



**ORDINARY MEETING OF THE MAYORAL
COMMITTEE**

**GEWONE VERGADERING VAN DIE
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI
KASODOLOPHU**

**A G E N D A
I-AJENDA**

**THIS MEETING HAS BEEN POSTPONED TAKING PLACE
ON WEDNESDAY, 21 JUNE 2023 AT 10:00
IN THE BANQUETING HALL, CIVIC CENTRE, HERMANUS**

**DATE / DATUM / UMHLA : 12 JUNE / JUNIE / JUNI 2023
GLASKAS,
CIVIC CENTRE
HERMANUS**

TIME / TYD / IXESHA : 11:00

MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND

Office of the Municipal
Manager
Municipal Offices
HERMANUS

8 June 2023

NOTICE TO ALL ALDERMEN AND COUNCILLORS

NOTICE IS HEREBY GIVEN that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **GLASKAS, CIVIC CENTRE, HERMANUS** on **MONDAY, 12 JUNE 2023** at **11:00** to consider the items set out in the attached agenda.

D O'NEILL
MUNICIPAL MANAGER

8 Junie 2023

KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE

KENNIS WORD HIERMEE GEGEE dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **GLASKAS, BURGERSENTRUM, HERMANUS** op **MAANDAG, 12 JUNIE 2023** om **11:00** vir oorweging van die items op die meegaande agenda.

D O'NEILL
MUNISIPALE BESTUURDER

8 Juni 2023

ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA

INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND

OKU KUKWAZISA ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **I-GLASKAS, kwiZiko, eHERMANUS uMVULO UMHLA, 12 JUNI 2023** ngeye-**11:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

D O'NEILL
UMPHATHI KAMASIPALA

AGENDA/...

OVERSTRAND MUNICIPALITY

MAYORAL COMMITTEE MEETING

12 June 2023

I N D E X

<u>ITEM</u>		<u>PAGE NUMBER</u>
1.	OPENING	
2.	APPLICATIONS FOR LEAVE OF ABSENCE	
3.	CONFIRMATION OF MINUTES	
4.	STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR/DEPUTY EXECUTIVE MAYOR	
5.	PROPOSED AMENDMENT OF CONTRACTS: REPLACEMENT OF PROVISION OF GEOGRAPHICAL INFORMATION SYSTEMS (GIS) SERVICES IN THE OVERSTRAND MUNICIPAL AREA FOR A PERIOD ENDING 30 JUNE 2023 AND THE ACQUISITION OF CAPPED ELA LICENSING FEE FOR THE GIS SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2023	1
6.	PROPOSED AMENDMENT OF TENDER SC 1675C/2016: UPGRADE, MAINTENANCE AND SUPPORT OF OVERSTRAND MUNICIPALITY'S RADIO FREQUENCY NETWORK CONTRACT PERIOD ENDING 30 JUNE 2026	23
7.	PROPOSED AMENDMENT: SC1701C/2016 - SOFTWARE AND WEBSITE FOR CARAVAN PARK / CAMPING RESERVATIONS FOR A CONTRACT PERIOD ENDING 30 JUNE 2025	33
8.	TRIBUNAL: EXTERNAL MEMBERS FOR PLANNING TRIBUNAL	56
PROTECTION SERVICES PORTFOLIO:		
1.	QUARTERLY MONITORING REPORT FOR THE PERIOD 01 JANUARY – 31 MARCH 2023: DIRECTORATE: PROTECTION SERVICES	1
2.	MONTHLY MONITORING REPORT FOR THE PERIOD 01 MARCH – 31 MARCH 2023: DIRECTORATE: PROTECTION SERVICES	13
3.	MONTHLY MONITORING REPORT FOR THE PERIOD 01 APRIL – 30 APRIL 2023: DIRECTORATE: PROTECTION SERVICES	30

<u>ITEM</u>	<u>PAGE NUMBER</u>
LOCAL ECONOMIC DEVELOPMENT PORTFOLIO:	
1. DEPARTMENTAL UPDATE	1
2. RED TAPE REDUCTION FOR EASE OF DOING BUSINESS	7
3. MIGRATION AND POPULATION DYNAMICS	69
INVESTMENT & INFRASTRUCTURE PORTFOLIO:	
1. TOWN & SPATIAL PLANNING REPORT WITH REGARD TO APPLICATIONS CONSIDERED IN TERMS OF DELEGATED AUTHORITY: MARCH 2023 – MAY 2023	1
2. RECISSION OF COUNCIL RESOLUTION DATED 24 MAY 1995 FOR THE AUTOMATIC RENEWAL FOR PERIODS OF SIX MONTHS - LEASES FOR SEMI-PERMANENT STANDS ON A PORTION OF ERF 207 GANSBAAI (GANSBAAI CARAVAN PARK)	159
3. A PORTION OF ERF 3222 ONRUSTRIVIER (PUBLIC OPEN SPACE), ADJACENT TO ERF 3221 ONRUSTRIVIER (16 LAGOON DRIVE, ONRUSTRIVIER): LEASE OF MUNICIPAL PROPERTY TO THE OWNERS OF ERF 3221 ONRUSTRIVIER	175
4. ERF 1179 HAWSTON: RECOMMENDATION TO USE THE PROPERTY AS AN EXTENSION OF THE HAWSTON THUSONG CENTRE	223
5. IN PRINCIPLE APPROVAL FOR THE DIRECT ALIENATION OF A PORTION OF ERF 3048 BETTYS BAY, ADJACENT TO ERF 3196 BETTY'S BAY, SITUATED ON THE CORNER OF ROCKWAY DRIVE AND PEARL DRIVE, BETTY'S BAY, TO L R MCCANN	230
6. APPLICATION TO PURCHASE: VARIOUS PORTIONS OF ERF 5462 KLEINMOND – MR B APRIL ON BEHALF OF VARIOUS ADJACENT PROPERTY OWNERS	242
7. A PORTION OF REMAINDER ERF 779 FISHERHAVEN (ROAD RESERVE), ADJACENT TO ERF 151 FISHERHAVEN (51 THE CRESCENT STREET): LEASE OF MUNICIPAL PROPERTY TO R & BA HAGGARD	252
8. ERF 6119 HERMANUS – OLD HARBOUR MUSEUM: CONDITION B(a) – CONSENT FOR ADDITIONAL USE OF PROPERTY	260

