



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**MINUTES / NOTULE /**

**IMIZUZU**

**DATE / DATUM / UMHLA :** 28 OCTOBER / OKTOBER / OKTOBHA 2025  
**VENUE / PLEK / INDAWO :** BANQUETING HALL / BANKETSAAL  
**CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU**  
**HERMANUS**  
**TIME / TYD / IXESHA :** 10:00

# OVERSTRAND

MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA

**MINUTES OF AN ORDINARY MEETING OF THE  
MAYORAL COMMITTEE  
HELD IN THE BANQUETING HALL, HERMANUS  
ON 28 OCTOBER 2025, AT 10:00**

---

**PRESENT:**

Councillors were present as per attached attendance register.

**OFFICIALS PRESENT:**

Dr D O'Neill, Municipal Manager  
Ms D Arrison, Director : Corporate Services  
Mr D Louw, Acting CFO  
Mr S Müller, Chief Engineer : Infrastructure Services  
Mr H Vorster, Acting Director: Community Services  
Ms R Louw, Divisional Manager : Strategic Support Services  
Mr R Kuchar, Divisional Manager : Town & Regional Planning  
Ms A Le Roux, Divisional Manager : Property Management  
Mr R Fraser, Chief: Traffic  
Mr L Smith, Chief: Fire, Rescue & Disaster Management  
Mr A Gcotyelwa, Manager: Integrated Human Settlements and Development  
Ms H van Tonder, Manager : Administrative Support Services  
Mr A Lekay, Senior Clerk  
Mr C Solomons, Technical Support  
Ms S Swart, Senior Committee Clerk

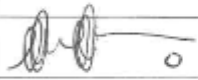

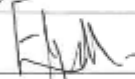




---

**MINUTES/.....**

OVERSTRAND MUNICIPALITY  
ATTENDANCE REGISTER

MAYORAL COMMITTEE MEETING

28 OCTOBER 2025

ALDERMEN/COUNCILLORS	SIGNATURE
KLAAS, A	
AFRICA, F	
GILLION, E	
KOMANI, A	
LERM, C	
NUTT, R	
WILLIAMS, S	

**1. OPENING**

The Executive Mayor, Cllr A Klaas, opened the meeting and welcomed those present. Cllr A Komani opened with prayer.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

**3. CONFIRMATION OF MINUTES****3.1 Minutes of an Ordinary Meeting of the Mayoral Committee held on Tuesday, 23 September 2025 at 10:00****RESOLVED:**

the Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Tuesday, 23 September 2025 at 10:00, were confirmed.**

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

None

5.  
**TOURISM MONTHLY REPORT: SEPTEMBER 2025**

R Louw  
13 October 2025

Divisional Manager: Strategic Support Services

(028) 313 8071

---

**EXECUTIVE SUMMARY**

The purpose of this report is to provide and outline activities and initiatives of Tourism to promote the Overstrand. The report covers the activities for September 2025.

**RESOLVED:**

the tourism report for September 2025 **was noted**.

**RESPONSIBLE OFFICIAL :**

**R LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**30 OCTOBER 2025**

**PORTFOLIO COMMITTEE :**

**PLANNING & DEVELOPMENT**

**Chairperson :**

**Ald E Gillion**

**Committee Members :**

**Ald K Brice, Cllrs C Resandt,  
M Sihlahla and R Dees**

**1.  
TOWN & SPATIAL PLANNING REPORT WITH REGARD TO APPLICATIONS  
CONSIDERED IN TERMS OF DELEGATED AUTHORITY: JULY – SEPTEMBER  
2025**

**R. Kuchar**                      **Divisional Manager: Town & Spatial Planning**  
**16 September 2025**

**(028) 3138900**

**EXECUTIVE SUMMARY**

To report on applications disposed of by the Authorised Official and Municipal Planning Tribunal in terms of the Spatial Land Use Management Act (SPLUMA) during the period from July 2025 – September 2025.

