



**MINUTES OF A MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD IN THE COUNCIL CHAMBER, MALMESBURY ON WEDNESDAY, 16 APRIL 2025 AT 10:00**

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**PRESENT:**

Executive Mayor, ald J H Cleophas (Chairperson)  
Executive Deputy Mayor, ald J M de Beer

Members of the Mayoral Committee:

Cllr D G Bess  
Cllr N Smit  
Ald T van Essen  
Cllr A K Warnick

Officials:

Municipal Manager, mr J J Scholtz  
Director: Financial Services, mr M Bolton  
Director: Electrical Engineering Services, mr T Möller  
Director: Protection Services, mr P A C Humphreys  
Director: Civil Engineering Services, mr L D Zikmann  
Director: Development Services, ms J S Krieger  
Director: Corporate Services, ms M S Terblanche  
Manager: Secretariate and Record Services, ms N Brand

**1. OPENING**

The Chairperson welcomed members and requested cllr A K Warnick to open the meeting with prayer.

**2. LEAVE OF ABSENCE**

That note be taken of the apology received from the Speaker, ald M A Rangasamy.

**3. DEPUTATIONS / STATEMENTS / COMMUNICATIONS / PRESENTATIONS**

None.

**4. MINUTES**

**4.1 MINUTES OF AN EXECUTIVE MAYORAL COMMITTEE MEETING HELD ON 25 MARCH 2025**

**RESOLUTION**

(proposed by cllr N Smit, seconded by ald T van Essen)

That the minutes of an Executive Mayoral Committee meeting held on 25 March 2025 are approved and signed by the Executive Mayor.

**5. CONSIDERATION OF RECOMMENDATIONS FROM THE MINUTES**

**5.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING HELD ON 9 APRIL 2025**

Recommendations tabled for confirmation:

**5.1.1 MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCE**

**RESOLUTION**

(proposed by ald T van Essen, seconded by cllr D G Bess)

That the recommendations in the relevant minutes are ratified by the Executive Mayor.

#### **5.1.2 CIVIL AND ELECTRICAL SERVICES**

##### **RESOLUTION**

(proposed by ald T van Essen, seconded by cllr D G Bess)

That the recommendations in the relevant minutes are ratified by the Executive Mayor.

#### **5.1.3 DEVELOPMENT SERVICES**

##### **RESOLUTION**

(proposed by ald T van Essen, seconded by cllr D G Bess)

That the recommendations in the relevant minutes are ratified by the Executive Mayor.

#### **5.1.4 PROTECTION SERVICES**

##### **RESOLUTION**

(proposed by ald T van Essen, seconded by cllr D G Bess)

That the recommendations in the relevant minutes are ratified by the Executive Mayor.

### **6. MATTERS ARISING FROM THE MINUTES**

None.

### **7. NEW MATTERS**

#### **7.1 PROGRESS REPORT ON THE FILLING OF SECTION 56 MANAGER POST: DIRECTOR: PROTECTION SERVICES (4/3/B, 4/3/1)**

The Municipal Manager mentioned that the selection panel recommends that the position be re-advertised in an effort to recruit better qualified and more experienced candidates. It is not necessary for the candidates who have already been shortlisted to reapply for the position.

##### **RESOLUTION**

(proposed by cllr A K Warnick, seconded by ald T van Essen)

- (a) That notice is taken of the progress report for the filling of the post of Director of Protection Services;
- (b) That the amended process plan attached hereto be noted and approved;
- (c) That the re-advertisement attached hereto be noted.

#### **7.2 ESKOM POWER ACCOUNT GUARANTEE / SECURITY (16/2/B)**

The Swartland Municipality is considered a "Good Payer" by Eskom and it was not necessary to take out security should the Municipality fall into arrears.

Eskom now expects all customers to take out security and the norm is the average monthly bill times three – in the case of Swartland Municipality an amount of approximately R90 million.

Although there is understanding for the position Eskom finds itself, in that the total debt owed by municipalities to Eskom amounts to more than R70 billion, Swartland Municipality was able to negotiate the guarantee amount.

##### **RESOLUTION**

(proposed by ald T van Essen, seconded by cllr A K Warnick)

- (a) That the Executive Mayoral Committee take note of Eskom's requirements and the favourable outcome of the negotiations between Eskom and Swartland to limit the requirement to R30 million only;

7.2/...

- (b) That the Executive Mayoral Committee (EMC) authorises the Chief Financial Officer to make arrangements with Standard Bank for the issueing of a Bank Guarantee to the Value of R30 million in favour of Eskom;
- (c) That the Chief Financial Officer be authorised to update the Bank Guarantee on an annual basis if so required by Eskom.

