



MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MALMESBURY ON WEDNESDAY, 15 APRIL 2026 AT 10:00

PRESENT:

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

Members of the Mayoral Committee:

Cllr N Smit
Ald T van Essen
Cllr A K Warnick

Other board members:

The Speaker, ald M A Rangasamy

Officials:

Municipal Manager, Mr J J Scholtz
Director: Financial Services, Mr M Bolton
Director: Civil Engineering Services, Mr L D Zikmann
Director: Electrical Engineering Services, Mr T Möller
Director: Protection Services, Mr H C A Witbooi
Director: Development Services, Ms J S Krieger
Director: Corporate Services, Ms M S Terblanche
Manager: Secretariat and Record Services, Ms N Brand

1. OPENING

The Chairperson welcomes members and requests cllr J M de Beer to open the meeting with prayer.

2. APOLOGIES

Apology received from cllr D G Bess is noted.

3. PRESENTATIONS / DEPUTATIONS / SPEECHES

None.

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYORAL COMMITTEE HELD ON 24 MARCH 2026

RESOLUTION

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

That the minutes of an Ordinary Executive Mayoral Committee meeting held on 24 March 2026 be approved and signed by the Executive Mayor, subject to the correction of spelling error in the preamble of Item 7.2, paragraph (7), namely, *older* (instead of *order*).

5. RECOMMENDATIONS FROM THE MINUTES FOR CONSIDERATION

5.1 MINUTES OF PORTFOLIO COMMITTEE MEETINGS HELD ON 8 APRIL 2026

5.1.1 MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCES (7/1/2/2-1)

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr J M de Beer)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.2 CIVIL AND ELECTRICAL SERVICES (7/1/2/2-4)

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr J M de Beer)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.3 DEVELOPMENT SERVICES (7/1/2/2-5)

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr J M de Beer)

That the Executive Mayor ratifies the recommendations in the relevant minutes, subject to the correction of the preamble regarding the number of housing opportunities in the 2026/2027 financial year to 413 (instead of 430).

5.1.4 PROTECTION SERVICES (7/1/2/2-3)

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr J M de Beer)

That the Executive Mayor ratifies the recommendations in the relevant minutes.

6. MATTERS ARISING FROM THE MINUTES

None.

7. NEW MATTERS

7.1 RECOMMENDATION FOR THE APPROVAL OF THE ORGANISATIONAL STRUCTURE (4/1/1/2/1)

The Municipal Manager explains the legislative requirements in terms of Section 66 of the Amended Municipal Systems Act, 2011 to annually submit to Council the approval of the organisational structure, whether amendments were made or not.

A discussion follows regarding the enormous impact on the 2026/2027 operating budget following the National Treasury's requirement that the capacity of electricity supply to De Hoop, Yzerfontein and Darling be shifted from the capital budget to the operating budget by ±R81 million. The effect of the aforementioned is that additional staff needs will be unable to be addressed in 2026/2027, which may have a further negative effect on service delivery.

RESOLUTION

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

That the Executive Mayoral Committee recommends the organisational structure and the annual reporting requirement to Council for cognisance.

7.2/...

7.2 THIRD QUARTER: ECONOMIC DEVELOPMENT REPORT (2/1/4/5)

The report provides an overview of key economic development activities and trends in the third quarter of the 2025/2026 financial year. During this quarter, there was a strong focus on investment facilitation, and the reference framework of the LED Forum was revised.

A further highlight was the approval of the RSEP funding for the Moorreesburg Regeneration Project and the continued implementation of community activities.

RESOLUTION

(proposed by cllr J M de Beer, seconded by cllr A K Warnick)

That cognisance be taken of the Economic Development Report for the 3rd Quarter (period, 1 January 2026 to 31 March 2026).

7.3 REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JANUARY 2026 TO 31 MARCH 2026 (8/1/B/2)

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

The report for the period 1 January 2026 to 31 March 2026 has been circulated with the agenda.

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr J M de Beer)

- (a) That cognisance is taken of the Quarterly Report in respect of the implementation of the Supply Chain Management Policy as envisaged by section 6(3) of the Regulations, as well as reports on the Formal Tenders (Annexure A), Informal Tenders (Annexure B), and the Deviation Report (Annexure C & C.1);
- (b) That cognisance is taken of the services rendered for the period 1 January 2026 to 31 March 2026 with reference to the exceptions where it is impractical to test the market and therefore justified a deviation from the procurement processes in terms of paragraph 2(6) of the Supply Chain Management Policy (Annexure D).

