



MINUTES OF A MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD IN THE COUNCIL CHAMBER, MALMESBURY ON WEDNESDAY, 19 NOVEMBER 2025 AT 10:00

PRESENT:

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

Members of the Mayoral Committee:

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: Protection Services, mr H Witbooi
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Manager: Secretariate and Record Services, ms N Brand

1. OPENING

The Chairperson welcomed members and requested cllr N Smit to open the meeting with prayer.

2. LEAVE OF ABSENCE

Apologies have been received and noted from cllr D G Bess and the Speaker, ald M A Rangasamy.

3. DEPUTATIONS / STATEMENTS AND COMMUNICATIONS / PRESENTATIONS

None.

4. MINUTES

4.1 MINUTES OF AN EXECUTIVE MAYORAL COMMITTEE MEETING HELD ON 16 OCTOBER 2025

RESOLUTION

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

That the minutes of an Ordinary Executive Mayoral Committee meeting held on 16 October 2025 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 12 NOVEMBER 2025

5.1.1/...

5.1.1 MUNICIPAL MANAGER, ADMINISTRATION AND FINANCE (7/1/2/2-1)

RESOLUTION

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

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

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

RESOLUTION

(proposed by ald T van Essen, seconded by ald 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 KLIPKOPPIE SOLAR PLANT: PROJECT READINESS AND VALUE FOR MONEY DETERMINATION REPORT (12/2/4-8/5)

The Director: Electrical Engineering Services deals with the report and confirmed that the project readiness assessment, together with a value-for-money calculation based on certain assumptions over a period of 20 years has been completed.

The Director: Electrical Engineering Services confirmed that based on the value-for-money calculation that has been done, it is indeed advantageous for the Municipality to obtain energy from an Independent Power Producer, compared to the purchase price of Eskom.

The Director: Electrical Engineering Services further explained the requirement to make a guarantee/security available to the Independent Power Producer of which will amount to ±R80 million. However, the value will be negotiated with the preferred bidder, after which the Council will, or will not, grant the final approval.

The purpose of the report is to obtain the Council's approval to move on to the next phase of the project, namely, to test the market for proposals for the procurement of renewable energy from the solar plant.

RESOLUTION (for submission to Council on 3 December 2025)
(proposed by ald T van Essen, seconded by ald J M de Beer)

- (a) That the Executive Mayoral Committee recommends to Council the approval of the procurement of energy from an IPP for a 20 year period, subsequent to proper Supply Chain Management processes being followed;
- (b) That it be recommended to Council the approval to continue to compile the appropriate tender documents to kick off the process,

7.1/...

- (c) That the Municipal Manager be mandated (subject to Council approval) to ensure all requirements of the Asset Transfer Regulations and Section 33 of the MFMA are adhered to;
- (d) That a maximum size of 10 MW is recommended for the solar plant;
- (e) That cognisance be taken of the potential requirement to provide Security/guarantees for a value based on 18 to 36 months energy purchases. This value will only be determined during the negation phase.

7.2 ESKOM CONTRACT WORKS SECURITY/GUARANTEE FOR 132 kV SELF-BUILD PROJECT (16/2/4/2/1)

The Director: Electrical Engineering Services gave background to the construction of the 132 kV substation of which a portion has been completed by the Municipality and its completion thereof will be dealt with on the basis of a self-build project. This entails that the Municipality completes the construction and then the asset to be handed over to Eskom.

The Director: Electrical Engineering Services explained the requirements to be complied with, *inter alia*, the delivery of a Contract Works Security/Guarantee to the value of R7 613 000,00 to cover any defects during the first seven years of the project. The Director: Electrical Engineering Services confirmed that the retention monies will be withheld for a period of 24 months, which to some extent will also further cover the Municipality's risks.

RESOLUTION

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

- (a) That cognisance be taken of Eskom's requirements for a Contract Works Security of R7 613 000.00 (based on 10% of the Estimated Project cost) as per the Eskom budget quote;
- (b) That cognisance be taken of the favourable outcome of the negotiations between Eskom and Swartland to include electricity account guarantees for all project applications received up to the end of June 2025 in the R30 million electricity account guarantee previously provided;
- (c) That cognisance be taken of the option to pay the security amount into an Eskom nominated interest-bearing account instead of providing a complex bank guarantee that needs to be managed by the bank;
- (d) That the Director: Financial Services be authorises to recalculate the security amount at the end of the project (as per Eskom's requirements) in consultation with Eskom and to engage the Executive Mayor on this calculation;
- (e) That the Director: Financial Services be authorises to make arrangements for the payment of the calculated security into an Eskom nominated interest bearing account, at the appropriate time, with a withdrawal date of 7 years after commissioning of the 132 kV Eskom assets.

