NOTULE VAN 'N VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU IN DIE RAADSAAL, MALMESBURY OP DONDERDAG, 21 AUGUSTUS 2025 OM 10:00

TEENWOORDIG:

Uitvoerende Burgemeester, rdh J H Cleophas (voorsitter)
Uitvoerende Onderburgemeester, rdl J M de Beer

Lede van die Burgemeesterskomitee:
Rdl D G Bess
Rdl N Smit
Rdl A K Warnick

Beamptes:
Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Beskermingsdienste, mnr H Witbooi
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Korporatiewe Dienste, me M S Terblanche
Bestuurder: Sekreatriaat en Rekordsdienste, me N Brand

1. OPENING

Die voorsitter verwelkom lede en versoek rdl A K Warnick om die vergadering met gebed te open.

Die voorsitter betoon sy medelye met rdh T van Essen met die afsterwe van sy Moeder.

2. VERLOF TOT AFWESIGHEID

Kennis geneem van die verskonings ontvang vanaf rdh T van Essen, die Direkteur: Finansiële Dienste, mnr M Bolton en die Speaker, rdh M A Rangasamy.

3. VOORLEGGINGS/AFVAARDIGINGS/SPREEKBEURTE

3.1 MOONTLIKE IMPLEMENTERING VAN AARTO IN DIE SWARTLAND MUNISIPALITEIT

Die Munisipale Bestuurder gee die inligting deur insake die moontlike implementering van AARTO in die Swartland Munisipaliteit soos bespreek tydens die onlangse Premier Koördineringsforumvergadering.

Die Munisipale Bestuurder noem die volgende kwessies wat eers aangespreek moet word alvorens implementering van AARTO oorweeg sal word, naamlik –

(1) Lewering van verkeersdienste is 'n onbefondste mandaat waaruit die Munisipaliteit slegs 12% (i.p.v. 32%) van die inkomste kry;
(2) Daar sal 'n Diensleweringsooreenkoms met die SA Poskantoor aangegaan moet word – lg. is tans onder sakeredding en daar word verwag dat gelde vooraf aan SA Poskantoor oorbetaal moet word wat teenstrydig met die MFMA is;
(3) Die funksies en uitgawes van die sg. "back-office" is nie in ag geneem nie;
(4) Indien 'n boete binne 32 dae betaal word, word 50% afslag gegee – wat die inkomste aan Munisipaliteit nog meer beperk.

3.1/...

Die Munisipale Bestuurder noem dat daar nie voortgegaan kan word om 'n nasionale en provinsiale funksie te lewer waarvoor die Munisipaliteit se belastingbetalers moet instaan nie.

Die Munisipale Bestuurder is gekoöpteer op die komitee om hierdie aangeleentheid verder te ondersoek, en sal mnre Witbooi en Steyn by gesprekke betrek word. 'n Formele mandaat sal mettertyd vanaf die Raad verkry word soos wat die ondersoek vorder.

VIR KENNISNAME

4. NOTULES

4.1 NOTULE VAN 'N SPESIALE VERGADERING VAN DIE UITVOERENDE BURGEMEESTERSKOMITEE GEHOU OP 25 JUNIE 2025

BESLUIT
(op voorstel van rdl D G Bess, gesekondeer deur rdd J M de Beer)

Dat die notule van 'n spesiale vergadering van die Uitvoerende Burgemeesterskomitee gehou op 25 Junie 2025 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

4.2 NOTULE VAN 'N GEWONE UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING GEHOU OP 17 JULIE 2025

BESLUIT
(op voorstel van rdl D G Bess, gesekondeer deur rdd J M de Beer)

Dat die notule van 'n Gewone Uitvoerende Burgemeesterskomiteevergadering gehou op 17 Julie 2025 goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

5. OORWEGING VAN AANBEVELINGS UIT DIE NOTULES

5.1 NOTULE VAN PORTEFEULJEKOMITEESVERGADERINGS GEHOU OP 13 AUGUSTUS 2025

5.1.1 MUNISIPALE BESTUUR, ADMINISTRASIE EN FINANSIES (7/1/2/2-1)

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.2 SIVIELE EN ELEKTRIESE DIENSTE (7/1/2/2-4)

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.3 ONTWIKKELINGSDIENSTE (7/1/2/2-5)

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

5.1.4/...

5.1.4 BESKERMINGSDIENSTE (7/1/2/2/-3)

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdl A K Warnick)

Dat die Uitvoerende Burgemeester die aanbevelings in die betrokke notule bekragtig.

6. SAKE VOORTSPRUITEND UIT DIE NOTULES

Geen.

7. NUWE SAKE

7.1 GOEDKEURING VAN DIE GOP-/BEGROTINGTYDSKEDULE (2/1/4/4/1)

Die burgemeester moet ingevolge artikel 21(1)(b) van die Wet op Munisipale Finansiële Bestuur, Wet 56 van 2003 (MFMA) ten minste tien maande voor die begin van die begrotingsjaar 'n tydskedule aan die Raad voorlê met sleutel sperdatums insake die hersiening van die Geïntegreerde Ontwikkelingsplan (GOP) en begrotingsproses.

Die Munisipale Bestuurder gee agtergrond tot die kennisgewing wat op Swartland Munisipaliteit beteken is deur die Hooggeregshof in Pretoria as party tot die saak tussen Afriforum en NERSA. Die saak handel hoofsaaklik daarmee dat NERSA die statutêre sperdatums verontagsaam wat deur wetgewing bepaal word.

Kommentaar is vanaf Provinsiale Regsdienste bekom om ‘n “*motion to abide*” in ondersteuning van Afriforum in te dien en dat, indien lg. suksesvol in die saak is, die tydsraamwerke deelgemaak sal word van die GOP-/Begrotingtydskedule.

BESLUIT (vir voorlegging aan die Raad op 27 Augustus 2025)
(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat die aangehegte GOP/ROR/Begrotingstydskedule vir goedkeuring by die Raad aanbeveel word, onderhewig aan die regstelling dat alle raadslede uitgenooi word na die Begrotingswerkwinkel op Vrydag, 27 Februarie 2026.

7.2 GOEDKEURING VAN DIE NUWE GELYKE INDIENSNEMINGSPLAN VIR DIE PERIODE 1 SEPTEMBER 2025 TOT 31 AUGUSTUS 2030 (4/9/1/2/B)

Die nuwe Gelyke Indiensnemingsplan vir die periode 1 September 2025 tot 31 Augustus 2030 is opgestel ingevolge die nuwe Regulasies insake Gelyke Indiensneming, 2025 soos afgekondig in die Staatskoerant Nr 52515 gedateer 15 April 2025.

Die plan word kortliks deur die Senior Bestuurder: Menslike Hulpbronbestuur toegelig en word klem daarop geplaas dat die Werkgewer, vir die redes genoem in die verslag, nie gepenaliseer of beboet kan word as die vooropgestelde teikens nie bereik kan word nie.

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdl M J de Beer)

(a) Dat die Uitvoerende Burgemeesterskomitee kennis neem van die Gelyke Indiensnemingsanalise (EEA12) wat die basis vorm vir die opstel van die Gelyke Indiensnemingsplan;

(b) Dat die Uitvoerende Burgemeesterskomitee die aangehegte Gelyke Indiensnemingsplan (EEA13) goedkeur vir die periode 1 September 2025 tot 31 Augustus 2030 vir implementering met ingang van 1 September 2025;

(c) Dat goedkeuring verleen word dat die Munisipale Bestuurder die Gelyke Indiensnemingsplan (EEA13) onderteken.

7.3/...

7.3 TOEWYSINGSOOREENKOMS INSAKE DIE BEDRYF VAN DIE PUBLIEKE BIBLIOTEKE IN DIE WES-KAAP (17/8/B)

Die Weskaapse Departement van Kultuursake en Sport (DCAS) het ‘n proses begin om wetgewing en regulasies te hersien vir die voorsiening van openbare biblioteekdienste in die Provinsie. Op 12 June 2025 is die Wet op Publieke Biblioteekdienste, 2025 deur die Premier van die Wes-Kaap onderteken en vervang die nuwe wetgewing die 1981 Ordonnansie.

Die aangehegte toewysigingsooreenkoms formaliseer die wyse waarop DCAS en die Munisipaliteit sal saamwerk in die lewering van Publieke Biblioteekdienste en is geldig vir ‘n periode van drie jaar. Daar sal egter jaarliks ‘n befondsingsooreenkoms onderteken word ten opsigte van die oordrag van fondse vanaf Provinsie na die Munisipaliteit.

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdd J M de Beer)

(a) Dat die toewysing/opdra van sekere funksies met betrekking tot biblioteekdienste in ooreenstemming met artikel 126 van die Grondwet van die Republiek van Suid-Afrika, 1996 en artikel 36 van die Grondwet van die Wes-Kaap, 1 van 1998, aanvaar word, in die mate wat die toewysigingsooreenkoms die toewysing uiteensit;

(b) Dat die laaste sin in paragraaf 3.1 vervang word met die volgende: “The extent of the library function rendered by the Municipality will mirror the funding made available by the Department”;

(c) Dat die Munisipale Bestuurder gemagtig word om die Toewysigingsooreenkoms namens die Munisipaliteit te onderteken, vir die tydperk wat eindig op 30 Junie 2028, met inagneming dat die aanvangsdatum nog geproklameer moet word.

7.4 VOORGESTELDE VERVREEMDING VAN DIE KRAALTJIE (ERF 470), KALBASKRAAL (17/2/2)

Die Kraaltjie, geleë op Erf 470, Kalbaskraal is gedurende 2022 van Transnet aangekoop ten bedrae van R350 000.00, met die aanvanklike bedoeling om die bestaande gebou in ‘n meerdoelige gemeenskapsentrum te omskep. Die gebou en erfgrootte leen hom egter nie funksioneel daartoe om behoorlik as ‘n multi-funksionele sosio-ekonomiese sentrum omskep te word nie. Die gebou het sedert 2022 deurgeloop onder vandale en word daar deurlopend klagtes ontvang oor die ongewenste elemente wat daar uithang.

Intussen het die Departement van Infrastruktuur befondsing toegeken vir die daarstel van ‘n sosio-ekonomiese fasiliteit, ingesluit ‘n gemeenskapsaal, op Erf 622 (groot 1819 m²), Kalbaskraal.

BESLUIT (vir voorlegging aan Raad op 27 Augustus 2025)
(op voorstel van rdd J M de Beer, gesekondeer deur rdl A K Warnick)

(a) Dat daar kennis geneem word van die sosio-ekonomiese fasiliteite wat op Erwe 622 en 623, Kalbaskraal beplan word, en wat meebring dat Die Kraaltjie op Erf 470 as surplus grond beskou word wat nie vir ‘n basiese munisipale diens benodig word nie;

(b) Dat daar by die Raad aanbeveel word dat Erf 470, Kalbaskraal voetstoots te koop aangebied word, ingevolge voorwaardes deur die Raad gefinaliseer te word.

7.5 VOORGESTELDE HERNUWING VAN HUUR VAN ERF 2651, RIEBEEK KASTEEL AAN DIE IMPENDULA YOUTH AND COMMUNITY DEVELOPMENT NPO VIR DIE GEBRUIK AS GEMEENSKAPSGROENTETUIN (12/2/3/1-3/1)

‘n Aansoek is ontvang vanaf die Impendula Youth and Community Development NPO vir die hernuwing van die huur van Erf 2651, Riebeek Kasteel vir die gebruik as ‘n gemeenskapsgroentetuin.

Die Direkteur: Korporatiewe Dienste bevestig dat die tuin suksesvol bedryf kan word en dat eksterne befondsing vir die NPO bewillig is.

BESLUIT
(op voorstel van rdl D G Bess, gesekondeer deur rdl N Smit)

(a) Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die hernuwing van die verhuring van Erf 2651 Riebeek Kasteel (publieke oopruimte), geleë in Rondebergstraat, ongeveer 352m^2 groot, aan die Impendulo Community and Youth Development NPO (287-154 NPO), onderworpe aan die standaard huurvoorwaardes asook die volgende verdere voorwaardes:
    (i) Dat die huurtermyn vir 'n tydperk van een jaar, vanaf 01 September 2025 tot 31 Augustus 2026 sal duur;

    (ii) Dat huurgeld ten bedrae van R120.00 per jaar, BTW uitgesluit verhaal word;

    (iii) Dat die eiendom slegs aangewend word as 'n gemeenskapsgroentetuin en vir geen ander doel nie;

    (iv) Dat die huurder verantwoordelikheid vir die onderhoud van die gemeenskapsgroentetuin en alles wat daarmee gepaard gaan, op eie koste onderneem; en

    (v) Dat daar aan alle administratiewe, tegniese en regsvereistes voldoen word;

(b) Dat, ingevolge paragrawe 13.1.1 van die Bate Oordrag Beleid, kennis geneem word dat die verhuring by wyse van direkte onderhandelinge geskied, gegewe die huurder 'n prioriteitsbehoefte aan selfvolhoubaarheid aanmoedig deur aktiewe deelname van die gemeenskap aan die groentetuin.

7.6 HERNUWING VAN HUUR VAN TWEE SKEEPSVRAGHOUERS GELEë OP ERF 1540, RIEBEEK KASTEEL (12/2/3/1-3/1)

Die Munisipaliteit bedryf 'n entrepreneursentrum bestaande uit twee skeepsvraghouers op Erf 1540, Leliestraat, Riebeek Kasteel.

Die huurooreenkomste van die twee entrepreneurs het verval en het die Departement: Ontwikkelingsdienste aangedui dat daar voortgegaan kan word met die hernuwing van die huurooreenkomste, aangesien die twee entrepreneurs suksesvolle besighede bedryf.

BESLUIT
(op voorstel van rdl D G Bess, gesekondeer deur rdd J M de Beer)

(a) Dat, in terme van Regulasie 34 van Munisipale Bate Oordrag Regulasie, saamgelees met die Munisipale Bate Oordrag Beleid (2014), goedkeuring verleen word vir die voorgestelde hernuwing van huur met die volgende entrepreneurs:
    - Ms Ntombizodwa Mkuzo vir bedryf van 'n klerewinkel - Eyoqhama Fashion Clothing
    - Mr Thandisizwe Mnyango vir bedryf van wegneem-etes besigheid - Mnyango Take-aways

    by die handelspasie, geleë op 'n gedeelte van Erf 1540, Leliestraat, Riebeek Kasteel, onderworpe aan die standaard huurvoorwaardes asook die volgende verdere voorwaardes:
    (i) Dat die verhuring vir 'n tydperk van twee jaar sal duur vanaf 01 Augustus 2025 tot 31 Julie 2027; en
    (ii) Dat die huurders verantwoordelik sal wees vir die betaling van 'n maandelikse huurbedrag van R100.00 (BTW uitgesluit), asook vir die betaling van diensteverbruik.

(b)/...

(b) Dat, weens die feit dat die voorgestelde transaksie deel uitmaak van die munisipale strategiese doelwitte om ekonomiese transformasie aan te moedig en die toewyding wat die entrepreneurs toon om hul klein besighede te bedryf, die goedkeuring vir die hernuwing van die huur van die skeepsvraghouers ondersteun word.

7.7 TENDER L04/24/25: VERKOOP VAN ERF 11350 (IRISSTRAAT), MALMESBURY (8/2/2/8)

Die Raad het op 31 Maart 2025 goedkeuring verleen vir die vervreemding van Erf 11350, Irisstraat, Malmesbury. ‘n Reserweprys van R309 000,00 (BTW uitgesluit) is deur die Raad bepaal as ‘n billike markverwante waarde vir die eiendom.

Tenders is op 8 April 2025 uitgenooi en drie tenders is teen die sluitingsdatum ontvang onderskeidelik ten bedrae van R320 000.00, R309 000.00 en R40 000.00.

Die tender kon egter nie toegeken word nie, weens die onvolledigheid van die tenderdokumente en is gevolglik gekanselleer.

BESLUIT
(op voorstel van rdd J M de Beer, gesekondeer deur rdl A K Warnick)

(a) Dat kennis geneem word dat geen toekenning met betrekking tot Tender L04/24/25 vir die Verkoop van Erf 11350 Malmesbury gemaak kon word nie, weens nie-voldoening aan die tendervereistes deur al die tenderaars;

(b) Dat kennis geneem word dat tenders so gou as moontlik weer uitgenooi sal word om mededingende tenders te lok en moontlike vandalisme van die eiendom te vermy.

7.8 TENDER L06/24/25: VERKOOP VAN ERF 12874, MALMESBURY (12/2/5/2-8/4)

Die Raad het op 30 April 2024 goedkeuring verleen vir die vervreemding van Erf 12874, Malmesbury by wyse van ‘n tweekoevert tenderproses om ‘n mededingende proses te deurloop in die inwin van ontwikkelingsvoorstelle en monetêre aanbiedinge.

Erf 12874, Kwartelstraat, Malmesbury is soneer as Gemeenskapsone 2 met ‘n Plek van Aanbidding as primêre gebruik.

Daar is op twee geleenthede op tender uitgegaan, synde 21 Mei 2024 en 10 June 2025 en in beide gevalle kon die tender nie toegeken word nie, weens die feit dat tenderaars nie aan die minimum vereistes voldoen het nie.

BESLUIT
(op voorstel van rdd J M de Beer, gesekondeer deur rdl D G Bess)

(a) Dat kennis geneem word dat Tender L06/24/25 vir die Verkoop van Erf 12874 Malmesbury nie oorweeg en toegeken kon word nie, deurdat die tenders wat ontvang is nie voldoen aan die tendervereistes vir Ronde 1 van die tweekoevertstelsel nie;

(b) Dat daar met verdrag van tyd weer tenders gevra sal word vir die verkoop van Erf 12874 Malmesbury.

7.9 TENDER L05/24/25: VERKOOP VAN ERF 2652, RIEBEEK KASTEEL (12/2/5/2-11/1)

Die Raad het op 28 Maart 2024 goedkeuring verleen vir die vervreemding van Erf 2652, Riebeek Kasteel by wyse van ‘n tweekoevert tenderproses m ‘n mededingende proses te deurloop in die inwin van ontwikkelingsvoorstelle en monetêre aanbiedinge.

Die sonering van Erf 2652, Riebeek Kasteel is Gemeenskapsone 2, met ‘n Plek van Aanbidding as primêre gebruik.

Daar is op twee geleenthede op tender uitgegaan, synde op 16 April 2024 en weer op 10 Junie 2025, en beide kere het die tenders wat ontvang is nie aan die minimum tendervereistes voldoen nie.

BESLUIT
(op voorstel van rdd J M de Beer, gesekondeer deur rdl D G Bess)

(a) Dat kennis geneem word dat Tender L05/24/25 vir die Verkoop van Erf 2652 Riebeek Kasteel nie oorweeg en toegeken kon word nie, deurdat die tenders wat ontvang is nie voldoen aan die tendervereistes vir Ronde 1 van die tweekoevertstelsel nie;

(b) Dat daar met verdrag van tyd weer tenders gevra sal word vir die verkoop van Erf 2652 Riebeek Kasteel.

7.10 SWARTLAND MUNISIPALITEIT: BELEID INSAKE BEGRAFNISSE VIR ARMLASTIGES (17/4/2/B)

Regulasies uitgevaardig onder die Nasionale Gesondheidswet (Wet 61 van 2003) bepaal dat die Munisipaliteit verantwoordelik is vir die verwydering en begrawe van ‘n liggaam wat nie opgeëis is nie.

Die Beleid insake Begrafnisse vir Armlastiges bepaal dat die Munisipaliteit ondersteuning sal verleen aan afgestorwe behoeftige persone binne sy regsgebied deur ‘n waardige begrafnis of verassing vir sodanige persoon te voorsien.

BESLUIT
(op voorstel van rdd J M de Beer, gesekondeer deur rdl A K Warnick)

(a) Dat die Beleid insake Begrafnisse vir Armlastiges goedgekeur word;

(b) Dat die Register van Delegasies opgedateer word met die betrokke delegasies aan die Direkteur: Ontwikkelingsdienste.

7.11 VERSLAG OOR GEMEENSKAP ONTWIKKELINGSPROJEKTE, 2024/2025: UITKOMSTE EN IMPAK (17/2/2)

Die Departement: Gemeenskapsontwikkeling moet op ’n jaarlikse basis verslag doen insake die uitkomste en impakte van gemeenskap ontwikkelingsprojekte ingevolge die Swartland Munisipale Sosiale Ontwikkelingsbeleid en -Strategie.

