METER**

The applicant must agree to the conversion to pre-payment electricity meter and flow limiter water meter. Refer clause 3(d) of Policy.

## 9. PUBLICATION OF NAMES

The applicant must grant permission for the Municipality to publish his/her name and address on a list of account holders receiving subsidies in terms of this Policy. Refer clause 3(k) of Policy.

## 10. FALSE OR MISLEADING INFORMATION

A person who provides false information will be disqualified and be refused further participation in the subsidy scheme. In addition, he/she may be held liable for the immediate repayment of any subsidies already granted and legal action may be instituted against the guilty party/parties. A person who provides misleading information may only apply again for Indigent Subsidy after a period of 12 months.

## 11. CALCULATION OF SUBSIDY

- a. The subsidies below will be funded from the "equitable share" contribution received from National Treasury, plus an amount from the Municipality's own income as budgeted for in the financial year in question. The subsidies will only be granted to qualifying households to the extent that the above-mentioned funds are available for allocation.
- b. The accounts of qualifying applicants are credited monthly by the subsidies calculated in section 5.

## 12. VERIFICATION AND AMNESTY PERIOD

The Municipality reserves the right to send officials and/or representatives of the Municipality to the household or site of the recipient(s) of a subsidy at any reasonable time with the aim of carrying out an ongoing audit on the accuracy of the information provided.

## 13. DURATION OF SUBSIDY

- a. If an application is approved, the subsidy will be applicable up until the equitable share contribution made from the National Governments' fiscus and as provided for in the municipal budget is depleted.
- b. The municipality will at least annually, verify the status of the indigent households to confirm that the requirements as per the indigent policy are still met. The subsidy will be cancelled with immediate effect in the absence of proof that the criteria is still met.
- c. If the Municipality obtains information that indicates that the circumstances of the applicant have changed to such an extent that he/she no longer qualifies for the subsidy, the Municipality reserves the right to cancel the subsidy immediately.
- d. If any of the criteria, as set out in 5, is not complied with any more, the onus is on the recipient of the subsidy to notify the Municipality within 7 days after such criteria is no longer complied with. If a recipient cannot write, a designated official must be informed in person.
- e. If any of the above criteria is not complied with, the household will immediately be given notice and will lose its Indigent status and the subsidy will be forfeited
- f. In the case of misrepresentation or false declaration, including subsidy recipients of qualifying properties, the Municipality reserves the right to refuse the approval of the subsidy and to recover any subsidy amount if already granted a may institute appropriate legal action civil or otherwise, against guilty party(ies).

**14. ACCOUNTS IN ARREAR**

Applicants, whose municipal accounts show arrear amounts at the time of the application for a subsidy, will have to make arrangements with the Municipality for paying off the amounts in arrears.

**15. REGISTER**

- a. The Municipality will compile a register of households that qualify as "indigent".
- b. The register will be updated continually and reconciled with the relevant subsidy account in the general ledger on a monthly basis.

**16. ENCOURAGEMENT**

Councillors should encourage tax payers/customers in their various wards to apply for participation in the indigent subsidy scheme.

**17. REVIEW AND IMPLEMENTATION PROCESS**

This policy will come into effect on 1 October 2024;

This policy will be reviewed at least annually or when required by way of a Council resolution.

POLICY SECTION:	SENIOR MANAGER: REVENUE
CURRENT UPDATE	25 SEP 2024
PREVIOUS UPDATE:	31 MAY 2024
PREVIOUS REVIEW	01 FEB 2024
PREVIOUS REVIEW	26 JULY 2023
PREVIOUS REVIEW	28 JUNE 2023
PREVIOUS REVIEW	31 MAY 2023
PREVIOUS REVIEW	28 FEB 2023
PREVIOUS REVIEW	27 JUNE 2022
PREVIOUS REVIEW:	31 MAY 2022
PREVIOUS REVIEW:	26 MAY 2021
PREVIOUS REVIEW	25 NOV 2020
PREVIOUS REVIEW	27 MAY 2020
PREVIOUS REVIEW	29 MAY 2019
PREVIOUS REVIEW	30 MAY 2018
PREVIOUS REVIEW	26 JUN 2017
PREVIOUS REVIEW	31 MAY 2017

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<b>PREVIOUS REVIEW</b>	31 AUG 2016
<b>PREVIOUS REVIEW</b>	28 MAY 2015
<b>PREVIOUS REVIEW</b>	28 MAY 2014
<b>PREVIOUS REVIEW</b>	29 MAY 2013
<b>PREVIOUS REVIEW:</b>	30 MAY 2012
<b>PREVIOUS REVIEW:</b>	04 MAY 2011
<b>PREVIOUS REVIEW:</b>	26 MAY 2010
<b>PREVIOUS REVIEW</b>	27 MAY 2009
<b>PREVIOUS REVIEW</b>	31 MAY 2006
<b>APPROVAL BY COUNCIL:</b>	30 JUNE 2004

**8. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER (IF ANY)**

**9. CONSIDERATION OF NOTICES OF MOTIONS / QUESTIONS**

At the time of the closing of the agenda, no notices of motions/questions were received.

**10. CONSIDERATION OF MOTIONS OF EXIGENCY (IF ANY)**