### **7.3 MUNICIPAL PLANNING DOCUMENT FOR THE PRELIMANRY SERVICES AND HUMAN SETTLEMENT MATTERS IN ACCORDANCE WITH COUNCIL'S HUMAN SETTLEMENT PROGRAMME (17/4/2/B)**

The attached municipal planning document for provisional services and human settlement matters (housing pipeline) gives shape to the Housing Strategy of Swartland Municipality. It serves as an instrument for the Provincial Department of Infrastructure in future planning and submission of the housing pipeline to the National Department.

The Chairman emphasised the importance of viewing the housing pipeline as a planning document that is subject to various factors.

#### **RESOLUTION**

(proposed by cllr D G Bess, seconded by cllr N Smit)

- (a) That the municipal planning document as tabled be adopted by the Executive Mayoral Committee;
- (b) That the proposed projects, only be a preliminary planning document and are subjected to the availability of funding, suitable land and bulk services within the relevant towns and should sufficient funding not be available the projects be moved to the following financial years;
- (c) That it be noted that in terms of De Hoop (1021) Housing Project Phase 2A & 2B, Darling (186) Housing Project and Moorreesburg (653) Housing Project, the Municipality is in the pro-cess of procuring a qualified contractor for the construction of top structures for the above-mentioned projects and we envisage that the successful contractor will be on site during May 2025. Also note that this is subject to an appeal period of two weeks and a contractual hand-over phase.

### **7.4 STREET NAMES FOR MOORREESBURG IRDP HOUSING PROJECT (16/5//6)**

A list of proposed street names for the new IRDP (*Integrated Residential Development Programme*) was provided by the Moorreesburg Housing Management Committee for consideration.

The proposed street names comply with the requirements of the Municipality's Policy on Street Names.

#### **RESOLUTION**

(proposed by cllr D G Bess, seconded by cllr N Smit)

That the following street names, as indicated on the map in Annexure B to the report, be approved for registration with the Office of the Surveyor General;

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. Bokmakierie Street          | 11. Meelboom Street            |
| 2. Swaeltjie Street            | 12. Olyfboom Street (continue) |
| 3. Palmboom Street (continue)  | 13. Kokkewiet Street           |
| 4. Houtkapper Street           | 14. Kanarie Street (continue)  |
| 5. Papegaai Street             | 15. Umngcunube Street          |
| 6. Vink Street                 | 16. Umthathi Street            |
| 7. Magrietjie Street           | 17. Umunga Street              |
| 8. Rooikrans Street (continue) | 18. Inyibiba Street            |
| 9. Tortelduif Street           | 19. Inkuphulwane Street        |
| 10. Lemoenduifie Street        | 20. Ikhala Street              |

## 7.5 STREET NAMES FOR DE HOOP IRDP HOUSING PROJECT (16/5/6)

A list of proposed street names for the new IRDP (*Integrated Residential Development Programme*) in De Hoop, Malmesbury was provided by the Housing Management Committee for consideration.

The schools in Ilinge Lethu have been involved in providing suggestions for street names and although in some cases there is no set theme, the street names are related to South African communities, movements or initiatives of which many carry a deep cultural, historical or social significance.

The proposed street names comply with the requirements of the Municipality's Policy on Street Names.

### RESOLUTION

(proposed by cllr J M de Beer, seconded by ald T van Essen)

That the following street names, as indicated on the map in Annexure B to the report, be approved for registration with the Office of the Surveyor General;

- |   |                                   |
|---|-----------------------------------|
| 1. Swartland Boulevard  | 39. Mlanjeni Street               |
| 2. Alfa Street to continue up to Swartland Boulevard          | 40. Masikhuthale Street           |
| 3. Sarah Bartman Street to continue up to Swartland Boulevard | 41. Amandla Street                |
| 4. Platinum Street  | 42. Ekukhanyeni Street            |
| 5. Gold Street  | 43. Bambiswano Street             |
| 6. Silver Street  | 44. Kutlwanong Street             |
| 7. Tanzanite Street   | 45. Zenzele Street                |
| 8. Aquamarine Street  | 46. Maluti Street                 |
| 9. Garnet Street  | 47. Imbokotho Street              |
| 10. Diamond Street  | 48. Lwandle Street                |
| 11. Onyx Street   | 49. La Vie Street                 |
| 12. Pearl Street  | 50. Legato Street                 |
| 13. Iolite Street   | 51. Nocturne Street               |
| 14. Amethyst Street   | 52. Adagio Street                 |
| 15. Sapphire Street   | 53. Calando Street                |
| 16. Ruby Street   | 54. Patrys street (continue)      |
| 17. Tourmaline Street   | 55. Reier street (continue)       |
| 18. Opal Street   | 56. Tobie street (continue)       |
| 19. Citrine Street  | 57. Sterretjie street (continue)  |
| 20. Topaz Street  | 58. Berghaan Street (continue)    |
| 21. Mercury Street  | 59. Jakkalsvoël Street (continue) |
| 22. Venus Street  | 60. Kiewiet Street (continue)     |
| 23. Earth Street  | 61. Korhaan Street (continue)     |
| 24. Mars Street   | 62. Loerie Street (continue)      |
| 25. Jupiter Street  | 63. Tarentaal Street (continue)   |
| 26. Saturn Street   | 64. Riethaan Street               |
| 27. Uranus Street   | 65. Malgas Street                 |
| 28. Neptune Street  | 66. Kogans Street                 |
| 29. Pluto Street  | 67. Lepelaar Street               |
| 30. Orcus Street  | 68. Hamerkop Street               |
| 31. Eris Street   | 69. Hadedda Street                |
| 32. Ceres Street  | 70. Ooievaar Street               |
| 33. Haumea Street   | 71. Tiptol Street                 |
| 34. Manyano Street  | 72. Parkiet Street                |
| 35. Sikunye Street  | 73. Pikkewyn Street               |
| 36. Ngawethu Street   | 74. Meeu Street                   |
| 37. Khulani Street  | 75. Pelikaan Street               |
| 38. Ethembeni Street  | 76. Stormvoël Street              |