Die Direkteur: Ontwikkelingsdienste hou enkele hoogtepunte uit die verslag voor en noem dat die twee amptenare betrokke by die implementering van hierdie projek al die krediet moet kry.

BESLUIT
(op voorstel van rdl D G Bess, gesekondeer deur rdd J M de Beer)

(a) Dat kennis geneem word van die uitkomste en impak van die gemeenskap ontwikkelingsprojekte wat in die 2024/2025 finansiële jaar plaasgevind het;

(b) Dat die Gemeenskap Ontwikkelingsdepartement op ‘n jaarlikse basis teen Augustus verslag sal doen oor die uitkomste en impakte van gemeenskap ontwikkelingsprojekte wat in die voorafgaande finansiële jaar plaasgevind het.

7.12 UITSTAANDE DEBITEURE: JULIE 2025 (5/7/1/1)

’n Volledige verslag van die stand van uitstaande debiteure is met die sakelys gesirkuleer.

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdl D G Bess)

Dat kennis geneem word van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Julie 2025.

7.13 VORDERING MET UITSTAANDE VERSEKERINGSEISE (5/14/3/5)

Ingevolge die Batebestuursbeleid moet maandeliks verslag gedoen word insake die uitstaande versekeringseise.

BESLUIT

Dat kennis geneem word van die stand van uitstaande versekeringseise tot en met 31 Julie 2025 soos met die sakelys gesirkuleer.

7.14 AFWYKING VAN VOORGESKREWE VERKYRINGPROSEDURES: BETALING VAN VLUGKOSTES VIR DIE JEUGUITRUILPROGRAM TE DUITSLAND VIA DIE RAAD SE GEREGISTREERDE REISAGENT (8/1/B/2)

Die verslag het ten doel om te rapporteer op die finale uitgawe verbonde aan die vlugkaartjies vir die Jeuguitruilprogram na Duitsland.

BESLUIT

Dat kennis geneem word dat die afwykingsbedrag ten opsigte van die vlugkaartjies vir die Jeuguitruilprogram na Duitsland, die bedrag van R181 609.72 in totaal beloop het.

7.15 AFWYKING VAN VOORGESKREWE VERKYRINGPROSEDURES: DIENS EN HERSTEL VAN LUGSPOELWAAIER BY MALMESBURY WWTW (8/1/B/2)

Die Malmesbury WWTW maak gebruik van membraantegnologie vir die tersiêre behandelingsproses en vereis dat die membrane skoongemaak word deur ‘n belugtingsproses.

Belugting word voorsien deur vier Aerzen-lugblaaseenhede wat onderhou en herstel word deur die oorspronklike vervaardiger in Suid-Afrika.

BESLUIT

(a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygings-prosedures in terme van Artikel 36(1)(a)(v) van die Voorsieningkanaalbestuurs-beleid;

(b) Dat kennis geneem word van die aksie van die Munisipale Bestuurder om die diens en herstel van ‘n Aerzen lugblaaseenheid by the Malmesbury WWTW deur die oorspronklike vervaardiger se verteenwoordiger, Aerzen Airgas (Pty) Ltd, ten bedrae van R146 397.52 (BTW uitgesluit) goed te keur;

(c) Dat die rede vir afwyking van die voorgeskrewe verkrygingsprosedure as volg aangeteken word:

    (i) Aerzen Airgas (Pty) Ltd is die oorspronklike vervaardiger se verteenwoordiger in Suid-Afrika vir die Duits-vervaardigde Aerzen-blaaseenhede; en
    (ii) Die diens is slegs beskikbaar vanaf hierdie enkele diensverskaffer;

(d) Dat kennis geneem word dat die uitgawe ten bedrae van R146 397.52 (BTW uitgesluit) teen mSCOA-pos, 9/239-57-1041 verreken sal word;

(e) Dat die Senior Bestuurder: Finansiële State en Batebestuur versoek word om die bostaande rede as ‘n nota tot die betrokke finansiële state by te voeg wanneer die state opgestel word.

7.16 BEGROTING VIR ONDERHOUD AAN PROVINSIALE HOOFPAAIE: 2026/2027 FINANSIëLE JAAR (5/6/1/1/2)

Die Direkteur: Siviele Ingenieursdienste bevestig die projekte wat deur die Weskaapse Regering oor twee finansiële jare (2025/2026 en 2026/2027) goedgekeur is vir die onderhoud aan Provinsiale Hoofpaaie ten bedrae van R16 289 000.00.

7.16/...

Die verslag het ten doel om vir die 2026/2027 finansiële jaar om befondsing aansoek te doen vir die opgradering van Voortrekkerweg ten bedrae van R10 500 822.00.

BESLUIT

Dat die begroting van uitgawes aan die onderhoud van Provinsiale Hoofpaaie vir die 2026/2027 finansiële jaar ten bedrae van R10 500 822.00 goedgekeur word.

7.17 AFWYKING VAN VOORGESKREWE VERKYRINGPROSEDURES: HERSTEL VAN 11KV CT'S EN VERVANGING VAN VERHUTTINGSELEMENTE BY KLIPFONTEIN SUBSTASIE (8/1/B/2)

Nadat die 11 kV-afskakelaars by die Klipfontein Substasie by twee geleenthede uitgeskop het, is ABB South Afrika (Pty) Ltd genader om die toerusting te inspekteer.

By ondersoek is bevind dat die 11 kV-stroomtransformators (CT's) tekens van gedeeltelike ontlading tussen die fases getoon het en dat die CT-isolasie besig is om te verswak. Daar is verder bevind dat die paneelverhuttings-elemente van al die afskakelaars in die substasie oneffektief is.

Dringend herstelwerk is benodig om langdurige elektrisiteit onderbrekings te voorkom.

BESLUIT

(a) Dat kennis geneem word van die afwyking van die voorgeskrewe verkrygings-prosedures in terme van Artikel 36(1)(a)(v) van die Voorsieningkanaalbestuurs-beleid;

(b) Dat kennis geneem word van die aksie van die Munisipale Bestuurder om die aanstelling van ABB South Africa (Pty) Ltd ter waarde van R238 377,00 (BTW uitgesluit) goed te keur;

(c) Dat die rede vir afwyking van die voorgeskrewe verkrygingsprosedure as volg aangeteken word:

    (i) faling van die insulasie vlakke op die Stroom Transformators, asook die verhuttingselemente in die elektriese panele is as 'n noodgeval hanteer;

(d) Dat kennis geneem word dat die koste teen mSCOA-pos, 9/253-743-1001 verreken sal word;

(e) Dat die Senior Bestuurder: Finansiële State en Batebestuur versoek word om die bostaande rede as 'n nota tot die betrokke finansiële state by te voeg wanneer die state opgestel word.

(GET) J H CLEOPHAS
UITVOERENDE BURGEMEESTER

NOTULE VAN 'N VERGADERING VAN DIE MUNISIPALE BESTUUR-, ADMINISTRASIE EN FINANSIES PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 10 SEPTEMBER 2025 OM 10:00

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl I S le Minnie
Ondervoorsitter, rdl N Smit

Nel, M (rdd)	Soldaka, P E
O'Kennedy, E C	Vermeulen, G
Pypers, D C	Warnick, A K

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Beskermingsdienste, mnr H C A Witbooi
Senior Bestuurder: Verkeer- en Wetstoepassingdienste, mnr R Steyn
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede en versoek rdl G Vermeulen om te open met gebed.

Verlof tot afwesigheid word verleen aan die Uitvoerende Burgemeester, rdh T van Essen, rdh M A Rangasamy en rdl B J Penxa.

2. NOTULE

2.1 NOTULE VAN 'N PORTEFEULJEKOMITEEVERGADERING (MUNISIPALE BESTUUR-, ADMINISTRASIE- EN FINANSIESKOMITEE) GEHOU OP 13 AUGUSTUS 2025

BESLUIT
(op voorstel van rdl D C Pypers, gesekondeer deur rdl N Smit)

Dat die notule van die Portefeuljekomiteevergadering (Munisipale Bestuur-, Administrasie- en Finansies) gehou op 13 Augustus 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE M.B.T. MUNISIPALE BESTUURDER

5.1 MAANDVERSLAG: JULIE 2025

Die Munisipale Bestuurder/...

Die Munisipale Bestuurder gee terugvoer oor die kapitaalbegroting vir die vorige finansiële jaar. Dit was die grootste kapitaalbegroting in die geskiedenis van Swartland Munisipaliteit. Die Riverlands-ramp het aansienlike druk op verskeie afdelings geplaas, maar die prestasie word as ’n beduidende bereiking beskou.

Rdl P E Soldaka vra oor die betrokkenheid van kleiner en informele besighede, veral dié in die *townships*, aangesien georganiseerde besighede soos die Malmesbury Sakekamer dikwels sulke ondernemings uitsluit.

Die Munisipale Bestuurder verduidelik dat die Sakekamer self bepaal wie hulle insluit, maar beklemtoon dat die munisipaliteit deur die SMME Indaba en ander projekte ’n wyer groep ondernemings ondersteun. Die Indaba is deur die provinsie as ’n beste praktyk erken en verdere samewerkings, onder meer met Standard Bank, word beplan om leemtes aan te spreek.

Rdl P E Soldaka vra of die Ilinge Lethu Sakeforum deur die munisipaliteit erken word en versoek dat informele forums soos hierdie ook betrek word.

Die Direkteur: Ontwikkelingsdienste bevestig dat sowat 200 SMME’s op die munisipaliteit se databasis is en dat daar ’n ooreenkoms met die Malmesbury Sakekamer is om maandelikse ondersteuning aan hulle te bied. Sy noem dat die Ilinge Lethu Sakeforum genooi word om die munisipaliteit te nader vir gesprekke en moontlike ondersteuning.

BESLUIT
(voorgestel deur rdl A K Warnick, gesekondeer deur rdl N Smit)

Dat kennis geneem word van die maandverslag van die Munisipale Bestuurder vir Julie 2025.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

7. GEDELEGEERDE SAKE M.B.T. ADMINISTRASIE

7.1 MAANDVERSLAG: JULIE 2025

Die voorsitter lê die maandverslag ter tafel soos met die sakelys gesirkuleer.

BESLUIT
(op voorstel van rdl D C Pypers, gesekondeer deur rdl A K Warnick)

Dat kennis geneem word van die maandverslag van die Direktoraat Korporatiewe Dienste vir Julie 2025.

8. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

9. GEDELEGEERDE SAKE M.B.T. FINANSIES

9.1 MAANDVERSLAG: JULIE 2025

Die Direkteur: Finansiële Dienste meld dat R84 miljoen in toekennings ontvang is, waarvan die grootste deel belê is om rente te verdien. Die belegging van R300 miljoen het tot R366 miljoen gegroei met rente-inkomste van sowat R33 miljoen. Hy verduidelik dat leningbalanse hoofsaaklik in Junie en Desember verander en dat die Sanlam-lening, met sy hoë rentekoers van 10,96%, oorweeg word vir vroeë afbetaling. Hy beklemtoon dat daar tans geen finansiële risiko’s bestaan nie.

Rdl E C O’Kennedy vra of die 11,07% rente op die volle R366 miljoen toegepas word en versoek ook verduideliking oor die R12 miljoen wat vir na-aftrede verpligtinge begroot is.

Direkteur: Finansiële Dienste/...

Direkteur: Finansiële Dienste bevestig dat die 11,07% slegs op die oorspronklike R300 miljoen geld en nie op die R66 miljoen rente nie. Hy verduidelik dat die verslag van R366 miljoen volgens Nasionale Tesourie en GRAP-standaarde korrek is. Voorts het hy aangedui dat die totale voorsiening vir na-aftrede voordele R104 miljoen beloop, waarvan R95 miljoen mediese voordele is. Hierdie voordeel sal vanaf 1 April 2025 nie meer vir nuwe werknemers geld nie en sal dus oor tyd afneem.

BESLUIT
(op voorstel van rdl D C Pypers, gesekondeer deur rdl A K Warnick)
Dat kennis geneem word van die maandverslag van die Direktoraat Finansiële Dienste vir Julie 2025.

10. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

(GET) RDL I S LE MINNIE
VOORSITTER

NOTULE VAN 'N VERGADERING VAN DIE SIVIELE- EN ELEKTRIESE DIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 10 SEPTEMBER 2025 OM 10:23

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl R J Jooste

Bess, D G	Pieters, C
Gaika, M F	Smit, N
Nel, M (rdd)	Warnick, A K
O'Kennedy, E C	Williams, A M

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Beskermingsdienste, mnr H C A Witbooi
Senior Bestuurder: Verkeer- en Wetstoepassingdienste, mnr R Steyn
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Verlof tot afwesigheid word verleen aan die Uitvoerende Burgemeester, rdh T van Essen en rdl C Fortuin.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (SIVIELE- EN ELEKTRIESE DIENSTEKOMITEE) GEHOU OP 13 AUGUSTUS 2025

BESLUIT
(op voorstel van rdl N Smit, gesekondeer deur rdl A M Williams)

Dat die notule van die Portefeuljekomiteevergadering (Siviele- en Elektriese Dienste) gehou op 13 Augustus 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE

5.1. MAANDVERSLAG: JULIE 2025

5.1.1/...

5.1.1 SIVIELE INGENIEURSDIENSTE

Die voorsitter lê die maandverslag, soos met die agenda gesirkuleer, ter tafel en die Direkteur: Siviele Ingenieursdienste behandel enkele aspekte uit die maandverslag.

Rdl D G Bess spreek haar kommer uit oor die hoë waterverbruik in Riverlands en Chatsworth gedurende Julie. Sy versoek terugvoer oor die vordering van die pyplyn van Pella na Chatsworth en meld dat inwoners tans sukkel met watertekorte.

Die Direkteur: Siviele Ingenieursdienste rapporteer dat die munisipaliteit gereed is om met die ontwerp van die infrastruktuur tussen Pella en Chatsworth te begin. ’n Hegte verbintenis van die Stad Kaapstad om water te voorsien, is egter ’n vereiste voordat die proses kan voortgaan. Hierdie verbintenis moet vasgestel word voor die finalisering van die WSA, wat eers ná die artikel 33-proses afgehandel kan word – na verwagting binne ongeveer ’n jaar. Intussen sal die Direktoraat voortgaan met sekere ontwerp-elemente en is daar reeds tydelike maatreëls ingestel om die geaffekteerde gebiede, veral die hoërliggende dele van Chatsworth waar die druk en vloei laag is, by te staan.

Rdl A K Warnick spreek sy kommer uit dat Chatsworth-inwoners en Silvertown gereeld oor naweke sonder water sit, ten spyte daarvan dat sommiges vir hulle dienste betaal. Hy het die dringendheid van tydelike maatreëls beklemtoon en versoek dat die aantal geaffekteerde inwoners geïdentifiseer word. Hy het verder opgemerk dat sommige inwoners JoJo-tenks het, maar baie steeds swaarkry en kla. Hy versoek om oplossings te prioritiseer om die gemeenskap van water te voorsien.

Die Direkteur: Siviele Ingenieursdienste verduidelik dat slegs ’n klein aantal hoërliggende erwe ernstig geraak word en dat dit dikwels oor lae druk en vloei gaan, eerder as ’n totale gebrek aan toevoer. JoJo-tenks is as ’n tussentydse maatreël voorsien, hoewel dit nie ’n volledige oplossing vir huishoudings is nie. Operasionele personeel ervaar ook probleme wanneer gemeenskapslede inmeng met die watervoorsieningstelsel deur kleppe weer oop te draai, wat die vloei-regulering ontwrig. Verdere ingrypings in die netwerk word oorweeg.

Rdl M F Gaika bedank die Direkteur vir die vinnige reaksie op die watertekort in Abbotsdale die vorige dag, waar watertrokke ontplooi is. Sy versoek duidelikheid of die voorval ’n eensydige insident was of ’n herhalende probleem gaan wees.

Die Direkteur: Siviele Ingenieursdienste bevestig dat die tekort in Abbotsdale ’n eensydige insident was en nie herhaal sal word nie.

BESLUIT
(op voorstel van rdl A K Warnick, gesekondeer deur rdl A M Williams)

Dat kennis geneem word van die inhoud van die maandverslag van die Direktoraat: Siviele Ingenieursdienste vir Julie 2025.

5.1.2 ELEKTRIESE INGENIEURSDIENSTE

Die Direkteur: Elektriese Ingenieursdienste lê die prestasieverslag voor. Aangesien die finansiële jaar pas begin het, is daar beperkte data beskikbaar. Hy meld dat ter verbetering van leesbaarheid is grafieke ingesluit wat die groeioorskot per area en vir die munisipaliteit as geheel illustreer. Maksimum aanvraag-grafieke vir die afgelope drie jaar by elke oordragpunt is getoon, tesame met nuwe grafieke wat maandelikse energie-aankope van Eskom vergelykend uitbeeld. Verdere diagramme toon die aankope vanaf Darling Green Utility en kumulatiewe waardes van maksimum aanvraag en kilowatt-ure wat deur Swartland vanaf Eskom aangekoop is, aan.

Die Direkteur: Elektriese Ingenieursdienste doen verder verslag oor die insident van 26 Julie, waar ’n vierjarige kind ernstige brandwonde opgedoen het nadat hy metaalvoorwerp in ’n gevandaliseerde en oop meterboks gesteek het. Die kind is in die hospitaal behandel.

Die Direkteur: Elektriese Ingenieursdienste meld dat Eskom se nasionale kwartaallikse terugvoer aangedui het dat daar geen beurtkrag vir die somerseisoen beplan word nie. Daar is egter ’n beplande onderbreking geskeduleer vir 11 September in die Riebeek-Kasteel-gebied.

Die Direkteur bevestig dat die munisipaliteit steeds wag op begrotingskwotasies vanaf Eskom rakende die 132 kV-lyn en die Yzerfontein-opgradering. Weens die volgehoue vertragings het die munisipaliteit intussen voortgegaan om ’n tender uit te nooi vir die konstruksie van die lyn en die uitstaande gedeelte van die substasie, aangesien die proses nie langer vertraag kan word nie. Verdere opvolgaksies met Eskom duur voort.

BESLUIT
(op voorstel van rdl A K Warnick, gesekondeer deur rdl A M Williams)

Dat kennis geneem word van die maandverslag van die Direktoraat Elektriese Ingenieursdienste vir Julie 2025.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen

(GET) RDL R J JOOSTE
VOORSITTER

NOTULE VAN 'N VERGADERING VAN DIE ONTWIKKELINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 10 SEPTEMBER 2025 OM 10:43

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdl G Vermeulen
Ondervoorsitter, rdl D G Bess

De Beer, J M (rdd)
Le Minnie, I S
Ngozi, M
Pypers, D C
Smit, N
Soldaka, P E

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Beskermingsdienste, mnr H C A Witbooi
Senior Bestuurder: Verkeer- en Wetstoepassingdienste, mnr R Steyn
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Verlof tot afwesigheid word verleen aan die Uitvoerende Burgemeester, rdh M A Rangasamy en rdl A M Booysen.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (ONTWIKKELINGS-DIENSTE) GEHOU OP 13 AUGUSTUS 2025

BESLUIT
(op voorstel van rdl I S le Minnie, gesekondeer deur rdd J M de Beer)

Dat die notule van die Portefeuljekomiteevergadering (Ontwikkelingsdienste) gehou op 13 Augustus 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JULIE 2025

Die Direkteur: Ontwikkelingsdienste/...

Die Direkteur: Ontwikkelingsdienste verwys na die Prestasieverslag en beklemtoon dat die kapitaalbegroting vir behuising R59 miljoen beloop, terwyl die totale jaarlikse begroting vir topstrukture meer as R172 miljoen beloop. Drie groot behuisingsprojekte is tans aan die gang in Moorreesburg, Darling en De Hoop Malmesbury. Wyksraadslede word versoek om inwoners toe te lig oor die subsidie-aansoekproses en om enige onsekerhede met die Behuisingsafdeling te bevestig.

