



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**A G E N D A**

**I-AJENDA**

**DATE / DATUM / UMHLA : 28 MARCH / MAART / MATSHI  
2018**

**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

**23 March 2018**

### **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, 28 MARCH 2018** at **10:00** to consider the items set out on the attached agenda.

**C GROENEWALD**  
**MUNICIPAL MANAGER**

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**23 March 2018**

### **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, 28 MAART 2018** om **10:00** vir oorweging van die items op die meegaande agenda.

**C GROENEWALD**  
**MUNISIPALE BESTUURDER**

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**23 Matshi 2018**

### **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, 28 MATSHI 2018** 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 **Wednesday, 28 February 2018 at 10:00**

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

**5. MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36, 16(1)(b) AND 17(1)(c) FOR FEBRUARY 2018**

**8/2/2**

**C Le Roux**

**(028) 313 8107**

**Corporate Head Office**

**12 March 2018**

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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 Paragraph 16(1)(b) and 17(1)(c) for February 2018.

**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 February 2018 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 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 February 2018 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 February 2018, **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 February 2018, **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 - FEBRUARY 2018

#	Request	Supplier	Date	Deviation in terms of Clause 36(1)(a)	Amount Operational	Amount Capital	VAT @ 14%	Value of the Deviation	Comments / Line description
1	SCD3048/2018	GREATER OVERBERG FIRE PROTECTION ASSOCIATION	20180215	Clause 36(1)(a)(v)	3 069,00			3 069,00	APPOINTMENT OF WILDFIRE INVESTIGATOR OVE4/0005 HAWSTON SEA FARMS FOUNDATION, PREMIER WESTERN CAPE & MINISTER HOUSING DEPT
2	84348	FAIRBRIDGES WERTHEIM BECKER AT	20180202	Clause 36(1)(a)(v)(c)	482,00		67,48	549,48	OVE4/0031 PARADISE PARK
3	84349	FAIRBRIDGES WERTHEIM BECKER AT	20180202	Clause 36(1)(a)(v)(c)	67 385,58		9 433,99	76 819,57	OVE4/0088 WHALECOVE MEMO
4	84351	FAIRBRIDGES WERTHEIM BECKER AT	20180202	Clause 36(1)(a)(v)(c)	6 150,00		861,00	7 011,00	OVE4/0092 MARKET SQUARE EVICTION
5	84353	FAIRBRIDGES WERTHEIM BECKER AT	20180202	Clause 36(1)(a)(v)(c)	4,00		0,56	4,56	OVE4/0093 WATER AND SANITATION SERVICES SOUTH AFRICA
6	84355	FAIRBRIDGES WERTHEIM BECKER AT	20180202	Clause 36(1)(a)(v)(c)	2 040,00		285,50	2 325,50	OVE4/0100 KARYWYDERSKRAAL CONTRACTUAL DISPUTE