**RESOLVED:**

**cognisance was taken of the town planning applications disposed of by the Authorised Official in terms of SPLUMA for the period July – September 2025:**

- |     |  |                |
|-----|--|----------------|
| 1.  | Erf 1220, 17 Protea Road, Eastcliff, Hermanus                                  | 14 July 2025   |
| 2.  | Erf 1141, 3 Slabber Street, Van Dyksbaai, Kleinbaai                            | 14 July 2025   |
| 3.  | Erf 2537, 11 Hofmeyer Street, Onrustrivier                                     | 21 July 2025   |
| 4.  | Erf 2100, 73 Viljoen Street, Onrustrivier                                      | 22 July 2025   |
| 5.  | Erf 7514, No.4 Whale Rock Estate, Westcliff,<br>Hermanus                       | 28 July 2025   |
| 6.  | Erf 166, Church Road, Hawston  | 28 July 2025   |
| 7.  | Erf 7205, 23 Gladiolus Street, Mount Pleasant,<br>Hermanus                     | 28 July 2025   |
| 8.  | Erf 283, Shaws Pass, and Remainder Erf 243,<br>Hemel-en-Aarde Valley, Hermanus | 28 July 2025   |
| 9.  | Erf 10323, 2 Mussel Road, Hermanus Industrial                                  | 28 July 2025   |
| 10. | Erf 3326, 3 Riverside Lane, Onrustrivier                                       | 28 July 2025   |
| 11. | Erf 10567, 7 Gideon van Wyk Street, Hermanus I                                 | 28 July 2025   |
| 12. | Erf 6391, 28 Boekenhout Avenue, Kleinmond                                      | 28 July 2025   |
| 13. | Erf 7617 & 7618, 111 Eleventh Street, Voëlklip,<br>Hermanus                    | 28 July 2025   |
| 14. | Erf 3941, 266 Eight Street, Voëlklip, Hermanus                                 | 28 July 2025   |
| 15. | Erf 748, 5 Dirkie Uys Street, Northcliff, Hermanus                             | 5 August 2025  |
| 16. | Remainder Erf 6249, 343 Main Road, Eastcliff,<br>Hermanus                      | 11 August 2025 |
| 17. | Erf 1021, 8 Longmarket Street, and Erf 2294, 8A<br>Longmarket Street, Stanford | 11 August 2025 |
| 18. | Erf 9883, 27 Seventh Avenue, Voëlklip, Hermanus                                | 11 August 2025 |
| 19. | Erf 161, 13 Morton Street, Stanford  | 11 August 2025 |
| 20. | Erf 1180, 223 Main Road, Eastcliff, Hermanus                                   | 11 August 2025 |
| 21. | Erf 3710, 2 Berghof Drive, Onrustrivier, Hermanus                              | 18 August 2025 |
| 22. | Erf 2440, 12 Duiker Crescent, Sandbaai, Hermanus                               | 18 August 2025 |

**MINUTES OF THE MAYORAL COMMITTEE MEETING****28 OCTOBER 2025**

23.	Erf 329, 11 The Esplanade and Erf 330, 9 The Esplanade, Pearly Beach	18 August 2025
24.	Erf 4093, 108 Second Avenue, Kleinmond	25 August 2025
25.	Erf 3494, 15 Restio Close and Erf 3495, 16 Restio Close, Betty's Bay	25 August 2025
26.	Portion 105 (Portion of Portion 102) of Farm Hemelen-Aarde No. 587	1 September 2025
27.	Erf 6677, 62 Luyt Street, Eastcliff, Hermanus	4 September 2025
28.	Erf 11017, 80 Mitchell Street, Eastcliff, Hermanus	5 September 2025
29.	Erf 1930, 126 De Villiers Street, De Kelders, Gansbaai	11 September 2025
30.	Erf 6196, 54 Flat Street, Eastcliff, Hermanus	11 September 2025

**cognisance was taken of the town planning applications disposed of by the Municipal Planning Tribunal in terms of SPLUMA that took place on 31 July & 28 August 2025:**

1.	Erf 98, 13 Mark Street, Gansbaai	31 July 2025
2.	Erf 6679, 76 Seventh Street, Voëlklip, Hermanus	31 July 2025
3.	Erf 379 & 6137, 18 Westcliff Road, Westcliff, Hermanus	28 August 2025
4.	Erf 298, 67 Westcliff Road, Westcliff, Hermanus	28 August 2025
5.	Erf 3970, 13 Hibiscus Road, Betty's Bay	28 August 2025
6.	Erf 2662, 207 Porter Drive, Betty's Bay	28 August 2025
7.	Erf 6862, Nemesia Avenue, Kleinmond	28 August 2025
8.	Erf 6936, Nemesia Avenue, Kleinmond	28 August 2025
9.	Erf 1878, 60 Buffels Road, Pringle Bay	28 August 2025

**RESPONSIBLE OFFICIAL :****L TAYLOR****TARGET DATE FOR IMPLEMENTATION :****18 NOVEMBER 2025**

2.