Die Direkteur: Ontwikkelingsdienste rapporteer oor vergaderings met kleinboere (28 Augustus en 5 September) waar kwessies soos veediefstal, onwettige strukture, varkuitwissing en die beoogde hervestiging na Tygerfontein bespreek is. Die Departement van Landelike Ontwikkeling het bevestig dat ’n huurkontrak onderteken is. Daar is tans slegs 58 varke oor van die oorspronklike 600, en kwarantynperke en nuwe aankope bly ’n bekommernis. Belangrike infrastruktuurkwessies soos boorgate, elektrisiteit en heinings moet nog opgelos word. ’n Opvolgvergadering word in Oktober 2025 beplan om ’n finale gereedheidsplan en tydraamwerk vir hervestiging vas te stel, met ’n mikpunt vir finale hervestiging teen Februarie 2026.

Die Direkteur: Beskermingsdienste bevestig dat kleinboere kans gegun is om waardevolle strukture te verwyder en dat daar ooreenkoms was oor die tydsraamwerk en verwydering van strukture weens die risiko van varksiekte.

Rdd J M de Beer opper vrae oor die rolverdeling tussen departemente, die hantering van karkasse, kwarantynmaatreëls en die finansiële las vir die munisipaliteit. Sy bevraagteken ook die inhoud van die huurkontrak, veral oor die toelaatbaarheid van permanente inwoners.

Die Munisipale Bestuurder beklemtoon dat die kwarantynperiode slegs vanaf die dood van die laaste vark bereken kan word en het daarop aangedring dat geen nuwe varke die gebied betree nie totdat die staatsveearts amptelik die tydperk bevestig. Hy dui ook aan dat die munisipaliteit die verwydering van karkasse sal hanteer, maar nie aanspreeklik kan wees vir enige bepalings in ’n huurkontrak waartoe dit nie ’n party is nie.

Raadslid M Ngozi stel verskeie vrae oor:

- Onwettige besighede in Ilinge Lethu, Olumisa-straat en moontlike alternatiewe grond vir sulke bedrywighede.

- Die regstatus van oud-raadslede se betrokkenheid by gemeenskapsprojekte.

- Billikheid en kriteria van die EPWP-program.

- Ongeregistreerde Kleuterontwikkelingsentrums (ECD’s) wat tans funksioneer.

- Toename in veediefstal en die rol van wetstoepassing.

Die Munisipale Bestuurder bevestig dat hoewel die vrae belangrik is, dit nie deel van die agenda is nie, maar dui aan dat antwoorde steeds verskaf sal word.

Die Direkteur: Ontwikkelingsdienste verduidelik dat grondaanwendings versoeke deur Stadsbeplanning en Korporatiewe Dienste hanteer word. Die kwessie van oud-raadslede se betrokkenheid by projekte val buite die munisipaliteit se bevoegdheid. Ten opsigte van *ECD’s* is dit ’n funksie van die Departement van Onderwys, maar die munisipaliteit kan opvolg indien adresinligting voorsien word. Veediefstal word as deel van wetstoepassing se verslag hanteer.

Die Direkteur: Siviele Ingenieursdienste bevestig dat die EPWP-verdeling van 2021 nie meer toegepas word nie. Kandidate word nou uit die wyke gekies waar projekte plaasvind.

Raadslid Bess doen navraag oor instandhouding van die Nitrophoska-huise.

Die Direkteur: Korporatiewe Dienste /...

Die Direkteur: Korporatiewe Dienste bevestig dat geen spesifieke instandhoudingsbegroting bestaan nie, maar dat dringende herstelwerk op ’n ad hoc-basis gedoen word, onderhewig aan beskikbare fondse.

Rdd J M de Beer wys daarop dat eerder onderrig gegee moet word oor die wettiging van besighede voordat onwettige ondernemings grond toegeken word. Die Direkteur: Ontwikkelingsdienste bevestig dat alle kleinsakeontwikkeling aan formele huurkontrakte onderhewig is.

Rld P E Soldaka rig vrae oor:

- Goedkeuringsyfers vir Darling en Moorreesburg-behuisingsubsidies.
- Kriteria vir behuisingstoekennings, spesifiek die R3 500 inkomsteperk.
- Kwaliteit van werk deur ASLA en nie-geregistreerde diensverskaffers.
- Uitgestelde kapasiteitsbou-aktiwiteite vir *ECD’s*.

Die Direkteur: Ontwikkelingsdienste verduidelik dat Darling twee projekte het (*gap*- en IRDP-projekte). Subsidie-kriteria word deur ’n nasionale direktief van 2020 bepaal. Die NHBRC monitor boukwaliteit en dis die kontrakteur se verantwoordelikheid om dispute op te los. Uitgestelde *ECD*-aktiwiteite hou verband met teikenverskille en nie met versuim om aktiwiteite aan te bied nie.

BESLUIT
(op voorstel van rdl D C Pypers, gesekondeer deur rdl N Smit)

Dat kennis geneem word van die maandverslag van die Direktoraat Ontwikkelingsdienste vir Julie 2025.

6. VERSLAGDOENING INSAKE GEDELEGEERDE BESLUITNEMING DEUR

6.1 DIE MUNISIPALE BEPLANNINGSTRIBUNAAL

Dat **KENNIS GENEEM** word van die inhoud van die notule van ‘n vergadering van die Munisipale Beplanningstribunaal gehou op 13 Augustus 2025.

7. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

(GET) RDL G VERMEULEN
VOORSITTER

NOTULE VAN 'N VERGADERING VAN DIE BESKERMINGSDIENSTE PORTEFEULJEKOMITEE VAN DIE SWARTLAND MUNISIPALE RAAD GEHOU OP WOENSDAG, 10 SEPTEMBER 2025 OM 11:45

TEENWOORDIG:

RAADSLEDE:

Voorsitter, rdd M Nel
Ondervoorsitter, rdl A K Warnick

Bess, D G
De Beer, J M (rdd)
Jooste, R J
Le Minnie, I S
Pieters, C
White, G E
Williams, A M

BEAMPTES:

Munisipale Bestuurder, mnr J J Scholtz
Direkteur: Korporatiewe Dienste, me M S Terblanche
Direkteur: Finansiële Dienste, mnr M A C Bolton
Direkteur: Siviele Ingenieursdienste, mnr L D Zikmann
Direkteur: Elektriese Ingenieursdienste, mnr T Möller
Direkteur: Ontwikkelingsdienste, me J S Krieger
Direkteur: Beskermingsdienste, mnr H C A Witbooi
Senior Bestuurder: Verkeer- en Wetstoepassingsdienste, mnr R Steyn
Komiteebeampte, me S Willemse

1. OPENING/VERLOF TOT AFWESIGHEID

Die voorsitter verwelkom lede.

Verlof tot afwesigheid word verleen aan die Uitvoerende Burgemeester, rdle C Fortuin en J R Papier.

2. NOTULE

2.1 NOTULES VAN 'N PORTEFEULJEKOMITEEVERGADERING (BESKERMINGS-DIENSTE) GEHOU OP 13 AUGUSTUS 2025

BESLUIT
(voorgestel deur rdl I S le Minnie, gesekondeer deur rdl A M Williams)

Dat die notule van die Portefeuljekomiteevergadering (Beskermingsdienste) gehou op 13 Augustus 2025 goedgekeur word.

3. AFVAARDIGINGS/VOORLEGGINGS/MEDEDELINGS

Geen.

4. SAKE VOORTSPRUITEND UIT NOTULES

Geen.

5. GEDELEGEERDE SAKE

5.1 MAANDVERSLAG: JULIE 2025

5.1.1 PRESTASIEVERSLAG
5.1.2 VERKEERS- EN WETSTOEPASSINGSDIENSTE
5.1.3 BRANDBESTRYDING

Die Direkteur: Beskermingsdienste lê die maandelikse verslag, insluitend die Prestasieverslag voor. Hy dui aan dat hy maandeliks aanpassings sal maak om die inligting meer toeganklik te maak. Hoogtepunte sluit in: voetpatrollies wat op verskillende dae in verskeie dorpe uitgevoer is om sigbaarheid te verhoog ('n IDP-vereiste); sowat 284 K-9-soektogte wat doeltreffendheid bevestig; en die noodsaak om die beskikbare personeel teenoor die dienste wat gelewer moet word, in ag te neem. Hy verduidelik verder dat die brandweerstatistiek aangepas sal word om insidenttrends oor die maand heen (veral motorvoertuigongelukke en brande) beter te illustreer, aangesien die hoogste aantal insidente tipies teen maand einde voorkom.

Rdl I S le Minnie spreek haar kommer uit oor die ondoeltreffendheid van die pamfletverspreiding teen onwettige storting en versoek verdere besonderhede oor die aantal lasbriewe wat afgehandel is, die waarde van spoedoortredings, asook die aard en ligging van die opvoedkundige programme wat in Julie 2025 uitgevoer is.

Rdl A M Williams bevraagteken waarom slegs een klag uit Abbotsdale en een uit Kalbaskraal in die verslag aangedui is, terwyl meer klagtes na sy mening ingedien is. Hy spreek verder sy kommer uit dat geen voetpatrollies in Wyk 7 (Abbotsdale en Kalbaskraal) uitgevoer is nie, ten spyte van hoë misdaadvlakke, insluitend onopgeloste moorde.

Rdl D G Bess voeg ondersteunend by dat voetpatrollies ook proaktief in kleiner dorpe uitgevoer moet word, en nie slegs op grond van klagtes nie.

Rdd J M de Beer wys daarop dat voetpatrollies dikwels in sakekerns gedoen word, terwyl die grootste uitdagings in woongebiede lê. Sy meld dat sigbaarheid in voorstede en woonbuurte meer doeltreffend sou wees as in sentrums, waar die probleme relatief minder ernstig is. Sy lig ook die kwessie van skrootwerwe uit, wat dikwels nie behoorlik gesoneer of gemonitor word nie, en 'n groot bydraende faktor tot infrastruktuurdiefstal en skade is. Sy het versoek dat samewerking met SAPD verbeter word om permitte en sonegoedkeuring te koördineer.

Die Senior Bestuurder: Verkeer- en Wetstoepassingsdienste gee die volgende antwoorde:

Onwettige storting: Dit is nie realisties of uitvoerbaar om wetstoepassing oral te plaas nie; gemeenskappe moet verantwoordelikheid neem en formele beëdigde verklarings voorsien sodat opgetree kan word.

Lasbriewe: Geen vaste totaal bestaan nie, aangesien lasbriewe eers deur landdroste onderteken moet word, wat dikwels maande vertraag. Die afdeling dien slegs die lasbriewe wat formeel beskikbaar is.

Klagtes: Raadslede en inwoners moet klagtes deur die beheerkamer aanmeld om behoorlike rekordhouding en terugvoering moontlik te maak; regstreekse oproepe aan beamptes word nie altyd aangeteken nie.

Kalbaskraal en Abbotsdale: Wetstoepassingsdienste is nie SAPD nie, en dit is onbillik om van beamptes te verwag om in bendegeteisterde gebiede te opereer waar hul veiligheid in gedrang is. Die munisipaliteit ondersteun SAPD ingevolge 'n ooreenkoms met die CPF, maar het beperkte personeel.

Personeelverdeling: Hulpbronne is gekonsentreer in Ilinge Lethu en Highlands waar dringende kwessies (onwettige strukture en haweloses se oprigtings) aangespreek moes word. Hierdie operasies het personeel uit ander dorpe onttrek.

BESLUIT
(op voorstel van rdl A K Warnick, gesekondeer deur rdl A M Williams)

Dat kennis geneem word van die verslae van die onderskeie departemente in die Direktoraat: Beskermingsdienste, nl. Verkeer en Wetstoepassing en Brandbestryding vir Julie 2025.

6. SAKE VIR AANBEVELINGS AAN DIE UITVOERENDE BURGEMEESTER

Geen.

(GET) RDD M NEL
VOORSITTER

Verslag ◆ Ingxelo ◆ Report

Munisipaliteit
Municipality
Umasipala

Kantoor van die Direkteur: Ontwikkelingsdienste
Department : Development Management
3 September 2025

3/2/4
WYK: 1-12

ITEM 7.1 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE VERGADERING WAT GEHOU SAL WORD OP 17 SEPTEMBER 2025

ONDERWERP: APPOINTMENT OF MEMBERS TO MUNICIPAL PLANNING TRIBUNAL

1. **AGTERGROND/BEREDENERING**

A municipality must in terms of section 35 of SPLUMA in order to determine land use and land development applications within it's municipal area, establish a Municipal Planning Tribunal for it's municipal area.

A municipality may authorize that certain land use and land development applications may be considered and determined by the Municipal Planning Tribunal.

The Municipality has decided that all land use and land development applications where objections have been received has to be considered and determined by the Municipal Planning Tribunal.

The composition of the Municipal Planning Tribunal will consist of 5 members in terms of section 36 and 37 of SPLUMA..

The internal membership has been fulfilled by three full time employees consisted of the Municipal Manager, Director: Corporate Services and the Director: Development Services.

The external membership has been fulfilled by two external members with knowledge and experience in spatial planning, land use and land development planning or related law for a period not less than 10 years.

The term of external members of the Municipal Planning Tribunal expires 30 September 2025.

Swartland Municipality has called for nominations to public persons in the press to be appointed as external members of the Municipal Planning Tribunal.

The following nominations have been received by the closing date of 29 August 2025.

Danzel Andries (Darling)	No relevant knowledge and experience in spatial planning, land use and land development planning or related law for a period not less than 10 years.	Not recommended
Drikus Stander (Darling)	No relevant knowledge and experience in spatial planning, land use and land development planning or related law for a period not less than 10 years.	Not recommended
Chris Rabie	Meet the relevant knowledge and experience as required. Part of Swartland/	Recommended

	Stellenbosch and Theewaterskloof MPT	
Christine Havenga	Meet the relevant knowledge and experience as required. Part of Swartland and Stellenbosch MPT. Be reappointed for another term.	Recommended

2. **AANBEVELING**

(a) Dat die nominasie van Mnr Chris Rabie as eksterne lid tot die Munisipale Beplanning Tribunaal aanvaar word;
(b) Dat Chrisitne Havenga as eksterne lid tot die Munisipale Beplanning Tribunaal her-aangestel word, vir 'n verdere termyn van 5 jaar;
(c) Dat die voorwaardes van aanstelling en vergoeding se status quo behou word;
(d) Dat daar kennis geneem word dat die Munisipale Bestuurder, die Direkteur Korporatiewe Dienste en die Direkteur Ontwikkelingsdienste voortgaan as lede van die MPT;
(e) Dat daar kennis geneem word dat die Munisipale Bestuurder die voorsitter is met die Direkteur: Korporatiewe Dienste as die onder-voorsitter;
(f) Dat die aanstelling van die lede van die Munisipale Beplanning Tribunaal in terme van artikel 82(11)c van Swartland Munisipaliteit : Verordening insake Munisipale Grondgebruikbeplanning (PK 8226 van 25 Maart 2020) deur die Munisipale Bestuurder in die Provinsiale Koerant bevestig word;

RECOMMENDATION

(a) That the nomination of Mr Chris Rabie be excepted as external member to the Municipal Planning Tribunal;
(b) That Christine Havenga as external member be re-appointed to the Municipal Planning Tribunal for a further term of 5 years;
(c) That the conditions of appointment and remuneration remain at their status quo;
(d) That it be noted that the Municipal Manager, the Director: Corporate Services and the Director: Development Services will continue as members of the Municipal Planning Tribunal;
(e) That it be noted that the Municipal Manager is the chairperson with the Director: Corporate Services as the vice-chairperson;
(f) That 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

(get) A M Zaayman

MUNISIPALE BESTUURDER

AMZ/ds

Munisipaliteit
Municipality
Umasipala

Verslag Φ Ingxelo Φ Report

Office of the Municipal Manager:
Internal Audit Division

26 August 2025
5/15/1/3

ITEM 7.2 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE MEETING WHICH WILL BE HELD ON 17 SEPTEMBER 2025

SUBJECT: MINUTES OF THE MUNICIPAL PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING HELD ON 27 MAY 2025

1. BACKGROUND

The minutes of the Municipality's Performance, Risk and Audit Committee meeting held on 27 May 2025 is hereby tabled. In accordance with the approved Performance, Risk and Audit Committee mandate the said minutes, or a summary thereof must be submitted to the Council to be dealt with at its next ensuing meeting.

The Audit Committee serves as an independent advisory body appointed by Council and fulfills its function in terms of the provisions of section 166 of the Municipal Finance Management Act of 2003.

In terms of the above mandate, the Committee mainly makes recommendations to the Council for consideration and decision making. There are no recommendations by the Performance, Risk and Audit Committee, arising from their meeting held on 27 May 2025 for which a Council decision is required. The Committee is pleased with the continuing progress made by the Municipality in improving the control environment.

2. RECOMMENDATION

Dat kennis geneem word van die notule van die Munisipale Prestasie, Risiko en Ouditkomitee se vergadering van 27 Mei 2025.

That cognizance be taken of the minutes of the meeting of the Municipality's Performance, Risk and Audit Committee of 27 May 2025.

(get) J J Scholtz

MUNICIPAL MANAGER
JE/KS

MINUTES OF THE MEETING OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE OF SWARTLAND MUNICIPALITY HELD ON TUESDAY, 27 MAY 2025 AT 11:30

PRESENT

PERFORMANCE, RISK AND AUDIT COMMITTEE

Chairperson	:	Ms R Gani (RG)
Members		Mr B Gouws (BG) Ms S Jones (SJ) Adv. M Mdludlu (MM)
COUNCILLORS (On invitation)	:	Executive Mayor, Ald J H Cleophas (JHC) Speaker, Cllr M A Rangasamy (MAR)
OFFICIALS	:	Municipal Manager: Mr J Scholtz (JS) Director, Financial Services: Mr M Bolton (MB) Director, Corporate Services: Ms M Terblanche (MT) Director, Development Services: Ms J Krieger (JK) Director, Civil Engineering Services: Mr L Zikmann (LZ) Director, Electrical Engineering Services: Mr T Möller (TM) Chief Audit Executive: Ms J Erasmus (JE) Senior Manager, Strategic Services: Ms O Fransman (OF) Internal Auditor: Ms W Nero (WN) Intern Internal Audit: Ms Z Skontya (ZS) Senior Administrative Officer, Committees: Ms S Willemse (SW)

1. OPENING

1.1 Welcome

The Chairperson of the Performance, Risk and Audit Committee, Ms R Gani welcomed everyone to the meeting and requested Mr B Gouws to open the meeting with prayer.

Apologies

Apologies were received from:

- Director, Protection Services: Mr P Humphreys (PH)

2. DECLARATION OF INTEREST BY MEMBERS OF THE AUDIT COMMITTEE

The Chairperson, RG and BG declared that they have no personal interest in the items on the agenda.

3. DECLARATION OF INDEPENDENCE OF THE INTERNAL AUDIT ACITIVITY

The CAE confirmed the independence of the Internal Audit Activity.

4. ADDITIONS TO THE AGENDA

None.

5. COMMUNICATIONS BY THE CHAIRPERSON

The Chairperson thanked the municipality for the induction arranged on May 9th, stated it was valuable for both new and existing members. The induction provided clarity on the committee's charter and a useful checklist for reviewing the annual financial statements. She also reported that the provincial Audit Committee Forum has reconvened this year after a gap following COVID, which formed part of items discussed at the committee's pre-meeting.

Following a suggestion from Mr B Gouws, a discussion was held on VAT issues. Mr M Bolton responded, explaining that while a new provincial bill makes library services zero-rated for VAT going forward, the past liability for penalties remains in the financial statements. Mr M Bolton stated that SARS had issued a general binding ruling that library services were previously deemed goods and services and were vatable.

NOTED

6. COMMUNICATIONS BY THE MUNICIPAL MANAGER

Mr J Scholtz reported on two primary items. The first is the vacancy of the Director, Protection Services, Mr P Humphreys. The second is the risk associated with the upcoming election period, stated that it often leads to opportunistic actions from political parties that can make public participation processes challenging. No other significant risks were reported.

NOTED

7. MINUTES OF THE MEETINGS OF THE PERFORMANCE AND AUDIT COMMITTEE HELD ON 25 FEBRUARY 2025

Mr B Gouws requested an amendment to the minutes to reflect a request for the project schedule to be presented in a more readable format. Ms J Erasmus confirmed this was omitted and would be corrected.

