



**MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY**

**[23 MAART / MARCH 2026]**

## **KENNISGEWING / NOTICE**

### **RAADSVERGADERING / COUNCIL MEETING**

# **A G E N D A**

**DATUM / DATE : 31 MAART / MARCH 2026**

**PLEK / VENUE : RAADSAAL / COUNCIL CHAMBERS:  
CALEDON**

**TYD / TIME : DIREK NA AFLOOP VAN DIE  
SPESIALE RAADSVERGADERING /  
DIRECTLY AFTER THE SPECIAL  
COUNCIL MEETING**

## MUNISIPALITEIT THEEWATERSKLOOF

Kantoor van die Munisipale  
Bestuurder  
Munisipale Kantore  
CALEDON

23 Maart 2026

KENNISGEWING AAN ALLE RAADSLEDE

RAADSVERGADERING VAN DIE THEEWATERSKLOOF MUNISIPALE RAAD

**Kennis geskied hiermee dat 'n Raadsvergadering geskeduleer is vir Dinsdag, 31 Maart 2026 direk na afloop van die Spesiale Raadsvergadering in die Raadsaal: Caledon om die onderstaande agenda te bespreek.**

*Raadslede se aandag word gevestig op die Gedragskode vir Raadslede, Skedule 7 van die Wysigingswet op Plaaslike Regering: Munisipale Strukture, 2021 (Wet 3 van 2021) en Munisipale Beampies, Skedule 2 van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet 32 van 2000).*



Rdsd WH Wells  
SPEAKER

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## THEEWATERSKLOOF MUNICIPALITY

Office of the Municipal  
Manager  
Municipal Offices  
CALEDON

23 March 2026

NOTICE TO ALL COUNCILLORS

COUNCIL MEETING OF THE THEEWATERSKLOOF MUNICIPAL COUNCIL

**Notice is hereby given that a Council Meeting is scheduled for Tuesday, 31 March 2026 directly after the Special Council Meeting, in the Council Chambers: Caledon, to discuss the undermentioned agenda.**

*The attention of Councillors is directed to the Code of Conduct for Councillors, Schedule 7 of the Local Government: Municipal Structures Amendment Act, 2021 (Act 3 of 2021) and Municipal Officials, Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).*



Aldm WH Wells  
SPEAKER

**NAAM EN VAN / NAME AND SURNAME****Raadslede / Councillors :**

Raadsheer/Alderman LM de Bruyn

Raadsheer/Alderman CC Clayton

Raadsheer/Alderman WH Wells

Raadsheer/Alderman DA Appel

Raadslid/Councillor CA Benjamin

Raadslid/Councillor M Botes

Raadslid/Councillor CT Cloete

Raadsheer/Alderman S Fredericks

Raadslid/Councillor M Gana

Raadslid/Councillor DA Jacobs

Raadslid/Councillor D Jooste

Raadslid/Councillor H Linnerts

Raadslid/Councillor JD Lekhori

Raadslid/Councillor TP Lemina

Raadsheer/Alderman BB Mkhwibiso

Raadslid/Councillor M Mpambani

Raadslid/Councillor MA Nomkoko

Raadsheer/Alderman MR Nongxaza

Raadslid/Councillor FO Ntantiso

Raadslid/Councillor V Papier

Raadsheer/Alderman M Plato-Mentoor

Raadslid/Councillor MS Shale

Raadslid/Councillor J Smit

Raadslid/Councillor C Smith

Raadslid/Councillor PJ Stander

Raadslid/Councillor YM van Tonder

Raadslid/Councillor TB Zimmermann

**MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY**

**RAADSVERGADERING / COUNCIL MEETING**

**AGENDA**

**[31 MAART / MARCH 2026]**

<b>ITEM NO</b>	<b>ITEM BESKRYWING / DESCRIPTION</b>	<b>BLADSY NR / PAGE NO</b>
<b>A.</b>	<b><u>OPENING: VERWELKOMING /</u> <b><u>OPENING: WELCOME</u></b></b>	
<b>B.</b>	<b><u>VERKIESING VAN SPEAKER</u> <i>(indien nodig)</i> <b><u>ELECTION OF SPEAKER</u> <i>(if necessary)</i></b></b>	
<b>C.</b>	<b><u>BYWONINGSREGISTER</u> <b><u>ATTENDANCE REGISTER</u></b></b>	
C.1	Teenwoordig / Present	
C.2	Aansoek(e) om verlof tot afwesigheid / Application(s) for leave of absence	
<b>D.</b>	<b><u>NOTULES EN/OF VERSLAE VAN DIE UBK VIR</u> <b><u>KENNISNAME AAN DIE RAAD</u> <b><u>MINUTES AND/OR REPORTS OF THE EMC FOR</u> <b><u>COUNCIL'S COGNIZANCE</u></b></b></b></b>	
D.1	UBK Vergadering – 17 Februarie 2026 EMC Meeting – 17 February 2026	
<b>E.</b>	<b><u>BEKRAGTIGING VAN NOTULES EN/OF VERSLAE</u> <b><u>VAN DIE RAAD</u> <b><u>CONFIRMATION OF MINUTES AND/OR REPORTS</u> <b><u>OF COUNCIL</u></b></b></b></b>	
E.1	Raadsvergadering – 27 Februarie 2026 Council Meeting – 27 February 2026	

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO
F.	<b><u>VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER / STATEMENTS AND COMMUNICATIONS BY THE SPEAKER</u></b>	
G.	<b><u>VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR</u></b>	
H.	<b><u>VOORLEGGINGS / PRESENTATIONS</u></b>	
H.1	Geen / None	
I.	<b><u>VERSLAE VOORGELê DEUR DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER REPORTS SUBMITTED BY THE OFFICE OF THE MUNICIPAL MANAGER</u></b>	
C86/2026	Determination and approval of upper limits of salaries, allowances and benefits of Councillors with effect from 01 July 2025 [3/3/7/R]	1 – 12
C87/2026	Strategic Support and IDP: Revised 2025/2026 SDBIP [5/1/3]	13 – 30
J.	<b><u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT TEGNIESE &amp; INFRASTRUKTUUR IMPLEMENTERINGSDIENSTE REPORTS SUBMITTED BY THE DIRECTORATE TECHNICAL &amp; INFRASTRUCTURE IMPLEMENTATION SERVICES</u></b>	
C88/2026	Reporting on performance of contractors for February 2026 [8/2/3/5/5]	31 – 62
K.	<b><u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT EKONOMIESE ONTWIKKELING &amp; BEPLANNING REPORTS SUBMITTED BY THE DIRECTORATE ECONOMIC DEVELOPMENT &amp; PLANNING</u></b>	
C89/2026	Town Planning and Building Control: Appointment of External and Internal Municipal Planning Tribunal Members [3/2/15/3]	63 – 78

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO
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**L. VERSLAE VOORGELê DEUR DIE DIREKTORAAT FINANSIES  
REPORTS SUBMITTED BY THE DIRECTORATE FINANCE**

C90/2026	Council approval for the engagement with stakeholders regarding the establishment of SRA's in Theewaterskloof Municipality [5/B]	79 – 120
C91/2026	SCM Deviation Report for February 2026 [6/3/3/6]	121 – 124