<u>ITEM</u>	<u>PAGE NUMBER</u>
COMMUNITY SERVICES PORTFOLIO:	
1. OVERSTRAND MUNICIPALITY: BY-LAW RELATING TO THE KEEPING OF DOGS AND CATS	1
MANAGEMENT SERVICES PORTFOLIO:	
1. TASK JOB EVALUATION POLICY	1
2. REVISED EMPLOYMENT EQUITY POLICY	20
3. REVISED LEAVE POLICY	32
FINANCE AND TOURISM PORTFOLIO:	
1. MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR MAY 2023	1
2. TOURISM MONTHLY REPORT : APRIL & MAY 2023 AND TOURISM STRATEGY	11

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 **Wednesday, 17 May 2023 at 10:00**

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

SALGA Matters:

5.

PROPOSED AMENDMENT OF CONTRACTS: REPLACEMENT OF PROVISION OF GEOGRAPHICAL INFORMATION SYSTEMS (GIS) SERVICES IN THE OVERSTRAND MUNICIPAL AREA FOR A PERIOD ENDING 30 JUNE 2023 AND THE ACQUISITION OF CAPPED ELA LICENSING FEE FOR THE GIS SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2023

**S Muller
16/03/2023**

Director : Infrastructure & Planning

(028-313 8910)

1. Executive Summary

The Overstrand Municipality has an existing contract with Environmental Systems Research Institute (ESRI South Africa) for the provision of Geographical Information system services and the acquisition of a capped enterprise licensing fee for the period ending 30 June 2023.

The purpose of this report is to provide the necessary information and motivation with regards to the proposed amendments of Contracts.

1. SC 1634B/2015 (previously SC 1634A/2015) Provision of Geographical Information System Services Level Agreement (SLA).
2. SC1793A/2017 (previously SC 1793/2017) Enterprise License Agreement, (ELA) licensing fee for the Geographical Information System (GIS).

for the extension of the Services Level Agreement and Enterprise License Agreement for a contract period ending 30 June 2023, in term of enabling provision of section 116(3) of the Local Government: Municipal Finance Management Act, Act No.56 of 2003 (MFMA).

in the Overstrand municipal area, to take an informed decision when recommending to the Accounting Officer to amend the contract in terms of clause 56 of the Contract Management Policy.

To give effect to terms of section 116(3) of the MFMA, the proposed extension of the contract is for a period of 2 years.

L Rauch will be responsible for the management for the period the contract is extended.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Infrastructure & Planning
 Directorate: Management Services
 Section: Geographic Information System (GIS)
 Section: Information Communication Technology (ICT)

3. Compliance with Strategic Priority/ies

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

4. Delegated Authority

None

5. Legal Requirements

Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
Overstrand Municipality Supply Chain Management Policy, as amended.
Overstrand Municipality Contract Management Policy, as amended MFMA
Circular No.73 issued by National Treasury.

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

The GIS department is the budget holder for the Service Level Agreement (GIS SLA) and the contract owners for the ELA and the SLA. The ICT department is the budget holder for the Enterprise Licence Agreement (GIS ELA). The Overstrand Municipality has been developing the GIS for 15 years and has had an ELA for the past 12 years with 3-year contract intervals. A series of SLA contracts have run concurrently with the ELAs to enable support, development, and the acquisition of data. The GIS SLA (Contract SC 1634B/2015) and the GIS ELA (Contract SC 1793A/2017) will both expire on 30 June 2023. Both are due for renewal from 1 July 2023 to ensure the continued delivery of spatial information throughout the Overstrand municipality. Permission was granted to follow a 116(3) process as we have followed previously.

The Overstrand Municipality has standardised on ESRI GIS, its tools and sub-systems. ESRI SA is the sole creator/developer and distributor of the ESRI GIS in South Africa and has the necessary expertise to support and assist the municipality in its strategic intent and systems going forward.

Discussion

GIS is an essential tool to facilitate the management and delivery of service within the Overstrand Municipality. The GIS section in the Infrastructure and Planning Directorate is responsible for the Enterprise GIS provision and support. The ESRI suite of GIS software has been implemented since 2011 and has been expanded continuously since then. The municipality has a substantial interest in ESRI GIS, covering over 12 years of investment in software, systems development, data and skills.

This system has become a critically important information system for the Municipality as a whole. This includes the daily use of GIS viewer deployed to every desktop in the municipality, the maintenance and linkage of property to financial records, the maintenance of the Overstrand core datasets that includes cadastral, zoning, street names and numbers as well as spatial layers containing services networks and environmental data amongst many others.

