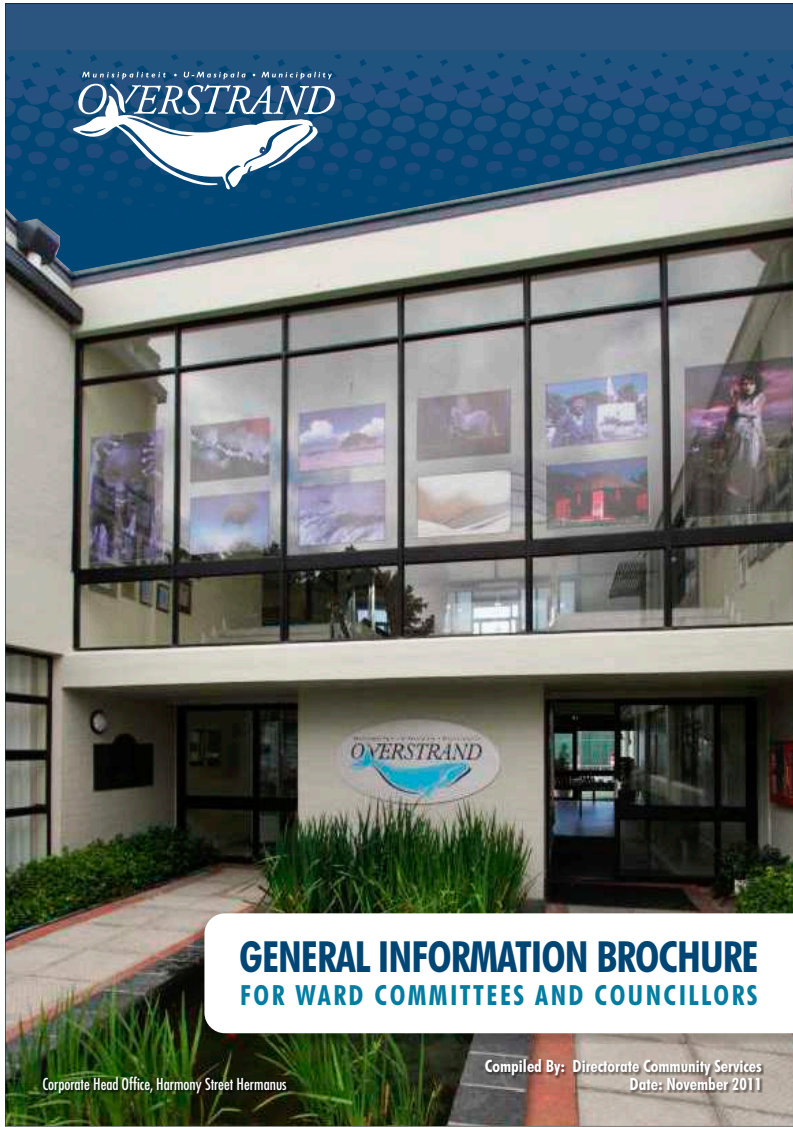


Municipaliteit • U-Masipala • Municipality

**OVERSTRAND**



**GENERAL INFORMATION BROCHURE  
FOR WARD COMMITTEES AND COUNCILLORS**

Corporate Head Office, Harmony Street Hermanus

Compiled By: Directorate Community Services  
Date: November 2011

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## CUSTOMER CARE AND HELPDESKS

Kleinmond	028 271 8435
Hermanus	028 313 8196
Stanford	028 341 8516
Gansbaai	028 384 8328
Overstrand	028 313 8000

## EMERGENCY CONTROL ROOM

ALL MUNICIPAL BASIC SERVICES	028 313 8111
	028 313 8137
FIRE BRIGADE SERVICES	028 312 2400



# OFFICE OF THE MUNICIPAL MANAGER

Municipal Manager	Coenie Groenewald	028 313 8003
Personal Assistant	Leana Potgieter	028 313 8909

PO Box 20 | Hermanus 7200  
**email** [wmay@overstrand.gov.za](mailto:wmay@overstrand.gov.za) | **web** [www.overstrand.gov.za](http://www.overstrand.gov.za)