7.3 REVISION OF PUBLIC PARTICIPATION POLICY (6/2/2/B)

The amended Public Participation Policy was circulated with the Agenda.

On an enquiry from ald T van Essen regarding the public participation process required for the annual review of the Integrated Development Plan (IDP) and Budget, the Municipal Manager confirmed that the Municipality is bound by the IDP/Budget time schedule that is approved annually by Council during August.

The Municipal Manager further confirmed that the public participation processes differ materially between the drafting of the 5-year IDP and the annual review thereof.

Resolution/...

7.3/...

RESOLUTION

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

- (a) That the amended Public Participation Policy be approved with immediate effect;
- (b) That the Director: Corporate Services or her nominee reviews the policy annually as part of the process for reviewing communication-related policies.

7.4 RECOMMENDATION TO COUNCIL: RE-APPOINTMENT OF DISCIPLINARY BOARD MEMBERS (5/15/1/5)

In terms of the Financial Misconduct Regulations the Disciplinary Council was established as an independent advisory body to assist Council with investigations into financial misconduct.

RESOLUTION (for submission to Council on 3 December 2025)

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

- (a) It is recommended that all the members and secondi be re-appointed as a members of the Disciplinary Board from 01 January 2026 to 31 December 2028;
- (b) The remuneration payable to the external member of the Disciplinary Board will be the same as the attendance of the Performance, Risk and Audit Committee.

7.5 DARLING: CENTRE OF HOPE (2/1/4/5)

Erf 4052 in Bloekom Avenue, Darling has been identified as suitable land for the establishment of the Darling: Centre of Hope.

Funding (social contributions through mines) has been made available by Sibathatu and Venatouch for this initiative and it involves creating a facility for community support and upliftment with the focus on social development, youth empowerment and community resilience.

The facility is seen as a great opportunity to establish collaboration between the Municipality and the private sector, and to promote social development in Darling.

RESOLUTION

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

- (a) That cognisance be taken of the joint investment of R700,000 by Sibathatu and Venatouch towards the establishment of the Centre of Hope in Darling;
- (b) That cognisance be taken of the in-principle approval of the project by the DMPR, with formal confirmation expected by 12 December 2025;
- (c) That the project will in principle be supported by Swartland Municipality;
- (d) That approval be granted for the waiver of building plan application fees for the project;
- (e) That authorization be granted to the Department Development Management to initiate and manage the rezoning process of Erf 4052 in Bloekomlaan, Darling, in accordance with statutory procedures.

7.6 SWARTLAND TOURISM MPC: REPORTING I.R.O. THE 2024/2025 FINANCIAL YEAR (9/1/3/2/1)

The service level agreement with the Swartland Tourism NPC contains the provisions relating to annual reporting to Council.

The relevant reports were circulated with the Agenda.

Resolution/...

7.6/...

RESOLUTION

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

That cognisance be taken of:

- (a) the content of the 2024/2025 Chairman's report in respect of the Swartland Tourism NPC;
- (b) the key performance areas as measured for the period 1 July 2024 to 30 June 2025; and
- (c) the content of the annual financial statements for the 2024/2025 financial year.

7.7 SWARTLAND TOURISM: INSTALLATION OF PHOTO FRAME AT MAIN BEACH, YZERFONTEIN (9/1/3/2)

A proposal was received from Swartland Tourism, in collaboration with Mac Properties, for the installation of a photo frame (*'New Tourism Frame Landmark and Photo Opportunity in Yzerfontein'*) at Main Beach, Yzerfontein.

The Yzerfontein Tourism Office followed a public participation process and, despite two objections that were received, overwhelming support from the community and business sector was received for the project.

The photo frame is designed to promote tourism visibility and to encourage visitor engagement.