## **7.6 APPOINTMENT OF INTERNAL MEMBER OF THE MUNICIPAL PLANNING TRIBUNAL (3/2/4)**

The retirement of the Director: Protection Services results in a vacancy on the Municipal Planning Tribunal, as one of the internal members. The Municipal Planning Tribunal consists of three internal and two external members.

The appointment of an internal member is made in accordance with Section 81(1) of the Swartland Municipality: By-law regarding Municipal Land Use Planning (PK 8226 dated 25 March 2020).

### **RESOLUTION**

(proposed by cllr A K Warnick, seconded by cllr D G Bess)

- (a) The Director: Development Services be appointed as an internal member of the Tribunal in terms of section 81(1)a of the By-law with effect from 1 July 2025;
- (b) The terms of appointment is for the period that the official is a full-time employee of the municipality;
- (c) The appointment of members to the Municipal Planning Tribunal in terms of section 82(11)c of Swartland Municipality : Municipal Land Use Planning By-law (PN 8226 of 25 March 2020) be confirmed by the Municipal Manager in the Provincial Gazette;
- (d) The new internal member be notified of their appointment.

## **7.7 REPORT ON THE INVESTIGATION OF A SKILLS DEVELOPMENT CENTRES (17/2/2)**

One of the main challenges in the Swartland municipal area is the high unemployment rate and contributing to this, is the high number of school leavers between the ages of 14 and 18 without having acquired any skills to enter the workforce or higher education.

To address the aforementioned, provision has been made in the Integrated Development Plan that the Director: Development Services conduct an investigation into the establishment of skills development centres in the Swartland municipal area by June 2025.

There have been several discussions with organisations interested in doing skills development, but one of the critical elements is to make suitable land available for these centres.

### **RESOLUTION**

(proposed by cllr D G Bess, seconded by cllr N Smit)

- (a) That cognizance be taken of the interest expressed by The Imibala Trust to roll out the establishment of skills development centers as a catalyst for change in the Swartland Municipal area;
- (b) That Imibala Trust be informed about the identified parcels of land in the different towns subject to legislative requirements.

## **7.8 QUARTERLY REPORT ON THE PERFORMANCE OF CONTRACTORS (8/1/B/2)**

The report regarding the quarterly performance evaluation of contractors appointed in terms of the Supply Chain Management Policy is submitted in compliance with Section 116(2) of the MFMA and the core performance indicator of the Municipal Manager.

### **RESOLUTION**

That cognizance be taken of the quarterly report regarding the performance of contractors for the period 1 January 2025 to 31 March 2025.

## **7.9 REPORT IN RESPECT OF THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD: 1 JANUARY 2025 TO 31 MARCH 2025 (8/1/B/2)**

The report regarding the implementation of the Supply Chain Management Policy must be submitted to the Executive Mayor on a quarterly basis in terms of paragraph 6(3) of the

Municipal Supply Chain Management Regulations.

The report for the period 1 January to 31 March 2025 was circulated with the Agenda.

## **RESOLUTION**

- (a) That cognisance is taken of the Quarterly Report in respect of the implementation of the Supply Chain Management Policy as envisaged by section 6(3) of the Regulations, as well as reports on the Formal Tenders (Annexure A), Informal Tenders (Annexure B), and the Deviation Report (Annexure C & C.1);
- (b) That cognisance is taken of the services rendered for the period 1 January 2025 to 31 March 2025 with reference to the exceptions where it is impractical to test the market and therefore justified a deviation from the procurement processes in terms of paragraph 2(6) of the Supply Chain Management Policy (Annexure D).

### **7.10 OUTSTANDING DEBTORS: JANUARY 2025 (5/7/1/1)**

A full report of the position regarding outstanding debtors was circulated with the Agenda.

