



**MINUTES OF A MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD IN THE COUNCIL CHAMBERS, MALMESBURY ON WEDNESDAY, 18 FEBRUARY 2026 AT 10:00**

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**PRESENT:**

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

Members of the Mayoral Committee:

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

Officials:

Municipal Manager, Mr J J Scholtz  
Director: Financial Services, Mr M Bolton  
Director: Civil Engineering Services, Mr L D Zikmann  
Director: Electrical Engineering Services, Mr T Möller  
Director: Development Services, Ms J S Krieger  
Director: Corporate Services, Ms M S Terblanche  
Senior Manager: Law Enforcement and Traffic Services, Mr R Steyn  
Manager: Secretariat and Record Services, Ms N Brand

**1. OPENING**

The Chairperson welcomed members and requested cllr D G Bess to open the meeting with prayer.

**2. LEAVE OF ABSENCE**

Apologies received from the Director: Protection Services, Mr H Witbooi, and the Speaker, ald M A Rangasamy are noted.

**3. PRESENTATIONS / DELEGATIONS / STATEMENTS & COMMUNICATIONS**

None.

**4. MINUTES**

**4.1 MINUTES OF AN EXECUTIVE MAYORAL COMMITTEE MEETING HELD ON 21 JANUARY 2026**

**RESOLUTION**

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

That the minutes of an Ordinary Executive Mayoral Committee meeting held on 21 January 2026 be approved and signed by the Executive Mayor.

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

**5.1 MINUTES OF A PORTFOLIO COMMITTEE MEETING HELD ON 11 FEBRUARY 2026**

Recommendations tabled for confirmation:

**5.1.1 MUNICIPAL MANAGEMENT, ADMINISTRATION AND FINANCE (7/1/2/2-1)****RESOLUTION**

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

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

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

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

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

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

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

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

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

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

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

**6. MATTERS ARISING FROM THE MINUTES**

None.

**7. NEW MATTERS****7.1 AMENDMENTS TO THE 2025/2026 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/2)**

Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003) determines that the SDBIP must be considered and, if necessary, amended after approval of an adjustment budget.

The Municipal Manager confirmed that the SDBIP has been adjusted in accordance with the 2025/2026 Adjustment Capital and Operating Budget as approved by Council on 29 January 2026 to ensure that the Municipality's approved budget is implemented in accordance with the SDBIP.

**RESOLUTION**

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

That the amended Service Delivery and Budget Implementation Plan (SDBIP) for the 2025/2026 financial year be approved in terms of Section 54(1)(c) of the Municipal Finance Management Act (Act 56 of 2003).

**7.2 MUNICIPAL PLANNING DOCUMENT FOR PRELIMINARY SERVICES AND HUMAN SETTLEMENT MATTERS IN ACCORDANCE WITH COUNCIL'S HUMAN SETTLEMENTS PLAN (17/4/2/B)**

The Director: Development Services confirmed that the Council's Human Settlement Plan (housing pipeline) is submitted to the Executive Mayoral Committee annually and serves as a planning document.

One of the goals of the plan is to include the funding made available by Province in the multi-year budget. However, it may happen that, due to a cut in funding by Province, all the housing projects may not materialise. For this reason, it is also not possible to identify housing projects outside the multi-year budget, as requested by ald T van Essen.

7.2/...

A report on dealing with affordable housing (*inter alia* GAP housing) will be presented to the committee in April, together with the challenges being encountered.

**RESOLUTION**

(proposed by cllr D G Bess, seconded by ald J M de Beer)

- (a) That the amended municipal planning document as submitted, be considered by the Executive Mayor's Committee for adoption;
- (b) That it be noted that the proposed projects constitute a planning document only, and are subject to the availability of funding, suitable land and bulk services within the respective towns, and should sufficient funding not be available, projects may be deferred to the following financial years;
- (c) That Council also notes that the first phase for the construction of houses in respect of the De Hoop (166) Phase 2 Housing Project, Darling (139) Housing Project and Moorreesburg (280) Housing Project will be completed by the end of June 2026;
- (d) That it be noted that the second phase of the De Hoop (413) Housing Project and Moorreesburg (373) Housing Project will be completed by the end of June 2027;
- (e) That it further be noted that Swartland Municipality is currently engaged in the planning process in respect of the Darling (394) Phase 2 Housing Project.

