

**PORTFOLIO COMMITTEE :  
MANAGEMENT SERVICES**

**Chairperson :**

**Cllr F Africa**

**Committee Members :**

**Cllrs A Komani, C Resandt,  
Ald T Nqinata & Cllr S Beyi**

# MANAGEMENT SERVICES PORTFOLIO COMMITTEE

8 February 2024

## I N D E X

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1. POLICY: USE OF OVERSTRAND MUNICIPAL LETTERHEAD

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**AGENDA of the  
Portfolio Committee: Management Services  
8 February 2024  
(Also the agenda for the Mayoral Committee Meeting : 13 February 2024)**

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**1.  
POLICY: USE OF OVERSTRAND MUNICIPAL LETTERHEAD**

**D Arrison  
22 December 2023**

**Director: Management Services**

**(028) 313 8004**

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**1. Executive Summary**

The purpose of this report is to adopt a policy on the use of Overstrand Municipality's letterhead.

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

Not applicable

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

None

**5. Legal Requirements**

Local Government: Municipal Structures Act, Act 117 of 1998 (Structures Act)

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

**6. Discussion**

The purpose of the Policy is to protect and control the use of Overstrand Municipality's letterhead and to ensure the integrity and recognition of the Municipality's identity.

The Municipality's letterhead is reserved for communications sent on behalf of the Municipality in its official capacity. It may not be used for personal correspondence, as such communication is not an official letter made on behalf of the Municipality. Letterheads may only be used for official municipal use.

In terms of Item 7 of Schedule 7 of the Structures Act a councillor may not use the position or privileges of a councillor, or confidential information obtained as a

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councillor, for private gain or to improperly benefit another person and in terms of Item 13 a councillor may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that councillor has no rights.

In terms of Item 4 of Schedule 2 of the Systems Act a staff member of a municipality may not use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person and in terms of Item 9 a staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no rights.

**7. Financial Implications**

None

**8. Staff Implications**

None

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

None

**10. Annexures**

Annexure A: Policy on Use of Overstrand Municipal Letterhead

**RECOMMENDATION TO THE COUNCIL:**

that the Policy on Use of Overstrand Municipal Letterhead be adopted.

**RESPONSIBLE OFFICIAL :**

**D ARRISON**

**TARGET DATE FOR IMPLEMENTATION :**

**6 MARCH 2024**

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**1.  
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**THIS MATTER SERVED BEFORE THE MANAGEMENT SERVICES PORTFOLIO COMMITTEE ON 8 FERUARY 2024, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

**RECOMMENDATION TO THE COUNCIL:**

that the Policy on Use of Overstrand Municipal Letterhead **be adopted**.

**RESPONSIBLE OFFICIAL :**

**D ARRISON**

**TARGET DATE FOR IMPLEMENTATION :**

**6 MARCH 2024**



**USE OF OVERSTRAND MUNICIPAL  
LETTERHEAD**

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## POLICY FOR THE USE OF THE OVERSTRAND MUNICIPAL LETTERHEAD

(This Policy should be read together with the Communication Policy as well as the Corporate Identity and Branding Policy)

1. The purpose of the Policy is to protect and control the use of Overstrand Municipality's letterhead and to ensure the integrity and recognition of the Municipality's identity.
2. The Municipality's letterhead is reserved for communications sent on behalf of the Municipality in its official capacity. It may not be used for personal correspondence, as such communication is not an official letter made on behalf of the Municipality. Letterheads may only be used for official municipal use.
3. Set out below is guidance on the circumstances when it would be appropriate to use the Municipality's letterhead and when it would not be appropriate to do so.
4. **Acceptable uses of the Municipality's letterhead:**

The use of the letterhead in the following circumstances will be acceptable:

- Communication with local residents in respect of local ward issues provided that the correspondence is restricted to providing information only. For example, details of a consultation/meeting that will affect local residents, notification of a planning or a licensing matter and the deadline for making objections;
- To provide general procedural information to local residents. For example, Council committee procedures or the right to speak at Council meetings.
- Communication with the Municipality's clients for example when answering incoming correspondence.

### 5. **Unacceptable uses of the Municipality's letterhead:**

The Municipality's letterhead should not be used in the following circumstances (this list is not exhaustive):

- To advocate personal views that could be attributed to the Municipality and/or Council;
- Letterheads should not be used for canvassing or for any political purposes. For example electioneering or canvassing (either directly or indirectly) for a political party or a political candidate;

- To comment on contentious matters;
  - For correspondence with a charity or other outside body to which a Councillor has been appointed, other than to seek or to provide factual information;
  - To comment on or advocate opposition to any decision or action of the Council;
  - To make representations to a Government Minister;
  - Where the letter creates obligations or gives instructions on behalf of the Municipality/Council;
  - In any commercial or personal activity outside the regular work of the Municipality/Council;
  - For personal gain or benefit of the Councillor/official or third party;
  - To indicate support or endorsement of any matter that is not official business or that is outside the scope of the Municipality;
  - In a manner that could adversely affect the Municipality's image, reputation, or standing, and
  - For any other reason in a manner that does not adhere to the Municipality's values, mission and goals.
6. Memorandums should be used for internal communication and not letterheads.
  7. Templates of standard letterheads and memorandums are available on the intranet. Contact details can be changed on same according to need.
  8. If councillors/officials are in any doubt about whether the Municipality's letterhead should be used in any particular circumstances, then further guidance should be sought from the Municipal Manager or relevant Director.
  9. In terms of Item 7 of Schedule 7 of the Local Government: Municipal Structures Act, Act 117 of 1998 a councillor may not use the position or privileges of a councillor, or confidential information obtained as a councillor, for private gain or to improperly benefit another person and in terms of Item 13 a councillor may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that councillor has no rights.

10. In terms of Item 4 of Schedule 2 of the Local Government: Municipal Systems Act, Act 32 of 2000 a staff member of a municipality may not use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person and in terms of Item 9 a staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no rights.

<b>Policy Section</b>	Management Services
<b>Current update</b>	
<b>Previous review</b>	
<b>Approval by Council</b>	