## DIRECTORATE: COMMUNITY SERVICES

DEPARTMENTS		
Director	Roderick Williams	028 313 8156
Deputy Director: Operational Services	Mike Bartman	028 313 8982
KLEINMOND ADMINISTRATION		
Area Manager: Kleinmond	Cecile Jonkheid	028 271 8413
Operational Manager: Kleinmond	Denovan Van Rhodie	028 271 8431
HERMANUS ADMINISTRATION		
Area Manager: Hermanus	Don Kearney	028 313 8112
Deputy Area Manager: Hermanus	Bulelwa Mbane	028 313 8084
Operational Manager: Hermanus	Peter Burger	028 313 8092
GANSBAAI ADMINISTRATION		
Area Manager: Gansbaai	Francois Myburgh	028 384 8365
Deputy Area Manager: Stanford	Petronella Ferreira	028 341 8517
Operational Manager: Gansbaai	Dirk Crafford	028 384 8312
HOUSING ADMINISTRATION		
Housing Administration	Frankie Frans	028 313 8144
CORPORATE PROJECTS		
Corporate Projects	Kobus Arendse	028 313 8920
HORTICULTURE		
Horticulturist	Lauren Rainbird	028 313 8923
SPORTS & RECREATION		
Officer	Vacant	

### DEPUTY DIRECTOR: OPERATIONAL SERVICES

- Water and Sewage Treatment
- Operational Systems (Asset Management)
- Horticulture

### AREA AND DEPUTY MANAGERS

- Customer care
- Community consultation and Participation
- Swimming pools and Caravan Parks

- Boat launch facilities
- Management of community halls
- Management of grave yards
- Delegated Authority
- Community Development Workers
- General Management
- Ward Committees
- Community Development Workers (CDW's)

#### OPERATIONAL MANAGERS

- Water services
- Solid Waste
- Roads & Stormwater
- Public Parks & Beaches
- General building maintenance

#### HOUSING ADMINISTRATION

- Housing demand : municipal waiting list
- Informal settlement management
- Phasing-out programme
- Consumer Housing Education
- Management of ... stock

#### CORPORATE PROJECTS

- Emergency control room
- Fleet Management
- Corporate projects
- Local labour promotions programme



## DIRECTORATE: PROTECTION SERVICES

DEPARTMENTS		
Director	Neville Michaels	028 313 8054
TRAFFIC & LICENSING		
Chief	Rudi Fraser	028 313 8165
Snr Supt. Traffic	Lorenzo Isaacs	028 313 8171
Snr Supt. Licensing	Patrick Africa	028 313 8166
LAW ENFORCEMENT & SECURITY		
Chief	Marius Hendriks	028 313 8995
Regional Insp. Operational	Andrè Lucas	028 313 8996
Regional Insp. Investigations	Abraham Prins	028 313 8975
Senior Insp. Security	Dawie Esau	028 313 8996
FIRE BRIGADE & DISASTER MANAGEMENT		
Chief	Riaan Jacobs	028 384 8313
Div. Comm. Fire Safety & Plot Clearing	Joe Schoeman	028 313 8979
Div. Comm. Vehicles & Equipment	Brian Lobb	028 384 8350
Div. Comm. Disaster Management	Marlu Rust	028 271 8449

### TRAFFIC & LICENSING

- Learner & Driver's licenses
- Fines
- Law enforcement according to the National Road Safety Act
- Regulation of traffic
- Assistance with special functions

### LAW ENFORCEMENT & SECURITY

- Enforcing & Investigating Municipal By-laws, Land Use Planning Ordinance, National Building Regulations Act & Business Act
- Internal Investigations
- Protection of municipal assets and personnel
- Access control at municipal buildings

### FIRE BRIGADE & DISASTER MANAGEMENT

- Fire Fighting
- Fire Prevention
- Community Fire Safety & Awareness
- Plot Clearing
- Hazardous Materials
- Disaster Management plans
- Manage & co-ordinate action taken during disasters

## DIRECTORATE: INFRASTRUCTURE, PLANNING & ELECTROTECHNICAL SERVICES

DEPARTMENTS		
Director	Stephen Müller	028 313 8019
Deputy Director	Hanre Blignaut	028 316 3724
ELECTRICITY		
Electricity (Hermanus)	Koos du Plessis	028 316 2630
Electricity (Gansbaai)	Danie Maree	028 384 8311
TOWN PLANNING AND PROPERTY ADMINISTRATION		
Manager	Riaan Kuchar	028 313 8087
BUILDING CONTROL		
Manager	John Simson	028 313 8091
Principle Technician	Gerrit Coetzee	028 313 8085
ENVIRONMENTAL MANAGEMENT SERVICES		
Environmental Specialist	Leon Steyn	028 316 3724
Environmental Officer	Liezl Bezuidenhout	028 316 3724
GIS		
Snr GIS Administrator	Lee-Anne Rauch	028 313 8910
PROJECT MANAGEMENT & DEVELOPMENT CONTROL		
Manager	Dennis Hendricks	028 316 3724

