



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**A G E N D A**

**I-AJENDA**

<b>DATE / DATUM / UMHLA :</b>	<b>28 OCTOBER / OKTOBER / OKTOBHA 2015</b>
<b>VENUE / PLEK / INDAWO :</b>	<b>BANQUETING HALL / BANKETSAAL CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU HERMANUS</b>
<b>TIME / TYD / IXESHA :</b>	<b>10:00</b>

**MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND**

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

**23 October 2015**

**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 OCTOBER 2015** at **10:00** to consider the items set out on the attached agenda.

**C GROENEWALD  
MUNICIPAL MANAGER**

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**23 Oktober 2015**

**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 OKTOBER 2015** om **10:00** vir oorweging van die items op die meegaande agenda.

**C GROENEWALD  
MUNISIPALE BESTUURDER**

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**23 Oktobha 2015**

**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 OKTOBHA 2015** 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, 30 September 2015 at 10:00**
  
4. **STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR/EXECUTIVE DEPUTY MAYOR**

**5. MONTHLY REPORT TO COUNCIL ON SUPPLY CHAIN MANAGEMENT (SCM) POLICY: PARAGRAPH 36 16(1)(b) AND 17(1)(c) FOR SEPTEMBER 2015**

**8/2/2**

**C Le Roux**

**(028) 313 8080**

**Corporate Head Office**

**013 October 2015**

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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 16(1)(b) and 17(1)(c ) for September 2015.

**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.

A schedule of all Deviations approved for September 2015 is attached as per 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 below R 30,000.00 (Incl. VAT) 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 September 2015 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)

**AGENDA OF THE MAYORAL COMMITTEE MEETING: 28 OCTOBER 2015****RECOMMENDATION TO THE COUNCIL:**

1. that the deviations from the procurement processes, approved in terms of the delegated authority for September 2015, **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 September 2015, **be noted**.

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

**SUPPLY CHAIN MANAGEMENT REPORT IN TERMS OF CLAUSE 5(3) OF THE SCM POLICY  
 DEVIATIONS FROM THE POLICY, APPROVED IN TERMS OF CLAUSE 36(1)(a) FOR THE MONTH-SEPTEMBER 2015**

#	Deviation #	Date Approved	Deviation in terms of Clause 36(1)(a)	Description	Responsible Official	Awarded to	Amount Operational	Amount Capital	VAT @ 14%	Value of the Deviation
1	SCD2839	2015/09/01	Clause 36(1)(a)(v)	Electronic deeds ,CIPC and credit searches	Senior Manager: Revenue, Hoonenberg E	E4 Strategic (Pty) Ltd	R 17 543,86		R 2 456,14	R 20 000,00
2	SCD2840	2015/09/05	Clause 36(1)(a)(i)	Repair of Hydraulic Equipment (Jaws of Life)	Chief Fire Officer, Smith L	Fire Raiders Cape ( Pty ) Ltd	R 4 583,42		R 638,87	R 5 202,29
3	SCD2841	2015/09/25	Clause 36(1)(a)(ii)	The evaluation and grading of Groits, Newton, Kleinmond Beaches in terms of the Blue Flag status programme, by the sole organisation authorised by the international Foundation for Environmental Education (FEE) to implement FEE programmes in South Africa	Senior Manager: Hermanus Admin, Kearney D	The Wildlife and Environment Society of South Africa (WESSA)	R 63 157,89		R 8 842,11	R 72 000,00
4	SCD2842	2015/09/25	Clause 36(1)(a)(v)	Attending a conference on Municipal Finance : Good Governance by two municipal official	Director: Finance, Reyneke-Nautie S	IMFO ( Institute of Municipal Finance Officers )	R 12 165,79		R 1 703,21	R 13 869,00
5	SCD2843	2015/09/25	Clause 36(1)(a)(v)	Attending a IERM Convention from 26-30 September 2015	Senior Manager: Environmental, Bezuidenhout L	Institute of Environmental and Recreation Management	R 3 333,33		R 466,67	R 3 800,00
6	SCD2844	2015/09/25	Clause 36(1)(a)(i)	Servicing and/or repair of the Fire Services breathing apparatus, to ensure compliance with the OHS&A Act of 1993, via a strip and quote process.	Chief Fire Officer, Smith L	Dräger South Africa (PTY) LTD	R 54 288,00		R 7 600,32	R 61 888,32
							R 155 062,28	R -	R 21 707,32	R 176 769,61