The continued use and expansion of the GIS depends on the access to GIS licences from ESRI and includes the provision of specialised GIS services such as professional services, software maintenance and technical support.

The Overstrand Municipality has substantially invested in ESRI GIS for over 15 years in software.

7. Financial Implications

Source of Funding: Capital/Operating Budget Provisions

Unique Key SLA	: 20210629091891
Unique Key ELA	: 20210629094354
Cost Account SLA	:12220201030000
Cost Account ELA	:10660222120000
Item Description SLA	: Inf & Plan Geoinformatics
Item Description ELA	: ICT Software Licences
Budget Provision 2023/2025 SLA	: R 533 236.00
Budget Provision 2023/2025 ELA	: R1 528 760.00
Spent to Date/Committed SLA	: R0
Spent to Date/Committed ELA	: R0
Balance Available SLA	: R533 236.00
Balance Available ELA	: R1 528 760.00
Funds Required *This report) SLA	: R 533 236.00
Funds Required *This report) ELA	: R1 528 760.00

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

Contract manager : Christo Roets - 028 3138951

It is confirmed that Contracts SC1793A/2017 and SC1634B/2015 are still active and the proposed extension of the contracts are supported. The contractor indicated that they are willing to extend the contracts for an additional 2 years on the same terms and conditions. Compliance to section 116(3) of the MFMA has been duly adhered to.

10. Annexures

- Annexure A: Intent to Amend SLA
- Annexure B: Intent to Amend ELA
- Annexure C: Public Notice of intention to amend the Contracts.
- Annexure D: SCM Compliance Checklist
- Annexure E: Minutes and Attendance register of ICT Steering Committee
- Annexure F: BAC Minutes of 5 May 2023

RECOMMENDATION TO THE COUNCIL

1. that cognisance be taken of the proposed amendments of the following contracts:
 - (a) SC1634B/2015 for the GIS Services Level Agreement Contract; and
 - (b) SC1793A/2017 for the GIS Enterprise License Agreement Contract; and
2. that Council consents to these amendments.

RESPONSIBLE OFFICIAL :**L RAUCH****TARGET DATE FOR IMPLEMENTATION :****1 JULY 2023****TARGET DATE TO INFORM APPLICANT:****1 JULY 2023**



OFFICE OF THE DIRECTOR:
INFRASTRUCTURE & PLANNING

Enquiries: L Rauch / GB Stavridis
Date: 30 September 2022

ADDENDUM – INTENT TO AMEND A CONTRACT

The parties agree to the following intention to amend the existing contract SC1634A/2015, which were signed between them on 9 June 2017 and record this was done freely and willingly, without any coercion whatsoever from any one party:

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to the 30 June 2025 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by section 116(3) of the Municipal Finance Management OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at MIDRAND this 20 day of OCTOBER, 2022 ^{MS}
in the presence of the undersigned witnesses _{ED}

WITNESSES:

1. [Signature] SIKOSANA
2. [Signature]

[Signature]
for and on behalf of ESRI: NAME: Hermanus, Director

Thus done and signed at Hermanus this 21 day of October, 2022 ^{ED}
in the presence of the undersigned witnesses _{A.W}

WITNESSES:

1. [Signature]
2. [Signature]

[Signature]
for and on behalf of Overstrand Municipality: Stephen Muller,
Director: Infrastructure and Planning

[Handwritten initials]



OFFICE OF THE DIRECTOR: INFRASTRUCTURE & PLANNING

Enquiries: L Rauch / GB Stavridis
Date: 30 September 2022

ADDENDUM – INTENT TO AMEND A CONTRACT

The parties agree to the following intention to amend the existing contract SC1793/2017, which were signed between them on 9 June 2017 and record this was done freely and willingly, without any coercion whatsoever from any one party:

The parties agree to the amendment of the contract end date, regarding the abovementioned agreement to the 30 June 2025 on the same terms and conditions.

The supplier acknowledges that they do have the capacity to fulfil the obligation as set out in the terms and conditions.

The parties agree that the amendment of the contract is subject to the completion of a Supply Chain Management process, including completing a process as prescribed by section 116(3) of the Municipal Finance Management OR Circular 62 from National Treasury.

The parties further agree to commit to this amendment of contract after the date of completion of the prescribed Supply Chain Management process.

Thus done and signed at MIDRANS this 20 day of OCTOBER 2022 in the presence of the undersigned witnesses

WITNESSES:

1. SIKOSATHA
2. [Signature]

[Signature]
for and on behalf of ESRI: NAME: Hermanus Director

Thus done and signed at Hermanus this 21 day of October 2022 in the presence of the undersigned witnesses

WITNESSES:

1. W. J. J. J.
2. [Signature]

[Signature]
for and on behalf of Overstrand Municipality: Desiree Arrison, Director: Management Services and Stephen Muller, Director: Infrastructure and Planning