RESOLUTION

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

- (a) That approval be granted for the installation of a photo frame at Main Beach, Yzerfontein;
- (b) That cognisance be taken that all public participation requirements have been met and that objections were duly considered and addressed;
- (c) That it be confirmed that the installation is in the public interest and contributes positively to tourism promotion, community identity, and economic development;
- (d) That the following conditions be imposed:
 - (i) Building plans to be submitted to the Municipality for approval before installation;
 - (ii) Installation to be done in consultation with the Civil Engineering Services Directorate to prevent damage to paving or infrastructure;
 - (iii) Maintenance of the frame to be undertaken by Yzerfontein Tourism as per their plan;
 - (iv) A disclaimer to be affixed to the frame regarding public use; and
 - (v) Third-party signage to be limited to acknowledgement of the sponsor (Mac Properties), the size and place of which to be approved by the Municipality.

7.8 LEASE OF THE TOWER SITUATED ON A PORTION OF ERF 7156, JACARANDA STREET, MALMESBURY, TO THE Ilinge LETHU NEIGHBOURHOOD WATCH (12/1/3/1-8/1)

An application has been received from the Ilinge Lethu Neighbourhood Watch (accreditation no: DCS15/18/1103) to lease the tower on Erf 7156, Jacaranda Street, Malmesbury for operating a neighbourhood watch.

RESOLUTION

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

- (a) That in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of the tower, situated on a portion of Erf 7156 Malmesbury, Jakaranda Street, Wesbank, approximately 230m² in extent to the Ilinge Lethu Neighbourhood Watch (accreditation no. dcs15/18/1103), subject to the standard conditions of lease and the following further conditions:

7.8/...

- (i) That the lease will endure for a period of one year from 01 December 2025 to 30 November 2026;
- (ii) That a lease amounting to R120.00 per annum, excluding VAT be levied;
- (iii) That no service consumption charges, deposit or service installation charges be payable;
- (iv) That the minor and internal maintenance works and upkeeping be undertaken by and at the cost of the lessee; and
- (v) That the larger maintenance works/upgrading of the facility be undertaken by and at the cost of the municipality;
- (b) That in terms of paragraph 13.1.3 of the Asset Transfer Policy, it be recorded that the Ilinge Lethu Neighbourhood Watch will satisfy a priority need in the community by facilitating the provision of a safe environment for the community.

7.9 LEASE OF MUNICIPAL BUILDINGS SITUATED ON PORTIONS OF ERF 13044 WESBANK SPORTSGROUNDS, MALMESBURY TO THE MALMESBURY WEIGHTLIFTING CLUB (17/9/2/2-8)

Since the origin of the Malmesbury Weightlifting Club in 2011, a portion of the building (size $\pm 60 \text{ m}^2$) adjacent to the pavilion at the Wesbank Sports Grounds in Alfa Street, has been leased to the club on an annual basis.

RESOLUTION

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

- (a) That in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of a portion of the municipal building, situated on a portion of Erf 13044 Malmesbury at the Wesbank Sportsgrounds, Alfa Street to the Malmesbury Weightlifting Club, subject to the standard conditions of lease and the following further conditions:
 - (i) That the lease will endure for a period of one year from 01 December 2025 to 31 December 2026;
 - (ii) That a lease amounting to R120.00 per annum, excluding VAT be payable;
 - (iii) That no service consumption charges are payable;
 - (iv) That the minor and internal maintenance works and upkeeping be undertaken by and at the cost of the lessee; and
 - (v) That the larger maintenance works/upgrading of the facility be undertaken by and at the cost of the municipality;
- (b) That in terms of paragraph 13.1.3 of the Asset Transfer Policy, it be recorded that the Malmesbury Weightlifting Club will satisfy a priority need in the community by accommodating members who are practicing weightlifting and those that may want to pursue this sport.

7.10 RENEWAL OF THE LEASE OF MUNICIPAL BUILDING SITUATED ON A PORTION OF ERF 13044 WESBANK SPORTS GROUNDS, MALMESBURY TO THE MALMESBURY PHYSICAL AND CULTURE CLUB (17/9/2/2-8)

The Malmesbury Physical and Culture Club have been using the gymnasium at the Wesbank Sports Grounds for the past 10 years for their activities which include, bodybuilding, weightlifting and fitness. The apparatus are the property of the club.

