



## **ORDINARY MEETING OF THE MAYORAL COMMITTEE**

## **GEWONE VERGADERING VAN DIE BURGEMEESTERSKOMITEE**

## **INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU**

# **A G E N D A**

## **I-AJENDA**

<b>DATE / DATUM / UMHLA :</b>	<b>22 FEBRUARY / FEBRUARIE / FEBHRUWARI 2017</b>
<b>VENUE / PLEK / INDAWO :</b>	<b>BANQUETING HALL / BANKETSAAL CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU HERMANUS</b>
<b>TIME / TYD / IXESHA :</b>	<b>10:00</b>

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

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

**17 February 2017**

**NOTICE TO ALL ALDERMEN AND COUNCILLORS**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **Banqueting Hall, Civic Centre, HERMANUS**, on **WEDNESDAY, 22 FEBRUARY 2017** at **10:00** to consider the items set out on the attached agenda.

**C GROENEWALD  
MUNICIPAL MANAGER**

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**17 Februarie 2017**

**KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE**

**KENNIS WORD HIERMEE GEGEE** dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **Banketsaal, Burgersentrum, HERMANUS**, op **WOENSDAG, 22 FEBRUARIE 2017** om **10:00** vir oorweging van die items op die meegaande agenda.

**C GROENEWALD  
MUNISIPALE BESTUURDER**

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**17 Febhruwari 2017**

**ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

**INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **Banqueting Hall, kwiZiko, eHERMANUS ULWESITHATHU UMHLA, 22 FEBHRUWARI 2017** ngeye-**10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

**C GROENEWALD  
UMPHATHI KAMASIPALA**

**AGENDA/...**

**1. OPENING**

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

**3. CONFIRMATION OF MINUTES**

3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Friday, 2 December 2016** at **10:00**

3.2 Minutes of a **Special Meeting** of the **Mayoral Committee** held on **Monday, 23 January 2017** at **10:00**

**4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR/DEPUTY EXECUTIVE MAYOR**

**5. MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR JANUARY 2017**

**8/2/2**

**C Le Roux**

**(028) 313 8080**

**Corporate Head Office**

**06 February 2017**

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**1. Executive Summary**

The purpose of this report is to inform Council of all deviations from the Supply Chain Management Policy, approved by the delegated authority in terms of Paragraph 36 of the Supply Chain Management Policy, as well as approvals in terms of 16(1)(b) and 17(1)(c) for January 2017.

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

Directorate: Finance

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 May 2008, as amended.

**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 clause 36(1)(a) for January 2017 is attached as **Annexure A**.

**B. Awards in terms of Paragraph 16(1)(b) and 17(1)(c)**

In terms of Paragraph 16(1)(b) and 17(1)(c) of the SCM Policy, where the Written or Formal Written Price Quotation process has been followed for procurement below R 30,000.00 (Incl. VAT) 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 16(1)(b) and 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 January 2017 is attached as per **Annexure B**.

**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 of sub-delegations

Annexure B: Schedule of approvals in terms of Paragraph 16(1)(b) and 17(1)(c)

**RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for January 2017, **be noted**; and
2. that the awards made in terms of Paragraph 16(1)(b) and 17(1)(c), approved in terms of the delegated authority for January 2017, **be noted**.