**7.3 THE SWARTLAND CLIMATE CHANGE PLAN, 2025 (15/4/1)**

The Swartland Climate Change Plan is presented in terms of the Climate Change Act (2024), the National Climate Change Response Policy (2011) and the Western Cape Climate Change Response Strategy (2022).

An increase in climate-related risks is already being experienced through droughts, high temperatures, floods, wildfires, biodiversity decline, coastal erosion and the associated pressures on infrastructure and service delivery. Therefore, the plan includes the relevant updated forecasts, evaluation of sectoral sensitivity to climate change and the interventions needed by the Municipality to achieve resilience in the affected sectors.

The Municipal Manager mentioned that it is a statutory obligation to prepare a Climate Change Plan and will be treated as a sectoral plan to the Integrated Development Plan (IDP).

**RESOLUTION**

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

- (a) That the Swartland Climate Change Plan (2025) as the official municipal climate adaptation and mitigation framework, be approved;
- (b) That the alignment of the Plan with the IDP (Integrated Development Plan), SDF (Spatial Development Framework), national legislation and provincial climate directives be noted;
- (c) That it be noted that the integration of the plan's actions will be accommodated in the annual budgets, subject to financial affordability;
- (d) That the development of a Monitoring and Evaluation Framework to track progress and ensure accountability, be approved;
- (e) That it be noted that the department of Development Services will report annually on the progress and that the Plan be updated every five years.

**7.4 BEACH ROAD, YZERFONTEIN: PROPOSED ONE-WAY TRAFFIC FLOW DIRECTION FROM 9<sup>TH</sup> STREET TO 8<sup>TH</sup> STREET (16/5/B)**

The Municipality has/...

7.4/...

The Municipality has received several complaints from members of the public, the Yzerfontein Residents' Association and business owners about the persistent traffic congestions between 8<sup>th</sup> and 9<sup>th</sup> Streets in Beach Road, Yzerfontein. Along with the complaints, suggestions for improvement in dealing with traffic were also received.

The Director: Civil Engineering Services mentioned that a traffic impact study was undertaken by a specialist traffic engineer who also considered the proposals and conducted a thorough study to put the options on the table.

It was found that transforming Beach Road into a one-way street between 8<sup>th</sup> and 9<sup>th</sup> Streets and formalising the parking layout would significantly improve traffic handling.

#### **RESOLUTION**

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

- (a) That cognizance be taken of the need that was identified by various stakeholders for the improvement of traffic flow along Beach Road between 8<sup>th</sup> and 9<sup>th</sup> streets, Yzerfontein;
- (b) That the contents of the investigation of the Traffic Engineers, ITS Global and their report with reference **4636.3** of **15 September 2025** be noted;
- (c) That it be noted that the recommendation for improvement is that Beach Road between 8<sup>th</sup> and 9<sup>th</sup> streets be changed to a one-way street in the direction from 9<sup>th</sup> street to 8<sup>th</sup> street;
- (d) That 9<sup>th</sup> & 8<sup>th</sup> streets remain two-way streets;
- (e) That cognizance be taken of the inputs and comments received following the public participation process and furthermore that there was one objection, one neutral and five in favour.
- (f) That the amendment to change Beach Road between 8<sup>th</sup> and 9<sup>th</sup> streets to a one-way street in the direction from 9<sup>th</sup> street to 8<sup>th</sup> street, be approved.

#### **7.5 PROPOSED LEASING OF INDUSTRIAL LAND IN MOORREESBURG FOR CROP PRODUCTION (12/2/5/5-9/2)**

The Municipality has ±17,7 ha of land in Moorreesburg that is leased to the Wheat Industry Museum. The lease term expires on 30 April 2026.

It is proposed that a public competition process be re-run to make the land available for arable farming purposes for the benefit of, or to a local charity.

#### **RESOLUTION**

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

- (a) That approval be granted for proposals to be invited for the leasing of a portion (± 17.7 ha in extent) of erf 1133, Moorreesburg for a period not exceeding twelve months, with effect from 1 May 2026;
- (b) That proposals be invited on the basis of and conditions as contained in the draft notice as per Annexure B to the report;
- (c) That the Municipal Manager be authorized to appoint a committee, if deemed necessary, to consider the proposals received and to make an award in consultation with the relevant ward councillor;
- (d) That the Director: Corporate Services be authorized to finalize the contents, as well as the signing of the lease agreement.