**M. DRINGENDE AANGELEENTHEDE / URGENT MATTERS**

**N. OORWEGING VAN KENNISGEWINGS VAN MOSIES / CONSIDERATION OF NOTICES OF MOTIONS**

**O. OORWEGING VAN KENNISGEWINGS EN VRAE / CONSIDERATION OF NOTICES AND QUESTIONS**

**P. OORWEGING VAN DRINGENDE MOSIES / CONSIDERATION OF URGENT MOTIONS**

**Q. IN-KOMITEEVERGADERING AGENDA-ITEMS VIR BESPREKING  
IN-COMMITTEE MEETING AGENDA-ITEMS FOR DISCUSSION**

**R. VERDAGING / ADJOURNMENT**

**ITEM TITLE**

**C86/2026 OFFICE OF THE MUNICIPAL MANAGER: DETERMINATION AND APPROVAL OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF COUNCILLORS WITH EFFECT FROM 01 JULY 2025**

*[English version of the report is the original]*

**FILE NUMBER**

3/3/7/R

**PURPOSE / AIM OF REPORT**

The purpose of this item is to submit to Council the response from MEC Bredell in response to Council's request for concurrence.

**BACKGROUND**

On 27 February 2026, Council resolved as follows:

*“After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by H Linnerts and seconded by Councillor C Smith it was resolved as follows:*

- 1. Council takes cognizance that the grading of the Theewaterskloof Municipality remains on a grade 4, for determining the upper limits of Councillors Remuneration.**
- 2. Council resolves that the maximum upper limits as promulgated in Government Gazette No. 54179 be approved and paid to Councillors with retrospective effect from 1 July 2025.**
- 3. Council takes cognizance that sufficient provision was made in the 2025/2026 Budget to cover the actual increase.**
- 4. Council declares the increase in Councillors’ Remuneration affordable and authorize the Municipal Manager to issue the affordability verification certificate.**
- 5. Council authorizes the Executive Mayor to submit the prescribed application to and obtain concurrence of the MEC for Local Government in the Western Cape, before implementing the new Upper Limits of Salaries, Allowances and Benefits of Councillors.**
- 6. That the Executive Mayor, Alderman LM de Bruyn, submits a letter to the MEC responsible for local government with the information of the serving councillors for the 2025/2026 financial year as promulgated in point 18 of Government Gazette No 54179 dated 20 February 2026.”**

**DISCUSSION**

A letter was sent to MEC Bredell on 12 March 2026 with the required certification and supporting documents.

On 19 March 2026, a letter was received from the MEC, which is attached hereto as Annexure "A".

**FINANCIAL IMPLICATIONS (ITEM AUTHOR)**

Cost to be covered in the current 20205/2026 budget.

**LEGAL IMPLICATIONS (ITEM AUTHOR)**

Upper Limits Regulation: ***Government Gazette No. 54179 with effect from 1 July 2025.***

**RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)**

None.

**RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:**

It is recommended:

1. That Council notes the response from MEC Bredell.
2. That Council discuss the response.



**Western Cape  
Government**

3  
**Ministry of Local Government,  
Environmental Affairs & Development Planning**

Tel: +27 21 483 3915  
Fax: +27 21 483 6081

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**REFERENCE: 13/1/1/K27 (3/11/2/28 – 2026/2)**

The Executive Mayor  
Theewaterskloof Municipality  
PO Box 24

**CALEDON**

7230

Per email: [ldebruyn@twk.gov.za](mailto:ldebruyn@twk.gov.za) / [annettesw@twk.gov.za](mailto:annettesw@twk.gov.za)

Dear Councillor De Bruyn

**DETERMINATION OF THE UPPER LIMITS OF THE SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS FOR THE 2024/2025 FINANCIAL YEAR – GAZETTE NO.54179 DATED 20 FEBRUARY 2026**

I refer to your correspondence dated 12 March 2026, regarding the abovementioned matter.

With reference to the provisions of Government Notice 7159 as published in Government Gazette No. 54179 dated 20 February 2026, read with Section 7 of the Remuneration of Public Office-Bearers Act, 1998 (Act 20 of 1998), regrettably your municipality has an unfunded budget and therefore, in the circumstances I cannot concur with the remuneration as determined by your Council with effect from 1 July 2025 within the upper limits of a Grade 4 Municipality.

Sincerely

A BREDELL  
**MINISTER**

DATE: 19/03/2026

4



Theewaterskloof Municipality Head Office  
6 Plein Street  
P.O. Box 24  
Caledon  
7230  
Telephone: +27 (28) 2143300  
Fax +27 (28) 2141289  
Website: www.twk.org.za

Enquiries: Ald de Bruyn

12 March 2026

**The Honourable MEC for Local Government, Environmental Affairs  
And Development Planning  
Private Bag X9186  
CAPE TOWN  
8000**

Dear MEC A Bredeel

**DETERMINATION AND PAYMENT OF UPPER LIMITS SALARIES, ALLOWANCES  
AND BENEFITS OF COUNCILLORS**

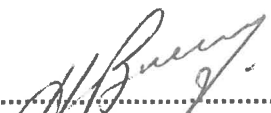
We refer to Government Notice Number 54179 dated 20 February 2026 and request your concurrence for the implementation of the Upper Limits of Salaries and Benefits to our municipal councillors in line with the prescribed legislation.

Please note that our Council resolved to implement the Upper Limits and took into account the following:

1. The grading of the municipality as a grade 4 (33.33 points for 2024/2025 income plus 25 points for the total population equals 58.33 which means that we remain a grade 4 municipality).
2. The projected actual expenditure of salaries, allowances and benefits of the different members of the Theewaterskloof Municipal Council based on the new upper limits and grading for the financial year 2025/26 will be R14 687 675.00 against an budgeted amount of R15 017 379.00.
3. Affordability was considered

We attach a copy of Council Resolution dated 27 February 2026, along with the detailed report and calculations as approved by Council.

Your in Service Delivery

  
.....  
Ald / LM de Bruyn  
EXECUTIVE MAYOR

Villiersdorp Tel: (028) 840 1130 | Greyton Tel: (028) 254 9620 | Riviersonderend Tel: (028) 261 1360

Caledon, Botriver, Tesselaarsdal Tel: (028) 214 3365 | Genadendal Tel: (028) 251 8130 | Grabouw Tel: (021) 859 2507

**ITEM HEADING**

**C76/2026 OFFICE OF THE MUNICIPAL MANAGER: DETERMINATION AND APPROVAL OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF COUNCILLORS WITH EFFECT FROM 01 JULY 2025**

*[English version of the report is the original]*

**FILE NUMBER**

3/3/7/R

**PURPOSE / AIM OF REPORT**

The purpose of this item is:

1. for Council to review the grade of the municipal council.
2. to report to Council on the financial implications, affordability as well as budgetary provisions.
3. to obtain approval to implement the Upper Limits for Councillors' Remuneration with effect from 01 July 2025, which was promulgated by the Minister for Cooperative Governance and Traditional Affairs on 20 February 2026 per Government Gazette No. 54179.