A discussion was held regarding the process for reviewing the Annual Financial Statements (AFS). Mr M Bolton expressed concern that scheduling an additional meeting to discuss comments on the draft AFS before submission would be difficult due to time constraints. Mr M Bolton proposed that the committee provide feedback via email instead. The committee agreed to a process where the draft AFS would be circulated, members would submit comments by a set date, and Mr M Bolton would incorporate the changes and respond. The final version shared with the committee would be the one submitted to the Auditor General (AG). The meeting for the AFS review is scheduled for August 26th, with a target to submit the AFS to the AG by 29 August, ahead of the 31 August legislative deadline.

RESOLUTION

That the minutes of the previous meetings held on Tuesday, 25 February 2025 be approved.

8. MATTERS ARISING FROM MINUTES

8.1 Implementation of the Performance, Risk and Audit Committee resolutions taken on 25 February 2025

Ms J Erasmus provided an update on action items from the previous meeting.

RESOLUTION

That the Performance, Risk and Audit Committee take note of the resolutions that were implemented.

9. PERFORMANCE MANAGEMENT

9.1 Performance Report for the period 01 January 2025 to 30 March 2025

Ms O Fransman presented the performance report for the period of January to March. She stated that for the new financial year, reporting will include only top-layer, strategic KPIs, while general KPIs will be monitored at the departmental level.

The PRAC discussed the one red KPI in the report, which related to sick leave in the Department of Civil Engineering Services, at 4.1%. Ms O Fransman clarified that this is typically valid sick leave supported by medical letters. Mr J Scholtz emphasized the importance of measuring sick leave as a critical resource management tool, stating that a 3% sick leave rate for the municipality equates to 400 lost working days per month. Mr B Gouws supported this view, stating that monitoring sick leave is essential for effective resource planning.

RESOLUTION

(a) That Performance, Risk and Audit Committee take note of the Performance Report for the period 01 January 2025 to 30 March 2025;

(b) That Ms O Fransman provide the year-to-date achievement figure for the sick leave KPI for circulation.

10. MSCOA – MUNICIPAL STANDARD CHART OF ACCOUNTS

Mr M Bolton reported that while MSCOA project teams meet regularly, there are still significant gaps between National Treasury's sample template for MSCOA-compliant Annual Financial Statements and the practical ability of financial systems to produce them. There is not yet alignment between MSCOA management accounting and the GRAP-based AFS. It is not anticipated that the Auditor General will audit MSCOA-generated financial statements within the next two to three years, as many municipalities are far behind in institutionalizing the required business processes.

Mr J Scholtz added that the implementation of MSCOA represents the single biggest transformation for local government, even more so than the municipal amalgamations of 2000.

In response to a query from Mr B Gouws, Mr M Bolton undertook to circulate the list of 15 MSCOA business processes and a summary of the strategic action list to the committee.

NOTED/Resolution

That Mr M Bolton circulate the list of 15 MSCOA business processes and the summary of the strategic action list to the committee

11. FINANCIALS – IN – YEAR REPORTING

11.1 Quarterly Section 52 Report

Mr M Bolton presented the quarterly Section 52 financial report. Assurance was provided by the fact that National Treasury had paid over more than 106 million in grants, which it uses as leverage to ensure compliance with reporting requirements. Regarding the operational budget, there were no concerns. Revenue was exactly on target with a 0% variation, which demonstrates mature and scientific budgeting. Expenditure was lower than projected, which was considered acceptable from a CFO perspective.

The primary concern raised was capital expenditure. At the end of March, capital spending was around 50% of the annual budget. Following the summary given by Mr M Bolton, Mr B Gouws requested clarification on how the reported 50% actual capital expenditure related to other variance figures in the report's tables. Mr M Bolton stated that the figures represented different calculations, with the 50% figure representing actuals as a percentage of the total annual budget. With large payments processed in May, the year-to-date spending is projected to be approximately 66% by the end of the month. This leaves a shortfall of around R94/95 million to be spent in the final four weeks of the financial year to meet the 95% target. Mr M Bolton stated that this is a tall order and that he could not provide reasonable assurance that the 95% target would be met.

Mr L Zikmann provided context on the capital spending, stated that three major housing projects in Malmesbury, Darling, and Moorreesburg are experiencing low spending for various reasons. Due to the significant weight of these projects in the budget, their performance has a large impact on the overall average. He was stated that other projects are moving along well.

Ms J Krieger added that the budget for these three housing projects is R165 million for the current financial year, a notable increase from the approximately R55 million per annum received in previous years. A commitment has been received from the contractors that an amount of R40 million will be paid out before the end of May, with the remainder to be paid in June. Ms J Krieger acknowledged that managing three major projects in one financial year has presented challenges.

Furthermore, Ms J Krieger stated that a significant challenge is impacting the budget regarding the Silvertown project. She explained that the municipality received funding from the Provincial Department of Infrastructure to purchase private land for R8.3 million, with an additional R1 million for bulk services and planning. However, the purchase has been halted by a court interdict obtained by the community. Consequently, it is not expected that the land purchase will be finalized in the current financial year, and a request for a rollover of the funding will be necessary.

Mr J Scholtz reported that the related court case was postponed until August. A primary concern was the potential forfeiture of R6 million of the R8.3 million, as this portion had already been rolled over once. However, a court order was issued instructing the provincial department to keep the funds available for Swartland Municipality. In response to a question from Mr M Mdludlu, Mr J Scholtz clarified that the interdict application was filed by an attorney representing the illegal occupants of the land against the municipality and the Department of Human Settlements to prevent the purchase from the owner, Cape Lifestyle Investment.

Mr M Bolton concluded the topic by assessing the financial risk. The R8.3 million for the Silvertown project represents approximately 2.6% of the total capital budget of R325 million. Therefore, even if this amount is not spent, it should not prevent the municipality from achieving its 95% spending target.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Quarterly Section 52 Report.

12. RISK MANAGEMENT

12.1 Risk Management feedback for the quarter

Ms J Erasmus presented the strategic risk register, stating that it remains unchanged as the strategic goals in the IDP are also unchanged. The only risk identified as being above the organization's risk appetite is the external risk related to a "failed state." Management is taking preventive measures to monitor this risk and implement controls where possible.

Mr M Bolton provided an example of this mitigation, stating that the municipality's prudent management of cash reserves ensures that services would not be halted by a potential cut to the equitable share grant from the national government. It was noted that grant cuts have occurred in the past two years without notification, and the municipality did not have to reduce its expenditure.

To illustrate the challenges related to the "failed state" risk, Mr J Scholtz reported that the formal budget allocations from the national government were only received that morning, despite the deadline for the council to approve the budget being the end of May. Proactive steps taken by the finance department ensured there were no major changes from what was promised previously.

The Chairperson asked management to remain aware of other potential risks, including the upcoming elections, the impact of tariff increases on building projects, and global economic uncertainties. Mr B Gouws added that service delivery protests sometimes increase during election periods.

RESOLUTION

That the Performance, Risk and Audit Committee take note of the Risk Management feedback report as at 30 April 2025.

12.2 Approval of the 2025/2026 Risk Management Strategic Plan

Ms J Erasmus tabled the risk management plan for approval.

Ms J Erasmus reported that risk action plans are followed up on a quarterly basis, with progress comments requested from the risk champion. These plans are tabled at the management meeting and to the PRAC. She committed to formally including in the strategy document a requirement to report quarterly on the progress of these action plans. This update would be made on page 133 of the document under the section for execution of operational risk assessments.

A discussion was held regarding the identification and management of emerging risks. The Chairperson asked if the municipality had reached the point of identifying such risks. Ms J Erasmus confirmed that emerging risks are discussed in workshops but noted difficulty in determining how to document them, asking if a separate emerging risk register was required. The Chairperson suggested keeping them separate and provided examples such as upcoming elections and global oil prices, but noted the municipality would need to decide which to include. Mr M Bolton explained that macroeconomic risks are already incorporated into the budget planning process, which begins in October of the prior year. This process considers past performance and the macro environment to produce a credible financial plan. It was noted that devising a specific action plan for macroeconomic risks is not always possible, but they are monitored.

RESOLUTION

That the Performance, Risk and Audit Committee approves the 2025/2026 Risk Management Strategic Plan.

13. AUDITOR GENERAL

13.1 Progress on 2024/2025 Audit Action plan

Mr M Bolton reported that the audit fees for the 23-24 year were overspent by approximately R500 000. This was attributed in part to the Auditor General's (AG) annual findings from their CATS report, which identifies supposed discrepancies in the indigent consumer list. For the last two years, the municipality has had to prove that the list of over 2,000 individuals provided by the AG was incorrect and that the consumers were valid. This process involved providing applications and taking auditors to verify residents, such as a 101-year-old individual in Westbank. Mr M Bolton stated that re-performing these tests increases audit costs. As a result of discussions with the AG's senior manager, an agreement was reached for the AG to discount 50% of the new audit fees to compensate for the overruns. Mr M Bolton clarified that the full R500,000 was paid, and the AG will credit 50% against the new cycle by finding efficiencies. The AG will begin their new audit cycle in August.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Progress on 2024/2025 Audit Action plan.

14. COMBINED ASSURANCE / OTHER EXTERNAL AUDITS

14.1 Eunomia report on compliance

Ms J Erasmus presented a summary of actions completed between 1 July 2024 and 30 April 2025, confirming that all actions on the Eunomia compliance system have been completed and there are no outstanding items.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Eunomia report on compliance for the period ending 30 April 2025.

14.2 Litigation

The Chairperson tabled the Litigation report.

Mr B Gouws raised a query about a difference concerning a payment. The litigation report noted a payment from a respondent on 7 May was outstanding, while another report on page 158 indicated a payment of 182,000 had been received and the matter finalized. Ms J Erasmus clarified this was due to a delay, as confirmation of the payment from the finance department was received after the director's report had been compiled.

Ms M Terblanche provided an update on several litigation matters. The respondent in the case questioned by Mr B Gouws has also settled the legal costs, and the matter is now finalized. The case on page 150 has been withdrawn from the court roll by agreement of the parties, with each party carrying their own costs. A new matter on page 151, regarding Loftus van der Westhuizen, has seen the respondents file for an occupancy certificate, with hopes of settling before the next court date.

RESOLUTION

That the Performance, Risk and Audit Committee take note of the quarterly litigation report as at May 2025.

14.3 PROGRESS ON THE COMBINED ASSURANCE IMPLEMENTATION PLAN

Ms J Erasmus presented a draft combined assurance report developed in Excel, which was created to provide a report for the committee and management. The report, found on page 159 of the agenda, maps assurance providers across three lines. The first line is management, the second line includes risk management, performance management, and the Occupational Health and Safety Department, and the third line includes internal audit, external audit, and other national and provincial departments.

Ms J Erasmus explained that the report is a draft because other assurance processes for the 2024-25 financial year are not yet complete, and a final report would likely be produced towards the end of the financial year, around November or December. The committee's input was requested on the format and content. Ms J Erasmus stated that assistance has been requested from "Barnowl" to develop system-generated reports that are more visual, using graphs and tables. In response to a question from the Chairperson, Ms J Erasmus clarified that "contributing factors" are the causes that would lead a risk to be realized. It was also noted that any risk with a residual rating above 16 requires an action plan, but the only such risk is the "failed state" risk, for which an action plan is difficult to devise. The next round of risk workshops for the new financial year is scheduled for September and October.

RESOLUTION

That the Performance, Risk and Audit Committee take note of the progress on the combined assurance implementation plan.

15. INFORMATION COMMUNICATION TECHNOLOGY (ICT)

15.1 Minutes of the ICT Committee meeting held on 14 November 2024 and 27 March 2025

Mr T Möller clarified that the relevant ICT minutes were from the March meeting, signed off on 22 May, not the older November minutes referenced in the meeting pack. The Chairperson inquired if the ICT risk register and the meeting minutes align and if actions are discussed. Ms J Erasmus stated that this would be checked and confirmed via email.

The PRAC discussed artificial intelligence (AI). Mr T Möller stated that while it has not been a topic at the ICT meeting, there have been requests for training. Ms O Fransman added that the municipality has a subscription to ChatGPT used by some officials and that a request for AI training has been made. There is currently no policy on AI, but it is being considered for inclusion in either the communication strategy or an ICT policy. Mr J Scholtz suggested that AI policy should be coordinated at a provincial level to ensure consistency among municipalities. Ms M Terblanche and Ms J Erasmus raised the risk associated with AI, particularly the use of public platforms like ChatGPT. They stated that uploading municipal information to such platforms makes it public, creating a data privacy risk.

Ms O Fransman provided an update that a service provider has been appointed for the website redesign, and the new site is expected to go live in July.

In response to a query from Mr B Gouws about the smart city concept, Ms O Fransman explained that the municipality was part of a pilot project with COGTA, which resulted in developing a smart city framework. This framework was recently adopted by the Mayoral Committee. It is not yet a strategy and requires funding to implement. The framework will be submitted to the PRAC at the next meeting.

Mr B Gouws questioned a point in the ICT minutes about staff buying laptops. Mr T Möller and Mr M Bolton clarified that this was not about providing loans for new laptops but about the secure disposal of old assets. Due to the risk of residual data on hard drives, the policy is to not sell these assets at public auction. It was agreed that the intention should be clarified in the minutes of the next ICT meeting.

RESOLUTION

(a) That the Performance and Risk Audit Committee take note of the Minutes of the ICT Committee meeting held on 14 November 2024 and 27 March 2025.
(b) That the smart city framework be submitted to the PRAC at the next meeting.

16. INTERNAL AUDIT

16.1 Report on the activities of IAA for the period February 2025 to April 2025

Ms J Erasmus presented the internal audit progress report. Current audits include predetermined objectives for quarter 3, with reports for the rates and Division of Revenue Act audits being finalized. An investigation into a non-declaration of personal interest was stopped due to a lack of evidence, as the reporting party was not willing to provide a formal statement. For the MSCOA project, a summary report will be prepared to close off the year's monitoring activities.

The register of outstanding internal audit findings on page 181 was reviewed. Ms J Erasmus stated that follow-ups are ongoing. Some items relate to policies, such as an occupational health and safety policy that was recently tabled to the Executive Mayoral Committee. For other items, the new implementation date is 30 May, and a follow-up will occur after that date to check for completion.

The Chairperson requested an email update on the status of audit actions following the next follow-up, as the committee will not meet again until August. Ms J Erasmus confirmed this would be provided and also stated an intention to alert the relevant director at an upcoming management meeting about the need to complete the outstanding actions.

Ms J Erasmus reported that the investigation concerning a vendor, which was also on the litigation report, is now concluded. The municipality has recovered the funds, and the individual involved has paid the legal costs. The Chairperson instructed that a comment be added to the file to formally close the case.

In conclusion, Ms J Erasmus presented the UIFW register, highlighting two new items that have been added. These are an amount of R4.8 million related to Telkom and an amount of R1 million related to fuel. Both items were tabled to the Municipal Public Accounts Committee (MPAC) and were scheduled to be tabled to the council on May 29.

RESOLUTION

(a) That the Performance, Risk and Audit Committee take note of the Internal Audit activities for the period ending 30 April 2025.
(b) That the updated register of outstanding internal audit findings be circulated to the PRAC.

16.2 Report on Quality Assurance Improvement Program

The Quality Assurance Improvement Program (QAIP) was discussed. Ms J Erasmus stated that the current program is based on old standards and that a new QAIP, aligned with the new Global Internal Audit Standards, will be tabled at the next meeting. She also stated that the external quality assurance review is scheduled to occur before the end of the calendar year.

RESOLUTION

That the Performance, Risk and Audit Committee noted the Quality Assurance Improvement Program.

16.3 Approval of the Internal Audit Strategy

Ms J Erasmus presented the revised Internal Audit Strategy, which was updated to align with the new Global Internal Audit Standards. The revision involved removing references to previous standards. Mr B Gouws stated that the document was lengthy and difficult to review with track changes and suggested that the use of the acronym "PRAC" should be made consistent. The Chairperson stated that the detailed strategy serves as the operational methodology for the internal audit unit, while the charter provides a summary of the roles and responsibilities of the internal audit department. Ms J Erasmus committed to distributing a cleaned-up version of the document.

RESOLUTION

(a) That the Performance, Risk and Audit Committee approve the Internal Audit Strategy.
(b) That a clean-up version of the Internal Audit Strategy be circulated to the PRAC.

16.4 Approval of the 2025-2026 Risk Based Internal Audit Plan

The PRAC reviewed the proposed internal audit plan for the 2025-2026 financial year. Ms S Jones noted that the plan included 1,800 available audit hours, a reduction from the previous plan. Ms J Erasmus explained that the reduction was primarily due to the internal auditor undertaking a Minimum Competency Course. Ms J Erasmus also confirmed that the Chief Financial Officer had given a commitment to make funds available for a service provider to supplement capacity should it be required.

RESOLUTION

That the Performance, Risk and Audit Committee approve the 2025-2026 Risk Based Internal Audit Plan.

16.5 Approval of the three-year rolling Risk Based Internal Audit Plan 2026-2028

The three-year rolling Risk Based Internal Audit plan was tabled and the committee went through the plan page by page.

RESOLUTION

That the Performance, Risk and Audit Committee approve the three rolling Risk Based Internal Audit Plan.

17. PERFORMANCE AND RISK AUDIT COMMITTEE MANDATE

17.1 PRAC Annual Work Programme 2024-2025 – Progress

The PRAC reviewed its annual work program. Ms J Erasmus highlighted that the item for Information Technology (IT) Governance oversight had not been marked as complete. Mr B Gouws expressed concern that the PRAC could not confidently approve this item as completed. The PRAC indicated that to fulfil its oversight responsibilities, it will require a more detailed report from the ICT department. It was agreed that this report should cover the ICT risk register and the IT strategy implementation. The PRAC will not mark the work program item as complete until this report has been received and reviewed. Ms J Erasmus was requested to arrange for this report to be tabled at the August meeting.

RESOLUTION

(a) That the progress on the annual work programme of the Performance, Risk and Audit Committee be noted.
(b) That an ICT report be tabled to the PRAC at the next meeting.

18. GENERAL

None.

19. NEXT MEETING

COGNISANCE TAKEN that the next formal PRAC meetings will be on:

- 19 August 2025
- 26 August 2025
- 25 November 2025

The meeting adjourned at 14:00

Munisipaliteit
Municipality
Umasipala

Verslag Ω Ingxelo Ω Report

Departement van die Direkteur: Korporatiewe Dienste

19 Augustus 2025

4/2/6

ITEM 7.3 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEEVERGADERING WAT GEHOU SAL WORD OP 17 SEPTEMBER 2025

ONDERWERP: MENSLIKE HULPBRONNE: HERSIENING VAN ESSENSIËLE VOERTUIGSKEMA KONTRAK

SUBJECT: HUMAN RESOURCES: REVIEW OF ESSENTIAL VEHICLE SCHEME CONTRACT

1. BACKGROUND

The review of the Essential Vehicle Scheme Contract was necessitated due to challenges experienced with the practical implementation of the Termination Clause in the contract.

The current contract stipulates a notice period of six months, however, when an employee terminates the contract with six months' notice, the employer must provide a vehicle for the employee to work with after the expiry of the six months' notice period. For budgeting purposes, it occurs that the employee gives notice in the middle of the financial year when there has not been budgeted for the purchase of such a vehicle. It is therefore necessary to amend the contract so that the notice must be given in September of the year concerned, allowing the employer to provide for such vehicle in the ensuing financial year.

The Local Labour Forum, at the meeting held on 16 July 2025, recommended the review of the contract for approval by the Executive Mayoral Committee.

The amended contract is attached as Annexure A with amendments indicated in bold italics.

2. LEGISLATION

Basic Conditions of Employment Act, Act 75 of 1997

3. ALIGNMENT TO THE IDP

In terms of Chapter 7 of the IDP this amendment to the essential scheme contract is aligned to Strategic Goal 5 – A connected and innovative local government.

4. FINANCIAL IMPLICATION

The amendment will allow the employer to make adequate provision in the ensuing financial year in cases where employees terminate their essential vehicle scheme contracts.

5./…

5. **RECOMMENDATION**

(a) Dat die Uitvoerende Burgemeesterskomitee die gewysigde Essensiële Voertuigskema Kontrak goedkeur vir implementering met ingang van 1 Oktober 2025.