The building (size $\pm 230 \text{ m}^2$) at the Wesbank Sports Grounds is leased to the Malmesbury Physical and Culture Club on annual basis.

7.10/...

RESOLUTION

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

- (a) That in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read with the Municipal Asset Transfer Policy (2014), approval be granted for the lease of a portion of the municipal building, situated on a portion of Erf 13044 Malmesbury at the Wesbank Sportsgrounds, Alfa Street, approximately 230m2 in extent to the Malmesbury Physical & Culture Club, subject to the standard conditions of lease and the following further conditions:
 - (i) That the lease will endure for a period of three years from 01 January 2026 to 31 December 2028;
 - (ii) That a lease amounting to R120.00 per annum, excluding VAT be levied in respect of year 1, subject to escalation based on the Consumer Price Index (CPI) from year 2;
 - (iii) That no service consumption charges are payable;
 - (iv) That the minor and internal maintenance works and upkeeping be undertaken by and at the cost of the lessee; and
 - (v) That the larger maintenance works/upgrading of the facility be undertaken by and at the cost of the municipality;
- (b) That in terms of paragraph 13.1.3 of the Asset Transfer Policy, it be recorded that the Malmesbury Physical & Culture Club will satisfy a priority need in the community by accommodating members who are practicing weightlifting and those that may want to pursue this sport.

7.11 PROPOSED RENEWAL OF LEASE OF A PORTION OF REMAINDER ERF 1383, MOORREESBURG SITUATED IN EERSTELAAN, TO THE DOLFYNTJIE BEWAARSKOOL FOR EARLY CHILDHOOD DEVELOPMENT PROJECTS (17/9/2/R)

The *Dolfyntjie Bewaarskool* is being operated as an early childhood development centre and they have been leasing the buildings on portion of Erf 1383, Moorreesburg for the past 18 years. The buildings were converted into classrooms, administrative offices, playrooms, toilet facilities and storerooms. The *Dolfyntjie Bewaarskool* accommodates 157 children up to the age of 6 years.

The report aims to recommend that the lease term be renewed for a further three (3) years.

RESOLUTION

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

- (a) That, in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read with the Municipal Asset Transfer Policy (2014), approval be granted for the renewal of lease of Remainder Erf 1383, Hooikraal, Moorreesburg, situated Eerstelaan, measuring approximately 5077.89m2 in extent, to Dolfyntjies Bewaarskool, subject to the standard conditions of lease and the following further conditions:
 - (i) That the lease period will endure for a period of three years, from 01 January 2026 to 31 December 2029;
 - (ii) That a lease amounting to R120.00 per annum, excluding VAT be levied in respect of year 1, subject to escalation based on the Consumer Price Index (CPI) from year 2;
 - (iii) That service consumption charges will be payable by the lessee;
 - (iv) That the property be used only for early childhood development purposes and for no other purpose;

7.11(a)/...

- (v) That all administrative, technical and legal requirements be adhered to;
- (b) That, in terms of paragraphs 13.1.1 of the Municipal Asset Transfer Policy, it be noted that the lease is by way of direct negotiations, given that the tenant was granted a historic property right by the Municipality since 2007 for the use thereof as an early childhood development centre, and the tenant has since fulfilled all responsibilities and obligations in terms of the agreement.

7.12 PROPOSED RENEWAL OF LEASE OF A PORTION OF ERF 163, VOORTREKKER ROAD, RIEBEEK WEST, TO THE SOUTH AFRICAN POST OFFICE LTD FOR THE OPERATION OF PRIVATE MAILBOXES (12/2/4-12/1)

An office (size $\pm 130 \text{ m}^2$) at the municipal offices on Erf 163, Riebeek West is leased to the South African Post Office Limited.

Prefabricated private mailboxes have been installed and are managed by Ms Kriegler on an agency basis for the South African Post Office Limited.

An application was received from the tenant to extend the existing lease agreement for a further term of three years.