7.4 QUARTERLY REPORT ON THE PERFORMANCE OF CONTRACTORS (8/1/B/2)

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

RESOLUTION

(proposed by cllr A K Warnick, seconded by cllr J M de Beer)

That cognisance be taken of the quarterly report on the performance of contractors for the period 1 January 2026 to 31 March 2026.

7.5 REVIEW OF COMMUNICATION STRATEGY AND RELATED POLICIES (6/2/2/B)

The Director: Corporate Services reports that with the annual review of communication-related policies, the need to include the managing of artificial intelligence (AI) in the policies has been identified.

Changes have therefore been made to the Communication and Social Media Policy, as circulated with the agenda.

RESOLUTION

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

- (a) That the amended Communication Policy be approved with effect from 1 June 2026;

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- (b) That the amended Social Media Policy be approved with effect from 1 June 2026.

7.6 OUTSTANDING DEBTORS: MARCH 2026 (5/7/1/1)

A full report on the state of outstanding debtors was circulated with the agenda.

A discussion follows regarding the alarming rise in outstanding debtors, given the low-cost housing projects that will be built in the following financial years, and the National Treasury's norm of 95% pay rate that is in the balance.

RESOLUTION

That cognisance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for March 2026.

7.7 PROGRESS ON OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

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

The Director: Financial Services explains on an enquiry by ald T van Essen, that claims regarding vandalism of Council property normally take longer to assess in determining whether the vandalism occurred over a long period of time or whether it was a once-off incident. There is a possibility that these claims will not be paid out.

With reference to the theft of equipment, the chairperson requests that controls be tightened on the issuing and handing in of equipment after use.

RESOLUTION

That cognisance be taken of the progress on outstanding insurance claims up to 31 March 2026 as circulated with the agenda.

7.8 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: PAYMENT OF MICROSOFT LICENSE (8/1/B/2)

The Director: Electrical Engineering Services gives background to the appointment of of Microsoft following the security breach in 2020, after investigations pointed out what systems/steps need to be implemented to prevent a similar incident.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken of the action of the Municipal Manager to approve payment of the last invoice payment of the Microsoft license at a cost of USD 94 140.06 VAT Excluded;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
- (i) During the IT security breach negotiations were entered into with Microsoft to upgrade the then current license to the Cloud based license to provide additional protection for the normal office software (Word, Excel, Powerpoint, Outlook)
 - (ii) To make payment to the service provider as a single source supplier in line with the SCM policy;
- (d) That it be noted that the expenditure was allocated to mSCOA vote 9/4-17-5 and that there was sufficient funding available for the order in the amount of USD 94 140.06 VAT Excluded;

(e)/...

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- (e) That the Senior Manager: Financial Statements and Asset Management be requested to include the above reasons as a note to the financial statements, when same are compiled;
- (f) That the market will be tested in the 2nd quarter of the new financial year to establish a formal agreement with the successful supplier.

7.9 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIRS TO THE SLUDGE FEED PUMP AT THE MOORREESBURG WWTW (8/1/B/2)

The removal of sludge from treated wastewater forms part of the tertiary processes at WWTW works. Mechanical equipment, *inter alia*, the sludge feed pump is used at the Moorreesburg WWTW to remove and dewater the sludge and the equipment is essential for the efficient operation of the WWTW.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken of the action of the Municipal Manager to approve the repair of the sludge feed pump at the Moorreesburg WWTW by Tra-Col Solutions for the amount of R 36,294.26 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The belt filter press would be left out of service for an extended period of time;
 - (ii) This would have resulted in failure of the treatment process, sludge losses, final effluent of poor quality that does not conform to the required standards and a detrimental impact on the environment; and
 - (iii) The repair of the sludge feed pump therefore had to be handled as an emergency.
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 36,294.26 (excluding VAT);
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.10 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO THE SUBMERSIBLE PUMP NO 2 AT THE PEKAN PUMPSTATION IN RIEBEEK KASTEEL (8/1/B/2)