(a) That the Executive Mayoral Committee approve the amended Essential Vehicle Scheme contract for implementation with effect from 1 October 2025.

(get) M S Terblanche

MUNICIPAL MANAGER
Sdj

O O R E E N K O M S

ESSENSIëLE MOTORVOERTUIGSKEMA

tussen

SWARTLAND MUNISIPALITEIT

("die Werkgewer")

en

________________________________ (_____________)

("die Werknemer")

WAARKRAGTENS DAAR SOOS VOLG OOREENGEKOM WORD:

DEEL I - INLEIDING

1. **INLEIDING**

Dit word hiermee geboekstaaf dat -

1.1 die Werknemer permanent in diens van die Werkgewer is;

1.2 die Werkgewer besluit het om 'n vervoertoelaeskema vir essensiële gebruikers ("die Skema") soos omskryf in die wysiging van Standaarddiensvoorwaardes-ooreenkoms gepubliseer onder Regulasie 685 in Staatskoerant Nr 16407 van 12 Mei 1995 waarin die Standaarddiensvoorwaardes vir die Plaaslike Owerheidsonderneming van die Provinsie die Kaap die Goeie Hoop, uiteengesit word ("Regulasie R685") in werking te stel;

1.3 die Werknemer begerig is om deel te neem aan die Skema op die voorwaardes hierin uiteengesit;

1.4 die Werknemer sy/haar eie voertuig sal beskikbaar stel in die uitvoering van sy/haar amptelike pligte;

1.5 die Werknemer, in die geval waar hy/sy sy/haar eie voertuig sal beskikbaar stel in die uitvoering van sy/haar amptelike pligte, die volgende voertuig sal gebruik, te wete:

Fabrikaat:
Tipe Voertuig:
Enjinkapasiteit:
Model:
Aanvang kilometers op odometer:

Die werkgewer verwag van die werknemer dat hy/sy onverwyld die werkgewer skriftelik in kennis sal stel van besonderhede soos hierbo gemeld, wanneer die werknemer die doelmatige voertuig vervang.

DEEL II - SKEMA

1. **AANWENDING VAN VOERTUIG**

1.1 Dit word hiermee geboekstaaf dat dit die mening van die Werkgewer is dat die Werknemer vervoer benodig in die uitvoering van sy/haar amptelike pligte en die Werknemer sal toesien dat die voertuig te alle tye beskikbaar is vir die uitvoering van sy/haar amptelike pligte.

1.2 Die Werknemer sal alle amptelike funksies wat hy/sy voor datum van hierdie ooreenkoms met die voertuig namens die Werkgewer vervul het, ook gedurende die geldigheidsduur van hierdie ooreenkoms vervul, insluitende die vervoer van ander werknemers vanaf en na hulle woonplek.

2. **INSTANDHOUDING VOERTUIG**

Die Werknemer sal op eie koste -

2.1 die voertuig te alle tye skoon, netjies, ontsmet en in 'n behoorlike toestand van onderhoud hou;

2.2 die voertuig behoorlik versorg, dit instand hou sodat dit deurentyd in 'n goeie werkende toestand is, dit herstel ingeval van beskadiging en dit gereeld volgens die vervaardiger daarvan se gebruiks- en instandhoudingsinstruksies versien en diens of dit laat herstel of laat versien of laat diens;

2.3 toesien dat die voertuig padvaardig is en te alle tye voldoen aan alle tersaaklike wetsvoorskrifte.

3. **INSPEKSIE**

Die Werkgewer se gemagtigde sal geregtig wees om te alle redelike tye die voertuig te inspekteer en om lesings te neem van die voertuig se afstandmeter.

4. **VERSEKERING**

Die Werknemer sal sy/haar voertuig vir sy volle markwaarde verseker en verseker hou teen verlies of skade en sodanige versekering in stand hou gedurende die geldigheidsduur van hierdie ooreenkoms by 'n versekeraar redelikerwys goedgekeur deur die Werkgewer. Die Werknemer sal op aanvraag van die Werkgewer bewys lewer aan die Werkgewer van die bestaan en voorwaardes van sodanige versekering. Die Werknemer sal ook die versekeraar in kennis stel dat die voertuig deur die Werknemer in die uitvoering van sy/haar ampspligte gebruik sal word.

5. **BESKIKBAARHEID VAN VOERTUIG**

5.1 Ingeval die voertuig om watter rede ookal nie beskikbaar is vir gebruik ingevolge hierdie ooreenkoms nie, sal die Werknemer toesien dat 'n ander doelmagtige voertuig beskikbaar is ten einde die Werknemer in staat te stel om sy/haar amptelike pligte te vervul, welke termyn redelikheidshalwe nie langer as 6 (ses) weke moet wees nie. Afwyking van voormelde kan slegs met die skriftelike toestemming van die werkgewer of sy/haar gedelegeerde geskied.

5.2 Vir doeleindes van hierdie ooreenkoms is die voertuig beskryf in Bylae "A" hierby aangeheg, die normvoertuig soos beskryf in klousule 17.4.1 van Regulasie R685.

6. **TOERUSTING BY VOERTUIG**

Die Werknemer sal toesien dat alle toebehore en/of gereedskap wat die eiendom van die Werkgewer is en wat deur hom/haar gebruik word in die uitvoering van sy/haar amptelike pligte, te alle tye in die voertuig beskikbaar is ***en te alle tye veilig bewaar word teen enige vandalisme en/of diefstal***.

7. **RITSTATE**

Die Werknemer sal verplig wees om te alle tye gedurende die geldigheidsduur van hierdie ooreenkoms ritstate te hou met gegewens oor die datum, roete en afstand van en rede en magtiging van elke rit asook sodanige ander inligting as wat die Werkgewer redelikerwys mag vereis. Die Werknemer sal die ritstate nougeset te alle tye op datum hou en dit nie later nie as die 10de dag van die maand aan die Werkgewer beskikbaar stel vir insae.

8. **VERVOERTOELAE**

8.1 Die Werkgewer sal aan die Werknemer 'n maandelikse vaste vervoertoelae* OF 'n maandelikse berekende vervoertoelae* (**skrap wat nie van toepassing is nie)* betaal as vergoeding vir die gebruik van die voertuig in die uitvoering van sy/haar amptelike pligte, wat bereken sal word op die wyse uiteengesit in die bylae hierby aangeheg gemerk "A". Ritte onderneem in die uitvoering van die werknemer se amptelike pligte buite die munisipale area word nie geag deel van die logstaat ten opsigte van die berekende vervoertoelaag of vaste vervoertoelaag te wees nie en moet as Ad Hoc in terme van die Raad se Reis- en Verblyfbeleid hanteer word.

8.2 Die Werkgewer vereis skriftelik dat 6 (Ses) agtereenvolgende maande se ritstate gehou word vir die hersiening van 'n toegekende vervoertoelae, met dien verstande dat 'n hersiening altyd op 1 Julie in werking tree en skriftelike kennis nie later nie as 31 Maart gegee moet word. Indien omstandighede ingrypend verander en meebring dat die maandelikse vaste vervoertoelae nie meer billik is nie, word die toelae herbereken ooreenkomstig klousule 17.6 van Regulasie R685. Die implementeringsdatum van die herberekening is die eerste maand wat volg op die datum van herberekening.

8.3 Die vaste vervoertoelae of die berekende vervoertoelae, na gelang van die geval, sal maandeliks tesame met die Werknemer se salaris, aan hom/haar betaal word, met 'n eerste betaling in die maand waarin hierdie ooreenkoms gesluit is, met dien verstande dat die ooreenkoms gesluit is nie later nie as die 10de dag van die maand. Indien die ooreenkoms gesluit word na die 10de dag van 'n maand, sal die eerste vaste vervoertoelae betaalbaar wees in die onmiddellik daaropvolgende maand.

8.4 Nieteenstaande enigiets teenstrydig hierin uiteengesit, sal die Werkgewer gedurende die periode waarin die Werknemer met enige goedgekeurde besoldigde verlof is, ‘n vervoertoelae aan die Werknemer betaal wat bereken word op 53 km per werksdag vir elke dag van die verlofperiode, beperk tot ‘n maksimum van 24 werksdae vakansieverlof per kalenderjaar. Indien die werklike kilometers gery in terme van die logstaat per maand en die toegekende 53 kilometers per dag, 1166 km oorskry, sal die werknemer slegs vergoed word tot 1166 km vir daardie betrokke maand. Indien die Werknemer egter op langtermyn siekteverlof of kraamverlof is word slegs die vaste motorkostekomponent van die vervoertoelae, soos omskryf in Klousule 17.5.2.2 van Regulasie R685, aan die Werknemer betaal, vir die duur van die siekteverlof of kraamverlof tot ‘n maksimum van 60 kalenderdae (onderhewig aan die beskikbare verlofkrediete).

9. REGULASIE R685

Die bepalings van Regulasie R685, vir soverre dit van toepassing is op vaste vervoertoelaes of berekende vervoertoelaes, sal *mutatis mutandis* geag word bepalings van hierdie ooreenkoms te wees en ingeval van 'n botsing tussen Regulasie R685 en hierdie ooreenkoms, sal die bepalings van Regulasie R685 van toepassing wees.

10. **<u>BEëINDIGING</u>**

10.1 Die Werkgewer kan ***~~6 (Ses) maande~~*** skriftelike kennis met opgaaf van redes, gee van sy/haar intrekking van die vervoertoelae betaalbaar aan die Werknemer. ***Die Werknemer kan, slegs met een geleentheid, ~~insgelyks 6 (Ses) maande~~ skriftelike kennis gee, met opgaaf van redes, van die onttrekking van die voertuig vir amptelike ritte. Sodanige kennis moet teen einde September van die betrokke jaar gegee word vir onttrekking van die voertuig vir amptelike ritte aan die einde van die betrokke finansiële jaar.***

10.2 Hierdie Deel II van die ooreenkoms sal outomaties beëindig word op die datum waarop die Werknemer ophou om in diens te wees van die Werkgewer of ophou om na die oordeel van die Werkgewer 'n voertuig te benodig vir die uitvoering van sy/haar amptelike pligte.

11. **<u>KONTRAKBREUK</u>**

Ingeval van nie-nakoming deur die Werknemer van enige van die voorwaardes vervat in hierdie Deel II van die ooreenkoms, sal dit geag word 'n verbreking van die Werknemer se diensvoorwaardes te wees, wat insluit ‘n handeling wat daartoe lei dat beslag gelê word op die doelmatige voertuig deur ‘n finansiële instansie a.g.v die nie-betaling van die paaiement in terme van ‘n afbetalingsverkoopooreenkoms met die finansiële instansie.

DEEL III - ALGEMEEN

12. **VOLLE OOREENKOMS**

Hierdie ooreenkoms en Regulasie R685 bevat die volle ooreenkoms tussen die partye en geen ooreenkoms strydig met die voorwaardes hiervan sal bindend wees op die partye nie, tensy dit op skrif gestel en onderteken is deur albei die partye.

13. **TEGEMOETKOMING OF UITSTEL**

Geen tegemoetkoming of uitstel deur die Werkgewer verleen aan die Werknemer benadeel op enige wyse die Werkgewer se regte of skep nuwe regte nie.

ALDUS GEDAAN en GETEKEN te MALMESBURY op hierdie dag van 2025.

AS GETUIES:

1.

2. ....

p.p. Werkgewer

ALDUS GEDAAN en GETEKEN te MALMESBURY op hierdie dag van 2025.

AS GETUIES:

1.

2. ....

Werknemer

A G R E E M E N T

ESSENTIAL VEHICLE SCHEME

between

SWARTLAND MUNICIPALITY

("the Employer")

and

________________________________ (_____________)

("the Employee")

IN TERMS OF WHICH THE FOLLOWING IS AGREED:

PART I - INTRODUCTION

14. INTRODUCTION

It is hereby recorded that –

14.1 the Employee is permanently employed by the Employer;

14.2 the Employer resolved to implement a travel allowance scheme for essential users (“the Scheme”) as provided for in the amendment of Standard Conditions of Service Conditions published under Regulation 685 in Government Gazette Nr 16407 of 12 May 1995 in which the Standard Conditions of Service for the Local Authority Undertaking of the Province of Cape of Good Hope are set out (“Regulation R685”);

14.3 the Employer wishes to take part in the Scheme on the conditions as set out below;

14.4 the Employee makes his/her own vehicle available in the execution of his/her official duties;

14.5 the Employee, in the case where he/she makes his/her own vehicle available in the execution of his/her official duties, will use the following vehicle, namely:

Make of vehicle:
Type of Vehicle:
Engine capacity:
Model:
Starting kilometres on odometer:

The Employer expects that the Employee inform the Employer forthwith in writing of the details as mentioned above, when the Employee replaces the suitable vehicle.

PART II – SCHEME

1. APPLICATION OF VEHICLE

1.1 It is hereby recorded that in the Employer's opinion the Employee needs transport in the execution of his/her official duties and the Employee shall ensure that the vehicle is available at all times for the execution of his/her official duties.

1.3 The Employer shall perform all official functions on behalf of the Employer, during the valid term of this agreement, including the transport of other employees from and to their places of residence.

15. **MAINTENANCE OF THE VEHICLE**

The Employee shall at own cost -

15.1 keep the vehicle clean, neat, hygienic and in a proper state of maintenance;

15.2 care for the vehicle properly, keep it maintained so that it is in a good running state throughout, repair it in case of damage and regularly service the vehicle or have it serviced according to the use and maintenance instructions of the vehicle manufacturer;

15.3 See to it that the vehicle is roadworthy and at all times meet all relevant legislative requirements.

16. **INSPECTION**

The Employer's authorised representative shall be entitled to inspect the vehicle at all reasonable times and to take readings of the vehicle's odometer.

17. **INSURANCE**

The Employee shall insure his/her vehicle at an insurance company reasonably approved by the Employer, for its full market value and keep it insured against loss or damage and keep such insurance in place during the valid term of this agreement. The Employee shall, on request of the Employer, provide proof to the Employer of the existence and conditions of such insurance. The Employee shall also inform the insurance company that the vehicle is used by the Employee in the execution of his/her official duties.

18. **AVAILABILITY OF VEHICLE**

18.1 In the case where the vehicle, for whichever reason, is not available for use in terms of this agreement, the Employee shall ensure that another suitable vehicle is available in order for the Employee to execute his/her official duties, which term must not reasonably be longer than 6 (six) weeks. Deviation from the aforementioned can only take place on written approval from the Employer or his/her delegate.

18.2 For the purposes of this agreement, the vehicle described in Annexure "A" attached hereto, is the standard vehicle as described in clause 17.4.1 of Regulation R685.

19. **EQUIPMENT IN VEHICLE**

The Employee shall ensure that all accessories and/or equipment that is the property of the Employer and which is used by him/her in the execution of his/her official duties, are available at all times in the vehicle ***and kept safe and protected against any vandalism and/or theft***.

20. **LOG-BOOK**

The Employee shall be obligated to keep a log-book at all times during the valid term of this agreement, with information regarding the date, route and distance from and reason and authorisation of each trip as well as such other information that the Employer reasonably may require. The Employee shall keep the log-book updated scrupulously at all times and submit it to the Employer not later than the 10th day of the month for inspection.

21. **TRANSPORT ALLOWANCE**

21.1 The Employer shall pay the Employee a monthly fixed transport allowance / a monthly calculated transport allowance* (**delete which is not applicable*) as remuneration for the use of the vehicle in the execution of his/her official duties, which shall be calculated as indicated in the attached annexure "A". Trips undertaken in the execution of the Employee's official duties outside of the municipal area are not regarded as part of the log-book with regard to the calculated transport allowance or fixed transport allowance and must be dealt with as Ad Hoc in terms of Council's Travel, Accommodation and Subsistence Policy.

21.2 The Employer requires in writing that 6 (six) consecutive months' log-sheets are completed for the review of an assigned transport allowance, with the understanding that a review is always implemented on 1 July and written notice must be given not later than 31 March. If circumstances change drastically and lead to it that the monthly fixed transport allowance is no longer reasonable, the allowance is recalculated in terms of clause 17.6 of Regulation

R685. The implementation date of the recalculation is the first month following the date of recalculation.

21.3 The fixed transport allowance or the calculated transport allowance, as the case may be, shall be paid monthly together with the Employee's salary to him/her, with a first payment in the month wherein this agreement is signed, with the understanding that the agreement is signed not later than the 10th day of the month. If the agreement is signed after the 10th day of a month, the first fixed transport allowance will be payable in the following month.

21.4 Notwithstanding anything to contrary set out herein, the Employer shall during the period when the Employee is on any approved paid leave, pay a transport allowance to the Employee which is calculated at 53 km per working day for every day of the leave period, limited to a maximum of 24 working days vacation leave per calendar year. If the actual kilometres driven in terms of the log-book per month and the allocated 53 kilometres per day, exceed 1166 km km, the Employee shall be remunerated up to 1166 km for that particular month. If the Employee is, however, on long term sick leave or maternity leave, the Employee will be paid only the fixed car costs of the transport allowance, as stipulated in Clause 17.5.2.2 of Regulation R685, for the duration of the sick leave or maternity leave to a maximum of 60 (sixty) calendar days (subject to the available leave credits)

22. REGULATION R685

The provisions of Regulation R685, as far as it is applicable to fixed transport allowances or calculated transport allowances, will *mutatis mutandis* be regarded as the provisions for this agreement and in the case of a conflict between Regulation R685 and this agreement, the provisions of Regulation R685 will be applicable.

23. **TERMINATION**

23.1 The Employer can give ***~~6 (six) months~~*** written notice with provision of reasons, of his/her repeal of the transport allowance payable to the Employee. ***~~and likewise~~*** ***The Employee can, only on one occasion give ~~6 (six) months~~ written notice with provision of reasons, of the withdrawal of the vehicle for official trips. Such notice must be give by the end of September of the year concerned for withdrawal of the vehicle for official trips at the end of the financial year concerned.***

23.2 This Part II of the agreement will automatically terminate on the date on which the Employee is no longer in the service of the Employer or when the Employee, in the opinion of the Employer, no longer needs a vehicle for the execution of his/her official duties.

24. **BREACH OF CONTRACT**

In the case of the Employee's non-compliance to any of the conditions contained in this Part II of the agreement, it will be regarded as a breach of the Employee's conditions of service, which includes an act leading to seizure of the suitable vehicle by a financial institution due to the non-payment of the instalment of an instalment sale agreement with the financial institution.

PART III – GENERAL

25. **FULL AGREEMENT**

This agreement and Regulation R685 contains the full agreement between the parties and no agreement contrary to the conditions hereof shall be binding on the parties, unless it is in writing and signed by both parties.

26. **ACCOMMODATION OR EXTENSION**

No accommodation or extension granted by the Employer to the Employee will prejudice in any way the Employer's rights or create new rights.

THUS DONE and SIGNED at MALMESBURY on this day of 2025.

AS WITNESSES:

1.

2. ....

p.p. Employer

THUS DONE and SIGNED at MALMESBURY on this day of 2025.

AS WITNESSES:

1.

2. ....

Employee

Verslag Φ Ingxelo Φ Report

Kantoor van die Direkteur: Korporatiewe Dienste
13 Augustus 2025
12/1/2-8-8
Ward 7

ITEM 7.4 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 17 SEPTEMBER 2025

SUBJECT : RENEWAL OF RENTAL OF BUILDING SITUATED ON A PORTION OF PORTION 3 OF FARM NO. 771 (ROZENBURG FARM) MALMESBURY (DRYDOCKS) FROM JR TRUST FOR OFFICE ACCOMMODATION FOR THE MUNICIPAL LAW ENFORCEMENT REACTION UNIT

ONDERWERP: HERNUWING VAN HUUR VAN GEBOU GELEË OP 'N GEDEELTE VAN GEDEELTE 3 PLAAS NR. 771 (ROZENBURG PLAAS) MALMESBURY VANAF JR TRUST VIR KANTOOR AKKOMODASIE VIR DIE MUNISIPALE WETSTOEPASSING REAKSIE EENHEID

1. BACKGROUND/AGTERGROND

1.1 Council approved the renewal of renting of the building situated on a portion of Farm No. 771/3 Malmesbury from JR Trust on 21 May 2025 for the rental period 01 July 2025 until 30 June 2028 for a monthly rental of R16 500.00 with 7% escalation per annum, with the contribution toward the service charges being included in the rental amount.