RESOLUTION

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

- (a) That, in terms of Regulation 34 of the Municipal Asset Transfer Regulations (MATR), read together with the Municipal Asset Transfer Policy (2014), approval be granted for the proposed renewal of lease of a portion of Erf 163, Riebeek West, situated on the corner of Van Riebeek Street and Voortrekker Road, to South African Post Office Limited, subject to the standard conditions of lease and the following further conditions:
 - (i) That the lease period will endure for a period of three years, from 01 January 2026 to 31 December 2028;
 - (ii) That a lease amounting to R524.05 (6% escalation per annum and VAT excluded) be payable;
 - (iii) That no payment for service consumption be payable by the lessee;
 - (iv) That the property be used only for operation of private mailboxes and for no other purpose;
 - (v) That all administrative, technical and legal requirements be adhered to;
- (b) That, in terms of paragraphs 13.1.1 and 13.1.3 of the Asset Transfer Policy, the property be leased by way of direct negotiations, as the property was previously leased to the lessee, noting that the lessee renders a much needed service to the community of Riebeek West in respect of the provision of private mailboxes.

7.13 RENEWAL OF LEASE OF ERF 478, DARLING FROM J F & K J KIRSTEN TRUST FOR PURPOSES OF OPERATING A FIRE SERVICE STATION (12/1/2-3)

Since 2023, the Municipality has leased the property (size 539.4 m^2) situated on Erf 478, Darling from JF & KJ Kirsten Trust for the purposes of operating a Fire Service Station.

The temporary consent use on Erf 478, Darling for the operation of a Fire Station expires on 15 May 2028 and the owner has indicated that the necessary land use process will be completed before the expiry of the consent use.

Resolution/...

7.13/...

RESOLUTION

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

- (a) That approval be granted to exercise the option to renew the rental agreement with the JF & KJ Kirsten Trust for the use of Erf 478 Darling, situated in Tulbach Street, measuring approximately 639.4m² in extent for accommodation to operate a fire service station from, for a further period of three years as from 01 July 2026 to 30 June 2029, with an option to renew the rental;
- (b) That a monthly rental as stipulated below be payable to JF & KJ Kirsten Trust from vote number 9/232-954-2932 (Rent Offices: Fire Services):
 - (i) 01 July 2026 to 30 June 2027 a rental of R9378.00 per month plus 1%, plus inflation rate as at 30 June 2026;
 - (ii) 01 July 2027 to 30 June 2028 an amount of the previous year's monthly rental plus 1%, plus inflation rate as at 30 June 2027;
 - (iii) 01 July 2028 to 30 June 2029 an amount of the previous year's monthly rental plus 1%, plus inflation rate as at 30 June 2028;
- (c) That payment for water and electricity consumption be payable by the Municipality;
- (d) That JF & KJ Kirsten Trust attend to the required land use rights approvals prior to the temporary departure approval lapsing on 15 May 2028;
- (e) That the existing conditions of lease remain unchanged.

7.14 OUTSTANDING DEBTORS: OCTOBER 2025 (5/7/1/1)

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

Upon enquiry from ald T van Essen whether consideration should be given to writing off more debt, the Director: Financial Services mentioned that care must be taken so as not to create a culture of writing off debt by Council.

The Director: Financial Services mentions that in contrast, a culture of payment must be created, for example, that the Municipality also pays R0,50 on the municipal account for every R0,50 that the client pays.

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 October 2025.

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

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

Upon enquiry from ald T van Essen regarding the identification of stolen assets, the Municipal Manager confirmed that other Municipalities are being consulted on methods to protect assets.

RESOLUTION

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

7.16 SELLING OF OBSOLETE ASSETS BY PUBLIC AUCTION (5/14/3/5)

The Asset Management Policy regulates the disposal of assets by ensuring that it is fair, equitable, transparent, competitive and cost-effective and that the Supply Chain Management Policy of the Municipality is complied with.

7.16/...

The criteria for asset disposal involve the following:

- The useful life of the asset has expired;
- The asset is obsolete;
- It is uneconomical to restore the asset or it is irreparable;

The lists of obsolete assets of the respective directorates were circulated with the Agenda.

RESOLUTION

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

That approval be granted for the sale of the assets on the attached lists during the public auction and that assets be removed from the Asset Register accordingly.

7.17 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR WORK TO VW AMAROK, CK 49107 (8/1/B/2)

The VW Amarok, CK 49107, is used by the K9 unit of the Traffic and Law Enforcement Department for routine patrols, the regulation of by-laws and traffic and crime operations within the Swartland municipal area.