7	84356	FAIRBRIDGES WERTHEIM BECKER AT	20180202	Clause 36(1)(a)(v)(c)	404,00		56,56	460,56	OVE4/0106 FIRE SERVICES
8	84358	FAIRBRIDGES WERTHEIM BECKER AT	20180202	Clause 36(1)(a)(v)(c)	15 473,90		2 166,35	17 640,25	OVE4/0110 MR AT GROENWALD EVICTION
9	84359	FAIRBRIDGES WERTHEIM BECKER IO	20180202	Clause 36(1)(a)(v)(c)	240,00		33,60	273,60	OVE4/0111 A & D JAARS
10	84360	FAIRBRIDGES WERTHEIM BECKER IO	20180202	Clause 36(1)(a)(v)(c)	1 000,00		140,00	1 140,00	OVE4/0120 ELEPHANT VENTURES AFRICA
11	84361	FAIRBRIDGES WERTHEIM BECKER IO	20180202	Clause 36(1)(a)(v)(c)	2 040,00		285,60	2 325,60	OVE4/0123 AMENDMENTS TO THE SCM POLICY
12	84379	FAIRBRIDGES WERTHEIM BECKER IO	20180205	Clause 36(1)(a)(v)(c)	2 800,00		319,20	3 119,20	OVE4/0113 MUNICIPAL MANAGERS REGULATION
13	84381	FAIRBRIDGES WERTHEIM BECKER IO	20180205	Clause 36(1)(a)(v)(c)	1 400,00		196,00	1 596,00	OVE4/0124 FIRE AT MORAVIAN CHURCH
14	84388	FAIRBRIDGES WERTHEIM BECKER IO	20180205	Clause 36(1)(a)(v)(c)	1 484,00		207,76	1 691,76	OVE4/0125 FIRE AT DEPARTMENT OF TRANSPORT AND PUBLIC
15	84389	FAIRBRIDGES WERTHEIM BECKER IO	20180205	Clause 36(1)(a)(v)(c)	842,00		117,88	959,88	OVE4/0127 BONNYBRAE FIRE SERVICES
16	84390	FAIRBRIDGES WERTHEIM BECKER IO	20180205	Clause 36(1)(a)(v)(c)	2 276,00		318,64	2 594,64	OVE4/0128 TENDER DEVELOPMENT OF DE MOND PUBLIC RESORT
17	84391	FAIRBRIDGES WERTHEIM BECKER IO	20180205	Clause 36(1)(a)(v)(c)	6 000,00		840,00	6 840,00	OVE4/0121 FERKNLOOF INTEGRATED MANAGEMENT PLAN
18	84362	FAIRBRIDGES WERTHEIM BECKER IO	20180202	Clause 36(1)(a)(v)(c)	17 852,00		2 499,28	20 351,28	OVE4/0122 FERKNLOOF NATURE RESERVE REVIEW
19	84363	FAIRBRIDGES WERTHEIM BECKER IO	20180202	Clause 36(1)(a)(v)(c)	32 554,20		4 454,61	37 008,81	OVE4/0122 FERKNLOOF NATURE RESERVE REVIEW
20	84269	THEMBEKA PROPERTIES (PTY) LTD	20180201	Clause 36(1)(a)(v)(d)	2 640,00		369,60	3 009,60	4TH ADJUSTMENT BUDGET FOR 2016/2017
21	84316	BURGER A DIVISION OF MEDIA 24	20180201	Clause 36(1)(a)(v)(d)	2 357,90		330,10	2 688,00	NOTICE NO: 15/2018
22	84432	BURGER A DIVISION OF MEDIA 24	20180206	Clause 36(1)(a)(v)(d)	3 031,58		424,42	3 456,00	NOTICE OF PUBLIC WARD MEETINGS - FEBRUARY 2018
23	84511	THEMBEKA PROPERTIES (PTY) LTD	20180207	Clause 36(1)(a)(v)(d)	9 108,00		1 275,12	10 383,12	ERF 1447 HVM REZONING AFR ENG XHOSA ADVERT VILLAGE NEWS
24	84659	OVERSTRAND HERALD	20180212	Clause 36(1)(a)(v)(d)	2 628,08		367,92	2 996,00	DRAFT DISASTER PLAN IN NEWSPAPER
25	84663	BURGER A DIVISION OF MEDIA 24	20180212	Clause 36(1)(a)(v)(d)	4 210,53		589,47	4 800,00	DRAFT DISASTER MANAGEMENT PLAN 2018/19 TO BE PLACED IN THE HERMANUS TIMES