NOTICE	KENNISEGWING	ISAZISO
<p>NOTICE IN TERMS OF SECTION 116(3) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003) FOR THE PROPOSED AMENDMENT OF THE EXISTING AGREEMENTS WITH ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (ESRI SA) FOR SC1793A/2017: ENTERPRISE LICENCE SERVICES (ELA) LICENSING FEE AND SC1634B/2015: PROVISION OF GEOGRAPHICAL INFORMATION SYSTEM SERVICES (GIS)(SLA)</p> <p>Notice is hereby given in terms of Section 116 (3) (a) and (b) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) that it is the intention of the Overstrand Municipality to amend the existing contracts with ESRI SA. The proposed amendment of the contracts is to provide for the extension of software licences and support services, for a period of two years effectivity from 1 July 2023 to 30 June 2025.</p> <p>Notice is hereby further given in terms of Section 21 and 21A of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the local community and affected parties are invited to submit comments or representations on the proposed amendment of the agreement. Such comments or representations must be submitted by not later than Friday, 27 January 2023 at 12:00.</p> <p>Comments or representations must be submitted in a sealed envelope clearly endorsed “SC1793A/2017 and/or SC1634B/2015: COMMENTS ON NOTICE OF AMENDMENT OF EXISTING AGREEMENT WITH ESRI SA” and be deposited in tender box no. 7.</p> <p>All submissions must be addressed to:</p> <p>The Municipal Manager Tender box no 7 Overstrand Municipality Magnolia Avenue Hermanus 7200</p> <p>Persons who are physically disabled or who cannot read or write but wish to participate in the process, may come during office hours to the Municipal Offices, Magnolia Avenue, Hermanus where a staff member will assist that person to transcribe that person's comments or representations.</p> <p>D O'NEILL MUNICIPAL MANAGER Overstrand Municipality PO Box 20 HERMANUS 7200 Notice number: 152/2022</p>	<p>KENNISEGWING INGEVOLGE ARTIKEL 116(3) VAN DIE WET OP PLAASLIKE REGERING: MUNISIPALE FINANSIELE BESTUUR, 2003 (WET 56 VAN 2003) VIR DIE VOORGESTELDE WYSIGING VAN DIE BESTAANDE OOREENKOMSTE MET DIE MAATSKAPPE, ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE SOUTH AFRICA (ESRI SA) VIR SC1793A/2017: ONDERNEMINGSLISENSE DIENSTE (ELA) LISENSE FOOI EN SC1634B/2015: VOORSIENING VAN GEOGRAFIESE INLIGTINGS STELSEL DIENSTE (GIS)(SLA).</p> <p>Kennis geskied hiermee ingevolge artikel 116(3) (a) en (b) van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 (Wet 56 van 2003) dat die Munisipaliteit Overstrand van voornemens is om die bestaande ooreenkomste met ESRI SA te wysig. Die voorgestelde wysiging van die ooreenkomste is vir die lewering van die sagteware lisensies en ondersteuning dienste vir 'n periode van twee jaar, effektyf vanaf 1 July 2023 tot 30 Junie 2025.</p> <p>Kennis geskied verder ingevolge artikel 21 en 21A van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet 32 van 2000), dat die plaaslike gemeenskap en geïnteresseerde partye genooi word om kommentaar of vertoë oor die voorgestelde wysiging van die ooreenkomste aan die Munisipaliteit te lewer. Hierdie kommentaar of vertoë moet teen nie later nie as Vrydag, 27 Januarie 2023 om 12:00 ingedien word.</p> <p>Alle kommentare of vertoë moet ingedien word in 'n verseëelde kovert, duidelik gemerk “SC1793A/2017 en/of SC1634B/2015: KOMMENTAAR OP KENNISEGWING VAN WYSIGINGS VAN DIE OOREENKOMSTE MET ESRI SA” en geplaas word in Tenderbus nr. 7.</p> <p>Alle voorleggings moet geadresseer word aan:</p> <p>Die Munisipale Bestuurder Tenderbus nr. 7 Munisipaliteit Overstrand Magnolialaan Hermanus 7200</p> <p>Personne wat fisies gestremd is of nie kan lees of skryf nie, maar aan die proses wil deelneem, kan gedurende kantoorure na die Munisipale Kantore, Magnolialaan, Hermanus kom, waar 'n personeelid hulle sal help om die kommentaar of vertoë neer te skryf.</p> <p>D O'NEILL MUNISIPALE BESTUURDER Overstrand Munisipaliteit Postbus 20 HERMANUS 7200 Kennisgewingsnommer: 152/2022</p>	<p>ISAZISO SECANDELO-116(3) LOMTHETHO ILOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, NO.56 WANGO-2003 OKUBA UJONGE UKWANDISA ISIVUMELWANO NO NMIKI NKONZO U- IZIKO LOPHANDO LWEENKQUBO ZOKUSINGQONGILEYO (ESRI SA) NGE-SC1793A/2017: INKONZO ZEPHEPHA-MVUME LOSHISHINO (ELA) UMHLAWULO WEPHEPHA-MVUME KUNYE NO-SC1634B/2015: UKUBONELELA NGEENKONZO (IENKONZO) ZENKQUBO YOLWAZI LWEGEOGRAFI (GIS)(SLA).</p> <p>Isaziso sityanikezaziwa ngokweCandelo le-116 (3) (a) kunye (b) loRhulumente weNgingqi umthetho wolawulo lwekati kalmaspala, ka-2003 (umthetho wama-56 ka-2003) ukuba yinjongo kalmaspala waseOverstrand ukulungisa iikhontrakthi ezikhoyo kunye ne-ESRI SA. Isihomelo esicetywayo sezikhontrakta kukubonelela ngokwandiswa kweelayisensi zesoftware kunye neenkonzozo zenkxaso, isithuba seminyaka emibini ukusuka kumhla woku-1 kululeyi wama-2023 ukuya kowama-30 kweyesilimela ngowama-2025.</p> <p>Isaziso siphinda siphikwe ngokweCandelo lama-21 kunye nelama-21A loRhulumente waseKhraya: umthetho weelwazi kalmaspala, 2000 (umthetho 32 ka-2000) Ukuba uluntu lwasekuhlaleni kunye namqela achaphazelekayo ayamenywa ukuba angeniswe izimvo okanye izimvo malunga nolungiso oluceywayo lwesivumelwano. Izimvo okanye ezo zimvo kulunyeke zingeniswe ungadlulanga ulwesiHlanu umhla we-27 Janyuwari 2022, ngenisimbi ye-12: 00.</p> <p>Izimvo ezibhalweyo Zibhalwe ngokucacileyo kwimvulophu eywiniweyo kwabhalwa “SC1793A/2017 kunye/okanye SC1634B/2015: IZIMVO NGEISAZISO SESILUNGISO SESIVUMELWANO ESEKHOYO NO-ESRI SA” mayikawe kwi Bhokisi yeZiniki-naxabiso no. 7.</p> <p>Zonke izibhalo zifunyelwe kwi:</p> <p>Umphathi kalmaspala Bhokisi yeZiniki-naxabiso no 7 Umasipala weNgingqi yase-Overstrand Magnolia Avenue Hermanus 7200</p> <p>Abantu abakhubazekileyo kunye nabantu abangakwaziyo ukubhalala kodwa bayangqwenela ukuthatha inxaxheba kulomhla, bayacelwa baye kwi ofisi zika Masipala eMagnolia Avenue eHermanus apho khona banokutluma uncedo ngokubeka izimvo zabo.</p> <p>D O'NEILL UMPHATHI KAMASPALA Umasipala waseOverstrand PO Box 20 HERMANUS 7200 Inombolo yesaziso: 152/2022</p>