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



## Schedule of approvals in terms of Clause 16 and 17(1)(c) of the SCM Policy - Overstrand Municipality January 2017

		Reason Codes for exceptions:						
Number	Request	OREDR	Supplier	Value (Excl VAT)	VAT	Value (VAT Incl)	Reason Code	Comments / Line description
								10  Received only one quote at closing time and date of submission of quotation
								11  Received only two quotes at closing time and date of submission of quotation
								Note: Please be advised that some of the descriptions below are only of the first line item on the request
1	71914	218254	THE BOOK COTTAGE CC	R 7 800.00	R 1 092.00	R 8 892.00	10	DELIVERY OF DAILY NEWSPAPERS SERVICE TO HQ FROM MONDAY TO FRIDAY
2	72174	218562	MIR SPIKE OVERBERG CC	R 3 353.13	R 469.43	R 3 822.56	10	HERSTEL VAN ELEKTRIESE HEINING
3	72659	218190	TRAFFIC MANAGEMENT TECHNOLOGY	R 3 212.50	R 449.75	R 3 662.25	10	TRAVEL COST
4	72826	218323	LEXISNEXIS (PTY) LTD - 460160	R 3 340.90	R 467.72	R 3 808.62	10	ROAD TRAFFIC ISSUES UPDATED FROM 42 - 47 AND DELIVERY AND HANDLING
5	72829	218397	ADENCO CONSTRUCTION (PTY) LTD	R 3 805.35	R 532.74	R 4 338.09	10	PLINTH FOR SCHNEIDER M/RMU.
6	72854	218270	ONLAB SPECIALIST ELECTRO TECHN	R 13 525.00	R 1 893.50	R 15 418.50	10	ABAGOLD RING MAIN UNIT PROTECTION SETTINGS, TESTING AND AUDIT OF BULK METER BY SPECIALISED ENGINEER.
7	73301	218711	SMARAG HANDEL (PTY) LTD (OMEGA	R 2 456.50	R 343.91	R 2 800.41	10	2M HEK MOTOR TRACKS
8	69843	218327	XABA ENGINEERING AND CONSULTIN	R 25 292.29	R 0.00	R 25 292.29	11	ASSESS ELECTRICAL ISSUE AT FIRE DEP
9	72176	218700	LUCAS LE	R 3 500.00	R 0.00	R 3 500.00	11	HERSTEL VAN MURE EN DAKPLATE
10	72551	218633	BRUNING DA (ALBRU ELECTRICAL)	R 4 150.69	R 0.00	R 4 150.69	11	CALLOUT SERVICE/TRAVELING
11	72596	218269	COMMUNICATION NETWORK CC (COMM	R 8 050.00	R 1 127.00	R 9 177.00	11	DIGITAL RADIO
12	72682	218208	BIDVEST WALTONS	R 9 994.48	R 1 399.22	R 11 393.70	11	HINGED DOOR SYSTEMS CUPBOARD WITH 4 SHELVES
13	72729	218586	GERT GROVE ELECTRICAL	R 2 333.34	R 326.66	R 2 660.00	11	HOSTEL NO 4 MT PLEASANT FIND AND FIX ELECTRICAL FAULT CONTACT KAPOT FOR KEY 0839824538
14	72849	218682	KLEINMOND BOUHANDEL	R 2 105.27	R 294.73	R 2 400.00	11	PANSEAL RED WHITE-PLUMB/EASY
15	72932	218597	ADENCO CONSTRUCTION (PTY) LTD	R 24 652.06	R 3 451.28	R 28 103.34	11	PLINTH FOR 500 KVAMINISUB
16	72970	218577	DERELIZE PRINTING	R 11 620.00	R 0.00	R 11 620.00	11	CAPE WHALE COAST BRANDED GOLF SHIRTS, LADIES AND MENS.
17	73042	218721	HS METALWORKS	R 5 120.00	R 716.80	R 5 836.80	11	MANUFACTURE 4 STEEL CAGES FOR ZWELHILE LIBRARY AND INSTALL 2 - SITE MEETING PLEASE
18	73105	218695	ELEANOR'S CATERING SERVICE	R 4 500.00	R 0.00	R 4 500.00	11	ETES VIR CUSTOMER CARE TRAINING AT MQ HOUSE
19	73172	218573	TURNER MORRIS (PTY) LTD	R 4 430.00	R 620.20	R 5 050.20	11	REPLACE TWO(2) SMALL PRESSURE PUMPS AT HOUSEHOLDS IN BETTY'S BAY. SEE PHOTO ATTACHED FOR PUMP SPECS.
<b>TOTAL</b>				<b>R 143 241.51</b>	<b>R 13 184.94</b>	<b>R 156 426.45</b>		