



**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 : 26 FEBRUARY / FEBRUARIE /
FEBHRUWARI 2020**

**VENUE / PLEK / INDAWO : BANQUETING HALL /
BANKETSAAL
CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU
HERMANUS**

TIME / TYD / IXESHA : 14:00

MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND

Office of the Municipal
Manager
Municipal Offices
HERMANUS

21 February 2020

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, 26 FEBRUARY 2020** at **14:00** to consider the items set out on the attached agenda.

**C GROENEWALD
MUNICIPAL MANAGER**

21 Februarie 2020

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, 26 FEBRUARIE 2020** om **14:00** vir oorweging van die items op die meegaande agenda.

**C GROENEWALD
MUNISIPALE BESTUURDER**

21 Febhruwari 2020

ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA

INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND

OKU KUKWAZISA ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **I-Banqueting Hall, kwiZiko, eHERMANUS ULWESITHATHU UMHLA, 26 FEBHRUWARI 2020** ngeye-**14:00** 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, 27 November 2019 at 10:00**

3.2 Minutes of a **Special Meeting** of the **Mayoral Committee** held on **Wednesday, 22 January 2020 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 2020

8/2/2

C Le Roux

Deputy Director: Finance & SCM

05 February 2020

(028) 313 8107

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 January 2020.

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 2020 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 January 2020 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 2020, **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 2020, **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 - JANUARY 2020