**BACKGROUND AND LEGAL REQUIREMENT**

Amendment of determination of Upper Limits of the Salaries, Allowances and Benefits of different members of municipal councils are annually done in terms of the Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998).

**DISCUSSION**

Attached hereto please find as Annexure "A" a copy of Government Gazette No.54179, dated 20 February 2026.

Some key features of the above-mentioned Gazette and Circular are as follows:

1. The determination of the upper limits is affected retrospectively from 1 July 2025.
2. The definition of "total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the audited financial statements of that municipality for the 2024/2025 financial year.
3. Motor vehicle and travel allowance
4. A councillor listed in item 5 and 8 of this Notice may, in line with applicable legislation, structure his or her basic salary to provide for motor vehicle allowance.

5. If a councillor structures a vehicle allowance, the councillor must provide proof of ownership of a private vehicle to the municipality and have the vehicle available for official duties.
6. A councillor who uses a privately-owned vehicle for execution of official duties on behalf of the municipality, may be reimbursed for official kilometres travelled, in addition to the total remuneration package of a councillor as determined in terms of items 5 and 8 of the Notice, not exceeding the applicable tariffs as prescribed by the national department responsible for transport and in terms of the municipal council's policy.
7. A councillor who utilises a privately-owned vehicle for official purposes must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service: (i) Date of travel; (ii) Kilometres travelled; and (iii) Travel details (i.e. reason for the trip, duration of trip and place from and place to).

➤ Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable municipal council policy.

- Cell phone allowances:

A councillor may, in addition to the annual remuneration packages provided for in terms of the regulation, be paid a cell phone allowance not exceeding R3600.00 per month in accordance with the applicable municipal policy.

- Data bundles

A councillor may, in addition to the annual remuneration packages provided for in terms of the regulation, be paid an allowance on the use of data bundles not exceeding R317.00 per month.

- Pension Fund: In terms of S13(1)(a) A councillor may participate in a pension fund duly established in terms of law.

13(1)(b) If a councillor elects to participate in a pension fund, the municipal council must deduct from that councillor's salary, the monthly contribution and pay the contributions to a pension fund to which a councillor is a member in accordance with the rules of such pension fund. The contributions by the municipal council and the councillor are included in the remuneration package as a total cost to the municipality.

- Medical Aid Scheme: S13(2)(a) reads as follows – A councillor may participate in a medical aid scheme duly established in terms of a law and such councillor shall be entitled to receive such medical aid benefits from the medical aid scheme to which the councillor contributes as may be determined by the rules of such medical aid scheme. The contributions by the municipal council and the councillor are included in the remuneration package as a total cost to the municipality.

(b) If a councillor elects to participate in a medical aid scheme, the municipality shall pay from his/her monthly salary, councillors own contributions and council contributions charged against and paid from the budget of the municipality to the medical aid scheme to which the councillor is a member.

- Tools of the trade

#### Grading:

The grading of Theewaterskloof Municipality for the purpose of determining the Upper Limits of Councillors' Remuneration is Grade 4 and was determined as follows:

Requirement	Amount / Points
Total Municipal Income 2024/2025	R 582,504,903
Number of Points according to Government Notice	33,33
Total population	139 563
Number of Points according to Government Notice	25
Total points allocated	58,33
50.01 to 66.67 points according to Government Notice No. 51407 = Grade 4	

#### FINANCIAL RESPONSIBILITIES

The Projected Actual Expenditure of the Salaries, Allowances and Benefits of the different members of the Theewaterskloof Municipal Council based on the approved new upper limits for the 2025/2026 financial year will be R 14,687,675 against a budgeted amount of R 15,017,379.

#### PROJECTED ACTUAL COUNCILLOR REMUNERATION 2025/26

PARTICULARS	EXECUTIVE MAYOR	DEPUTY EXECUTIVE MAYOR	SPEAKER	MEMBER OF MAYORAL COMMITTEE	MPAC CHAIR	PARTTIME COUNCILLOR	GRAND TOTAL
Total Remuneration Package	1050284	840233	840233	3940365	764612	5982840	13418567
Cellular Phone	43200	43200	43200	216000	43200	777600	1166400
Mobile data Card	3804	3804	3804	19020	3804	68472	102708
<b>Total Annual Package</b>	<b>1097288</b>	<b>887237</b>	<b>887237</b>	<b>4175385</b>	<b>811616</b>	<b>6828912</b>	<b>14687675</b>
<b>Number</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>18</b>	<b>27</b>

**Budget 2025/26: R 15, 017, 379**

**Remuneration Package: R 14, 687, 675**

**Surplus: R 329, 704**

**LEGAL RESPONSIBILITIES**

Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998).

**RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)**

None.

**RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:**

It is recommended:

1. That Council takes cognisance that the grading of the Theewaterskloof Municipality remains on a grade 4, for determining the upper limits of Councillors Remuneration.
2. That Council resolves that the maximum upper limits as promulgated in Government Gazette No. 54179 dated 20 February 2026 be approved and paid to Councilors with retrospective effect from 01 July 2025.
3. That Council takes cognisance that sufficient provision was made in the 2025/20226 Budget to cover the actual increase.
4. That Council declares the increase in Councilors' Remuneration affordable and authorizes the Municipal Manager to issue the affordability verification certificate.
5. That Council authorizes the Executive Mayor to submit the prescribed application to and obtain the concurrence of the MEC for Local Government in the Western Cape, before implementing the new Upper Limits of Salaries, Allowances and Benefits of Councilors.

**RESOLVED BY COUNCIL: 27 FEBRUARY 2026**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by H Linnerts and seconded by Councillor C Smith it was resolved as follows:

1. Council takes cognisance that the grading of the Theewaterskloof Municipality remains on a grade 4, for determining the upper limits of Councillors Remuneration.
2. Council resolves that the maximum upper limits as promulgated in Government Gazette No. 54179 dated 20 February 2026 be approved and paid to Councilors with retrospective effect from 01 July 2025.
3. Council takes cognisance that sufficient provision was made in the 2025/20226 Budget to cover the actual increase.
4. Council declares the increase in Councilors' Remuneration affordable and authorize the Municipal Manager to issue the affordability verification certificate.

5. Council authorizes the Executive Mayor to submit the prescribed application to and obtain the concurrence of the MEC for Local Government in the Western Cape, before implementing the new Upper Limits of Salaries, Allowances and Benefits of Councilors.
6. That the Executive Mayor, Alderman LM de Bruyn, submits a letter to the MEC responsible for local government with the information of the serving councillors for the 2025/26 financial year as promulgated in point 18 of Government Gazette No 54179 dated 20 February 2026.

*Councillor TB Zimmermann requested that his name be recorded that he is against the decision taken by Council.*

*For finalization by the Municipal Manager, Mr GW Hermanus and the Senior Manager: Human Resources, Mr J Amansure.*

## AFFORDABILITY VERIFICATION CERTIFICATE

### COUNCILLOR REMUNERATION: DETERMINATION OF UPPER LIMITS WITH EFFECT FROM 1 JULY 2025: GOVERNMENT NOTICE NO. 54179 DATED 20 FEBRUARY 2026

I, **Gwynne Wayne Hermanus**, Acting Accounting Officer of **THEEWATERSKLOOF MUNICIPALITY**, hereby certify that:

Current Councillor Remuneration Budget: **R 15 017 379.00**

Rand Increase of Total Budget as per new upper limits: **R**

**Adequate provision** has been made in the 2025/26 budget for the said increases in councillor remuneration including the back pay.