26	84680	BURGER A DIVISION OF MEDIA 24	20180213	Clause 36(1)(a)(v)(d)	8 846,76		1 238,55	10 085,31	ADVERTS SC1851, 1852+ 1857-1860/2018 FINANCE
27	84695	INDEPENDENT NEWSPAPERS (PTY) LTD	20180213	Clause 36(1)(a)(v)(d)	7 107,00		994,98	8 101,98	ADVERT SC 1851;1852+1857-1860/2018 FINANCE
28	84942	THEMBEKA PROPERTIES (PTY) LTD	20180220	Clause 36(1)(a)(v)(d)	2 904,00		406,56	3 310,56	ERF 1 SANDBAAL; PROPOSED REMOVAL OF RESTRICTIVE CONDITIONS & DEPARTURE
29	84996	THEMBEKA PROPERTIES (PTY) LTD	20180221	Clause 36(1)(a)(v)(d)	2 112,01		295,67	2 407,68	ADVERTISING SPACE - DISASTER MANAGEMENT PLAN PUBLIC PARTICIPATION PROCESS
30	85026	THEMBEKA PROPERTIES (PTY) LTD	20180222	Clause 36(1)(a)(v)(d)	2 640,00		369,60	3 009,60	PLAAS NOTICE NR 27/2018 ERF 610 HSB IX IN UITGAWE VAN VILLAGE NEWS AFR ENG XHOSA
31	85033	THEMBEKA PROPERTIES (PTY) LTD	20180222	Clause 36(1)(a)(v)(d)	2 640,00		369,60	3 009,60	PLAAS NOTICE NR 26/2018 ERF 1638 HSB IX IN UITGAWE VAN VILLAGE NEWS AFR ENG XHOSA
32	85068	THEMBEKA PROPERTIES (PTY) LTD	20180222	Clause 36(1)(a)(v)(d)	3 696,00		517,44	4 213,44	PLAAS NOTICE NO 1/2018, ERF 39, 41 & 42 IXUITGAWE VAN VILLAGE NEWS AFR, ENG & XHOSA
33	85073	THEMBEKA PROPERTIES (PTY) LTD	20180222	Clause 36(1)(a)(v)(d)	2 904,00		406,56	3 310,56	PLAAS NOTICE NO 24/2018 X1 UITGAWE ERF 4410 & 4453 AFR, ENG & XHOSA
34	85209	BURGER A DIVISION OF MEDIA 24	20180227	Clause 36(1)(a)(v)(d)	3 284,22		459,78	3 744,00	ADVERTISEMENTS: TENDER SC1847/2018 - HERMANUS TIMES
35	85223	THEMBEKA PROPERTIES (PTY) LTD	20180227	Clause 36(1)(a)(v)(d)	2 904,00		406,56	3 310,56	TENDER ADVERT: SC1847/2018 - THE VILLAGE NEWS
36	84451	FLIGHT SPECIALS	20180206	Clause 36(1)(a)(v)(e)	3 669,40		305,98	3 975,38	FLIGHT TICKETS CAPE TOWN - BLOEMFONTEIN RETURN FOR SUPREME COURT (LIONEL WALLACE)
37	84456	HUGGET G HAPPY VALLEY LODGE	20180206	Clause 36(1)(a)(v)(e)	1 929,83		270,17	2 200,00	SAWRAS USERGROUP MEETING, FRANSCHHOEK MUNICIPAL OFFICES, 7 + 8 FEBRUARY 2018
38	84463	FLIGHT SPECIALS	20180207	Clause 36(1)(a)(v)(e)	3 009,20		305,98	3 315,18	FLIGHT TICKETS CAPE TOWN - BLOEMFONTEIN RETURN FOR SUPREME COURT (STEPHEN MULLER)
39	84545	UNIVERSITY OF STELLENBOSCH IAC	20180208	Clause 36(1)(a)(v)(e)	38 421,06		5 378,94	43 800,00	BED, BREAKFAST & SUPPER FOR 5 OFFICIALS ATTENDING MFMA, 11 - 23/02/2018
40	84880	KOLPING GUEST HOUSE	20180219	Clause 36(1)(a)(v)(e)	3 859,65		540,35	4 400,00	ATTEND PUBLIC PARTICIPATION TRAINING COURSE
41	84683	PAYDAY SOFTWARE SYSTEMS (PTY) LTD	20180213	Clause 36(1)(a)(v)(e)	9 645,62		1 350,38	10 996,00	IRPS SEMINAR AND WORKSHOP FOR PAYDAY, R RUST & C OPPELT 04 & 05 APRIL 2018
42	84534	SHERIFF KHAYELITSHA - MIMG NGXU	20180208	Clause 36(1)(a)(v)(i)	2 631,58		368,42	3 000,00	JAARORDER - SHERIFF KHAYELITSHA
			42		R 289 157,20	R	R 39 626,26	R 328 783,46	