#	Request	Supplier	Date	Deviation in terms of Clause 36(1)(a)	Amount Operational	Amount Capital	VAT	Value of the Deviation	Comments / Line description
1	SCD3166A/2019	OVERSTRAND COMMUNITY LIFEGUARDS	20200121	Clause 36(1)(a)(v)	R 300 000.00	R -	R -	R 300 000.00	LIFESAVING SERVICES FOR OTHER BEACHES AND SWINNING AREAS HERMANUS & GANSBAAI SCD3166A/2019
2	SCD3172/2020	TRAFFIC MANAGEMENT TECHNOLOGY	20200124	Clause 36(1)(a)(v)	R 9 254.00	R -	R -	R 1 388.10	REPAIRS TO MOUNT PLEASANT PEDESTRIAN ROBOTS
3	102840	GUTHRIE & THERON ATTORNEYS	20191031	Clause 36(1)(a)(v)(c)	R 173 913.05	R -	R -	R 200 000.00	HERMANUS AND KLEINMOND TITLE DEED TRANSFERS
4	102841	VORSTER & STEYN INC	20191031	Clause 36(1)(a)(v)(c)	R 173 913.05	R -	R -	R 200 000.00	GANSBAAI AND HERMANUS PHASE OUT TRANSFERS
5	104186	BURGER A DIVISION OF MEDIA 24	20200107	Clause 36(1)(a)(v)(d)	R 4 827.14	R -	R -	R 5 551.20	ADVERT SC2044 CLEANING SERVICES PLACING 09/01/20/20
6	104187	INDEPENDENT NEWSPAPERS (PTY) L	20200107	Clause 36(1)(a)(v)(d)	R 2 811.16	R -	R -	R 3 232.83	ADVERT SC2043 DMR NETWORK PLACING 10/01/2020
7	104190	INDEPENDENT NEWSPAPERS (PTY) L	20200107	Clause 36(1)(a)(v)(d)	R 3 322.28	R -	R -	R 3 820.62	ADVERT SC2063 MVLV UPGRADE PLACING 10/01/2020
8	104189	INDEPENDENT NEWSPAPERS (PTY) L	20200107	Clause 36(1)(a)(v)(d)	R 3 322.28	R -	R -	R 3 820.62	ADVERT SC2060 CONSTR OF MAT FACILITY PLACING 10/01/2020
9	104188	INDEPENDENT NEWSPAPERS (PTY) L	20200107	Clause 36(1)(a)(v)(d)	R 3 322.28	R -	R -	R 3 820.62	ADVERT SC2062 FENCING K/M TRANSF PLACING 10/01/2020
10	104221	BURGER A DIVISION OF MEDIA 24	20200108	Clause 36(1)(a)(v)(d)	R 4 536.00	R -	R -	R 5 216.40	ADVERT SC2060 CONSTR MATERIAL REC FAC PLACING 10/01/20
11	104220	BURGER A DIVISION OF MEDIA 24	20200108	Clause 36(1)(a)(v)(d)	R 4 536.00	R -	R -	R 5 216.40	ADVERT SC 2043 DMR RADIO NETW PLACING 10/01/2020
12	104224	BURGER A DIVISION OF MEDIA 24	20200108	Clause 36(1)(a)(v)(d)	R 4 536.00	R -	R -	R 5 216.40	ADVERT SC2063 MV/LV UPGRADE PLACING 10/01/2020
13	104223	BURGER A DIVISION OF MEDIA 24	20200108	Clause 36(1)(a)(v)(d)	R 4 536.00	R -	R -	R 5 216.40	ADVERT SC2062 FENCING K/M TRANSF STATION PLACING 10/01
14	104352	OVERSTRAND HERALD	20200114	Clause 36(1)(a)(v)(d)	R 2 785.76	R -	R -	R 3 203.62	ADVERT: PORTION OF ERF 5514 KEINMOND - PIKEWYNTJIES
15	104351	OVERSTRAND HERALD	20200114	Clause 36(1)(a)(v)(d)	R 2 785.76	R -	R -	R 3 203.62	ADVERT A PORTION OF ERF 5462 KLEINMOND - YOUTH CENTRE
16	104485	OVERSTRAND HERALD	20200117	Clause 36(1)(a)(v)(d)	R 1 790.85	R -	R -	R 2 059.47	ADVERT ERF 4635, 2 PILLANSIA ROAD, BETTY'S BAY - APPLICATION FOR CONSENT USE AND DEPARTURE
17	104483	THEMBEKA PROPERTIES (PTY) LTD	20200117	Clause 36(1)(a)(v)(d)	R 3 960.00	R -	R -	R 4 554.00	ADVERT ERF 6804, VIOOLTJIE LANE, MOUNT PLEASANT: REZONING, SUBDIVISION AND CLOSURE OF PUBLIC PLACE
18	104641	INDEPENDENT NEWSPAPERS (PTY) L	20200122	Clause 36(1)(a)(v)(d)	R 3 322.28	R -	R -	R 3 820.62	ADVERT SC2060 AMENDMENT NOTICE PLACING 24/01/2020
19	104640	BURGER A DIVISION OF MEDIA 24	20200122	Clause 36(1)(a)(v)(d)	R 4 536.00	R -	R -	R 5 216.40	ADVERT SC2060 AMENDMENT NOTICE PLACING 24/01/2020