Annexure B: Schedule of approvals in terms of Paragraph 17(1) of the SCM Policy - Overstrand Municipality - September 2015				
#	Supplier	Amount	Reason Code	Description
Note: Please be advised that some of the descriptions below are only of the first line item on the requisitions lodged				
1	GANSBAAI LANDSCAPING	R 13 800.00	10	SNOEI VAN 4- 300 VAALKUS BOME (LILLEPOP VORM) DE KELDERS EN PEARLY BEACH
2	VW CIVIL ENGINEERING SUPPLIES	R 20 750.00	11	750 X 900 DUCTILE IRON MANHOLE COVER AND FRAME
3	CCR CONSTRUCTION	R 3 946.26	10	OPENING AND REPAIR OF GRAVE SITES ON HOY'S KOPPIE
4	R-TAC STAINLESS STEEL & ELECTR	R 20 402.63	10	MANUFACTURE AND REPLACE SAFETY GATES AND BURGLAR BARS AT GROTTO AND HAWSTON BEACH
5	MG ELECTRICAL	R 5 000.00	10	ELECTRICAL INSTALLATION - BARACKS 6017 NEVINIA AVENUE PROTEA DORP
6	EUROPA BOUERS (EUROPA WW)	R 7 200.00	11	GLASVESEL EN SEEL VAN RIOOLTENK
7	LUCAS LE	R 19 200.00	11	AANLE VAN NUWE HOOFLYN GOUWSBLOMSTRAAT 70M LANK
8	EMR - EMERGENCY MEDICAL RESCUE	R 1 800.00	10	STAND-BY MEDICAL VEHICLE 12 SEPTEMBER 2015
9	ADECO CONSTRUCTION (PTY) LTD	R 2 554.20	11	STAINLESS STEEL TENSION BOLTS
10	OFFICETECH	R 23 728.13	11	HEAVY DUTY STAPLES - 23/13
11	MCINJANA TOURS	R 2 016.00	11	TRANSPORT FOR U/13 SPRING MINI SOCCER TOURNAMENT FOR 12 SEPTEMBER 2015
12	BIDVEST WALTONS	R 9 147.46	11	POST-IT NEON NOTES SUPER STICKY (76MM X 76MM) 6 PADS PER PACK (5 CUBS)
13	PRINTERS CONEXION CC	R 2 301.86	11	SERVICE/REPAIR HP COLOR LASERJET 2605
14	IB CONSTRUCTION	R 5 383.16	10	24 CUBES BUILDING SAND, SUPPLY AND DELIVER TO HERMANUS STORES
15	BOTRIVIER BOEREMARK	R 2 295.70	10	PINE POLES CCA 4 8MX80-89MM
16	IB CONSTRUCTION	R 10 758.11	10	24 CUBES X 19MM CONCRETE STONE, SUPPLY AND DELIVER TO HERMANUS STORES
17	BIDVEST WALTONS	R 4 944.37	11	PRIMELINE NOTES PLS SIGN FLAG
18	SALES A	R 2 695.00	11	CAR POLISH
19	MITCHELL J	R 2 450.00	10	RE-INSTALL AND REPAIR OF P.A SYSTEM IN BANQUET HALL
20	MALVON EQUIPMENT CAPE CC	R 13 350.00	11	SUPPLY AND DELIVER 2 X HIGH PRESSURE CLEANERS
21	CYBROLEX (PTY) LTD	R 2 280.00	10	TRAFFIC SIGNAGE ON VEHICLE CEM 30656 VW GOLF 2006 MODEL
22	RAYCAPE CC	R 2 058.50	10	230V 2X300W CERAMIC EMITTERS, FULLY WIRED HEATING UNIT
23	GERT GROVE ELECTRICAL	R 2 585.79	11	REPLACE BULBS IN MOFFATHALL
24	SALES A	R 13 400.00	11	RATION PACKS
25	OVERSTRAND BUILD IT (PTY) LTD	R 4 394.74	10	CEMENT BUIL IT 50KG
26	AMGROC DOORS	R 3 552.64	11	EVO CONTROL- D5
27	BIDVEST WALTONS	R 3 446.95	11	ADHESIVE TAPE
28	FJ HULME VERVOER	R 25 546.50	11	100 KUB METER G5 BASE COURSE
29	DUNN G	R 3 610.00	10	SERVICES AS A REGISTERED PROFESSIONAL NURSE ON WELLNESS DAY 9 SEPTEMBER 2015
30	BIDVEST WALTONS	R 2 370.30	11	MICROSOFT WIRELESS MOBILE KEYBOARD 6000