**ERF 2416 BETTY'S BAY: RENEWAL OF LEASE OF MUNICIPAL PROPERTY TO BETTY'S BAY RATEPAYERS' ASSOCIATION****A Le Roux  
6 August 2025****Divisional Manager: Property Management****(028) 316 5623**

---

**EXECUTIVE SUMMARY**

To obtain approval to enter into a further lease agreement with Betty's Bay Ratepayers Association, hereafter referred to as "BBRA", in respect of Erf 2416 Betty's Bay (1,982m<sup>2</sup> in extent) situated in Crassula Crescent, Betty's Bay, hereafter referred to as "the Property" for a period of 9 (NINE) years and 11 (ELEVEN) months for managing a community hall for recreational purposes and related activities.

**RESOLVED:**

1. the lease of municipal property, being Erf 2416 Betty's Bay (1,928m<sup>2</sup> in extent), to the Betty's Bay Ratepayers Association for managing a community hall for community, recreational and related purposes, at a rental amount of R191.30 (ONE HUNDRED AND NINETY-ONE RAND AND THIRTY CENTS) (VAT excluded) per month for a period of 9 (NINE) years and 11 (ELEVEN) months, in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **was approved**;
2. that the rental amount mentioned in 1 above escalate every year on the 1<sup>st</sup> of July in accordance with the annual tariff list, the next escalation to be on 1 July 2026; and
3. that the following conditions be included in the lease agreement:
  - a) the Lessee shall publish and maintain their fee structure on the Lessee's official website.
  - b) the Lessee shall implement and maintain an appropriate booking system for the Property, which shall be readily accessible to the Lessee for the purpose of providing accurate information to any prospective user regarding the Hall's availability and the conditions applicable to its use. The booking system must be kept up to date at all times to ensure accurate scheduling and to avoid double bookings or conflicting arrangement and must be made available to the Lessor upon request therefor.
  - c) the Lessee shall annually submit to the Lessor audited financial statements which must contain a complete inventory of all the stock of the hall.

- d) the continued use of the pickleball court be subject to:
- i) a noise impact assessment being done and should it be found that the noise contravenes the Western Cape Noise Regulations the pickleball court must be enclosed or otherwise modified with suitable sound-dampening material; and
  - ii) the use thereof will be limited to daytime hours only, with no play permitted after sunset.

<b>RESPONSIBLE OFFICIAL :</b>	<b>M ERASMUS</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>14 NOVEMBER 2025</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>14 NOVEMBER 2025</b>
<b>TARGET DATE TO INFORM OBJECTOR :</b>	<b>N/A</b>

**PORTFOLIO COMMITTEE :**

**INFRASTRUCTURE SERVICES**

**Chairperson :**

**Cllr C Lerm**

**Committee Members :**

**Ald R de Coning, Cllrs S Fourie  
M Sihlahla and V Bandeza**

1.  
**EXEMPTION OF BENEFICIARIES FROM ERF CONNECTION FEES AND MONTHLY BILL FOR FLISP HOUSING PROJECTS IN THE OVERSTRAND AREA**

D Hendriks  
 19 June 2025

Principal Engineer

(028) 313 5059

**EXECUTIVE SUMMARY**

The primary objective of this report is to provide the Council with a detailed examination of the potential exemption of Municipal Services Connection Fees and Municipal Accounts for beneficiaries of the Finance Linked Individual Subsidy Program (FLISP). The FLISP is a subsidised housing scheme funded by the National Department of Human Settlements.