The Director: Financial Services confirmed that as a result of the increase in subsidised housing through grants from the Department of Infrastructure (±3000 housing opportunities over the next four years), the outstanding debts will increase drastically.

It is therefore important that water conservation measures, as required by the Department of Infrastructure, are implemented in housing projects.

The Director: Civil Engineering Services confirmed that equipment that restricts the water flow will be installed in the subsidised housing projects, as the 'smart' meters do not function on prepaid type water meters.

## **RESOLUTION**

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for March 2025.

### **7.11 PROGRESS ON OUTSTANDING INSURANCE CLAIMS (5/14/3/5)**

In terms of the Asset Management Policy, a monthly report must be done regarding the outstanding insurance claims.

## **RESOLUTION**

That cognizance be taken of the state of outstanding insurance claims up to and including 31 January 2025 as circulated with the agenda.

### **7.12 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF WATER TRUCK, CK 47393 (330 UD MODEL) (8/1/B/2)**

The UD 330 truck, CK 47393, is used in the Street and Stormwater Department and started giving mechanical problems.

At the request of ald T van Essen, the following information with regard to vehicles and machinery must be provided in the deviation report for the sake of completeness:

Registration Number	Description of vehicle/machinery	Year Model	Km/Hour	Department & Town	Replacement Date
...	...	...	...	...	...

## **RESOLUTION**

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approved the clutch overhaul and flywheel replacement of UD 330 truck CK 47393 by JB's Nissan

for the amount of R33 182.00 excluding VAT;

- (c) That cognisance be taken that in terms of paragraph 2(6) (g) of the SCM Policy a formal tender process was not followed as JB's Nissan is the approved agent for UD Trucks in Malmesbury;
- (d) That the expenditure was allocated to mSCOA Code: 9/4-23-5 and that there is sufficient funding available for the quoted amount of R33 182.00 (excluding VAT);
- (e) That the Senior Manager Financial Statements be instructed to include the abovementioned reasons as a note to the financial statements.

#### **7.13 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF TRUCK, CK 32131 (UD 40 MODEL) (8/1/B/2)**

The UD 40 truck, CK 32131, is used in the Street and Stormwater Department in Darling and Yzerfontein and has started giving mechanical problems.

##### **RESOLUTION**

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approved the clutch overhaul and gearbox repairs to CK 32121 by JB's Nissan for the amount of R 68,358.23 excluding VAT;
- (c) That cognisance be taken that in terms of paragraph 2(6) (g) of the SCM Policy a formal tender process was not followed as JB's Nissan is the approved agent for UD Trucks in Malmesbury;
- (d) That the expenditure was allocated to mSCOA Code: 9/4-23-5 and that there is sufficient funding available for the quoted amount of R68 358.23 (excluding VAT);
- (e) That the Senior Manager Financial Statements be instructed to include the abovementioned reasons as a note to the financial statements.

#### **7.14 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK: PUMP AT ABBOTSDALE WATER BOOSTER PUMP STATION (8/1/B/2)**

The Abbotsdale reservoir is equipped with two water pumps at the booster pumping station which supply the reservoir with water. The pumps (*KSB end suction pump*) experienced mechanical problems and the level of the reservoir dropped drastically.

##### **RESOLUTION**

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That further notice be taken of the action of the Municipal Manager to approve the repair of the pump at the Abbotsdale water pump station by TRICOM AFRICA for the amount of R 74,757.52 (excluding VAT);
- (c) That the reasons for the deviation from the prescribed procurement process be recorded as follows:
  - (i) The KSB end suction pump would have been left out of service for an extended period of time while following due process;
  - (ii) This would have resulted in an interruption in the water suppl to the community;
  - (iii) The repair work to the pump had therefore to be handled as an emergency;
- (d) That the expenditure was allocated to mSCOA Code: 9/249-849-259 and that there is sufficient funding available for the quoted amount of R74 757.52 (excluding VAT);
- (e) That the Senior Manager Financial Statements be instructed to include the abovementioned reasons as a note to the financial statements.

**7.15 APPLICATION FOR VACATION LEAVE BY THE MUNICIPAL MANAGER (4/8/3)**

The application for leave by the Municipal Manager must be submitted to the Executive Mayoral Committee for consideration.

**RESOLUTION**

(proposed by cllr N Smit, seconded by cllr A K Warnick)

- (a) That the application for leave of absence of the Municipal Manager for the following dates be approved in principle, namely:
- 2 May 2025 (1 day).
  - 30 June to 7 July 2025 (6 days).
  - 17 December 2025 to 9 January 2026 (15 days)
  - 9 to 14 April 2026 (4 days)
- (b) That it be noted that the acting Municipal Manager will be appointed pro-actively.

**(SIGNED) J H CLEOPHAS**  
**EXECUTIVE MAYOR**