1.2 The Lessor advised subsequent to the approval in May 2025, that due to the increase in service charges, the Municipality will have to pay for service consumption in respect of electricity and water, should it be in excess of an amount of R2 400.00 per month.

1.3 The report is therefore submitted to obtain approval for the renewal of the rental agreement with JR Trust for the renting of the building situated on a portion of Portion 3 of Farm No. 771 Malmesbury for a lease term of three years for purposes of accommodating the Municipal Law Enforcement Reaction Unit with the amendment to the rental agreement to include the payment of service consumption in excess of R 2400.00 per month.

2. FINANCIAL IMPLICATIONS / FINANSIËLE IMPLIKASIE

The Municipality will be responsible for payment of rental, noting that no deposit is payable. In addition to the monthly rental, monthly service consumption payments for water and electricity in excess of R2 400.00 will be payable, on condition that the lessor provides the Municipality with proof of the accounts. The monthly rental amounts to R16 500.00 (7% escalation per annum and VAT excluded) for the rental period of three years:

The rental for the three year lease term is calculated as follows:

LEASE TERM	MONTHLY RENTAL (VAT EXCL.)	15 % VAT - AMOUNT	TOTAL MONTHLY RENTAL (VAT INCL.)	ANNUAL RENTAL (VAT INCL.)
1 July 2025 – 30 June 2026	R16 500.00	R2475.00	R18 975.00	R227 700.00
1 July 2026 – 30 June 2027	R17 655.00	R2 648.25	R20 303.25	R243 639.00
1 July 2027 – 30 June 2028	R18 890.85	R2 833.50	R21 723.50	R260 692.00
Total				**R732 021.00**

3. RECOMMENDATION

3.1 That approval be granted for the renewal of the rental agreement with JR Trust for the renting of a portion of Portion 3 of Farm No. 771 (Rozenburg Farm), measuring approximately 350m² in extent, for a further period of three years as from 01 July 2025 to 30 June 2028 as office accommodation for the Municipal Law Enforcement: Reaction Unit;

3.2 That a monthly rental of R16 500.00 (7% escalation per annum)(VAT excl.) including payment for service charges in respect of water and electricity consumption in excess of R2400.00 per month be payable to JR Trust, on condition that proof of the service accounts be submitted to the municipality, from vote number 9/233-1336-3418 (Rent offices: Reaction Unit); and

3.3 That the existing conditions of lease remain unchanged.

3. AANBEVELING

3.1 Dat goedkeuring verleen word vir henuwing van die huurooreenkoms met JR Trust vir die huur van ‘n gedeelte van Gedeelte 3 Plaas Nr. 771 (Rozenburg Plaas), ongeveer 350m² groot, vir ‘n verdere tydperk van drie jaar met ingang vanaf 01 Julie 2025 tot 30 Junie 2028 as kantoor akkommodasie vir die Munisipale Wetstoepassing: Reaksie-eenheid;

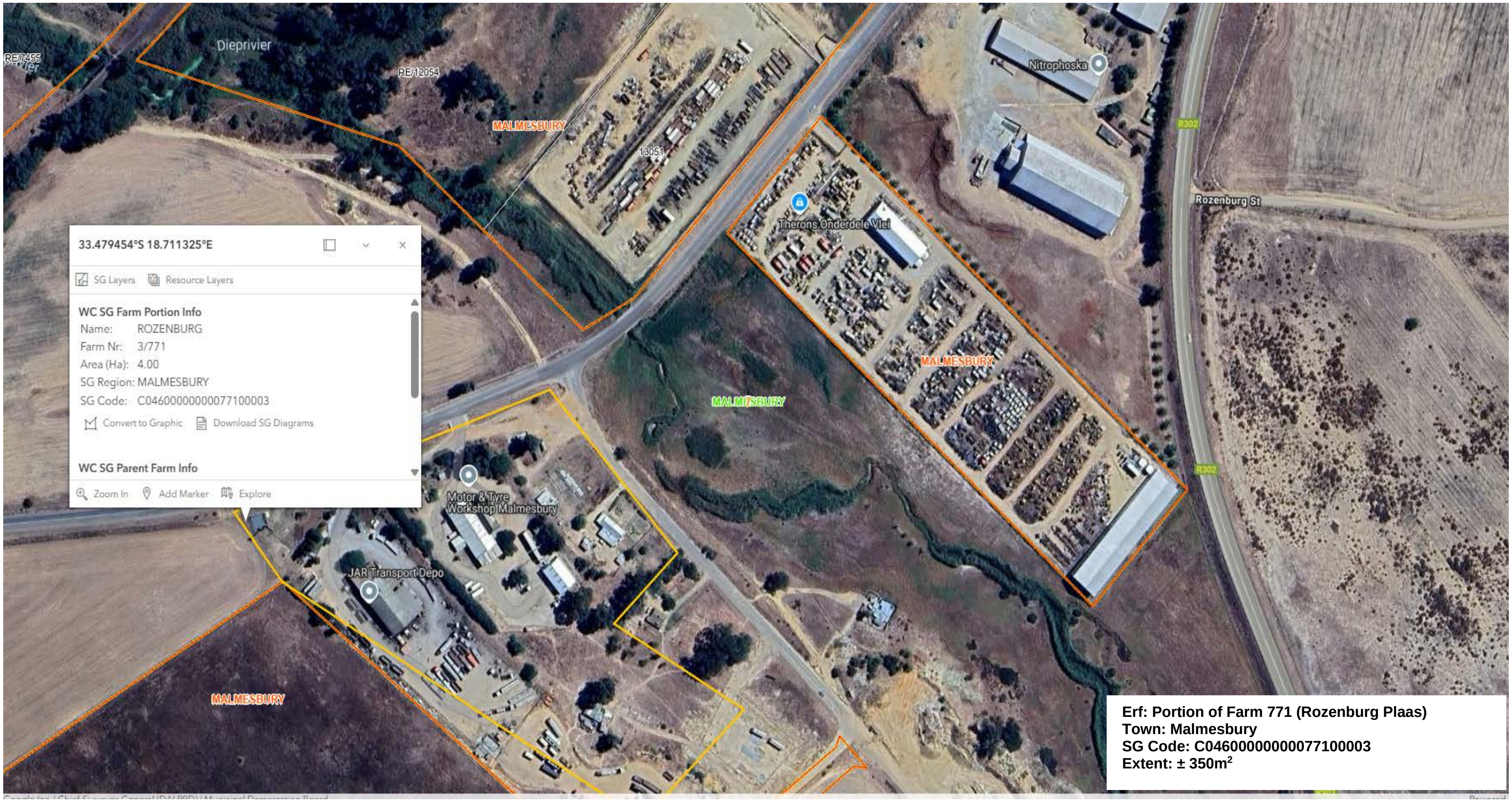
3.2 Dat ‘n maandelikse huurbedrag van R16 500.00 (7% eskalasie per jaar)(BTW ingesluit) asook betaling van diensfooie in terme van water- en elektrisiteitsverbruik indien dit ‘n bedrag van R2 400.00 oorskry, onderworpe daaraan dat bewyse van die diensterekeninge voorsien sal word aan die munisipaliteit, vanuit posnommer 9/233-1336-3418 (Huur kantore: Reaksie-eenheid) aan JR Trust betaal word; en

3.3 Dat die bestaande huurvoorwaardes onveranderd bly.

(get) M S Terblanche

MUNICIPAL MANAGER

ANNEXURE A: LOCALITY MAP



Erf: Portion of Farm 771 (Rozenburg Plaas)
Town: Malmesbury
SG Code: C04600000000077100003
Extent: ± 350m²

ANNEXURE B: GOOGLE MAPS IMAGE OF BUILDING

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Korporatiewe Dienste

10 September 2025
Wyk 5

15/4/6

ITEM 7.5 VAN DIE AGENDA VAN 'N UITVOERENDE BURGEMEESTERSKOMITEE-VERGADERING WAT GEHOU SAL WORD OP 17 SEPTEMBER 2025

ONDERWERP: HERNUWING VAN HUUROOREENKOMS: W DUCKITT & SONS CC – GEDEELTE VAN DIE RESTANT VAN PLAAS 577/8 DARLING

SUBJECT: RENEWAL OF LEASE AGREEMENT: W DUCKITT & SONS CC – A PORTION OF REMAINDER FARM 577/8 DARLING

1. AGTERGROND / BACKGROUND

1.1 Die Raad huur 'n gedeelte (groot ±300m²) van restant van gedeelte 8 van die plaas Oude Post 577, geleë in die omgewing van Darling, van die eienaars W Duckitt & Sons.

1.2 Die perseel is die gedeelte waarop die Raad se kabelvrye netwerkstasie opgerig is en waarvandaan die diens nog steeds bedryf word.

1.3 Die huidige huurooreenkoms waarvan die huurtermyn drie jaar beloop, verstryk op 30 September 2025, met die opsie om die ooreenkoms vir `n verdere drie jaar te verleng.

1.4 Die IKT-afdeling het aangedui dat die verlenging van die huurooreenkoms noodsaaklik is vir dienslewering in die betrokke area.

1.5 Die eienaars het hulself bereid verklaar om die huurtermyn te verleng, en het ingestem dat die ooreenkoms soos volg gesluit word:

1.5.1 'n huurooreenkoms vir die tydperk 01 Oktober 2025 tot 30 September 2028 teen betaling van huurgeld van R2 610,62 plus BTW, per maand en wat jaarliks met 8% eskaleer, asook 'n opsie om die huurooreenkoms daarna te mag hernu.

2. FINANSIËLE IMPLIKASIE / FINANCIAL IMPLICATION

Huurgeld sal 'n bedrag van R2 610,62 per maand beloop met `n jaarlikse eskalasie van 8%, waar Swartland Munisipaliteit die opsie behou om die huurooreenkoms met drie maande kennisgewingstydperk te beëindig. Sien berekening hieronder uiteengesit vir die drie jaar termyn:

Huurtermyn	Huidige maandelikse huur	8% Eskalasie per jaar (eskaleer op 1 Oktober jaarliks)	Totale maandelikse huur betaalbaar (BTW uitgesluit)	15% BTW	Totale maandelikse huur betaalbaar (BTW ingesluit)
01 October 2025 – 30 September 2026	R2417,22	R193,40	R2 610,62	R391,60	R3 002,22
01 October 2026 – 30 September 2027	R2 610,62	R208,84	R2 819,46	R423,00	R3 242,46
01 October 2027 – 30 September 2028	R2 819,46	R225,55	R3 045,01	R456,80	R3 501,81

3. RECOMMENDATION

3.1 That the renewal of the lease agreement with W Duckitt and Sons CC for the rental of a portion of Remainder of Portion 8 of the Farm Oude Post 577, measuring ±300m^2 in extent for the continuous operating of its cable free network station be approved as follows:

3.1.1 a lease agreement for the period 1 October 2025 until 30 September 2028 at a monthly rental amount of R2 610,62 plus VAT, including an annual escalation of 8%, as well as the option to renew the lease.

3. AANBEVELING

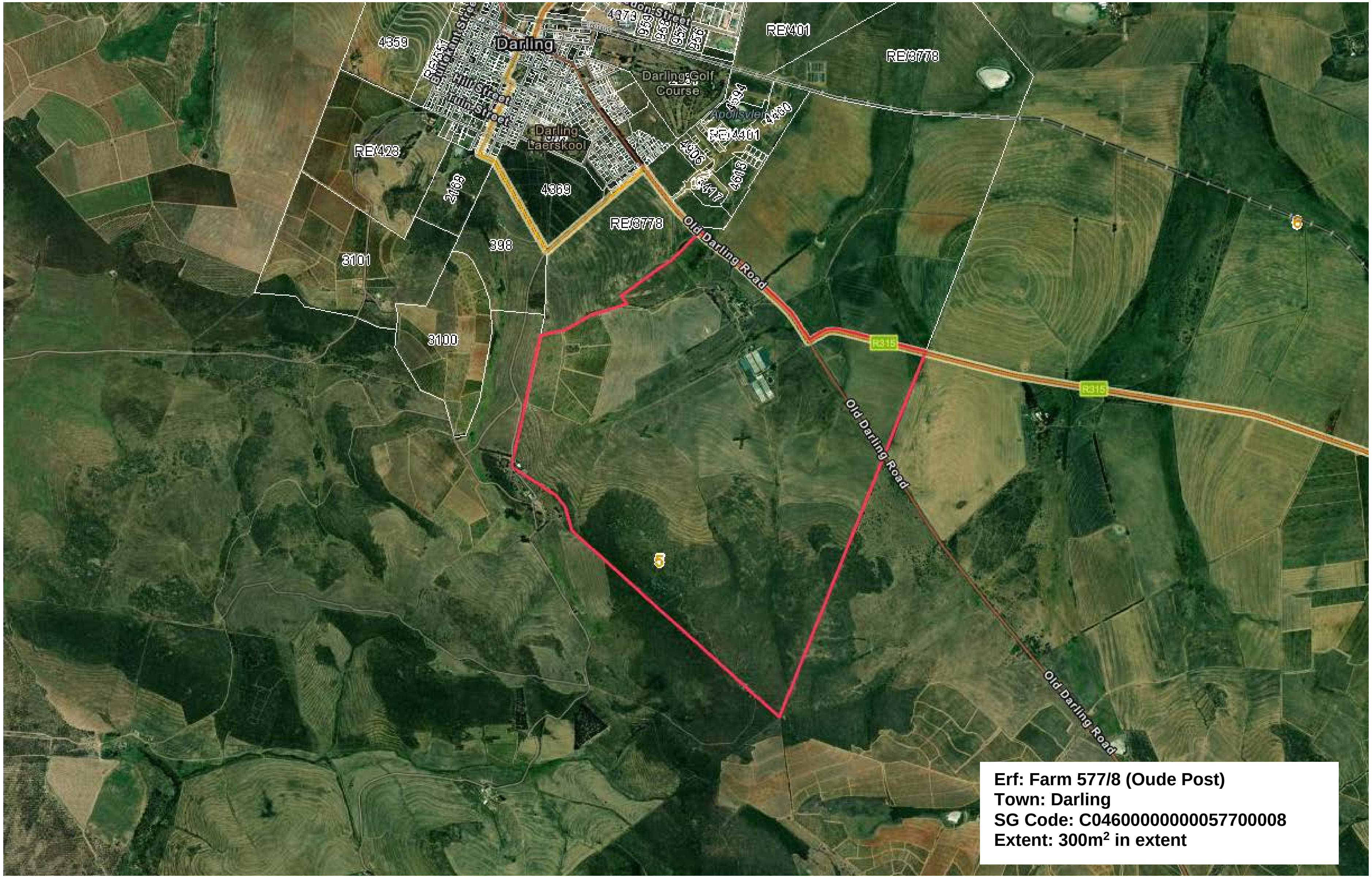
3.1 Dat die hernuwing van die huurooreenkoms met W Duckitt & Seuns BK vir die huur van ‘n gedeelte van die Restant van Gedeelte 8 van die Plaas Oude Post 577, ±300m² groot vir die voortgesette bedryf van die Munisipaliteit se kabelvrye netwerkstasie soos volg goedgekeur word:

3.1.1 ‘n huurooreenkoms vir die tydperk 1 Oktober 2025 tot 30 September 2028 teen betaling van huurgeld van R2 610,62 plus BTW, per maand en wat jaarliks met 8% eskaleer, asook ‘n opsie om verder te huur.

(get) M S Terblanche

MUNISIPALE BESTUURDER

ANNEXURE A: LOCALITY MAP



Munisipaliteit
Municipality
Umasipala

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur: Finansiële Dienste
Aug 2025
5/7/1/1/MY
WYK: NVT

ITEM 7.6 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON OF 17 SEPTEMBER 2025.

ONDERWERP:	**UITSTAANDE DEBITEURE – AUGUST 2025**
SUBJECT:	***OUTSTANDING DEBT – AUGUSTUS 2025***

1. AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION*

Die bylae hierby aangeheg reflekteer die besonderhede van Swartland Munisipaliteit se uitstaande debiteure vir die tydperk Augustus 2025 en is saamgestel uit die volgende verslae:-

The schedule attached hereto reflects the particulars of Swartland Municipality's outstanding debt for the period and is composed of the following reports.

a) Outstanding debt (before levy) Residential / Business / Government / Personnel / Council Members
b) Outstanding debt (before levy) 150 days and older
c) Outstanding debt (before levy) 150 days and older - Legal Suite
d) Outstanding debt (before levy) 150 days and older - Collab
e) Statistics Cut-Off List

2. WETGEWING / *LEGISLATION*

2.1 Wet op Plaaslike Regering: Munisipale Stelsels Wet 32 van 2000
2.2 Local Government: Municipal Finance Management Act 56 of 2003

3. KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP*

For purposes of Revenue Protection with reference to Strategic Outcome 1: A Financial Sustainable Municipality with well Maintained Assets in terms of Chapter 7 of the IDP, more specifically Output 1.1.2 – Maintain and Improve on Debt Collection.

4. FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION*

4.1 Die uitstaande debiteure vir Julie 2024 R48 659 937 beloop terwyl die uitstaande debiteure vir Augustus 2024 R50 523 010 beloop het en was 'n vermeerdering van R1 863 083.

4.2 Die uitstaande debiteure vir Julie 2025 R51 401 159 beloop terwyl die uitstaande debiteure vir Augustus 2025 R59 209 245 beloop - 'n vermeerdering van R7 808 086.

4.3 Die uitstaande debiteure vir Augustus 2024 R50 523 010 beloop terwyl die uitstaande debiteure vir Augustus 2025 R59 209 245 - 'n vermeerdering van R8 686 235 in uitstaande debiteure.

4.4 Die uitstaande debiteure vir Augustus 2025 is 7.02% van die inkomste uit dienste voor die nuwe maand se heffing terwyl die uitstaande debiteure vir Augustus 2024, 5.99% is van die inkomste uit dienste voor die nuwe maand se heffing.

5. **AANBEVELING / *RECOMMENDATION***

Dat die Raad kennis neem van die verslag aangaande die stand van Swartland Munisipaliteit se uitstaande debiteure vir Julie 2025.

That Council takes cognizance of the report with reference to the state of the outstanding debtors of Swartland Municipality for July 2025.