There is **inadequate provision** in the 2025/26 budget for the said increases in councillor remuneration including the back pay and that the shortfall will be funded from savings.

Based on the current financial performance and collection trends that the increases in councillor remuneration is affordable and does not compromise service delivery and the sustainability of the municipality.

Is an adjustment budget required to provide for back pay or the increase in councillor remuneration? **NO**



If Yes, how will the additional expenditure be funded? (Provide sufficient detail of how savings have been achieved to fund the additional expenditure)

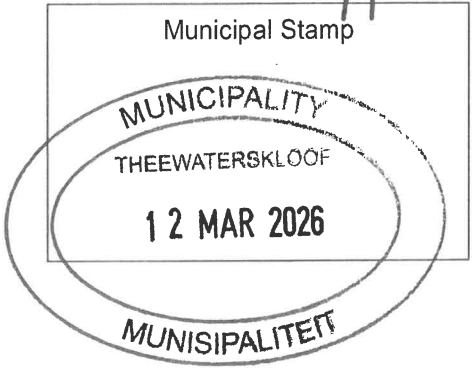
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The information submitted above, is to the best of my knowledge accurate.

Print name: **Gwynne Wayne Hermanus**

Acting Accounting Officer of **THEEWATERSKLOOF MUNICIPALITY**

Signature:  Date: 



**AFFORDABILITY VERIFICATION CERTIFICATE**  
**THEEWATERSKLOOF MUNICIPALITY**  
**GRADING**

		<b>Points</b>
Population as per census figures	<b>139 563</b>	<b>25</b>
Total Municipal Income (gross income as stated in the financial statement of the municipality for the 2024/25 financial year)	<b>R582 504 903</b>	<b>33.33</b>
<b>Total Points</b>		<b>58.33</b>
<b>Grade</b>		<b>4</b>

**ITEM TITLE**

13

**C87/2026 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT STRATEGIC SUPPORT AND IDP: REVISED 2025/2026 SDBIP**

*[English version of the report is the original]*

**FILE NUMBER**

5/1/3

**PURPOSE OF REPORT**

The aim of the report is to ensure compliance with the performance regulations and to review the 2025/26 SDBIP in line with the adjustment budget of council.

**BACKGROUND**

Section 1 of the MFMF defines the SDBIP as:

“a detailed plan approved by the Mayor of the municipality in terms of section 53 (1) (c) (ii) for implementing the municipalities delivery of services and the execution of its annual budget and which must include the following:

- (a) projections for each month of-
  - (i) revenue to be collected, by source; and
  - (ii) operational and capital expenditure, by vote;

- (b) Service delivery targets and performance indicators for each quarter”.

In terms of section 54 (c) of the MFMA, the Mayor of a municipality must: inter alia- consider and if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with approval of the council following approval of an adjustments budget.

The first adjustment budget for 2025/26 served before Council on 25 August 2025, and second one on 13 October 2025. Final adjustment served at Council on 27 February 2026. The SDBIP is revised due to the proposed adjustment budgets as mentioned for 2025/26. The adjusted service delivery indicators are contained in the attached document: Revised SDBIP for 2025/26. Explanations for changes is contained in the comment’s column.

Section 1 of the MFMF defines the SDBIP as:

“a detailed plan approved by the Mayor of the municipality in terms of section 53 (1) (c) (ii) for implementing the municipalities delivery of services and the execution of its annual budget and which must include the following:

- (a) projections for each month of-

- (i) revenue to be collected, by source; and
- (ii) operational and capital expenditure, by vote;

(b) Service delivery targets and performance indicators for each quarter”.

In terms of section 54 (c) of the MFMA, the Mayor of a municipality must: interalia-consider and if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with approval of the council following approval of an adjustments budget.

The first adjustment budget for 2025/26 served before Council on 25 August 2025, and second one on 13 October 2025. Final adjustment served at Council on 27 February 2026. The SDBIP is revised due to the proposed adjustment budgets as mentioned for 2025/26. The adjusted service delivery indicators are contained in the attached document: Revised SDBIP for 2025/26. Explanations for changes is contained in the comment's column.

### **DISCUSSION**

The SDBIP serves as a “contract” between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

The elements that necessitated the revision of the SDBIP were:

1. The changes in the adjustment budget.
2. Various Internal Audit Findings.
3. Recommendations of the Auditor-General in the 2024/25 Audit Report.

The process for the revisions was as follows:

An email was circulated to the respective Directors and Deputy Directors to ensure consistency with planned objectives, indicators and targets and also to ensure that the KPI's and targets followed the SMART principles (specific, measurable, reliable and time bound). All departments were requested to review their KPI's and submit requests for changes to the office of the municipal manager.

**FINANCIAL IMPLICATIONS (ITEM AUTHOR)**

Not applicable.

**LEGAL IMPLICATIONS (ITEM AUTHOR)**

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13.

Section 54(1)(c) of MFMA.

**RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)**

Not applicable.

**RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:**

It is recommended:

1. That Council approves the 2025/26 Revised SDBIP as per the attached report.
2. All KPI's that are being amended, added or deleted have been highlighted on the attached report and motivation provided.
3. That for all KPI's the previous year performance achievements be used as the baseline for current year KPI's and targets.
4. That the Council takes note of the SDBIP 2025-26 where the outer years have been added as per the Internal Audit finding.