These fees represent a significant financial burden for beneficiaries before they start construction of their houses on the vacant sites. It is therefore proposed that an exemption period of up to two years be allowed for beneficiaries to start construction of their houses on the sites. During this period, beneficiaries will not be required to pay monthly municipal fees. If they begin construction during the two-year exemption period, the monthly fees will become payable. This approach aims to provide much-needed financial relief and stability as they transition into their new living situations, allowing them time to adapt and thrive in their communities.

**RECOMMENDATION TO THE COUNCIL:**

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

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

<b>SERVICE</b>	<b>TARIFF CODE</b>	<b>AMOUNT (VAT Incl.)</b>
Water (cost of meter)	W6A4	R 2 049
Electricity (cost of meter)	E10A16	R 4 116
Sewer connection	SE9D3	R 2 500

3. That the Municipality provides three different building plans for houses of various sizes at no cost; and

4. That the monthly account already paid by the beneficiaries, be credited to the account of the beneficiaries and that the condition mentioned in paragraph 1 above, becomes applicable.

**RESPONSIBLE OFFICIAL :**

**D HENDRIKS**

**TARGET DATE FOR IMPLEMENTATION :**

**1 NOVEMBER 2025**

**PORTFOLIO COMMITTEE :**

**COMMUNITY SERVICES**

**Chairperson :**

**Cllr R Nutt**

**Committee Members :**

**Ald K Brice, Cllrs T Els,  
K Ngqandana and B Nombula**

**NO REPORTS WERE RECEIVED BY THE SECRETARIAT  
FOR INCLUSION IN THIS PORTFOLIO**

**PORTFOLIO COMMITTEE :**

**MUNICIPAL PUBLIC SAFETY**

**Chairperson :**

**Cllr A Komani**

**Committee Members :**

**Ald L Ntsabo, Cllrs H Lombard,  
C Tafu-Nwonkwo & M Grimbeek**







4.  
**REVIEW OF THE DISASTER MANAGEMENT POLICY**

L Smith                                      Chief: Fire, Rescue & Disaster Management  
26 September 2025

---

(028) 313 5041

**EXECUTIVE SUMMARY**

The purpose of this report is to present to council a Disaster Management Policy aimed to identify, reduce or prevent disasters from happening and lessen or minimise the impacts of disasters that are inevitable.

**RECOMMENDATION TO THE COUNCIL:**

that the Overstrand Municipality Disaster Management Policy, **be adopted.**

**RESPONSIBLE OFFICIAL :**

**L SMITH**

**TARGET DATE FOR IMPLEMENTATION :**

**1 NOVEMBER 2025**

**5.  
WRITING OFF OF ACCOUNT FOR FIRE SERVICES RENDERED**

This item was distributed under separate cover.

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

**PORTFOLIO COMMITTEE :  
CORPORATE SERVICES**

**Chairperson :**

**Cllr F Africa**

**Committee Members :**

**Ald T Nqinata, Cllrs M Nomatiti  
T Els & S Beyi**

1.  
**FRAUD AND RISK MANAGEMENT STRATEGY**

**Z Mazuthu**  
**01 October 2025**

**Chief Risk Officer**

**(028) 313 5084**

---

**EXECUTIVE SUMMARY**

To obtain Council's approval for the Fraud and Risk Management Strategy, which has been reviewed by the Fraud and Risk Management Committee (FARMCO).

This annual review of the Fraud and Risk Management Strategy reflects the municipality's commitment to strengthening ethical governance, safeguarding assets, and enhancing accountability in service delivery. The review evaluated the effectiveness of existing fraud prevention and risk mitigation measures, assessed compliance with legislative and regulatory requirements, and considered emerging risks that may impact operations.

Overall, the strategy remains effective; however, targeted enhancements are recommended to improve monitoring, awareness, and integration of risk management practices across all departments.

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**Z MAZUTHU**

**TARGET DATE FOR IMPLEMENTATION :**

**29 OCTOBER 2025**

2.  
**FRAUD AND RISK MANAGEMENT POLICY**

**Z Mazuthu**  
**01 October 2025**

**Chief Risk Officer**

**(028) 313 5084**

---

**EXECUTIVE SUMMARY**

To obtain Council's approval for the Fraud and Risk Management Policy, which has been reviewed by the Fraud and Risk Management Committee (FARMCO).