Overstrand Municipality
 Evaluation in terms of the Preferential Procurement Regulations
 SC1634/2015 & SC1793/2017
 COMPLIANCE CHECK OF TENDER NO
 PROVISION OF GEOGRAPHICAL INFORMATION SYSTEMS SERVICES IN THE OVERSTRAND MUNICIPAL AREA/THE
 ACQUISITION OF CAPPED ELS LICENSING FEE FOR THE GIS SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE
 2020.
 Tender Name:


Rank number of tenderer (In opening order)	Max Points	
Name of tenderer		ESRI South Africa
Valid Tax Clearance Certificate	MBD2	2023/04/29
Tax Clearance Status Pin		B48DA6492F
Income tax numbers		9235155844
Declaration of Interest	MBD4	Declared
Declaration of Past SCM Practices	MBD8	Declared
Certificate for Payment of Municipal Services	MBD15	Declared
Municipal Account		In order
Suppliers database registration		827
National Treasury Register for Tender Defaulters		Not listed
National Treasury Database for Restricted Suppliers		Not listed
WCSD "in the service of the state"		Not listed
E-Mail address		scanter@esri-southafrica.com / pvaniaarsveld@esri-southafrica.com / vlacy@esri-southafrica.com
NOTES		

NOTES

It is hereby certified that the abovementioned information have been compiled from the applicable tender documents and that verifications required in terms of the Supply Chain Management Policy have been undertaken and that the recommended tenderer(s) comply in all respects, except if and where specifically indicated otherwise.

Certification:

Complied by: (SCM Office) Z Mayekiso Name Z Mayekiso Signature  Date 2023/03/03

Verified by: (SCM Office) L du Preez Name L du Preez Signature  Date 2023/03/03



OVERSTRAND

MUNISIPALITEIT/UMASIPALA/MUNICIPALITY

MEETING OF THE ICT STEERING COMMITTEE

MINUTES

14 NOVEMBER 2022

Virtual

OVERSTRAND**MUNICIPALITY/MUNISIPALITEIT/U-MASIPALA**

**MINUTES OF A VIRTUAL MEETING OF THE ICT STEERING COMMITTEE HELD
ON MONDAY, 14 NOVEMBER AT 14:00**

PRESENT:

Councillor/s:

Cllr F Africa
Cllr L Ntsabo

Officials:

Mr. D O'Neill
Mrs. D Arrison
Mrs. S Reyneke-Naude
Mr. S Muller
Mr. N Michaels
Mr. C Johnson
Ms. J van Asperen
Mr. C Le Roux
Mrs. L Rauch
Mr. D van der Heever

MINUTES/....

Attendance Register - Virtual ICT Steering Committee Meeting on 14 November 2022 @ 14h00		
Full Name	User Action	Timestamp
Lee-Ann Rauch	Joined before	22/11/14, 13:54:56
Lee-Ann Rauch	Left	22/11/14, 14:12:21
Dean O'Neill	Joined before	22/11/14, 13:54:56
C Engelbrecht	Joined	22/11/14, 13:54:56
Neville Michaels	Joined	22/11/14, 13:57:23
Ebert Smit	Joined	22/11/14, 13:57:37
Ebert Smit	Left	22/11/14, 13:57:45
Johnet van Asperen	Joined	22/11/14, 13:57:53
Stephen Muller	Joined	22/11/14, 13:59:44
c leroux	Joined	22/11/14, 14:01:02
CFO	Joined	22/11/14, 14:01:46
Desiree Arrison	Joined	22/11/14, 14:04:44
Lindile Ntsabo	Joined	22/11/14, 14:05:29
Craig Johnson	Joined	22/11/14, 14:05:55
Frederick Africa	Joined	22/11/14, 14:08:35
Dominic Van Der Heever	Joined	22/11/14, 14:14:11

1. OPENING AND WELCOME

Mr Dean O'Neill, Municipal Manager, welcomes all the representatives at the ICT Steering Committee Meeting.