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 approved the repairs of the VW Amarok LDV, CK 49017 for the amount of R 204 741.70 excluding VAT by Rola VW 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, since Rola VW Malmesbury is the authorized agent of VW vehicles;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-14-5 and that there is sufficient funding available for the quoted amount of R204 741,70 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.

7.18 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: SERVICE OF QUESTER CWE UD 370FC TRUCK, CK 44202 (8/1/B/2)

The Quester CWE UD 370FC Truck, CK 44202 is used for the extraction of sewage tanks within the Swartland municipal area.

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 service of Quester UD CWE 370FC Truck CK 44202 for the amount of R 50,652.76 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 support agent to the UD Trucks;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-67-2 and that there is sufficient funding available for the quoted amount of R 50,652.76 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.

7.19 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: SERVICE OF QUESTER CWE UD 370FC TRUCK, CK 56674 (8/1/B/2)

The Quester CWE UD 370FC Truck, CK 56674 is used for the extraction of sewage tanks within the Swartland municipal area.

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 service of Quester UD CWE 370FC Truck, CK 56674 for the amount of R 47,537.78 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 support agent to the UD Trucks;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-71-2 and that there is sufficient funding available for the quoted amount of R 47,537.78 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.

7.20 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF CATERPILLAR GRADER, CK 42953 (8/1/B/2)

The Caterpillar Road Scraper, CK 42953, is used by the Streets and Stormwater Department in Moorreesburg.

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 hydraulic cylinder and replacement of the rocker box cover seal to CK 42953 for R85 889.51 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 OEM service and support agent for Caterpillar machines;
- (d) That the expenditure will be allocated to mSCOA Code: 9/7-10-5 and that there is sufficient funding available for the quoted amount of R85 889.51 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.

7.21 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF SUBMERCIBLE PUMP NO 1 AT THE DARLING WWTW (8/1/B/2)

The sewage pump station in Darling collects and transports raw sewage from the residential areas in Darling to the Darling WWTW. The pump station is equipped with two pump sets. One of the pumps was faulty and was removed for repairs.

7.21/...

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 R45 900.00 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The submersible pump had to be removed from the pump station to the workshop of the service provider and stripped in order to assess the required repairs and to prepare a quotation;
 - (ii) Obtaining more quotes would be impractical as it would require the pump to be reassembled and stripped again at the workshops of alternative service providers;
- (d) That the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R45 900.00 (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.

7.22 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF THE SUBMERCIBLE PUMP NO 2 AT THE KALBASKRAAL PUMP STATION 1 (8/1/B/2)

The sewage pump station in Kalbaskraal collects and transports raw sewage from the residential area to the Kalbaskraal evaporation dams. The pump station is equipped with two pump sets. One of the pumps gave mechanical problems which led to frequent overflow of raw sewage at the pump station.

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 Kalbaskraal Pumpstation 1 by CAW for the amount of R41,090.00 (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 the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 41,090.00 (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.

7.23 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF SUBMERCIBLE PUMP NO 1 AT BLIKKIESDORP (8/1/B/2)

The sewage pump/...

7.23/...

The sewage pump station in Blikkiesdorp collects and transports raw sewage from the residential area to the Riebeek Kasteel WWTW. The pump station is equipped with two pump sets. One of the pumps gave mechanical problems which led to the frequent overflow of raw sewage at the pump station.

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 Blikkiesdorp Pumpstation Pump no 1 by CAW for the amount of R 32,355.00 (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 the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R 32,335.00 (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.

7.24 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF FRONT BUCKET, VOLVO WHEEL LOADER, CK 35796 (8/1/B/2)

The Front Bucket, Volvo Wheel Loader, CK 35796 is used in the Department: Streets and Stormwater in Darling for operational and maintenance work.

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 CK 35769 for the amount of R 93 797.47 excluding (excluding VAT) by Babcock 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 Babcock is the support agent to the Volvo Wheel loader;
- (d) That the expenditure will be allocated to mSCOA Code: 9/7-12-5 and that there is sufficient funding available for the quoted amount of R 93 797.47 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.

7.25 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR TO FRONT-END LOADER, CK 49106 (8/1/B/2)

The Municipality uses a front-end loader, CK 49106 for the removal of illegal dumping in the Swartland municipal area.

Resolution/...

7.25/...