20	104626	THEMBEKA PROPERTIES (PTY) LTD	20200122	Clause 36(1)(a)(v)(d)	R 3 432.00	R -	R -	R 3 946.80	ADVERT INVITATION FOR COMMENTS WITH REGARD TO THE OVERSTRAND MUNICIPAL SDF DRAFT REPORT, 2020.
21	104625	BURGER A DIVISION OF MEDIA 24	20200122	Clause 36(1)(a)(v)(d)	R 4 739.14	R -	R -	R 5 450.00	ADVERT INVITATION FOR COMMENTS WITH REGARD TO THE OVERSTRAND MUNICIPAL SDF DRAFT REPORT, 2020.
22	104623	GANSBAAI COURANT BK	20200122	Clause 36(1)(a)(v)(d)	R 1 789.57	R -	R -	R 2 058.00	ADVERT INVITATION FOR COMMENTS WITH REGARD TO THE OVERSTRAND MUNICIPAL SDF DRAFT REPORT, 2020.
23	104624	OVERSTRAND HERALD	20200122	Clause 36(1)(a)(v)(d)	R 1 790.85	R -	R -	R 2 059.47	INVITATION FOR COMMENTS W.R.T.THE OVERSTRAND MUNICIPALSDF DRAFT REPORT, 2020.
24	104732	THEMBEKA PROPERTIES (PTY) LTD	20200127	Clause 36(1)(a)(v)(d)	R 3 432.00	R -	R -	R 3 946.80	ERF 10347, HERMANUS: APPLICATION FOR CONSENT USE: ADVERTISEM IN VILLAGE NEWS ON 29/01/20
25	104739	GANSBAAI COURANT BK	20200127	Clause 36(1)(a)(v)(d)	R 1 789.57	R -	R -	R 2 058.00	ADVERT NOTICE NUMBER 09/2020 ANNUAL REPORT 2018/2019
26	104716	THEMBEKA PROPERTIES (PTY) LTD	20200124	Clause 36(1)(a)(v)(d)	R 3 696.00	R -	R -	R 4 250.40	ADVERT NOTICE NUMBER 09/2020 ANNUAL REPORT 2018/2020
27	104715	OVERSTRAND HERALD	20200124	Clause 36(1)(a)(v)(d)	R 2 785.76	R -	R -	R 3 203.62	ADVERT NOTICE NUMBER 09/2020 ANNUAL REPORT 2018/2021
28	104784	THEMBEKA PROPERTIES (PTY) LTD	20200128	Clause 36(1)(a)(v)(d)	R 3 960.00	R -	R -	R 4 554.00	ADVERT ERF 6883, EASTCLIFF: APPLICATION FOR ROR: PUBLICATION IN VILLAGE NEWS ON 05/02/2020
29	104786	BURGER A DIVISION OF MEDIA 24	20200128	Clause 36(1)(a)(v)(d)	R 5 324.35	R -	R -	R 6 123.00	19X6 ADVERT LEVEL 2 WATER RESTRICTIONS_FEB2020
30	104763	GANSBAAI COURANT BK	20200127	Clause 36(1)(a)(v)(d)	R 1 789.57	R -	R -	R 2 058.00	ADVERT PUBLICATION OF MN 07/2020 (PUBLIC MEETING 25 FEB 2020)
31	104764	THEMBEKA PROPERTIES (PTY) LTD	20200127	Clause 36(1)(a)(v)(d)	R 2 376.00	R -	R -	R 2 732.40	ADVERT PUBLICATION OF MN 07/2020 (PUBLIC MEETING 25 FEB 2020)
32	104766	BURGER A DIVISION OF MEDIA 24	20200127	Clause 36(1)(a)(v)(d)	R 2 843.48	R -	R -	R 3 270.00	ADVERT PUBLICATION OF MN 07/2020 (PUBLIC MEETING 25 FEB 2020)
33	104771	OVERSTRAND HERALD	20200127	Clause 36(1)(a)(v)(d)	R 1 790.85	R -	R -	R 2 059.47	ADVERT PUBLICATION OF MN 07/2020 (PUBLIC MEETING 25 FEB 2020)
34	104874	THEMBEKA PROPERTIES (PTY) LTD	20200130	Clause 36(1)(a)(v)(d)	R 5 016.00	R -	R -	R 5 768.40	19X8 ADVERT - WATER RESTRICTIONS RELAXATION - 4 FEB2020
35	104868	AYANDA MBANGA COMMUNICATIONS (20200130	Clause 36(1)(a)(v)(d)	R 10 764.68	R -	R -	R 12 379.36	TAAIYERS. EN PLASING VAN GROEP ADVERT. IN DIE HERMANUS TIMES VAN DO 06/02/2020 SCD147590
36	104015	INSTITUTE OF ENVIRONMENT	20191212	Clause 36(1)(a)(v)(e)	R 2 500.00	R -	R -	R 2 500.00	OVERSTRAND MUNICIPALITY IERM MEMBERSHIP FEES 2020
37	104499	ASSOCIATION OF MUNICIPAL	20200120	Clause 36(1)(a)(v)(e)	R 2 521.74	R -	R -	R 2 900.00	OVERSTRAND MUNICIPALITY AMEU MEMBERSHIP FEES 2020
TOTAL					R 774 951.45	R 0.00	R 70 777.59	R 845 125.04	