### ENGINEERING PLANNING

- Water planning and water source development
- Water demand management
- Water quality management

### ELECTRICITY

- To supply reliable, affordable and cost-effective electricity

### TOWN PLANNING AND PROPERTY ADMINISTRATION

- To ensure a safe, healthy and sustainable environment through proper town planning

## BUILDING CONTROL

- Control of all building works in the Overstrand Municipal Area

## ENVIRONMENTAL MANAGEMENT SERVICES

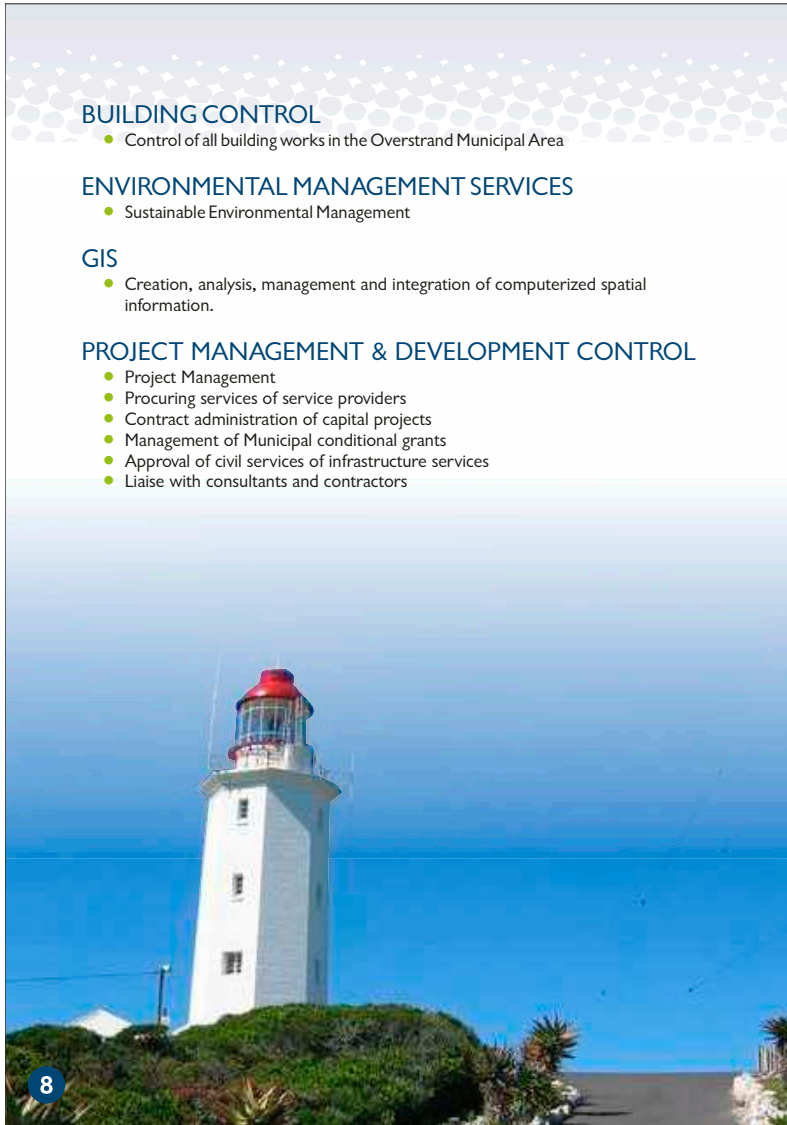
- Sustainable Environmental Management

## GIS

- Creation, analysis, management and integration of computerized spatial information.

## PROJECT MANAGEMENT & DEVELOPMENT CONTROL

- Project Management
- Procuring services of service providers
- Contract administration of capital projects
- Management of Municipal conditional grants
- Approval of civil services of infrastructure services
- Liaise with consultants and contractors





## DIRECTORATE: FINANCE

### DEPARTMENTS

Director's Office	Director Henk Kleinloog	028 313 8040
Deputy Director's Office	Dep Director Clint le Roux	028 313 8170
Budget & Treasury Office	Snr Manager Bernard King	028 313 8154
Supply Chain Management Unit	Snr Manager Rita la Cock	028 313 8080
Expenditure & Asset Management	Snr Manager Santie Reyneke	028 313 8046
Income	Snr Manager Elmarie Hooneberg	028 313 8149