2. APOLOGIES

Mr. S. Madikane
Mr. R. Williams

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 MINUTES OF THE MEETING HELD ON 24 AUGUST 2022

RESOLVED

- The minutes of meeting held on 24 August 2022 **has been confirmed.**

4. MATTERS ARISING

4.1 GIS Tender (ESRI Enterprise License Agreement), **be approved.**

Mrs Lee-Ann Rauch left the meeting after the discussion of the above item at 14h21.

4.2 ICT Risk Framework and Register, be approved.

The Municipal Manager suggested that a standby generator be added to the ICT Service Risk Register.

4.3 Use of ICT Equipment, be approved.**4.4 UAM (User Account Management) Procedure – Microsoft Active Directory, be approved.****5. ICT BUDGETS****5.1 CAPITAL BUDGET: 2022/2023**

Resolved that;

5.1.1 the ICT Capital Budget - Summary, **be noted**, and

5.1.2 the ICT Capital Budget - Project Status, **be noted**.

5.2 OPERATIONAL BUDGET: 2022/2023

Resolved that;

➤ the status on spending of the Operational Budget funds, **be noted**.

6. SYSTEMS AND SERVICES**6.1 PROGRESS REPORT****1. NETWORKS AND SYSTEMS****1.1 Microsoft**

Resolved that;

➤ the progress and status of the Microsoft, **be noted**.

1.2 Hosted PABX System (HBT) - Telephone

Resolved that;

➤ the progress and status of the Hosted PABX System, **be noted**.

1.3 Radio Network (Handheld and mobile radio network)

Resolved that;

➤ the progress and status of the Radio Network, **be noted**.

1.4 RF Radio Network (Data network)

Resolved that;

➤ the progress and status of the RF Radio Network, **be noted**.

1.5 Darktrace and Network Monitoring

Resolved that;

- the progress and status of Darktrace and Network Monitoring, **be noted.**

2. ICT CONTRACTS

2.1 ICT Contracts

Resolved that;

- the progress and status of the ICT Contracts, **be noted.**

3. ICT GOVERNANCE FRAMEWORK

3.1 ICT Governance Framework V1.0

Resolved that;

- the status of the ICT Governance Framework, **be noted.**

3.2 ICT (AG) Audit 2021/2022

Resolved that;

- the status of the ICT – Governance Framework and ICT (AG) Audit 2021/2022 Management Responses and actions, **be noted.**

4. POLICIES AND PROCEDURES

4.1 ICT Risk Acceptance Register

Resolved that;

- the updated to the Risk Acceptance Register, **be noted.**

7. BUSINESS SYSTEMS AND PROCESSES

1. Contracts

Resolved that;

- the current status, **be noted.**

2. ICT Vendor Performance 2022/2023

Resolved that;

- the current status, **be noted.**

3. ICT Risk Register and Actions 2022/2023

Resolved that;

- the current status, **be noted.**

4. Business Analyst – Work Report**Resolved that;**

- the current status, **be noted.**

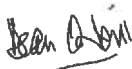
Mr Craig Johnson mentioned additional financial implications for the replacement of old/outdated ICT Infrastructure in the server room.

8. NEXT MEETING**Resolved that;**

- the next meeting dates -
 - Monday, 13 March 2023
 - Monday, 12 June 2023
 - Monday, 14 August 2023
 - Monday, 13 November 2023

- **be noted**

Meeting adjourned at 15h22.



Mr D O'Neill – Municipal Manager

22 November 2022

Date

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform Hermanus, on Friday, 05 May 2023 at 08:00.



Minutes of the Proceedings of a meeting of the
Bid Adjudication Committee, held by means of a virtual platform, Hermanus
08:00 on Friday, 05 May 2023

OFFICIALS PRESENT:

Committee Members:

Ms. SG Reyneke-Naude	Director: Finance (Chairperson)
Ms. D Arrison	Director: Management Services
Mr. S Müller	Director: Investment & Infrastructure
Mr. S Madikane	Director: Economic & Social Development and Tourism
Mr. C Le Roux	Deputy Director: Finance & SCM

Technical Advisors:

Mr. I Witbooi	Manager: Demand- & Procurement Management
Mr. J Aplon	Senior Administrative Officer: SCM
Ms. E Hooneberg	Senior Manager: Revenue
Mr. C Johnson	Manager: Systems Development
Ms. L Rauch	Senior GIS Technician
Ms. N Liebenberg	Principal Clerk: Procurement (Secretary)
Ms. A Wulana	Intern: Finance
Mr. C Roets	Manager: Contract- & Logistics Management

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 05 May 2023 at 08:00

1. OPENING

The Chairperson, Ms. SG Reyneke-Naude, welcomed all present and read the notice convening the meeting.

2. APOLOGIES

Mr. N Michaels – Director: Protection Services

3. DECLARATION OF INTEREST OF COMMITTEE MEMBERS

All the members present declared that they have no interest in any of the companies/enterprises that submitted tenders.

4. COMPLIANCE WITH PRESCRIPTIVE PROVISIONS OF CIRCULAR 46 OF NATIONAL TREASURY

An integral strategy towards effective Supply Chain Management is not to award contracts to persons with a history of abuse of the Supply Chain Management system. In terms of Circular 46, of National Treasury, Accounting Officers are compelled to check the prohibition status of all recommended bidders prior to awarding any contract.