**Schedule of approvals in terms of Clause 17(2) of the SCM Policy - Overstrand Municipality - February 2018**

Received only one quote by closing time and date of submission of quotation

Received only two quotes at closing time and date of submission of quotation

Request	Supplier	Date	Value (VAT Excl)	VAT	Value (VAT Incl)	Reason Code	Comments / Line description
80468	ONRUS BESTUURSKOOL	20171006	3 800,00	-	3 800,00	10	CODE A MOTORBIKE LESSONS (10 LESSONS) PRE TEST AND HIRING OF MOTORBIKE
83740	SHADE AND STEEL SOLUTIONS	20180116	23 179,92	3 245,18	26 425,10	10	SHADEPOINTS FOR TRAFFIC DEPARTMENT
83818	HERMANUS EXTINGUISHER SERVICES	20180118	6 997,50	979,65	7 977,15	10	SERVICE OF FIRE EXTINGUISHERS AT FIRE DEPARTMENT
84027	INTEGRITY CONTROL SYSTEMS (PTY) LTD	20180124	11 973,43	1 676,28	13 649,71	10	ADJUSTABLE LENGTH PLASTIC SEAL - YELLOW
84229	PI BOOKBINDERS	20180131	18 725,30	2 621,54	21 346,84	10	BINDING OF 29 MINUTE BOOKS FOR COUNCIL
84515	GANSBAAI AIRCON AND REFRIGERAT	20180207	2 219,60	310,74	2 530,34	10	REPAIR AIRCON AT MUNICIPAL MANAGERS OFFICE
84883	FUNCTION HIRE.COM	20180219	2 495,00	-	2 495,00	10	TABLE CLOTHS, DECOR & COCKTAIL TABLES 28 FEB 2018 INAUGURATION OF EXECUTIVE MAYOR
SC1832/2018	GANSBAAI AIRCON AND REFRIGERAT	20180221	1 683 36,82	235 67,15	1 919 03,97	10	SUPPLY AND INSTALLATION OF AIR CONDITIONERS
78721	BUCO HERMANUS	20170817	6 149,99	861,00	7 010,99	11	1505.1 - UNIVERSAL HANDLE SIZE 0-600MM PAINTED
80479	BRUNING DA (ALBRU ELECTRICAL)	20171006	12 200,00	-	12 200,00	11	INSTALLATION OF READY BOARDS AND PREPAID METERS AT INFORMAL STRUCTURES IN KLEINMOND
82587	ZUKI GARDEN AND FORESTRY SERVICES	20171129	2 800,00	-	2 800,00	11	MAINTENANCE OF GARDEN- FEBRUARY 2018 - JUNE 2018
83155	OLD WORLD CONCRETES CC	20171214	23 794,56	3 331,24	27 125,80	11	BROWN EXPOSED AGGREGATE CIVIC ROUND LITTER BINS
83326	HERMANUS HARDWARE	20171227	3 837,77	537,23	4 375,00	11	M10 WALL PLUGS
83384	CORE TACTICAL SERVICES (PTY) LTD	20180104	12 422,32	1 739,12	14 161,44	11	REMOVE ET MOTOR AND INSTALL CENTURION D5 EVO GATE MOTOR
83557	GANSBAAI PRECAST	20180111	3 631,57	508,42	4 139,99	11	60 VIBRACRETE SLABS
83603	JADEZWENI MW	20180111	17 100,00	-	17 100,00	11	EDITING / TRANSLATION: XHO TO ENG/AFR FROM FEB - JUN '18 ADHOC, NEWSLETTERS, ADS, POSTERS
83814	ALTECH ALCOM MATOMO	20180118	15 802,90	2 212,40	18 015,30	11	HYTERA MOBILE RADIOS
83820	CTM	20180118	4 785,30	669,90	5 455,20	11	AMBRA BEIGE CERAMIC FLOOR TILE 350X350MM A-GRADE
83932	AMOROC DOORS	20180123	10 840,36	1 517,64	12 358,00	11	ET600 AD/DC SLIDING GATE MOTOR WITH BATTERY BACK-UP INCLUDING 2X TRANSMITTERS AND ANTI-THEFT BRACKET
84108	CTM	20180129	4 863,45	680,87	5 544,32	11	KILIMANJARO K GALAGADI GREY PORCELAIN FLOOR TILE 250X250MM A-GRADE
84166	ADENCO CONSTRUCTION (PTY) LTD	20180129	25 093,00	3 513,02	28 606,02	11	17.2M CONCRETE STREETLIGHT POLES
84252	ELITE INVESTHOLD (PTY) LTD	20180131	4 951,00	693,14	5 644,14	11	250MM X 500MM STRAIGHTFIX FOR 250MM HDPE PIPE
84412	OTTO SIGNS (PTY) LTD	20180206	10 674,00	1 494,36	12 168,36	11	M4001 REINF. 150X600MM SIGNS
84655	OVERBERG DRIVING SCHOOL	20180212	2 500,00	-	2 500,00	11	CODE 10 LISENCE FOR THUMKA COBANI (3132), PRE TEST & HIRING OF TRUCK
84878	HERMANUS EXTINGUISHER SERVICES	20180219	1 890,00	264,60	2 154,60	11	SERVICE 9KG DCP FIRE EXTINGUISHERS
<b>25</b>			<b>R 401 063,79</b>	<b>R 50 423,48</b>	<b>R 451 487,27</b>		