The sewage pumpstation in Pekan, Riebeek Kasteel collects and transports raw sewage from the residential area to the Riebeek Kasteel WWTW. The pumpstation is equipped with two pumping sets. One of the pumps gave mechanical problems that led to the frequent overflow of raw sewage at the pumpstation.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken of the action of the Municipal Manager to approve the repair of the pump at the Pekan Pumpstation Pump no 2 by CAW for the amount of R 34,195.00 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:

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- (i) The submersible pump would have been left out of service for an extended period of time while following due process;
 - (ii) This would have resulted in the flooding of the sewerage pump station and an interruption in the sewerage service;
 - (iii) The repair work to the pump had therefore to be handled as an emergency.
- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 34,195.00 (excluding VAT);
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.11 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF THE DEZZI ROAD SCRAPER, MODEL MG80T, CK 15928 (8/1/B/2)

The Dezzi road scraper, CK 15298, is used in Darling and Yzerfontein for the maintenance of dirt roads and firebreak roads.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repair to CK15928 for the amount of R41 147.00 excluding VAT by Cape Diggers;
- (c) That cognisance be taken that in terms of paragraph 2(6)(j) of the SCM Policy a formal tender process was not followed as Cape Diggers had to strip the faulty components in order to prepare a quotation;
- (d) That it be noted that the expenditure will be allocated to mSCOA Code: 9/7-22-5 and that there is sufficient funding available for the quoted amount of R41 147.00 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.12 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO THE FRONT LOADER, CK 49106 (8/1/B/2)

The front loader, CK 49106, is used for cleaning up illegal landfills in the Swartland municipal area.

Ald T van Essen points out the need to address illegal waste dumping more effectively, which will mean that more equipment will have to be purchased.

The Director: Civil Engineering Services confirms that the CK 49016 will need to be replaced sooner than indicated on the replacement program.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repair of the dual-purpose load bucket of front-end-loader CK 49106 for the amount of R 183,083.36 excluding VAT by Babcock;
- (c) That cognisance be taken that in terms of paragraph 2(6)(g) of the SCM Policy a formal tender process was not followed as Babcock is the support agent for Volvo equipment in the Western Cape;

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- (d) That it be noted that the expenditure will be allocated mSCOA Code: 9/7-18-5 and that there is sufficient funding available for the quoted amount of R 183,083.36 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.13 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO GARBAGE TRUCK, CK 29021 (8/1/B/2)

The garbage truck, CK 29021, is used in Moorreesburg for the cleaning of streets.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repair of the spring blades of tipper truck CK 29021 for the amount of R 46,251.63 excluding VAT by UD Trucks;
- (c) That cognisance be taken that in terms of paragraph 2(6)(d) of the SCM Policy a formal tender process was not followed as UD Trucks is the OEM and support agent for UD Trucks;
- (d) That it be noted that the expenditure will be allocated mSCOA Code: 9/4-91-5 and that there is sufficient funding available for the quoted amount of R 46,251.63 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.14 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO THE JOHN DEERE TRACTOR, CK 26025 (8/1/B/2)

The John Deere tractor, CK 26025, is used by the Parks Department for their operations in Malmesbury.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repairs to the hydro lift of CK 26025 for the amount of R 38,142.99 (excluding VAT) by AFGRI Equipment;
- (c) That cognisance be taken that in terms of paragraph 2(6) (d) of the SCM Policy a formal tender process was not followed, as AFGRI Equipment is the agent for John Deere equipment;
- (d) That it be noted that the expenditure will be allocated to mSCOA Code: 9/5-4-5 and that there is sufficient funding available for the quoted amount of R 38,142.99 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.15/...

7.15 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF SUBMERSIBLE PUMP AT THE DARLING ASLA SEWAGE PUMPSTATION (8/1/B/2)

The sewage pumpstation in Darling collects and transports raw sewage from the residential areas in Darling to the Darling WWTW. The pumpstation is equipped with two pumping sets. One of the pumps gave mechanical problems.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken of the action of the Municipal Manager to approve the repair of the pump at the Darling Pump station by CAW for the amount of R 68,518.75 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The submersible pump would have been left out of service for an extended period of time while following due process;
 - (ii) This would have resulted in the flooding of the sewerage pump station and an interruption in the sewerage service;
 - (iii) The repair work to the pump had therefore to be handled as an emergency.
- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 68,518.75.00 (excluding VAT);
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements, when same are compiled.

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