## 7.6 WRITE-OFF OF IRRECOVERABLE DEBT AND OTHER DEBT, JANUARY 2026 (5/7/3)

The attached schedules indicate the outstanding amounts classified as irrecoverable, namely:

- Schedule A – write-off in respect of indigent households = R9 626 081,16
- Schedule B – write-off in respect of outstanding debtors = R4 137 078,35.

Ald T van Essen pointed out that between 75% and 80% of bad debts are written off in respect of areas where Eskom is the electricity supplier, i.e. where the Municipality cannot apply credit control. Furthermore, the Municipality pays for a 20% water loss and illegal waste dumps that have not been taken into account.

The Director: Financial Services mentioned that all attempts to liaise with Eskom or enter into agreements to enable credit control to be applied in areas where it is the electricity supplier, have failed.

### RESOLUTION

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

- (a) That the Executive Mayoral Committee approves that the amount of **R9 626 082.16** be written off as irrecoverable, in respect of indigent households;
- (b) That the Executive Mayoral Committee approves that the amount of **R4 137 078.35** be written off as irrecoverable, in respect of other debtors linked to and as a direct result of the individual reasons per case;
- (c) That, if after the date of this approval, it comes to light that a portion of the debt owed by a debtor is not correct, or that any information was not made known to the Executive Mayoral Committee at the time of write-off, which would have led to the committee not considering the amount for write-off, the Executive Mayoral Committee retains the right to write back the debt to the relevant debtor and that the necessary steps will be taken to recover the debt;
- (d) That, if a property is in any way alienated, the Council retains the right to refuse clearance on the relevant property in order to recover the amounts written-off, before clearance is given. In order to enforce this decision a register is kept by the Rates and Taxes Division which enables the department to see if any debts were written-off within the previous two years, and if so to recover the amounts before clearance is considered;
- (e) That approval is also given that the current levies, which is not yet incorporated in the current list due to the period from the starting of the administrative process of compiling the write-off list and the period thereafter, form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;
- (f) That approval is also given that the amounts owed to the Council, which to date, do not appear on the schedule as a result of the non-completion of socio-economic investigations at all indigent households, will also form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;
- (g) That the actual amount for write-off be submitted to the Executive Mayoral Committee at the next meeting;
- (h) That any VAT levied on the services is claimed back from the Receiver of Revenue in the prescribed manner;
- (i) That the Credit Control Division attempt to pay a personal visit to each indigent household in order to explain the write-off and the future obligations of 'responsible users', as well as to explain the installation and workings of water demand management systems, as a proactive credit control measure;
- (j)/...

7.6/...

- (j) That approval be given that the costs relating to the replacement of the credit meter with a prepaid electricity meter are for the municipality to bear and that the Chief Financial Officer will recover the costs from the Equitable Share allocation;
- (k) That the Mayoral Committee takes cognizance of the fact that the administration will attempt to put measures in place in a bid to force those users of services not on our financial system to agree and complete the necessary services connection form/s.

#### **7.7 OUTSTANDING DEBT: JANUARY 2026 (5/7/1/1)**

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

##### **RESOLUTION**

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

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

#### **7.8 PROGRESS: OUTSTANDING INSURANCE CLAIMS (5/14/3/5)**

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

##### **RESOLUTION**

That cognizance be taken of the state of outstanding insurance claims up to and including 31 January 2026 as circulated with the agenda.

#### **7.9 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: PROCURING OF PROFESSIONAL SERVICES FROM RATINGS AFRICA (MFSI) (8/1/B/2)**

RATINGS AFRIKA is the sole provider of municipal ratings through the use of the MFSI™ (*Municipal Financial Sustainability Index*) grading model. This model provides an extended and comprehensive analysis of the financial sustainability of municipalities, which is used by the Director: Financial Services as a management information tool for the preparation of budgets.

##### **RESOLUTION**

- (a) That cognizance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognizance be taken that the Municipal Manager has approved the appointment of RATINGS AFRIKA for a set of specific outcomes, limited to the services referenced in the quote for the amount of R 90 000.00 excluding VAT;
- (c) That cognizance be taken that in terms of paragraph 36(1)(a) (ii) of the SCM Policy, a formal tender process was not followed due to RATINGS AFRIKA qualifying as a Sole Supplier/Provider;
- (d) That the expenditure will be allocated to mSCOA Code: 9/209-496-888, having sufficient funding available for the quoted amount of R 90 000.00 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 compiled.