This annual review of the Fraud and Risk Management Policy confirms the municipality's continued commitment to promoting ethical conduct, safeguarding public resources, and strengthening governance.

The review assessed the effectiveness of current fraud prevention and risk management measures, evaluated alignment with applicable legislation and King IV principles, and identified areas for enhancement. While the policy remains broadly effective, refinements are recommended to address emerging risks, strengthen internal controls, and ensure sustained accountability in support of reliable service delivery.

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**Z MAZUTHU**

**TARGET DATE FOR IMPLEMENTATION :**

**29 OCTOBER 2025**

**3.  
COMBINED ASSURANCE POLICY FRAMEWORK**

**Z Mazuthu  
01 October 2025**

**Chief Risk Officer**

**(028) 313 5084**

---

**EXECUTIVE SUMMARY**

To obtain Council's approval for the Combined Assurance Policy Framework, which has been reviewed by the Fraud and Risk Management Committee (FARMCO).

**RECOMMENDATION TO THE COUNCIL:**

that the Combined Assurance Policy Framework **be approved**.

**RESPONSIBLE OFFICIAL :**

**Z MAZUTHU**

**TARGET DATE FOR IMPLEMENTATION :**

**29 OCTOBER 2025**

**4.  
BUSINESS CONTINUITY PLAN**

**Z Mazuthu  
01 October 2025**

**Chief Risk Officer**

**(028) 313 5084**

---

**EXECUTIVE SUMMARY**

To obtain Council's approval for the Business Continuity Plan, which has been reviewed by the Fraud and Risk Management Committee (FARMCO).

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**Z MAZUTHU AND BCC**

**TARGET DATE FOR IMPLEMENTATION :**

**29 OCTOBER 2025**

**PORTFOLIO COMMITTEE :**

**FINANCIAL SERVICES**

**Chairperson :**

**Cllr S Williams**

**Committee Members :**

**Ald R de Coning, Ald D Coetzee,  
Ald T Nqinata and Cllr J van Staden**



2.

**SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT – 2024/2025:  
1<sup>st</sup> QUARTER: 01 JULY 2025 TO 30 SEPTEMBER 2025****C Le Roux  
08 October 2025****Divisional Manager: Supply Chain Management****(028) 313 8107**

---

**EXECUTIVE SUMMARY**

In terms of Paragraph 6(3) of Overstrand Municipality's Supply Chain Management Policy, the Municipal Manager must, within 10 days of the end of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

**RECOMMENDATION TO THE COUNCIL:**

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

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

**3.  
QUARTERLY BANK ACCOUNT WITHDRAWALS IN TERMS OF SECTION 11(4) OF  
THE MFMA FOR THE QUARTER ENDED SEPTEMBER 2025**

**BA King**                      **Divisional Manager: Financial Accounting**  
**14 September 2025**

**(028) 313 8154**

---

**EXECUTIVE SUMMARY**

Report prepared as part of the financial reporting obligations arising from section 11(4) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIAL :**

**BA KING**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

4.  
**BUDGET REPORT AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR THE QUARTER ENDED SEPTEMBER 2025**

**BA King**  
**16 October 2025**

**Divisional Manager: Financial Accounting**

**(028) 313 8154**

---

**EXECUTIVE SUMMARY**

Report prepared as part of the reporting obligations arising from section 52(d) of the Local Government: Municipal Finance Management Act, 2003 (MFMA).

**RECOMMENDATION TO THE COUNCIL:**

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

**RESPONSIBLE OFFICIALS :**

**BA KING**  
**RG LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

5.  
**OVERTIME REPORT FOR SEPTEMBER 2025**

**G Bucchianeri**  
**15 October 2025**

**Manager: Budgeting**

**(028) 313 8913**

---

**EXECUTIVE SUMMARY**

Report prepared regarding monthly overtime expenditure for August 2025 and comparative analysis with the same period for the prior year.

**RESOLVED:**

the report regarding overtime expenditure per Directorate/Department for the month of September 2025, **was noted**.

**RESPONSIBLE OFFICIAL :**

**G BUCCHIANERI**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**The meeting adjourned at 11:16**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**A KLAAS – EXECUTIVE MAYOR**