Annexure B: Schedule of approvals in terms of Paragraph 17(1) of the SCM Policy - Overstrand Municipality - September 2015				
#	Supplier	Amount	Reason Code	Description
10	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		11	
Note: Please be advised that some of the descriptions below are only of the first line item on the requisitions lodged				
#	Supplier	Amount	Reason Code	Description
31	DERELIZE PRINTING	R 4 500.00	11	DIJWELSGAT HIKING TRAIL SIGNAGE, 1.2M LANK EN 1M BREED
32	BOTRIMIER BOEREMARK	R 21 965.00	11	FOCUS ULTRA, 60 LITRES
33	SNYPHAMBILJ ELECTRICAL AND IND	R 3 194.40	11	CONTRÖLLER 3 WIRE CHASING WL - 310.
34	KAAP AGRI AGRIMARK LIQUORMARK	R 2 863.40	11	NIGHT LATCH BBL
35	GANSBAAI ELEKTRIES	R 1 885.96	11	HD25X CRIMPING TOOL
36	YELLOW MANGO TRADING CC	R 9 122.81	11	210 LITER OPEN TOP GREEN STEEL DRUMS
37	PLUMBLINK SA (PTY) LTD	R 2 125.00	10	SEAT JUNIOR WHITE PVC (X5)
38	MCINJANA TOURS	R 4 300.00	11	TRANSPORT TO GANSBAAI SPORTS GROUND FOR NETBALL PRELIMINARY STAGES ON 19 SEPTEMBER 2015
39	HANDLE THIS	R 5 263.16	10	EB2355- KAYLE PANIC EXIT DEVICE DOUBLE DOOR
40	PRIMWOOD PRODUCTS	R 10 171.94	11	Z17 140 X 30 X 1800
41	MITCHELL J	R 9 150.00	11	2-4 OCT @ GEARINGS: 1 X PA WITH SOUND SYSTEM FOR 50 PEOPLE IN A TENT
42	COLOURPIX GRAPHIC DESIGNS CC	R 1 794.60	11	3 X BANNERS CLEAN AND REWORD, SIZE 3M X 1M AND PUT UP BY 21 SEPT
43	VOLTEX (PTY) LTD - OVERSTRAND	R 4 249.60	11	FILITE 400WHPS RL101 WIDE
44	LEIVALCO READYMIX (PTY) LTD	R 8 982.00	11	SUPPLY 6KUB METER 20MPA CONCRETE
45	D & J VERVOER	R 12 933.18	11	1X6M3 BOUSAND
46	AGUA AFRICA CC	R 18 137.80	11	REAGENT SET, LR MANGANESE 10ML
47	GAMCO SERVICES	R 14 615.97	11	CONCRETE (100 DM 40) X 6M3 + EXCELLERATOR XEL CV (3L/M3) X 1BL + FIBRE (1 SAKOM3) X 6 SAKKE
48	SALES A	R 11 400.00	11	28 SEPT: 60 PAX - SCONS AT 08:00, LUNCH_LASAGNE, GREEN SALAD WITH JUICE AT 12:30. COFFEE ETC
49	ADT SECURITY (PTY) LTD	R 4 715.00	11	GUARDING AT ONRUS CAMP DAY SHIFT ONE FROM WEDNESDAY TIL SUNDAY
50	PARK BOULEVARD TRADING 35 CC	R 25 740.00	11	7.2 METER GALVANISED STEEL POLES
51	BOLAND BADGE AND ENGRAVING	R 4 209.30	11	PARTICIPANT GOLD AND SILVER MEDALS
52	ADT SECURITY (PTY) LTD	R 1 950.00	11	25 AND 26 SEPTEMBER 2015 - 3 X NIGHT GUARDS
53	CAPE CONCRETE WORKS	R 14 250.00	10	EDGINGS E1