**THEEWATERSKLOOF MUNICIPALITY**

**REVISED**

**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**2025/2026**

**THEEWATERSKLOOF MUNICIPALITY**

**REVISION SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**2025/2026**

**OFFICE OF THE MUNICIPAL MANAGER**

Revision of MM Office for 2025-26

KPI Ref	Responsible Directorate	National KPA	IDP Objective	Municipal KPA	KPI Name	Unit of Measurement	Baseline	Source of Evidence	Target Type	Original Annual Target	Q1	Q2	Q3	Q4	Revision Comments
TL1	Office of the Municipal Manager	Good Governance and Public Participation	Democratic, responsive, and accountable government	Good Governance	Compile and submit the final IDP to Council by 31 May 2026	Final IDP submitted to Council	1	1 Proof of submission	Number	1					
TL2	Office of the Municipal Manager	Municipal Financial Viability and Management	Democratic, responsive, and accountable government	Financial Viability	Compile and submit the final annual budget to Council by 31 May 2026	Final budget submitted to Council	1	1 Proof of submission	Number	1					
TL3	Office of the Municipal Manager	Good Governance and Public Participation	Democratic, responsive, and accountable government	Good Governance	Compile and submit the Oversight Report to Council by 31 March 2026	Report submitted to Council	1	1 Proof of submission	Number	1					
TL4	Office of the Municipal Manager	Good Governance and Public Participation	Democratic, responsive, and accountable government	Good Governance	Compile and submit the Draft Annual Report to Council by 31 January 2026	Draft Annual Report submitted to Council	1	1 Proof of submission	Number	1					
TL5	Office of the Municipal Manager	Basic Service Delivery	Sound financial management and continuous revenue growth	Basic Service Delivery	The percentage of the municipal capital budget spent on projects as at 30 June 2026 ((Actual amount spent on capital projects excluding orders/total amount budgeted for capital projects)X100)	% of capital budget spent	60%	S71 Report And Financial Statements	Percentage	95%					
TL6	Office of the Municipal Manager	Good Governance and Public Participation	Democratic, responsive, and accountable government	Good Governance	Compile and submit Annual Performance Report (APR) to the AG by 31 August 2025	Annual Performance Report Submitted	1	1 Confirmation by AG	Number	1					
New Kpi	Office of the Municipal Manager	Municipal Financial Viability and Management	Sound financial management and continuous revenue growth	Financial Viability	Submit monthly reports for Financial Services regarding the implementation of the FRP together with supporting documentation	Submission of Reports	6	6 Proof of Submission	Number	3	0	0	0	0	New KPI as per Financial Recovery plan

**THEEWATERSKLOOF MUNICIPALITY**

**REVISION SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**2025/2026**

**COMMUNITY SERVICES**

Revision for Community Services 2025-26

Internal Reference	Responsible Owner	National KPA	IDP Objective	Municipal KPA	KPI Name	Unit of Measurement	Ward	Source of Evidence	Baseline	Target Type	Annual Target	Q1	Q2	Q3	Q4	Comments for Revision of KPI
TL27	Community Services	Basic Service Delivery	Basic services for all	Basic Service Delivery	Achieve an average of 90% water sample compliance with SANS 241 micro biological indicators Water Treatment Works (% achievement all WTW's/WTW's tested)	Average % water compliance in terms of SANS 241 achieved	ALL	Independent Laboratory Test Results (IRIS System)	93.04%	Last Value	90%	90%	90%	90%	90%	
TL28	Community Services	Basic Service Delivery	Basic services for all	Basic Service Delivery	65% of effluent samples comply with permit values (% compliance of all WWTW's achieved / the number of WWTW's tested)	Average % achieved	ALL	Independent Laboratory Test Results (IRIS System)	54.37%	Last Value	65%	65%	65%	65%	65%	
TL29	Community Services	Basic Service Delivery	Basic services for all	Basic Service Delivery	Limit unaccounted water to less than 20%[(Number of Kiloliters Water Purchased or Purified - Number of Kiloliters Water Sold (incl free basic water) / Number of Kiloliters Water Purchased or Purified) x 100]	% unaccounted water captured in the report	ALL	Quarterly Report from Technical Service to Director Community Services	16.10%	Reverse Last Value	22%	22%	22%	22%	22%	22% Change Target to 20%. Align target to KPI .
					Limit unaccounted water to less than 20%[(Number of Kiloliters Water Purchased or Purified - Number of Kiloliters Water Sold (incl free basic water) / Number of Kiloliters Water Purchased or Purified) x 100]			Quarterly Report from Technical Service to Director Community Services	16.10%	Reverse Last Value	22%	20%	20%	20%	20%	20% Change Target to 20%. Align target to KPI .
TL30	Community Services	Basic Service Delivery	Maintenance, replacements, and upgrades of municipal infrastructure	Basic Service Delivery	Spend 95% of the project budget for the procurement of vehicles by 30 June 2026 {(Total actual expenditure for the project/Total amount budgeted for the project)x100}	% budget spent	ALL	Budget Expenditure Report	0%	Last Value	95%	0%	0%	0%	95%	
New	Community Services	Municipal Financial Viability management	Sound financial viability and continue revenue growth	Financial Viability	Submit monthly reports to financial services regarding the implementation of the FRP together with supporting evidence	Submission of Reports	ALL	Proof of submission	0	Accumulative	3	0	0	0	0	3 New KPI as per Financial Recovery Plan

**THEEWATERSKLOOF MUNICIPALITY**

**REVISION SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**2025/2026**

**CORPORATE SERVICES**

Revision for Corporate Services 2025-26

Internal Reference	Responsible Directorate	National KPA	IDP Objective	Municipal KPA	KPI	Unit of Measurement	WARD	Baseline	Source of Evidence	Target Type	Original Annual Target	Q1	Q2	Q3	Q4	Comments for Revision
TL21	Corporate Services	Municipal Transformation and Institutional Development	Healthy and productive workforce	Institutional Development	The percentage of the municipality's personnel budget actually spent on implementing its workforce skills plan by 30 June 2025 (Actual amount spent on training/total personnel budget)x100	% of the personnel budget spent	Whole Municipality; All	0.08%	Budget Expenditure Report	Percentage	0.10%	0%	0.05%	0	0.10%	
TL22	Corporate Services	Municipal Transformation and Institutional Development	Healthy and productive workforce	Institutional Development	The number of people from employment equity target groups employed (new appointments) in the three highest levels of management in compliance with the equity plan by 30 June 2026	Number of people employed	Whole Municipality; All	3	Appointment letters and Equity Plan	Number	2	0	0	0	2	
TL23	Corporate Services	Municipal Transformation and Institutional Development	Healthy and productive workforce	Institutional Development	Review the organogram and submit to Council 30 June 2026	Organogram submitted	Whole Municipality; All	1	Proof of submission	Number	1	0	0	0	1	
TL24	Corporate Services	Municipal Transformation and Institutional Development	Healthy and productive workforce	Institutional Development	Compile and submit a Rewards and Recognitions Policy to Council by 30 June 2026	Rewards and Recognitions Policy submitted by 30 June 2026	Whole Municipality; All	1	Proof of submission	Number	1	0	0	0	1	
TL25	Corporate Services	Municipal Transformation and Institutional Development	Healthy and productive workforce	Institutional Development	Compile and submit a Probation Policy to Council by 30 June 2026	Probation Policy submitted by 30 June 2026	Whole Municipality; All	1	Proof of submission	Number	1	0	0	0	1	
TL26	Corporate Services	Municipal Transformation and Institutional Development	Healthy and productive workforce	Institutional Development	Submit the Employment Equity Report to the Department of Employment and Labour by 30 September 2025	Employment Equity Report submitted by 30 September 2025	Whole Municipality; All	0	Proof of submission	Number	1	1	0	0	0	Change KPI to January 2026. Submission date as per Department of Employment and Labour is 15 January 2026
TL26	Corporate Services	Municipal Transformation and Institutional Development	Healthy and productive workforce	Institutional Development	Submit the Employment Equity Report to the Department of Employment and Labour by 15 January 2026	Employment Equity Report submitted by 30 September 2025	Whole Municipality; All	0	Proof of submission	Number	1	1	0	0	0	Change KPI to January 2026. Submission date as per Department of Employment and Labour is 15 January 2026
New KPI	Corporate Services	Municipal Financial Viability and Management	Sound Financial management and continue revenue growth	Financial Viability	Submit monthly reports to financial services regarding the implementation of the FRP together with supporting evidence	Submission of Reports	Whole Municipality; All	0	Proof of submission	Number	3	0	0	0	3	New KPI as per Financial Recovery Plan