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 differential, propshaft and brake system of front-end-loader CK 49106 for the amount of R 231,312.41 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;
- (d) That the expenditure will be allocated to mSCOA Code: 9/7-18-5 and that there is sufficient funding available for the quoted amount of R231 312.41 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.

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

The compactor truck, CK 34173, is used for refuse removal in Malmesbury, Riebeeck Kasteel and Riebeeck West.

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 packer panel system of compactor truck CK 34173 for the amount of R 78,852.35 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 Babcock is the support agent for Volvo equipment in the Western Cape;
- (d) That the expenditure will be allocated to mSCOA Code: 9/7-18-5 and that there is sufficient funding available for the quoted amount of R231 312.41 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.

7.27 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR TO FALCON F50 SLASHER (8/1/B/2)

The Falcon F50 Bush Cutter is used in the Parks Department 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 gearbox of the Falcon F50 Slasher for the amount of R 27,031.21 (excluding VAT) by Afgri Equipment;
- (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 Afgri Equipment is the agent for Falcon equipment;

- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/236-677-315 and that there is sufficient funding available for the quoted amount of R 27,031.21 (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.

7.28 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPLACEMENT OF CENTRAL BEARING, RIEBEEK KASTEEL WWTE CLARIFIER (8/1/B/2)

The turn-table of the Clarifier at the Riebeek Kasteel WWTW started giving problems and it was necessary to remove the turn-table to detect the fault.

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 repairs of clarifier turntable centre bearing at the Riebeek Kasteel WWTW for the amount of R32 505.00 (excluding VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The turn table had to be removed from the clarifier to the workshop of the service provider and stripped in order to assess the required repairs and to prepare a quotation;
 - (ii) Obtaining more quotes would be impractical as it would require the equipment to be reassembled and stripped again at the workshops of alternative service providers;
- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/239-581-689 and that there is sufficient funding available for the quoted amount of R32 505.00 (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.

7.29 CLOSING OF OFFICES AS ACKNOWLEDGEMENT OF APPRECIATION FOR SWARTLAND MUNICIPALITY'S ACHIEVEMENTS (2/6)

Swartland Municipality received several awards during 2025 for top performance at the Municipal Performance Awards presented by SAPOA (*South African Property Owners' Association*) in collaboration with *Ratings Africa* and the *Banking Association of South Africa*. Swartland Municipality shares first place with Saldanha Bay Municipality as the most financially sustainable municipalities in South Africa.

Swartland Municipality was also awarded as the best performing municipality for the Municipality's contribution to the property industry in the field of municipal sustainability.

RESOLUTION

(proposed by cllr N Smit, seconded by ald J M de Beer)

- (a) That, as a token of appreciation for the aforementioned awards, approval be granted that the offices close for the day on Friday, 2 January 2026;
- (b) That this is a once-off reward and should not create an expectation with regards to future awards;
- (c) That notices be placed at all pay points in the municipal area and on the website to give notice of the closing of the offices;
- (d) That, with this reward, overtime for time worked on the day will be paid at the Saturday tariff.

7.30 APPLICATION FOR HOLIDAY LEAVE BY MUNICIPAL MANAGER AND DIRECTORS AND APPOINTMENT OF ACTING MUNICIPAL MANAGER (4/8/3)

The application for leave by the Municipal Manager must be submitted to the Executive Mayoral Committee for consideration. The opportunity is also taken to appoint an acting municipal manager to ensure continued service delivery and communication.

RESOLUTION

(proposed by cllr N Smit, seconded by ald J M de Beer)

- (a) The Municipal Manager's leave was already submitted to the Executive Mayor on 16 April 2025, and approval was granted for the following dates, namely:
 - (i) 17-31 December 2025 (9 days)
 - (ii) 1 -9 January 2026 (6 days)
- (b) That it be noted that the following Directors will act as Municipal Manager during the aforementioned period:
 - (i) Mr T Möller: 17 to 24 December 2025 (6 Days)
 - (ii) Mr L Zikmann: 25 to 31 December 2025 (3 Days)
1 to 9 January 2025 (6 Days)
- (c) That the schedule also designates the acting Directors in their respective departments, in order to ensure good communication and service delivery.

(SIGNED) J H CLEOPHAS
EXECUTIVE MAYOR