Schedule of approvals in terms of Clause 17(2) of the SCM Policy - Overstrand Municipality - January 2020

10		Received only one quote by closing time and date of submission of quotation						
11		Received only two quotes at closing time and date of submission of quotation						
Request	Supplier	Date	Value (Excl. VAT)	VAT	Value (Incl. VAT)	Reason Code	Comments / Line description	
104111	BOLAND TOILET SERVICES (PTY) L	20191220	R 3 010.60	R 451.59	R 3 462.19	10	HIRE OF CHEMICAL FLUSH SYSTEM TOILET FOR 3MONTHS TO BE USED AT BESEMHOULOOF FARM	
104228	FIDELITY ADT (PTY) LTD - MONIT	20200108	R 5 805.34	R 870.80	R 6 676.14	10	INSTALLATION OF OFFICE ALARM FERNKLOOF AT NATURE RESERVE	
103913	HERMANUS EXTINGUISHER SERVICES	20191209	R 8 505.00	R 1 275.75	R 9 780.75	10	SERVICE AND REFILL OF FIRE EXTINGUISHERS IN MUNICIPAL OFFICES AROUND HERMANUS AREA	
104382	UYLENVLEI RETREAT	20200115	R 25 130.00	R -	R 25 130.00	10	ACCOMODATION & FACILITATION OF THE OVERSTRAND JUNIOR TOWN COUNCIL LEADERSHIP CAMP	
104447	ARB ELECTRICAL WHOLESALERS (PT	20200116	R 19 710.00	R 2 956.50	R 22 666.50	10	270 X COMMON (PASSIVE) BASE COVER - WITH BRIDGING TERMINALS (BLANKING PLATE) FOR GANSBAAI ELECTRICAL	
104478	GANSBAAI AIRCON AND REFRIGERAT	20200117	R 6 280.87	R 942.12	R 7 222.99	10	SUPPLY AND INSTALL AIR CONDITIONER FOR L. POTGIETER AT BUILDING DEPARTMENT HERMANUS	
SC2056/2019	ADO MANUFACTURING (PTY) LTD	31012020	R 172 786.48	R 25 917.97	R 198 704.45	10	RENTAL OF PARKING MANAGEMENT HANDHELD DEVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2020	
103285	HERMANUS OFFICE NATIONAL	20191114	R 1 917.26	R 287.59	R 2 204.85	11	1X PARROT NON MAGNETIC WHITEBOARD (STATIONERY ITEMS FOR TOWN PLANNING HERMANUS)	
104035	CTM HERMANUS	20191213	R 5 396.26	R 809.44	R 6 205.70	11	SOFT LIGHT GREY GLAZED PORCELEIN 600X600 TILE A-GRADE (TILING MATERIAL FOR HERMANUS STORES)	
104102	HERMANUS OFFICE NATIONAL	20191219	R 13 132.12	R 1 969.88	R 15 102.00	11	A4 DISPLAY FILES, EXAM PADS (STATIONERY ITEMS FOR OPERATIONAL MANAGER'S OFFICE HERMANUS)	
104130	BUCO HERMANUS	20191223	R 2 351.65	R 352.74	R 2 704.39	11	2 X PAINT BRUSH 75MM, WOOLPRO REFILL, 20LT WALLSEAL PASTEL WHITE + TINT FOR D. VAN RHODIE	
104086	BIDVEST WALTONS	20191218	R 4 319.19	R 647.88	R 4 967.07	11	FINANCIAL CALCULATOR (STATIONERY ITEMS FOR INTERNAL AUDIT DEPARTMENT)	
104121	EAGLE SECURITY SYSTEMS WESTERN	20191223	R 2 648.00	R -	R 2 648.00	11	FIXING OF ALARM AT GANSBAAI FIRE DEPARTMENT	
103931	CCS PLANT TOOL & TRAILER HIRE	20191210	R 5 037.40	R 755.60	R 5 793.00	11	HIRING OF CONCRETE MIXER FOR 30DAYS FOR D. NEL	
103839	ADAM OUTREACH PROJECTS (PTY) L	20191205	R 29 500.00	R -	R 29 500.00	11	MAINTENANCE WORK TO BE DONE AT HAWSTON LIBRARY, PAINTING, TILING, REPAIR DAMAGE EAVES	
104251	HERMANUS OFFICE NATIONAL	20200109	R 9 703.52	R 1 455.53	R 11 159.05	11	DIARIES A4 CTP PAGEADAY SSTITCH BLK (STATIONERY ITEMS FOR HR OFFICE)	
104321	OVERBERG AGRI BEDRYWE (PTY) LT	20200110	R 3 881.74	R 582.26	R 4 464.00	11	4 X WHEELBARROW CONCRETE SOLID TYRE KGOS FOR STANFORD STORMWATER	
104095	CARDINAL FLOORING HERMANUS	20191219	R 12 047.75	R 1 807.16	R 13 854.91	11	SUPPLY AND INSTALL BELGOTEX BERBERPOINT 920 JUTE" CARPET TILES (4.5M X 10M)" IN NEW LED BUILDING	
103825	KLEINMOND GLASS AND ALUMINIUM	20191204	R 6 760.60	R -	R 6 760.60	11	REPLACEMENT OF BROKEN WINDOWS AT NEVINIA STREET KLEINMOND	
104179	GT NUTSMAN	20200107	R 2 730.00	R -	R 2 730.00	11	LABOUR: PREP AND TILING WITH GROUT OF 39SQ.M OFFICE SPACE FOR TILING WITH 600X600 PER FOR HERMANUS STORES	
104081	ALTA FREELANCE EDITING SERVICE	20191218	R 20 000.00	R -	R 20 000.00	11	INTERPRETING SERVICES - ENGLISH TO AFRIKAANS & AFRIKAANS TO ENGLISH FOR COMMUNICATIONS DEP.	
TOTAL			R 360 653.78	R 41 082.81	R 401 736.59			

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