**THEEWATERSKLOOF MUNICIPALITY**

**REVISION SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**2025/2026**

**FINANCE SERVICES**

Revision of Financial Services for 2025-26

KPI Ref	Responsible Directorate	National KPA	Municipal KPA	IDP Objective	KPI	Unit of Measurement	Region	Responsible Owner	Baseline	Source of Evidence	Target Type	Original Annual Target	Revised Annual Target	Q1	Q2	Q3	Q4	Comments for Revision	
TL7	Financial Services	Municipal Financial Viability and Management	Financial Viability	Sound financial management and continuous revenue growth	Achieve a debtor payment percentage of 85% as at 30 June 2026 (Gross Debtors Opening Balance + Biller Revenue - Gross Debtors Closing Balance - Bad Debts Written Off/Billed Revenue) / 100	Payment % achieved	Whole Municipality; All	Director: Financial Services	82.70%	Section 71 Report/Financial Statements	Percentage	85%	85%	70%	75%	83%	85%		
TL8	Financial Services	Municipal Financial Viability and Management	Financial Viability	Sound financial management and continuous revenue growth	Municipal's ability to meet its service debt obligations as at 30 June 2026 (Total Operating Revenue - Operating Grants/Debt Service Payments (i.e. Interest + redemption) due within one year)	Ratio achieved	Whole Municipality; All	Director: Financial Services	12.15	Section 71 Report/Financial Statements	Number	11	11	0	0	0	11		
TL9	Financial Services	Municipal Financial Viability and Management	Financial Viability	Sound financial management and continuous revenue growth	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June 2026 (Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment / Monthly Fixed Operational Expenditure excl (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)	Number of months it takes to cover the operating expenditure with available cash	Whole Municipality; All	Director: Financial Services	0	Section 71 Report/Financial Statements	Number	1.20	1.20	0	0	0	1.20		
TL10	Financial Services	Municipal Financial Viability and Management	Financial Viability	Sound financial management and continuous revenue growth	Financial viability measured in terms of the outstanding service debtors as at 30 June 2026 (Total outstanding service debtors/ revenue received for services)	% of outstanding service debtors	Whole Municipality; All	Director: Financial Services	84.66%	Section 71 Report/Financial Statements	Percentage	70%	70%	0%	0%	0%	70%		
TL11	Financial Services	Basic Service Delivery	Basic Service Delivery	Basic services for all	Provide 60% free basic water per month to all indigent households during the 2025/26 financial year	Number of indigent households receiving free basic water	Whole Municipality; All	Director: Financial Services	6	Report From The Financial System With Registered Indigent Households	Number	6 250	6 250	6 000	6 000	6 000	6 250	KPI name to be changed to 2025-26. Target change to 6000 as per AG outcome 2024-25. Evidence at Financial Services	
TL12	Financial Services	Basic Service Delivery	Basic Service Delivery	Basic services for all	Provide 70% free basic electricity per month to all indigent households (excluding Eskom) during the 2025/25 financial year	Number of indigent households receiving free basic electricity	Whole Municipality; All	Director: Financial Services	2	Report From The Financial System With Registered Indigent Households	Number	2 700	2 700	2 700	2 700	2 700	2 700	KPI name to be changed to 2025-26. Target change to 6000 as per AG outcome 2024-25. Evidence at Financial Services	
TL13	Financial Services	Basic Service Delivery	Basic Service Delivery	Basic services for all	Provide free basic refuse removal to indigent households in terms of the equitable share requirements during the 2025/25 financial year	Number of indigent households receiving free basic refuse removal	Whole Municipality; All	Director: Financial Services	6	Report From The Financial System With Registered Indigent Households	Number	6 250	6 250	6 250	6 250	6 250	6 250	KPI name to be changed to 2025-26. Target change to 6000 as per AG outcome 2024-25. Evidence at Financial Services	
TL14	Financial Services	Basic Service Delivery	Basic Service Delivery	Basic services for all	Provide free basic sanitation to indigent households in terms of the equitable share requirements during the 2025/25 financial year	Number of indigent households receiving free basic sanitation	Whole Municipality; All	Director: Financial Services	6	Report From The Financial System With Registered Indigent Households	Number	6 250	6 250	6 250	6 250	6 250	6 250	KPI name to be changed to 2025-26. Target change to 6000 as per AG outcome 2024-25. Evidence at Financial Services	
TL15	Financial Services	Basic Service Delivery	Basic Service Delivery	Basic services for all	Number of residential properties that receive piped water (credit and prepaid water) that is connected to the municipal water infrastructure network and billed for the services during 2025/25 financial year	Number of residential properties that receive piped water and billed for water or have prepaid meters	Whole Municipality; All	Director: Financial Services	15	Report From The Financial System Indicating Billed Debtors	Number	16 000	16 000	16 000	16 000	16 000	16 000	16 000	KPI name to be changed to 2025-26. Target change to 8000 as per AG outcome 2024-25. Evidence at Financial Services