The Database of Restricted Suppliers managed by National Treasury was consulted and it was found that neither the under mentioned tenderers nor any of the directors/owners/trustees are listed as a company or person prohibited from doing business with the public sector.

RESOLVED

that it be noted that the prohibition status of the below mentioned tenderer was found in order to do business with the public sector.

1. ESRI South Africa

5. CONFIRMATION OF MINUTES OF BID ADJUDICATION COMMITTEE MEETINGS

5.1 Confirmation of the Minutes of the Special Bid Adjudication Committee meetings held on 26 April 2023.

Upon a proposal by the **Director: Investment & Infrastructure, Mr. S Müller**, duly seconded by the **Director: Management Services, Ms. D Arrison**, it was

RESOLVED:

That the minutes of the Special Bid Adjudication Committee meeting held on 26 April 2023, be confirmed.

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 05 May 2023 at 08:00

6. ADJUDICATION/CANCELLATION OF TENDERS / AMENDMENT OF CONTRACTS

6.1 **CONTRACT NO. SCSC1634B/2015: PROPOSED AMENDMENT OF CONTRACT: PROVISION OF GEOGRAPHICAL INFORMATION SYSTEMS (GIS) SERVICES IN THE OVERSTRAND MUNICIPAL AREA (GIS-SLA) FOR A CONTRACT PERIOD ENDING 30 JUNE 2023**

CONTRACT NO. SC1793A/2017: PROPOSED AMENDMENT OF CONTRACT: THE ACQUISITION OF CAPPED ELA LICENSING FEE FOR THE GIS SYSTEM FOR A CONTRACT PERIOD ENDING 30 JUNE 2023

Upon a proposal by the Director: Economic & Social Development and Tourism, Mr. S Madikane, duly seconded by the Deputy Director, Mr. C Le Roux, it was

RESOLVED TO RECOMMEND TO THE ACCOUNTING OFFICER

- 6.1.1.1 That it be noted that no representations were received from the local community against the intention to amend contract SC1634B/2015;
- 6.1.1.2 That the reasons provided for the proposed amendment of Contract No. SC1634B/2015 be regarded as acceptable and valid and it be recommended to Council to consent to the amendment of the said contract, and
- 6.1.1.3 That **Contract No. SC1634B/2015** be amended as **Contract No. SC1634C/2015 for the GIS SERVICES LEVEL AGREEMENT (SLA)** as per the details set out below: as:

Service Provider / Supplier:	ESRI South Africa	SCM#	827
Service / Goods Provided:	Provision of geographical information systems services in the Overstrand Municipal area. (SLA)		
Vote:	Contracted Services		
B-Key:	20210629091891	Cost Account	12220201030000
Amount (Incl. VAT):	Rates – refer to Schedule of Rates below		
Escalation Percentage:	Rates – refer to Schedule of Rates below	Escalation Date:	1 July
Contract Director:	S Müller	Project Champion:	S Müller
CONTRACT PERIOD:			
Implementation date (Amendment):	1 July 2023	End date:	30 June 2025
		Period:	24 Months

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 05 May 2023 at 08:00

CONTRACT SC1634C/2015 FOR THE GIS SERVICES LEVEL AGREEMENT CONTRACT					
ESRI SOUTH AFRICA – SCHEDULE OF RATES: SLA					
	Description	1 July 2023 to 30 June 2024		01 July 2024 to 30 June 2025	
		Excl. VAT	Incl. VAT	Excl. VAT	Incl. VAT
1.	Services				
A	GIS Technical Support – Rate per hour				
A.1	GIS Technical Support - Standard	969.00	1114.35	1047.00	1204.05
A.2	GIS Technical Support - Advanced	1230.00	1414.50	1330.00	1529.50
B	System Development – Rate per hour				
B.1	GIS System Development - Standard	990.00	1138.50	1070.00	1230.50
B.2	GIS System Development - Advanced	1380.00	1587.00	1500.00	1725.00
C	GIS Training – Rate per hour				
C.1	GIS Training – Standard	700.00	805.00	760.00	874.00
C.2	GIS Training – Advanced	830.00	954.50	900.00	1035.00
D	Data Capture – Rate per hour				
D.1	Data Capture - Standard	570.00	655.50	620.00	713.00
D.2	Data Capture - Advanced	990.00	1138.50	1070.00	1230.50
E	Scanning – Rate per scan				
E.1	Black and White Scan A0	150.00	172.50	170.00	195.50
E.2	Black and White Scan A1	120.00	138.00	130.00	149.50
E.3	Black and White Scan A2	100.00	115.00	110.00	126.50
E.4	Black and White Scan A3	80.00	92.00	90.00	103.50
E.5	Black and White Scan A4	60.00	69.00	70.00	80.50
E.6	Colour scan A0	210.00	241.50	230.00	264.50
E.7	Colour scan A1	160.00	184.00	180.00	207.00
E.8	Colour scan A2	120.00	138.00	130.00	149.50
E.9	Colour scan A3	90.00	103.50	100.00	115.00
E.10	Colour scan A4	70.00	80.50	80.00	92.00
F	Cadastral Maintenance – Rate per hour				
F.1	Cadastral Maintenance - Standard	720.00	828.00	780.00	897.00
F.2	Cadastral Maintenance - Advanced	1230.00	1414.50	1330.00	1529.50
2.	Travel & Subsistence				
2.1	Transport costs – Rate per.km.	40.00	46.00	50.00	57.50
2.2	Accommodation – Costs per night	1470.00	1690.50	1590.00	1828.50