### BUDGET & TREASURY OFFICE

Financial Statements	Manager Veronica Allen	028 313 8131
Budget Office	Manager Georgia Willemse	028 313 8913

### SUPPLY CHAIN MANAGEMENT UNIT

Procurement Office	Acc Pedro Peters	028 313 8956
Supply Chain: Admin	Manager Roche de Jager	028 313 8022
Purchases	Chief Buyer Gert Wepener	028 313 8977

### EXPENDITURE & ASSET MANAGEMENT

Asset Management	Manager Eoudia Chadinha	028 313 8065
Creditors	Acc Mireille Lewis	028 313 8024
Pay Office	Snr Acc Retha Rust	028 271 8063

### INCOME

Client Services	Snr Acc Elsabe Liebenberg	028 313 8062
Rates & Services	Snr Acc Antoinette Geldenhuis	028 313 8050
Credit Control	Acc Cheslyn Swartz	028 313 8055

email [financeenquiries@overstrand.gov.za](mailto:financeenquiries@overstrand.gov.za)



# DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

## DEPARTMENTS

Director's Office	Dir Solomzi Madikane	028 313 8066
LED Manager	Shaun Moses	028 313 8195
LED Officer	Jolanda Hendricks	028 313 8928
Tourism Officer	Suné Greeff	028 313 5022

## LED FACILITATOR

- Project Management and Facilitation
- Funding and Grants
- Business Liaison and Investment Marketing
- Neighborhood Development Grant Project Facilitation
- Economic Development Planning
- Business Retention and Expansion

## LED MANAGER

- SMME's
- Entrepreneurial Development
- Supplier Contractor Development
- EPWP Co-ordination
- NYDA Co-ordination

## LED OFFICER

- Project facilitation and administration
- Evaluating and reporting of progress with reports
- Strategic planning
- Organizing coordination of projects
- Drafting agendas and minutes
- Budget control
- Facilitation of job creation projects
- Supporting the Local Economic Development Manager and Director with project administration.

## TOURISM

- Marketing
- Travel trade shows
- Branding and Advertisement
- Co-ordinate and manage programmes and of LTO's
- Reporting
- Research and Measurement



## DIRECTORATE: MANAGEMENT SERVICES

DEPARTMENTS		
Director	Vacant	028 313 8001
LEGAL SERVICES		
Senior Manager	Desmond Lakey	028 313 8903
HUMAN RESOURCES		
Senior Manager	Lucinda Bucchianeri	028 313 8120
Manager	André van Rooyen	028 313 8163
(Manager HR - Labour Relations & Occupational Health & Safety)	Nigel Floors	028 313 8123
STRATEGIC PLANNING		
Senior Manager	Desireé Arrison	028 313 8071
INFORMATION COMMUNICATION TECHNOLOGY		
Manager	Ernie Muller	028 313 8161
COMMUNICATIONS		
Manager	Fanie Krige	028 313 8043
Manager	Hanlie van Tonder	028 313 8037
Electoral Project Co-ordinator	Mosili Koloko	028 313 8917

### LEGAL SERVICES

The main function of this service is to render a comprehensive administrative and legal support service to the political structures which include the committees of Council, the Executive Mayor as well as the corporate structure.

- New legislation
- Court Orders
- By-Laws

In-house Legal Opinions (on policies, contracts, agreements, legislation, by-laws and authorities)

### HUMAN RESOURCES

The main function of this service is to guide, advise and assist management to determine and acquire the right quantity and quality of employees and to ensure the optimal utilization and management of employee resources.

- Employment Equity
- Advertisements, Recruitment and Selection
- Performance Management
- Personnel Management
- Employee Contract Management
- Skills, Workplace Skills Plan, Training and reporting to LGSETA
- Leave, HIV, Pension Fund, Medical Aids and Housing Subsidies
- Occupational Health and Safety and Risk Plan
- Emergency Evacuation Plans
- Disciplinary Action
- Local Labour Forum
- Workman's Compensation

#### STRATEGIC SERVICES

- Co-ordination of the annual IDP process and reporting requirements to Council.
- Annual Report
- Annual Performance Agreements of Municipal Manager and Section 56 Managers.
- IDP and Budget process
- Ward based Plans
- Service Delivery and Budget Implementation Plan (SDBIP)
- Oversight Report
- Community interventions / programmes
- Evaluation of Section 56 Managers
- Performance Reports
- Overstrand Municipal Advisory Forum (OMAF)

#### INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Establishment of proper ICT management, upgrade of the ICT network and communications infrastructures and entrenchment of ICT disciplines and training.