#### **7.10 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF FUEL PUMP, UD 290WF TRUCK, CK 14612 (8/1/B/2)**

The sewage truck/...

7.10/...

The sewage truck, CK 14612, is used in the Swartland municipal area for the extraction of sewage storage tanks.

**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 fuel pump of CK 14612 for the amount of R 49,580.00 excluding VAT by UD Trucks Malmesbury;
- (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 Malmesbury is the local support agent for UD Trucks;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-8-5 and that there is sufficient funding available for the quoted amount of R 49,580.00 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 compiled.

**7.11 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF SUCTION TANK ON UD CW26, UD 370FC TRUCK, CK 12625 (8/1/B/2)**

The sewage truck, CK 12625, is used in the Swartland municipal area for the extraction of sewage storage tanks.

**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 the vacuum tank of CK 12625 for the amount of R 107,160.00 excluding VAT by 600CT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
  - (i) If left out of service, essential sewerage removal services would have been severely impeded;
  - (ii) With associated negative environmental and essential services delivery impacts;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-41-5 and that there is sufficient funding available for the quoted amount of R 107,160.00 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 compiled.

**7.12 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR TO AIR REGULATOR PUMP OF CATERPILLAR WHEELED LOADER, CK 43236 (8/1/B/2)**

The CAT backhoe, CK 43236, is used in the Streets and Stormwater Department in Malmesbury.

Resolution/...

7.12/...

**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 cooling compressor unit of CK43246 for the amount of R 39,103.08 excluding VAT by Barloworld 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 Barloworld Equipment is the agent for Caterpillar vehicles and equipment;
- (d) That the expenditure will be allocated to mSCOA Code: 9/7-13-5 and that there is sufficient funding available for the quoted amount of R39,103.08 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 compiled.

**7.13 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR TO COMPACTOR TRUCK, CK 34173 (8/1/B/2)**

The refuse compactor truck, CK 34173, is used in Malmesbury, Riebeek Kasteel and Riebeek West for the removal of garbage.

**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 replacement of the ejector cylinder of compactor truck CK 34173 for the amount of R 58,474.47 excluding VAT by Transtech;
- (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 Transtech is the support agent for Heil compactor bodies;
- (d) That it be noted that the expenditure will be allocated mSCOA Code: 9/4-68-5 and that there is sufficient funding available for the quoted amount of R 58,474.47 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 compiled.

**7.14 SWARTLAND MUNICIPALITY: 2026 REVIEWED BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN (17/5/1/1)**

The purpose of the Business Continuity and Disaster Recovery Plan is to prepare the Municipality for extensive service interruptions and to restore service delivery as soon as possible.

**RESOLUTION**

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

- (a) That cognisance be taken of the changes that was made to the Business Continuity and Recovery Plan;
- (b) That the reviewed 2026 Swartland Business Continuity and Recovery Plan be approved.

**7.15 REVIEW OF THE CORE MUNICIPAL DISASTER MANAGEMENT PLAN OF SWARTLAND MUNICIPALITY (17/5/1/1)**

The Director: Protection Services confirms that the submission of the Disaster Management Plan for Swartland serves as a review of contact details of the various role-players and identification of risks for the municipal area.

The existing main risks for the Swartland municipal area are, and contain the risk reduction and contingency plans:

- Load shedding
- Alien Invasive Plant Species
- Interruptions in water supply
- Floods
- Seismic activities
- Wildfires
- Animal diseases
- Service Delivery Protests
- Covid-19
- Drought

**RESOLUTION**

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

- (a) That the content of the 2026 reviewed Core disaster management plan be noted as well as the agreement of all departments to pay attention to risk reduction as part of their daily tasks;
- (b) That the 2026 reviewed Core Disaster Management Plan for the Swartland Municipal Area be approved with the undertaking that the plan will be reviewed annually to ensure that the content is always relevant and up to date;
- (c) As prescribed by the Disaster Management Act, a copy of the approved reviewed plan is provided to the West Coast Disaster Management Centre, Provincial Disaster Management Centre as well as the National Disaster Management Centre.

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