**THEEWATERSKLOOF MUNICIPALITY**

**REVISION SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**2025/2026**

**ECONOMIC AND DEVELOPMENT SERVICES**

Revision of Economic and Development Services for 2025-26

KPI Ref	Responsible Directorate	National KPA	IDP Objective	Municipal KPA	KPI Name	Unit of Measurement	Region	Baseline	Source of Evidence	Target Type	Original Annual Target	Q1	Q2	Q3	Q4	Comments for Revision	
TL36	Economic Development and Planning	Local Economic Development	Improve the social environmental fabric of TWK Community	Local Economic Development	Create temporary work opportunities in terms of EPWP by 30 June 2026	Number of temporary work opportunities created	Whole Municipality: All	346 Participant list	Number	Number	251	50	150	30	21		
TL37	Economic Development and Planning	Local Economic Development	Improve the social environmental fabric of TWK Community	Local Economic Development	Develop and submit an Investment Policy and Implementation Framework Development Plan to Council by 30 June 2026	Investment Policy and Implementation Framework submitted to Council by 30 June 2026	Whole Municipality: All	0 Proof of submission	Number	Number	1	0	0	0	0	1 Remove for 2025/26 due to lack of funding for appointment of service provider	
TL38	Economic Development and Planning	Local Economic Development	Improve the social environmental fabric of TWK Community	Local Economic Development	Develop and submit an Incentive Policy and Implementation Framework to Council by 30 June 2026	Incentive Policy and Implementation Framework submitted to Council by 30 June 2026	Whole Municipality: All	0 Proof of submission	Number	Number	1	0	0	0	0	1 Remove for 2025/26 due to lack of funding for appointment of service provider	
TL39	Economic Development and Planning	Local Economic Development	Improve the social environmental fabric of TWK Community	Basic Service Delivery	Develop and submit an Expanded Policy Works Policy and Implementation Protocol to Council by 30 June 2026	Expanded Policy Works Policy and Implementation Protocol submitted to Council by 30 June 2026	Whole Municipality: All	0 Financial System Expenditure Report	Number	Number	1	0	0	0	0	1 Change source of evidence to Proof of Submission	
TL40	Economic Development and Planning	Local Economic Development	Improve the social environmental fabric of TWK Community	Basic Service Delivery	Develop and submit an Expanded Policy Works Policy and Implementation Protocol to Council by 30 June 2026	Expanded Policy Works Policy and Implementation Protocol submitted to Council by 30 June 2026	Whole Municipality: All	0 Proof of submission	Number	Number	1	0	0	0	0	1 Change source of evidence to Proof of Submission	
TL40	Economic Development and Planning	Good Governance and Public Participation	Make Theewaterskloof the investment destination of choice and promote second and township economy	Basic Service Delivery	Complete the Land Audit and submit to Council by 28 February 2026	Land Audit completed and submitted to Council by 28 February 2026	Whole Municipality: All	0 Proof of submission	Number	Number	1	0	0	0	1	0 Change KPI. Change to 30 June 2026 Target should be in June	
TL40	Economic Development and Planning	Good Governance and Public Participation	Make Theewaterskloof the investment destination of choice and promote second and township economy	Basic Service Delivery	Complete the Land Audit and submit to Council by 30 June 2026	Land Audit completed and submitted to Council by 30 June 2026	Whole Municipality: All	0 Proof of submission	Number	Number	1	0	0	0	0	1 Change KPI to June 2026. and Unit of Measurement to June 2026	
TL41	Economic Development and Planning	Good Governance and Public Participation	Make Theewaterskloof the investment destination of choice and promote second and township economy	Basic Service Delivery	Complete the Draft Strategic Land Management Strategy to Council by 30 June 2026	Draft Strategic Land Management Strategy submitted to Council by 30 June 2026	Whole Municipality: All	0 Proof of submission	Number	Number	1	0	0	0	1		
TL42	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of the approved project budget for Civil Engineering Services for Greyton Erf 595 by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project x100)	% budget spent	Whole Municipality: 2	78% Financial System Expenditure Report	Percentage	Percentage	95%	10%	40%	60%	95%	Change KPI name: Spend 95% of approved budget on professional fees for Greyton 595 at 30 June 2026	
TL42	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of approved budget on professional fees for Greyton 595 at 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project x100)	% budget spent	Whole Municipality: 2	Financial System Expenditure Report	Percentage	Percentage	95%					95% Change KPI name: Spend 95% of approved budget on professional fees for Greyton 595 at 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project x100)	
TL43	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Review the Human Settlements Pipeline and submit to Council by 31 December 2025	Human Settlements Pipeline reviewed and submitted to Council by 31 December 2025	Whole Municipality: All	0 Proof of submission	Number	Number	1	0	1	0	0	0	

TL	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Service 408 sites in Villiersdorp Destiny Farm (Phase 2b) by 30 June 2026	Number of sites serviced	Whole Municipality: 6	408	100	100	100	108
TL44	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Service 408 sites in Villiersdorp Destiny Farm (Phase 2b) by 30 June 2026	Number of sites serviced	Whole Municipality: 6	408	100	100	100	108
TL45	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of the approved project budget for Civil Engineering Services for Caledon Riemsmak by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)x100	% budget spent	Whole Municipality: 3	95%	40%	60%	95%	95%
TL46	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of the approved project budget for Civil Engineering Services for Borriver Beaumont (Phase 2) by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)x100	% budget spent	Whole Municipality: 7	95%	10%	40%	95%	95%
TL47	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of the approved project budget for Professional Services for Borriver Beaumont (Phase 2) by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)x100	% budget spent	Whole Municipality: 7	95%	0%	0%	95%	95%
TL48	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of the approved project budget for Civil Engineering Services for Grabouw Roadkake 1054 by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)x100	% budget spent	Whole Municipality: 14	95%	10%	40%	95%	95%
TL49	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of the approved project budget for Residential Area (RA) by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)x100	% budget spent	Whole Municipality: 7	95%	10%	40%	95%	95%
TL50	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Submit a Project Feasibility Report for Greater Villiersdorp UISP (2600) to the Department of Infrastructure by 30 June	Feasibility Report submitted to the Department of Infrastructure by 30 June	Whole Municipality: 5,6	1	0	0	0	1
TL51	Economic Development and Planning	Basic Service Delivery	Upgrading of Informal Settlements and prioritising the most needy housing allocation	Basic Service Delivery	Spend 95% of the approved project budget for Greater Grabouw Planning by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)x100	% budget spent	Whole Municipality: 13	95%	10%	40%	95%	95%
New TL	Economic Development and Planning	Basic Service Delivery	Maintenance, Replacements and of	Basic Service Delivery	Spend 95% of the project budget approved for Villiersdorp Taxi Rank Upgrade (Phase 3A) by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)x100	% budget spent	Whole Municipality: 5,6	95%	10%	40%	95%	95%
New TL	Economic Development and Planning	Municipal Financial Management	Sound Financial Management and continue revenue growth	Financial Viability	Submit monthly reports to Financial Services regarding the implementation of the FRP together with supporting Evidence	Submission of Reports	Whole Municipality	3	0	0	0	3