- Two way Radio Network
- IT Network
- IT Disaster Recovery Plan
- IT Systems and Queries
- Software Licensing

## COMMUNICATIONS

To build a positive public image of the Overstrand Municipality by creating mutual understanding with stakeholders through a wide range of communication activities and giving general support to the Mayor and full time Councillors.

- Public Forums
- Municipal Newsletters
- Media Releases
- Language Committee
- Grants - in - Aid Programme
- Municipal Website

## COUNCIL SUPPORT SERVICES

The main function of this department is to render a comprehensive administrative support service to the corporate structure of the municipality.

- Collaborator Correspondence System
- Collaborator Council Resolutions System
- Administrative support to Council
- Administrative support to the Mayoral Committee
- Administrative support to Section 62 Appeals Committee
- Administrative support to Fruitless and Wasteful Expenditure Committee
- Administrative support to Oversight Committee
- Administrative support to Executive Management Committee
- PAIA Manual

## ELECTORAL COMMISSION

- To independently manage free and fair elections for national and provincial legislative bodies, as well as local council and to provide for matters in connection therewith.

# COUNCILLORS 2011

SURNAME, NAME	TEL	EMAIL	WARD
<b>EXECUTIVE MAYOR</b>			
Cllr Botha-Guthrie, Nicolette (DA)	T 028 313 8058	nbotha-guthrie@overstrand.gov.za	
<b>EXECUTIVE DEPUTY MAYOR</b>			
Ald Scholtz, Pieter (DA)	T 028 313 8023	pscholtz@overstrand.gov.za pa.scholtz@telkomsa.net	
<b>SPEAKER</b>			
Ald Coetsee, Anton (DA)	T 028 313 8002	antoncoetsee@hermanus.co.za	
<b>WARD COUNCILLORS</b>			
Cllr Nqinata, Nomaxesibe (NT)	T 028 313 8002	nnqinata@overstrand.gov.za	1
Ald Scholtz, Pieter (DA)	T 028 313 8023	pscholtz@overstrand.gov.za	2
Cllr Lerm, Maxie (DA)	T 028 313 8002	tmch@mweb.co.za	3
Cllr Beyers-Cronje, Lianda (DA)	T 028 313 8002	fredli@hermanus.co.za	4
Cllr Mshenxiswa, Mzameni (ANC)	T 028 313 8002	mshenxiswa@overstrand.gov.za	5
Cllr Sapepa, Michelle N (ANC)	T 028 313 8002	msapepa@overstrand.gov.za	6
Cllr Solomon, Ben (DA)	T 028 313 8016	bsolomon@overstrand.gov.za	7
Cllr Smith, Rudolph John (DA)	T 028 313 8191	rsmith@overstrand.gov.za	8
Cllr Appelgrein, Philippus (DA)	T 028 313 8017	pappelgrein@overstrand.gov.za	9
Cllr Krige, Lisel (DA)	T 028 313 8002	lisel@solidstuff.co.za	10
Cllr Coetzee, Dudley Peter (DA)	T 028 313 8002	dcoetzee@overstrand.gov.za	11
Cllr Macotha, Vuyani (ANC)	T 028 313 8002	vido2000@webmail.co.za	12
Cllr Nell, Elzette (DA)	T 028 313 8002	lz@hermanus.co.za	13
<b>PROPORTIONAL</b>			
Cllr Andrews, Mercia (DA)	T 028 313 0168	mercia.andrews@mediclinic.co.za	
Cllr Gillion, Maurencia (ANC)	T 028 313 8002	forward.anc@gmail.com	
Cllr Januarie, Johannes JS (NICO)	T 028 313 8002	jjjanuarie@gmail.com	
Cllr Mandindi, Caroline, Q (ANC)	T 028 313 8002	cmandindi@overstrand.gov.za	
Cllr May, Phillipus Johannes (ANC)	T 028 313 8002	phillipsum@lantic.net	
Cllr Ndevu, Linda	T 028 313 8002		
Cllr Opperman, Moira (DA)	T 028 313 8018	mopperman@overstrand.gov.za	
Cllr Pie, Marilyn Thembisa (ANC)	T 028 313 8002	mpie@overstrand.gov.za	
Cllr Prins, Abraham (DA)	T 028 313 8002	aprins@overstrand.gov.za	
Cllr Ponoane, Makhaya V (ANC)	T 028 313 8002	mponoane@overstrand.gov.za	



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