6.1.1.4 This amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

6.1.2 RECOMMENDATION TO THE ACCOUNTING OFFICER

6.1.2.1 That it be noted that no representations were received from the local community against the intention to amend contract SC1793A/2017;

6.1.2.2 That the reasons provided for the proposed amendment of contract SC1793A/2017 be regarded as acceptable and valid and it be recommended to Council to consent to the amendment of the said contract, and

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 05 May 2023 at 08:00

6.1.2.3 That Contract No. SC1793A/2017 be amended as Contract No. SC1793B/2017 for the ESRI ENTERPRISE LICENCE AGREEMENT (ELA) as per the details set out below: as:

Service Provider / Supplier:	ESRI South Africa	SCM#	827
Service / Goods Provided:	Enterprise License Services (ELA) licensing fee for the Geographical Information System (GIS).		
Vote:	Management Services: Info & Communication Technology		
B- Key:	20210629094354	Cost Account	10660222120000
Amount (Incl. VAT):	Rates – refer to Schedule of Rates below		
Escalation Percentage:	Rates – refer to Schedule of Rates below	Escalation Date:	1 July
Contract Director:	D Arrison	Contract Owner:	C Johnson
CONTRACT PERIOD:			
Implementation date (Amendment):	1 July 2023	End date:	30 June 2025
		Period:	24 Months

CONTRACT NO. SC1793B/2017 FOR THE ESRI ENTERPRISE LICENCE AGREEMENT CONTRACT					
ESRI SOUTH AFRICA – SCHEDULE OF RATES: ELA					
	Description	QTY.	Unit Price (Excl. VAT)	VAT	Total (Incl. VAT)
1	Capped ELA: 2023/24	1	R 734 980.00	R 110 247.00	R 845 227.00
2	Capped ELA: 2024/25	1	R 793 778.40	R 119 066.76	R 912 845.16
	Total		R 1 528 760.00	R 229 313.76	R 1 758 072.16

6.1.2.4 This amendment is subject to Council considering the reasons for the proposed amendment of the contract and resolving to consent to the amendment of the contract.

Certified as correct by:



Mr. C Le Roux

Deputy Director: Finance & SCM

05 May 2023

Date



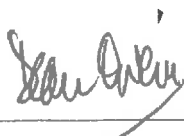
Ms. SG Reyneke-Naude

Director: Finance (Chairperson)

05/05/2023

Date

RECOMMENDATION APPROVED/ ~~NOT APPROVED~~



Mr. D O'Neill
Accounting Officer

05/05/2023

Date

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 05 May 2023 at 08:00

6.2 TENDER NO. SC 2348/2022: PRINTING AND DISTRIBUTION OF MUNICIPAL ACCOUNTS AND NEWSLETTERS FOR A CONTRACT PERIOD ENDING 30 JUNE 2026

The item was withdrawn from the agenda.

Certified as correct by:



Mr. C Le Roux
Deputy Director: Finance & SCM

05 May 2023

Date



Ms. SG Reyneke-Naude
Director: Finance (Chairperson)

05/05/2023

Date

CONFIDENTIAL

Minutes of the Proceedings of a meeting of the Bid Adjudication Committee held by means of a virtual platform, Hermanus, on Friday, 05 May 2023 at 08:00

Certified as correct at the Bid Adjudication Committee Meeting held on _____.

Certified as correct by:

Mr. C Le Roux
Deputy Director: Finance & SCM

Date

Ms. SG Reyneke-Naude
Director: Finance (Chairperson)

Date

The meeting was adjourned at 08:24

Minutes compiled by: Ms. N Liebenberg

Distribution:

Creditors: Mr. C Oppelt

Contract Management: Mr. C Roets

Purchasing: Ms. N Mbuqe

Responsible Official: Ms. E Hooneberg

Mr. C Johnson

Friday, 05 May 2023 07:50:18

Summary

13

Attended

07:50 - 08:25

Start and end time

35m 24s

Meeting duration

26m 52s

Average attendance time

Participants

Name	First join	Last leave	Time spent in meeting	Role
N Liebenberg nliebenberg@overstrand.gov.za	07:54	08:25	30m 20s	Organiser
Elmarie Hooneberg ehooneberg@overstrand.gov.za	07:50	08:25	35m 17s	Presenter
Lee-Ann Rauch lrauch@overstrand.gov.za	07:50	08:25	28m 14s	Presenter
Andisiwe Wulana awulana@overstrand.gov.za	07:55	08:25	29m 43s	Presenter
Junade Apton japton@overstrand.gov.za	07:58	08:25	27m 22s	Presenter
Solomzi Madikane smadikane@overstrand.gov.za	07:58	08:25	26m 39s	Presenter
Christo Roets croets@overstrand.gov.za	07:59	08:25	25m 56s	Presenter
Desiree Arrison darrison@overstrand.gov.za	08:00	08:25	24m 59s	Presenter
CFO CFO@overstrand.gov.za	08:00	08:25	24m 57s	Presenter
Ivin Witbooi iwitbooi@overstrand.gov.za	08:00	08:25	24m 43s	Presenter
Craig Johnson cjohnson@overstrand.gov.za	08:01	08:25	23m 37s	Presenter
Clint Le Roux cleroux@overstrand.gov.za	08:01	08:25	23m 41s	Presenter
Stephen Muller smuller@overstrand.gov.za	08:01	08:25	23m 44s	Presenter