(get) M Bolton

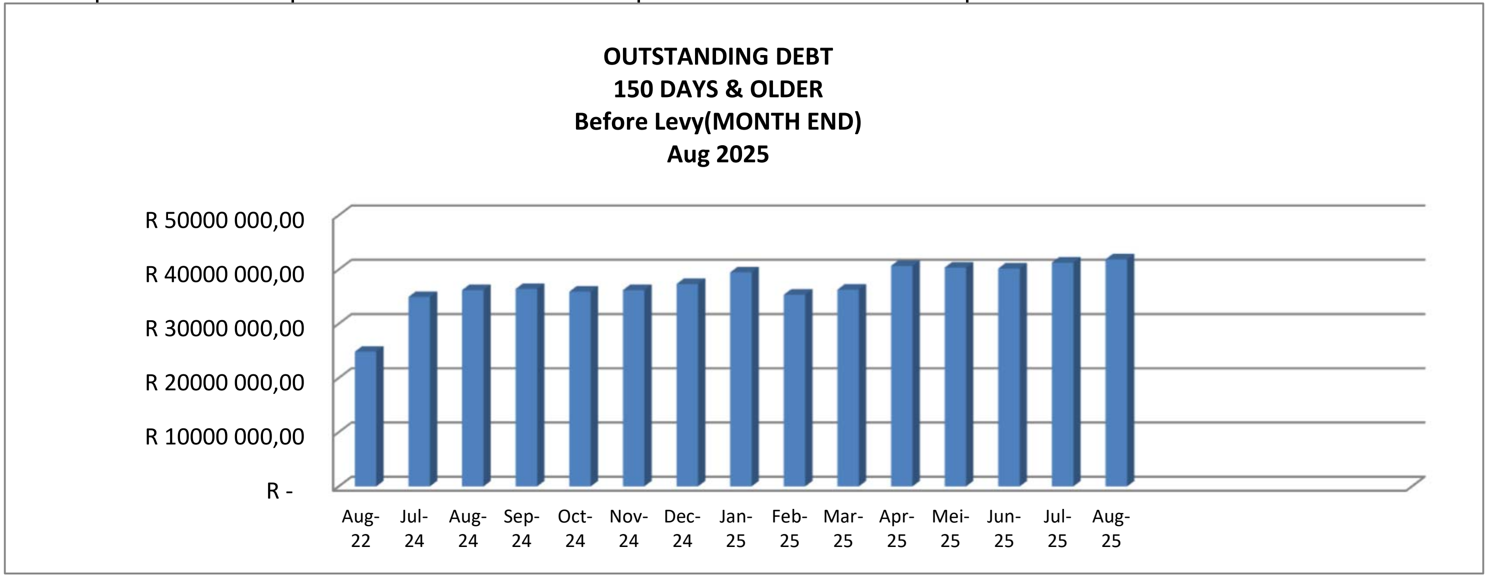
M BOLTON
DIREKTEUR: Finansiële Dienste

OUTSTANDING DEBTORS (FUTURE EXCLUDED)
MONTH END
RESIDENTIAL - BUSINESS - GOVERNMENT
STAFF - COUNCILLOR AUG 2024

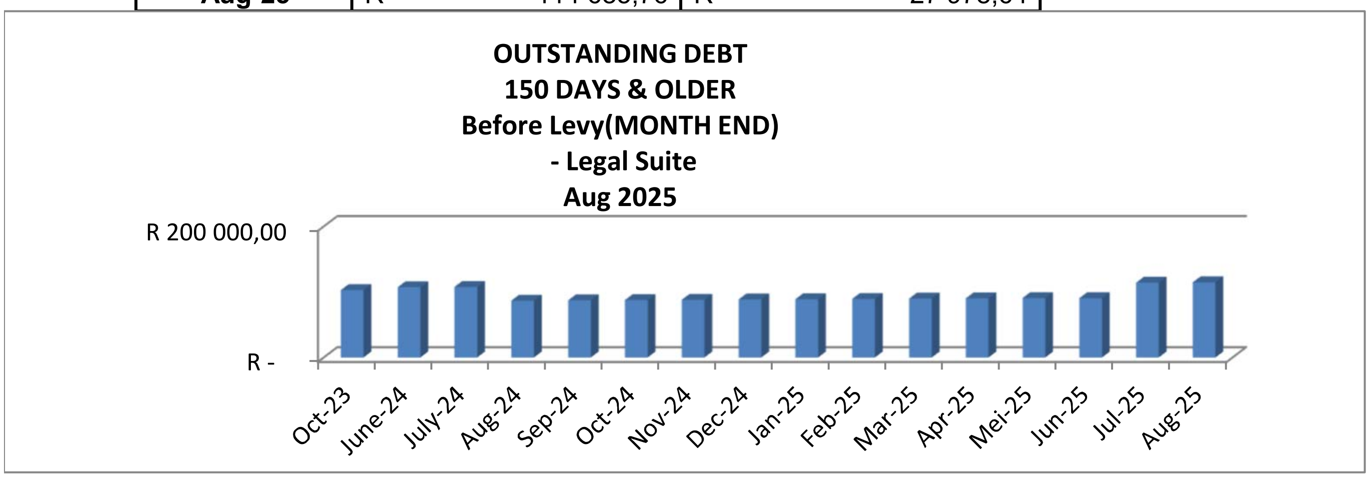
Months	Deviation same month of corresponding months of the previous year. (-) is a positive number	Total Debt	Residential	Business	Government	Staff	Councillors	Comments	2024/2025 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES R 968 415 007	2024/2025 OUTSTANDING DEBTORS AS % OF TOTAL BUDGETED SERVICE CHARGES R 843 841 136
July-24	R 8 582 930	R 48 659 937	R 41 440 303	R 2 921 795	R 4 295 375	R 2 464	R 6 847	EFT payments day after month end received amounted to **R2 012 534,51 (**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R2 921 795,34** Staff outstanding in the amount of **R2463,96** Three (3) Staff member have outstanding accounts. 2 x Pre-Paid electricity & 1 vacant plot - 1 Councillors in arrears to the amount of **R 6 847,34 -** The Government outstanding amounted to **R4 295 374,77** as a result of annual rates. The amount of R **0,0** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**5,77%**
Aug-24	R 9 110 540	R 50 523 010	R 43 908 410	R 2 941 777	R 3 659 221	R 13 603	R 1 375	EFT payments day after month end received amounted to **R1 429 470,15 (**OTM account**)** and **R0.00** (Sundries account) The businesses outstanding amounted to **R2 941 777** Staff outstanding in the amount of **R13 602,62** Four (4) Staff member have outstanding accounts. 2 x Pre-Paid electricity & 1 rates account, and 1 x Eskom area - 1 Councillor in arrears to the amount of **R1 375,21** - The Government outstanding amounted to **R3 659 221** as a result of annual rates. The amount of R **611 563,48** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**5,99%**
Sep-24	R 15 227 644	R 58 155 806	R 47 336 980	R 8 935 137	R 1 880 680	R 3 009	R 3 716	EFT payments day after month end received amounted to **R2 080 716,99 (**OTM account**)** and **R5 626 321,07** (Sundries account). The businesses outstanding amounted to **R8 935 136,87** Staff outstanding in the amount of **R3 008,84** Four (4) Staff members have outstanding accounts. 2 x Pre-Paid electricity & 2 rates account, and - 2 Councillors in arrears to the amount of **R 3716,08** - The Government outstanding amounted to **R1 880 679,96** as a result of annual rates. The amount of R **650 060,80** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**6,89%**
Oct-24	R 295 508	R 48 241 744	R 46 834 121	R 2 834 682	R -1 429 827	R 2 768	R 846	EFT payments day after month end received amounted to **R1 349 987,63 (**OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R2 834 682,15** Staff outstanding in the amount of **R2 767,89,** *Three* (3) Staff members have outstanding accounts. 2 x Pre-Paid electricity & 1 rates account, and - 1 Councillor in arrears to the amount of **R 846,43** - The Government outstanding amounted to **-R1 429 827,23** as a result of annual rates. The amount of **R 93 074,14** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**5,72%**
Nov-24	R 1 636 590	R 51 005 913	R 48 100 847	R 2 949 005	R -53 240	R 9 301	R 3 073	EFT payments day after month end received amounted to **R1 707 071,93**(OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R2 949 005,10** Staff outstanding in the amount of **R9 301,** *Four* (4) Staff members have outstanding accounts. 1 x Pre-Paid electricity, 1 x Conventional, 1 X Eskom & 1 rates account, and - 3 Councillors in arrears to the amount of **R 3 073** - The Government outstanding amounted to **-R53 240,46** as a result of annual rates paid in advance. The amount of **R 63 359,04** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**6,04%**
Dec-24	R 8 211 987	R 55 797 427	R 50 782 712	R 3 720 208	R 1 290 522	R 3 984	R 4 274	EFT payments day after month end received amounted to **R1 241 706,42**(OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R3 720 208,20** Staff outstanding in the amount of **R3983,97, One (1)** Staff member have outstanding accounts, 1 X Eskom account, and - 2 Councillors in arrears to the amount of **R 4 273,68** - The Government outstanding amounted to **R1 290 522,45** as a result of annual rates and service charges. The amount of **R0,00** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**6,61%**
Jan-25	R 4 653 600	R 58 020 476	R 53 782 654	R 3 688 628	R 545 275	R 3 920	R 6 916	EFT payments day after month end received amounted to **R954 787,37**OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R3 688 627,65** Staff outstanding in the amount of **R3919,70, Four (4)** Staff members have outstanding accounts. 2 x Pre-Paid electricity, 1 X Eskom & 1 rates account, and - Four (4) Councillors in arrears to the amount of **R 6 916,17** - The Government outstanding amounted to **R545 274,60** as a result of annual rates and service charges. The amount of **R21 272,46** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**6,88%**

Feb-25	R -3 360 379	**R 50 855 566**	**R 46 687 957**	**R 2 677 325**	**R 1 490 284**	**R -**	**R 6 077**	EFT payments day after month end received amounted to **R 838 369,80** OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R2 677 325,04** Three (3) Councillors in arrears to the amount of **R 6 076,97** - The Government outstanding amounted to **R1 490 284,14** as a result of annual rates and service charges. The amount of **R11 768,75** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**6,03%**
Mar-25	R 7 501 556	**R 55 342 949**	**R 50 075 777**	**R 2 830 961**	**R 2 432 825**	**R 3 386**	**R 2 194**	EFT payments day after month end received amounted to **R 1 578 848,09** OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R2 830 961,24 Staff outstanding in the amount of R3 385,59, Two (2) Staff members have outstanding accounts. 1 x Pre-Paid electricity, 1 X Eskom , and One (1)** Councillor in arrears to the amount of **R 2 194,21** - The Government outstanding amounted to **R2 432 825,11** as a result of annual rates and service charges. The amount of **R2 005 435,68** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**6,56%**
Apr-25	R 12 489 035	**R 62 850 875**	**R 52 815 539**	**R 4 642 543**	**R 5 382 780**	**R 10 013**	**R -**	EFT payments day after month end received amounted to **R 2 323 518,86** OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R4 642 542,64 Staff outstanding in the amount of R10 013,03, Three (3) Staff members have outstanding accounts. 1 x Pre-Paid electricity, 2 X Eskom ,** - The Government outstanding amounted to **R5 382 779,99** as a result of annual rates and service charges. The amount of **R544 329,54** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**7,45%**
Mei-25	R 8 277 959	**R 60 154 784**	**R 52 678 364**	**R 2 611 172**	**R 4 865 248**	**R -**	**R -**	EFT payments day after month end received amounted to **R 1 712 428,28** OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R2 611 172,17 ,-** The Government outstanding amounted to **R4 865 248,14** as a result of annual rates and service charges. The amount of **R557 506,40** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**7,13%**
Jun-25	R 7 040 755	**R 54 071 694**	**R 48 787 017**	**R 3 626 153**	**R 1 657 758**	**R 766**	**R -**	EFT payments day after month end received amounted to **R 1 420 838,33** OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R3 626 152,64 ,Staff outstanding in the amount of R766,15 , One (1) Staff member have outstanding accounts. 1 x Pre-Paid electricity**- The Government outstanding amounted to **R1 657 757,92** as a result of annual rates and service charges. The amount of **R282 314,51** is added to the outstanding debtors because of property rates that changed on request from montlhy to annually whose future has been cancelled.		**6,41%**
Jul-25	R 2 741 222	**R 51 401 159**	**R 48 404 583**	**R 1 319 998**	**R 1 676 578**	**R -**	**R -**	EFT payments day after month end received amounted to **R 1 250 049,17** OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R1 319 998,29 ,** The Government outstanding amounted to **R1 676 577,63** as a result of annual rates and service charges. R0 has been added to the outstanding debtors for changes from monthly to annually on property rates charges.	**6,09%**	
Aug-25	R 8 686 235	**R 59 209 245**	**R 52 771 700**	**R 1 970 173**	**R 4 466 316**	**R 1 056**	**R -**	EFT payments day after month end received amounted to **R 1 920 618,59**OTM account**)** and **R0**(Sundries account). The businesses outstanding amounted to **R1 970 173,20 ,Staff outstanding in the amount of R1 055,72 , One (1) Staff member have outstanding accounts. 1 x Pre-Paid electricity**- The Government outstanding amounted to **R4 466 316,18** as a result of annual rates and service charges. **R1 194 256,14** has been added to the outstanding debtors for changes from monthly to annually on property rates charges.	**7,02%**	

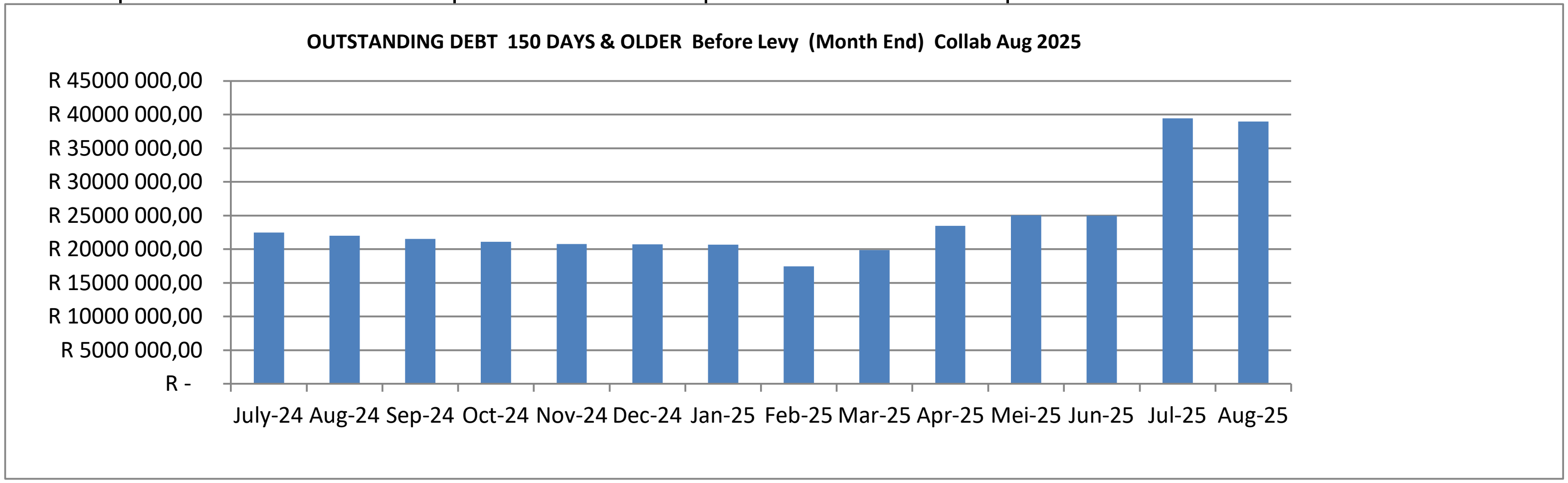
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) AUG 2025		Comparative Period 2024- 2025
Month	**Before Levy**	
Jul-24	R 34 936 408,57	R 3 938 055,56
Aug-24	R 36 199 964,22	R 5 279 383,28
Sep-24	R 36 428 410,87	R 5 445 366,78
Oct-24	R 35 909 706,51	R 4 765 873,95
Nov-24	R 36 201 547,15	R 5 070 758,29
Dec-24	R 37 329 786,41	R 6 192 247,15
Jan-25	R 39 470 057,15	R 6 817 111,94
Feb-25	R 35 354 435,70	R 1 636 479,58
Mar-25	R 36 285 924,50	R 4 783 971,67
Apr-25	R 40 671 310,38	R 7 945 820,52
Mei-25	R 40 354 016,53	R 6 248 762,29
Jun-25	R 40 189 318,13	R 6 505 943,90
Jul-25	R 41 278 806,38	R 6 342 397,81
Aug-25	R 41 882 746,44	R 5 682 782,22



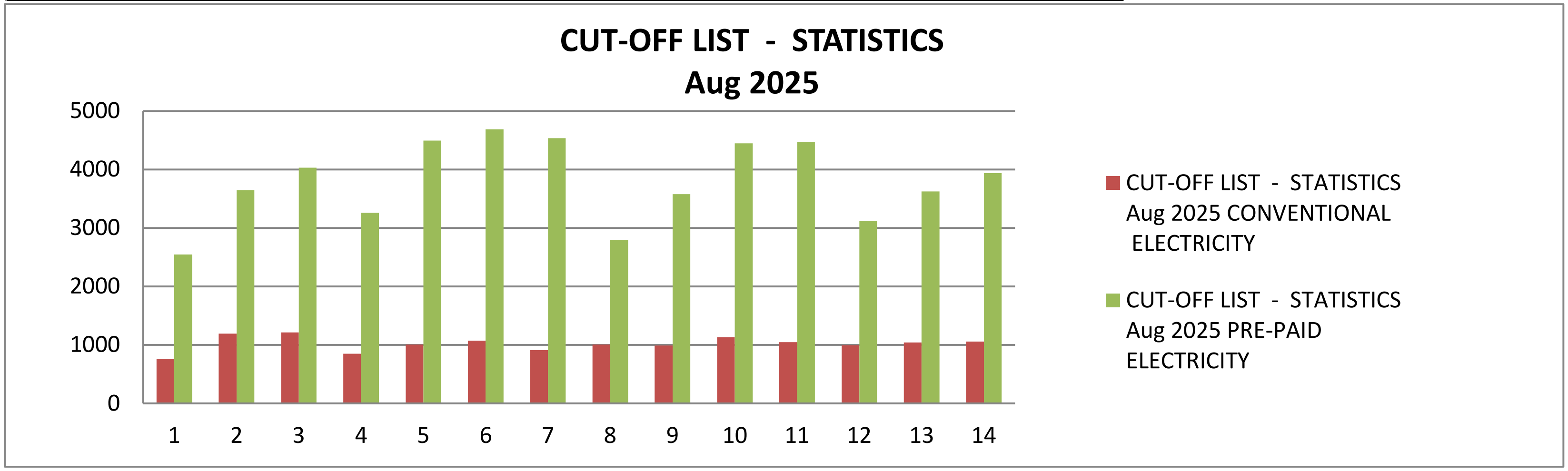
OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (MONTH END) - Legal Suite Aug2025		**Comparative Period 2024-2025**
Month	**Before Levy**	
June-24	R 107 096,50	R 6 231,13
July-24	R 107 638,60	R 6 283,48
Aug-24	R 86 707,12	R -15 048,45
Sep-24	R 87 151,33	R -15 104,75
Oct-24	R 87 595,54	R -15 182,34
Nov-24	R 88 039,63	R -15 260,07
Dec-24	R 88 483,72	R -15 359,12
Jan-25	R 88 927,90	R -15 458,10
Feb-25	R 89 372,08	R -15 556,02
Mar-25	R 89 816,12	R -15 654,08
Apr-25	R 90 251,42	R -15 760,88
Mei-25	R 90 686,72	R -15 867,68
Jun-25	R 90 426,28	R -16 670,22
Jul-25	R 114 051,73	R 6 413,13
Aug-25	R 114 685,76	R 27 978,64



OUTSTANDING DEBT 150 DAYS & OLDER Before Levy (Month End) Collab Aug-25		Comparative Period 2024 - 2025
Month	**Before levy**	
July-24	R 22 471 881,95	R 2 821 834,26
Aug-24	R 22 001 736,68	R 1 894 130,35
Sep-24	R 21 540 334,87	R 1 389 872,44
Oct-24	R 21 110 632,37	R 1 325 620,15
Nov-24	R 20 787 838,35	R 1 465 601,99
Dec-24	R 20 744 582,96	R 1 607 861,68
Jan-25	R 20 695 589,41	R 1 701 769,25
Feb-25	R 17 447 429,18	R 1 700 405,86
Mar-25	R 19 864 552,99	R 2 316 386,92
Apr-25	R 23 485 601,50	R 3 856 921,99
Mei-25	R 25 015 178,89	R 2 697 835,72
Jun-25	R 24 975 115,76	R 3 122 020,63
Jul-25	R 39 462 800,86	R 16 990 918,91
Aug-25	R 38 967 795,14	R 16 966 058,46



CUT-OFF LIST - STATISTICS Aug 2025			
MONTHS	**CONVENTIONAL ELECTRICITY**	**PRE-PAID ELECTRICITY**	**COMMENCEMENT DATE PHYSICAL CUT-OFF**
July-24	755	2545	12 Aug 2024
Aug-24	1193	3645	9 Sep 2024
Sep-24	1212	4027	14 Oct 2024
Oct-24	850	3259	11 Nov 2024
Nov-24	1007	4492	9 Des 2024
Dec-24	1071	4683	15 Jan 2025
Jan-25	910	4536	10 Feb 2025
Feb-25	1006	2790	10 Mrt 2025
Mar-25	989	3578	8 April 2025
Apr-25	1128	4444	8 Mei 2025
Mei-25	1047	4470	10 Junie 2025
Jun-25	996	3118	8 Julie 2025
Jul-25	1042	3621	11 Augustus 2025
Aug-25	1059	3937	9 September 2025



Munisipaliteit
Municipality
Umasipala

Verslag ◆ Ingxelo ◆ Report

Office of the Director: Financial Services
8 September 2025

5/14/3/5
WARDS: All

ITEM: 7.7 ON THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE WHICH WILL BE HELD ON 17 SEPTEMBER 2025.

ONDERWERP:	**VORDERING MET UITSTAANDE VERSEKERINGSEISE**
SUBJECT:	***OUTSTANDING INSURANCE CLAIMS PROGRESS***

1. **AGTERGROND/BEREDENERING / *BACKGROUND/DISCUSSION***

Effective and sound asset management is critical to any business environment whether in the private or public sector. Asset safekeeping in the main, involves, whilst not limited to the latter, the protection and safeguarding of assets against potential damage, theft, and safety risks, whilst insurance cover provides selected and limited coverage for the accidental loss of the asset value.

2. **WETGEWING / *LEGISLATION***

Section 63 of the Local Government: Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

3. **KOPPELING AAN DIE GOP / *ALIGNMENT TO THE IDP***

Verwys na 1.4.1 van die GOP/ Refer to 1.4.1 of the IDP

"*Maintain and utilise assets effectively and efficiently- Implement an asset register that complies with Generally recognised Accounting Practice (GRAP) standards. In an effort to establish an asset management programme, compile a maintenance plan linked to the asset register, calculate escalated replacement cost of assets, and establish operating costs of assets and compare to standard."*

4. **FINANSIËLE IMPLIKASIE / *FINANCIAL IMPLICATION***

Excess	1 July 2025 – 31 August 2025	:R 39 288.51 (paid)
Excess	Outstanding claims	:R245 000.00 (outstanding)

5. **AANBEVELING / *RECOMMENDATION***

Voorgelê vir u kennisname/
Tabled for cognisance

(Get) M BOLTON

...
DIREKTEUR: Finansiële Dienste

OUTSTANDING CLAIMS: COUNCIL

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2025/16	CLGRMUM-905370	Fire	10/11/2024	10/12/2024	CK33648, Motor Damaged	80 747,12	35 000,00	While fire fighting personnel were actively working to extinguish a fire at a residential property, a portion of the crowd began throwing stones at both the firefighters and the fire truck. As a result, the fire truck sustained significant damage. Quotations were sent to the assessor on 20 February 2025. This is a SASRIA claim. The loss agreement provided by the insurance does not cover all the damages. This discrepancy has been queried, and feedback is outstanding at the time of this report. The claim has been evaluated by an assessor and the cost of the repairs to the vehicle amounts to R80 747.12.
2025/41	CLGRMUM-910451	Civil: Parks	01/04/2025	08/04/2025	Property Damaged: Riebeek Wes Cemetery/Clubhouse	110 790,00	25 000,00	On 2 April 2025, the responsible official discovered that various items had been stolen from the Riebeek Wes Cemetery including fencing, poles, vibracrete slabs and the sports ground clubhouse next to the cemetery was vandalised. An assessor was appointed and such report is still outstanding. This discrepancy has been queried and feedback is outstanding at the time of this report.
2025/46	CLGRMUM-913186	Civil: Water	16/03/2025	06/05/2025	Eiendomsbeskadiging, Riebeek Kasteel Reservoir	38 503,25	20 000,00	The cable running between the telemetry panel and the reservoir has been stolen and vandalised. An assessor was appointed on 25 June 2025 and such report is still outstanding. The claim is currently being evaluated by a Loss Adjuster, who was appointed on 8 August 2025, and the assessment report is still outstanding.
2025/50	CLGRMUM-913531	Municipal Property	13/05/2025	09/06/2025	Air conditioners, M/bury Municipal Head office	165 107,80	25 000,00	Two 48 000 BTU inverters were vandalized at the Malmesbury Head Office. The individuals responsible for the damage reportedly gained access by scaling the palisade fencing adjacent to the library, entering the area behind the Town Hall and offices. An assessor was appointed on 26 June 2025 and such assessment report is still pending. A valuer was also appointed on 15 August 2025 to determine the value of the head office.
2026/02	CLGRMUM-914548	Traffic	30/06/2025	10/07/2025	Property Damage, Moorreesburg Test station	67 064,55	25 000,00	While the officials attempted to close the workshop doors at the Moorreesburg test station, the doors would not move. Upon further inspection, they discovered that the bottom sections of the doors were damaged. An assessor was appointed on 17 July 2025 and such assessment report is still pending.
2026/05	CLGRMUM-916195	Civil: Sewerage	31/07/2025	01/08/2025	CK50648, Motor Damage	47 400,11	5 000,00	The insured vehicle, CK50648, was travelling towards the PPC pump station. Upon reaching the corner of Main and Van Riebeek Street in Riebeek Wes, the vehicle in front of the municipal vehicle suddenly stopped and turned without any warning or using indicators. An assessor was appointed and confirmation on the assessed quote was received on 28 August 2025.
2026/09		Civil: Parks	31/07/2025	14/08/2025	CK26599, Motor Glass	outstanding		A stone reflected from a third-party vehicle and struck the windscreen of CK26599. Confirmation from the insurer to replace the windscreen was received on 18 August 2025. The value of the glass is currently being evaluated by the supplier and the replacement of the glass is still pending.
2026/10	SWA-005-C-2526	Civil: Parks	22/07/2025	15/08/2025	Property Damage, Malmesbury Swimming pool	20 871,69	10 000,00	On 22 July 2025, the responsible official discovered that a break-in had occurred at the Malmesbury swimming pool. Vandalism and theft occurred at the swimming pool after unauthorised entry was gained through a security gate as well as the disabled toilet door.
2026/12		Civil: Water	20/08/2025	25/08/2025	Property Damage, Wesbank Reservoir	357 874,28	100 000,00	On 20 August 2025, the water department discovered burglary at the pump station and the chlorine pump station at Wesbank Reservoir site. Various items were stolen and vandalised. Locks were broken and safety gates were cut open.
2026/13	SWA-008-C-2526	Libraries	26/08/2025	28/08/2025	Property Loss, Darling Library	outstanding		The librarian at the Darling North library arrived at work, and noticed that something had been pulled underneath the fence. A few hours later the official discovered that the air conditioner had been stolen. The claim is in process at month-end.
						888 358,80	**245 000,00**	

FINALISED CLAIMS

Number	Claim number	Directorate	Incident	Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2025/33	CLGRMUM-908675	Civil: Parks	09/01/2025	26/02/2025	Property Damaged: Dieprivier Sports Ground	93 736,39	27 936,44	EFT Payment received on 6 August 2025. Receipt number 096731. Amount received was R75 669.94
2026/01	CLGRMUM-914314	Civil: Sewerage	20/06/2025	10/07/2025	CK56674, Motor Glass	4 631,28	3 500,00	The excess amount was paid to the supplier on 12 August 2025.
2025/54	CLGRMUM-914025	Civil: Water	27/06/2025	30/06/2025	CK53067, Motor Glass	2 110,00	500,00	The excess amount was paid to the supplier on 12 August 2025.
2026/08	CLGRMUM-915831	Finance: Pool Vehicle	05/08/2025	12/08/2025	CK14838, Motor Glass	3 685,52	847,67	The excess amount was paid to the supplier on 27 August 2025.

2026/06	CLGRMUM-915493	Finance: Meter Readers	29/07/2025	04/08/2025	CK22454, Motor Glass	4 017,61	1 004,40	The excess amount was paid to the supplier on 27 August 2025.
2026/11	CLGRMUM-916055	Civil: Street & Storm	11/08/2025	19/08/2025	CK53066, Motor Glass	1 422,14	500,00	The excess amount was paid to the supplier on 27 August 2025.
2026/03	CLGRMUM-915198	Traffic	10/07/2025	25/07/2025	CK18530, Motor Damage	10 174,48	5 000,00	The excess amount was paid to the supplier on 27 August 2025.
2026/04	CLGRMUM-915388	Municipal Property	26/07/2025	31/07/2025	Property Damage, Darling Library		10 000,00	During an event held in the Darling Community Hall, one of the toilets overflowed. The water flowed through the connecting door into the library, resulting in approximately 75% of the carpeted area suffering water damage. The claim have been logged, but additional information is required to determine the value of the damage. The excess invoice of R10 000.00 for settlement on the claim was paid to Guardrisk on 27 August 2025.
						119 777,42	**49 288,51**	

REPUDIATED

Reference Number	Claim number	Directorate	Date of Incident	Date of Claim Registered	Nature of Damage/ Loss	Amount of Claim	Excess Payment	Comments
2026/07	CLGRMUM-915915	Civil: Parks	29/07/2025	12/08/2025	CK42851, Motor Damage	12 715,91	15 000,00	While reversing the truck to load a pile of branches, the driver was unable to see clearly behind the vehicle because the enclosed rear section of the truck obstructed visibility through the mirrors. The claim is currently being evaluated by a Loss Adjuster, who was appointed on 19 August 2025. The claim was rejected on 28 August 2025 due to the fact that it falls within the excess amount of R15 000.00.
						12 715,91	**15 000,00**	

Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
14 Augustus 2025

6/1/2/1

ITEM 7.8 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 17 September 2025

SUBJECT: DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: 20 000 HOUR SERVICE VOLVO WHEEL LOADER CK35796

1. **BACKGROUND**.

The Municipality deploys a wheeled loader CK35796 in the streets and storm water division in Darling. The details of the machine is as follow:

Registration Number	CK 35769	Division	Streets and Stormwater, Darling & Yzerfontein.
Description	Volvo wheeled loader	Km's/Hours	20 000 hours
Year	2004	Due for replacement	Replacement is scheduled for 2028-2029.

The machine is due for it's 20 000 hour services. Babcock is the agents for Volvo machines and was requested to provide quotation for the service. The Municipality was supplied with a quotation to the amount of R38 005.05 excluding Vat.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R 30,000.00 (including VAT), a formal tender process must be followed. However, the Municipal Manager has approved that Babcock to be appointed in terms of paragraph 2(6)(D) of the SCM Policy for the 20 000 hour service CK35769 as they are the agents for Volvo.

2. **LEGISLATION**

The Supply Chain Management Policy under paragraph **2(6)** states that: *This Policy, except where provided otherwise, does not apply in respect of:* **(D)** *machinery or other equipment serviced and repaired by the agent of that machinery or equipment.*

3. **FINANCIAL IMPLICATIONS**

The expenditure will be allocated to the vehicle service vote number 9/7-12-2 and there is sufficient funding available for the quoted amount.

4. **ALLIGNMENT WITH THE 2023 INTEGRATED DEVELOPMENT PLAN**

The provision of waste removal services aligns with Strategic Goal 3: Quality and reliable services of the IDP.

5. RECOMMENDATION

5.1 That cognisance be taken that the Municipal Manager has approved the 20 000 hour service for CK 35769 for the amount of R38 005.05 excluding VAT by Babcock Equipment.

5.2 That cognisance be taken that in terms of paragraph 2(6) (D) of the SCM Policy a formal tender process was not followed as Babcock Equipment is the original manufacturer support agent for Volvo machinery.

5.3 That it be noted that the expenditure was allocated to mSCOA Code: 9/7-12-2 and that there is sufficient funding available for the quoted amount of R 38 005.05 excluding VAT.

5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements when compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
JB/jb

Verslag Φ Ingxelo Φ Report

Office of Directorate: Civil Engineering
20 August 2025

6/1/2/1

ITEM 7.9 FOR AGENDA OF EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 17 SEPTEMBER 2025

SUBJECT:	**DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR WORK TO A MIXER AT THE RIEBEEK KASTEEL WWTW**

1. BACKGROUND

The treatment process at the Riebeek Kasteel WWTW comprises various treatment zones. The system is equipped with several components of mechanical equipment that enable the treatment process and flow of partially treated sewage between different zones of the treatment works. One of the mixers with the function to keep the solids in suspension and to add air into the treatment process failed. If left out of service for an extended period of time the consequence would be inevitable failure of the treatment process and further damages to other mechanical components.

GW Trautman, a reputable service provider with the required skills and equipment was requested to prepare a quotation for the repairs. The quotation amounted to R 27,950.56 (excluding VAT).

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30,000.00 (including VAT) a formal tender process must be followed. However the Municipal Manager has approved that the repairs to the mixer be handled as an emergency due to the inevitable failure of the treatment process and damages to other mechanical components, should the mixer be out of service for an extended period of time.

2. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dipsense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only –

2.1 in an emergency;

2.2 if such goods or services are produced or available from a single provider only;

2.3 for the acquisition of special works of art or historical objects where specifications are difficult to compile;

2.4 acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or

2.5 in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1)(a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements."

3. FINANCIAL IMPLICATIONS

The expenditure was allocated to vote number 9/239-851-689 and there is sufficient funding available for the quoted amount.

4. ALIGNMENT WITH THE 2017-2022 INTEGRATED DEVELOPMENT FRAMEWORK

The operation of waste water treatment works aligns with Strategic Goal 5: Sufficient, affordable and well-run services.

5. RECOMMENDATION

5.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

5.2 That cognisance be taken of the action of the Municipal Manager to approve the repair of the a mixer at the Riebeek Kasteel WWTW by GW Trautman for the amount of R 27,950.56 excluding VAT.

5.3 That the reason for the deviation from the prescribed procurement process be recorded as follows:

- The mixer would have been left out of service for an extended period of time while following due process;
- This would have had the consequence of treatment process failure and further damages to other mechanical components.
- The repair work to the mixer therefore had to be handled as an emergency.

5.3 That it be noted that the expenditure was allocated mSCOA Code: 9/239-851-689 and that there is sufficient funding available for the quoted amount of R 27,950.56 excluding VAT.

5.4 That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

(get) L D Zikmann

DIRECTOR: CIVIL ENGINEERING SERVICES
JB/ma

Verslag ◆ Ingxelo ◆ Report

Kantoor van die Direkteur Beskermingsdienste
31 July 2025

17/5
WYK: Alle wyke

ITEM ...7.10...OF THE AGENDA OF THE EXECUTIVE MAYORAL COMMITTEE TO BE HELD ON 17 SEPTEMBER 2025

SUBJECT: DEVIATION FROM THE PRESCRIBED SCM PROCUREMENT PROCEDURES: OUTBREAK OF AFRICAN SWINE- FEVER AMONGS PIGS AT SMALLHOLDER FARMS

1. PURPOSE

The purpose of this deviation report is to formally address the recent outbreak of the African Swine Fever (ASF) among pigs owned by small-scale farmers within Wesbank Malmesbury. This report seeks to outline the current situation, assess the financial and legal implications, and provide recommendations for immediate and future interventions in alignment with municipal finance management act.

In this case a contagious viral infection was detected by animal health and official movement restrictions were imposed in the affected area, as the disease poses a fundamental risk. Culling of animals is mandated where there is confirmed infection or high risk of contamination.

2. BACKGROUND

During July 2025, veterinary and animal health officials confirmed several cases of African Swine-Fever at smallholder farms Malmesbury. African Swine-Fever is a highly contagious viral disease affecting domestic and wild pigs, with a near 100% fatality rate. The outbreak has rapidly escalated, resulting in the death of numerous pigs and the compulsory culling of infected or exposed animals to prevent further spread, and hence the SPCA were informed, and they assisted with the culling of the infected animals.

This situation is causing significant distress to smallholder farmers who rely heavily on pig farming as a source of income and food security. The disease has severe implications for animal health, food supply chains, and the local economy. According to the veterinary officials the type of disease can be active for 6 months and longer depending on the effective quarantine protocols.

The Supply Chain Management Policy states that for the procurement of goods and services for any amount higher than R30 000.00 (including VAT) an informal tender process must be followed. It was not practically possible to obtain 3 quotations as it was an emergency for the service of culling to be rendered and the SPCA who was the only service provider available at the time to support the Municipality in culling of the infected animals.

3. LEGISLATION

The Supply Chain Management Policy under paragraph 36(1)(a) allows the Accounting Officer to dispense with the official procurement processes for any required goods or services through any convenient process, which may include direct negotiations, but only -

- in an emergency;
- if such goods or services are produced or available from a single provider only;
- for the acquisition of special works of art or historical objects where specifications are difficult to compile;

- acquisition of animals for zoos and/or botanical specimens for nature and game reserves; or
- in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.

4. FINANCIAL IMPLICATION

The expenditure of +/- R 95 000.00 (incl. VAT) against **mSCOA Code**: **9/233-988-2176**.
There is sufficient funding available on the said vote.

5. ALIGNMENT WITH INTEGRATED DEVELOPMENT PLAN (IDP) FRAMEWORK

This item is aligned to Strategic goal 3: Quality and reliable services.

6. RECOMMENDATION

6.1 That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy.

6.2 That cognisance be taken of the action of the Municipal Manager given the emergency situation, which necessitated the appointment of the SPCA on an emergency basis, and who is appropriately capacitated to deal with such emergencies as advised by the state veterinarian.

6.3 That reasons for the deviation from the prescribed procurement process be recorded as: Service rendered from SPCA as an emergency

6.4 The expenditure of +/-R95 000.00 (Incl VAT) be allocated against mSCOA Code 9/233-988-2176 and sufficient funding is available.

6.5 That the Manager Financial Statements and Control be instructed to include the above-mentioned reasons as a note to the financial statements.

(get) H Witbooi

DIRECTOR: PROTECTION SERVICES

TAX INVOICE

Swartland Municipality
Private Bag X52
MALMESBURY 7299

Invoice Date
19 Aug 2025

Invoice Number
INV-0112

Swartland SPCA
DARLING 7345

Description	Quantity	Unit Price	Amount ZAR
SWARTLAND SPCA : Humane slaughtering of pigs with Swine Flu as part of disease control measures			
22/07/2025 21 pigs (Owner: R Moti)	21.00	1,000.00	21,000.00
23/07/2025 4 pigs (Owner: S Setloboko)	4.00	1,000.00	4,000.00
24/07/2025 2 pigs (Owner: A Naqoko)	2.00	1,000.00	2,000.00
28/07/2025 1 pig (Owner: M Dladla)	1.00	1,000.00	1,000.00
		Subtotal	28,000.00
		TOTAL VAT	0.00
		TOTAL ZAR	**28,000.00**

Due Date: 19 Aug 2025
Swartland SPCA
Nedbank
Acc no.: 1546055037
Code: 198765

Company Registration No: NPO 000-390. Registered Office: Swartland SPCA, Darling, 7345.

TAX INVOICE

Swartland Municipality
Private Bag X52
MALMESBURY 7299

Invoice Date
4 Sep 2025

Invoice Number
INV-0115

Swartland SPCA
DARLING 7345

Description	Quantity	Unit Price	Amount ZAR
SWARTLAND SPCA : Humane slaughtering of pigs with Swine Flu as part of disease control measures			
01/08/2025 1 pig (Owner: A Mnisi)	1.00	1,000.00	1,000.00
08/08/2025 8 pigs (Owner: S Mphalale)	8.00	1,000.00	8,000.00
11/08/2025 1 pig (Owner: P Booysen)	1.00	1,000.00	1,000.00
15/08/2025 1 pig (Owner: P Booysen)	1.00	1,000.00	1,000.00
18/08/2025 1 pig (Owner: C Skippers)	1.00	1,000.00	1,000.00
18/08/2025 1 pig (Owner: S Mphalala)	1.00	1,000.00	1,000.00
		Subtotal	13,000.00
		TOTAL VAT	0.00
		TOTAL ZAR	**13,000.00**

Due Date: 4 Sep 2025
Swartland SPCA
Nedbank
Acc no.: 1546055037
Code: 198765

Company Registration No: NPO 000-390. Registered Office: Swartland SPCA, Darling, 7345.

STATEMENT - Activity

Swartland Municipality
Private Bag X52
MALMESBURY 7299

From Date
1 Aug 2025
To Date
5 Sep 2025

Swartland SPCA
DARLING 7345

Date	Activity	Reference	Due Date	Invoice Amount	Payments	Balance ZAR
1 Aug 2025	Opening Balance					0.00
19 Aug 2025	Invoice # INV-0112		19 Aug 2025	28,000.00		28,000.00
4 Sep 2025	Invoice # INV-0115		4 Sep 2025	13,000.00		41,000.00

BALANCE DUE ZAR 41,000.00

Swartland SPCA
Nedbank
Acc no.: 1546055037
Code: 198765

Company Registration No NPO 000-390. Registered Office: Swartland SPCA, Darling, 7345.