**THEEWATERSKLOOF MUNICIPALITY**

**REVISION SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

**2025/2026**

**TECHNICAL INFRASTRUCTURE IMPLEMENTATION SERVICES**

Revision of Technical and Infrastructure Implementation Services 2025-26

KPI Ref	Responsible Directorate	National KPA	Municipal KPA	IDP Objective	KPI	Unit of Measurement	WARD	Baseline	Source of Evidence	Target Type	Original Annual Target	Q1	Q2	Q3	Q4	Comments for Revision
TL31	Technical and Infrastructure Implementation Services	Basic Service Delivery	Basic Service Delivery	Maintenance, replacements, and upgrades of municipal infrastructure	Spent 95% of the project budget for the Botrivier Treatment Works (Phase 2) by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)(100)	%budget spent	Whole Municipality: 7	0% Financial System Expenditure Report	Financial System Expenditure Report	Percentage	95%	0%	0%	0%	95%	
TL32	Technical and Infrastructure Implementation Services	Basic Service Delivery	Basic Service Delivery	Maintenance, replacements, and upgrades of municipal infrastructure	Spent 95% of the project budget for the upgrade and expansion of the Villiersburg Water Treatment Works (WTV) Phase 2 by 30 June 2026 (Total actual expenditure for the project/Total amount budgeted for the project)(100)	Water Treatment Works upgraded and expanded by 30 June 2026	Whole Municipality: 5	0 Completion certificate	Completion certificate	Number	90	0	0	0	0	To be removed from the SDBIP. Tender was cancelled and will be budgeted for again in 2026/27 onward. Documentation available at SCM
TL33	Technical and Infrastructure Implementation Services	Basic Service Delivery	Basic Service Delivery	Maintenance, replacements, and upgrades of municipal infrastructure	Complete the upgrade of the Grabouw Gypsy Queen bulk sewer and water provision project by 30 June 2026	Project completed by 30 June 2026	Whole Municipality: 11	0 Financial System Expenditure Report	Financial System Expenditure Report	Number	1	0	0	0	1	Change description of KPI. Change Number to percentage. Evidence change to Financial Section 71 Report
TL34	Technical and Infrastructure Implementation Services	Basic Service Delivery	Basic Service Delivery	Basic services for all	Spent 95% of the project budget for the provision of new bulk water and sewer housing projects by 30 June 2026 Limit unaccounted electricity to less than 12% as at 30 June 2026 (Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl Free basic electricity) / Number of Electricity Units Purchased and/or Generated) x 100	Spent 95% of project budget % unaccounted electricity captured in the report	Whole Municipality: All	3.70% Distribution Losses Report	Distribution Losses Report	Percentage	7%	10%	0%	10%		
TL35	Technical and Infrastructure Implementation Services	Basic Service Delivery	Basic Service Delivery	Democratic, responsive, and accountable government	Sign a Memorandum of Understanding (MOU) with Eskom for joint service planning and outage coordination by 28 February 2026	Number of MOU's signed	Whole Municipality: All	0 Signed MOU	Signed MOU	Number	1	0	0	0	1	To be removed. Eskom not responding to emails. No financial implications.
New	Technical and Infrastructure Implementation Services	Basic Service Delivery	Basic Service Delivery	Basic services for all	Complete the design and procurement documentation related to the Riviersonderend Water Purification upgrading by 30 June 2026	Design Report and Tender Document received from consultants			Design report and tender documentation	Number	1	0	0	0	0	1 New KPI to be added
New	Technical and Infrastructure Implementation Services	Basic Service Delivery	Basic Service Delivery	Maintenance, replacements, and upgrades of municipal infrastructure	Spent 95% of budget allocated for the Upgrade of Pheevue Park Sport Ground Phase 1 by June 2026	95% of budget spent	Whole Municipality: 14		Section 71 Report	Percentage						New KPI to be added
New	Technical and Infrastructure Implementation Services	Municipal Financial Viability Management	Financial Viability	Sound Financial management and continue revenue growth	Submit monthly reports to financial services regarding to implementation of the FFP together with supporting evidence.	Submission of reports	Whole Municipality		Proof of submission	Number	95%	0	0	0	0	3 New Kpi as per Financial Recovery Plan

**ITEM TITLE****C88/2026 DIRECTORATE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES: REPORTING ON PERFORMANCE OF CONTRACTORS FOR FEBRUARY 2026**

*[English version of the report is the original]*

**FILE NUMBER**

8/2/3/5/5

**PURPOSE OF REPORT**

KPI 213 of the SDBIP for the Directorate Technical- and Infrastructure Implementation Services determines the following:

Compile a report on the performance of service providers applicable to the Directorate and submit to Council monthly.

To present a report to Council in terms of the contract and performance management of the Technical Departments contractors for February 2026 to ensure the municipality receives value for money and the contracts are completed on time and within the approved budget.

**BACKGROUND**

S116 (2) of the Municipal Finance management Act (No. 56 of 2003) states that:

The accounting officer of a municipality or municipal entity must -

1. take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality or municipal entity is properly enforced;
2. monitor on a monthly basis the performance of the contract under the contract or agreement;
3. establish capacity in the administration of the municipality or municipal entity –
  - (i) to assist the accounting officer in carrying out the duties set out in paragraphs (a) and (b); and
  - (ii) to oversee the day-to-day management of the contract or agreement; and
4. regularly report to Council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contract.

Reporting pattern of Technical- and Infrastructure Implementations Services

<b>Department</b>	<b>February 2026</b>
Technical Services	Submitted

Find attached checklists consisting of the summaries done for Technical Services:

Tender no	Service Provider	Blockages	Reason
		No Blockages	

**COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES**

Report is supported.

**FINANCIAL IMPLICATIONS (ITEM AUTHOR)**

Can be found in checklists attached as Annexures. It can be costly to the municipality if reporting is not done correctly.

**LEGAL IMPLICATIONS (ITEM AUTHOR)**

Chapter 8 Municipal Finance Management Act. 56 of 2003

**COMMENTS FROM INTERNAL AUDIT**

No comments.

**RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)**

None.

**RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:**

**It is recommended that Council takes cognisance of the report regarding the performance of service providers for the month of February 2026 for the Directorate Technical- and infrastructure Implementation Services.**

**ITEM HEADING****DIRECTORATE TECHNICAL SERVICES: REPORTING ON PERFORMANCE OF CONTRACTORS FOR FEBRUARY 2026 [HM/mv]**

*[English version of the report is the original]*

**FILE NUMBER**

8/1/R

**PURPOSE / AIM OF REPORT**

KPI 213 of the SDBIP for the Directorate Technical and Infrastructure Services determines the following:

Compile a report on the performance of service providers applicable to the Directorate and submit to Council monthly.

To present a report to Council in terms of the contract and performance management of the Technical Departments contractors for February 2026 to ensure the municipality receives value for money and the contracts are completed on time and within the approved budget.

**BACKGROUND**

S116 (2) of the Municipal Finance management Act (No. 56 of 2003) states that:

The accounting officer of a municipality or municipal entity must -

1. take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality of municipal entity is properly enforced;
2. monitor on a monthly basis the performance of the contract under the contract or agreement;
3. establish capacity in the administration of the municipality or municipal entity - (i) to assist the accounting officer in carrying out the duties set out in paragraphs (a) and (b); and  
(ii) to oversee the day-to-day management of the contract or agreement; and
4. regularly report to Council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contract.

**DISCUSSION**

Reporting pattern of Technical Services

Department	February 2026
Technical Services	Submitted

Find attached checklists consisting of the summaries done for Technical Services:

Tender no 34	Service Provider	Blockages	Reason
		No Blockages	

**COMMENTS: CHIEF AUDIT EXECUTIVE**

No comments

**LEGAL RESPONSIBILITIES**

Chapter 8 Municipal Finance Management Act. 56 of 2003.

**FINANCIAL RESPONSIBILITIES**

Can be found in checklists attached as Annexures. It can be costly to the municipality if reporting is not done correctly.

**CLIENT CARE IMPLICATION**

None

**RISK MANAGEMENT IMPLICATION**

None

**RECOMMENDATION BY ITEM AUTHOR TO COUNCIL**

**It is recommended that Council take cognisance of the report regarding the performance of service providers for the month of February 2026 for the Directorate Technical and infrastructure Implementation Services**

  
 \_\_\_\_\_  
 Director Technical Services

09/03/2026  
 Date

\_\_\_\_\_  
 Deputy Director: Technical Services

09/03/2026  
 Date

  
 \_\_\_\_\_  
 Deputy Director: Electrical Services

09/03/2026  
 Date

## PMU

1. TECH0/2022/23: Provision of professional services: Eradication of septic tanks at Botrivier: *ROMH Consulting Engineers*.
2. TECH01/2022/23: Provision of professional services: Greyton water & sewer upgrades: *UDS Africa*
3. TECH01/2022/23: Provision of professional services: Grabouw Bulk water phase 5.3: *Lukhozi Consulting Engineers*
4. TECH01/2022/23: Provision of professional services: Gypsey Queen bulk water pipeline: *Engineering Advice & Services*
5. TECH01/2022/23: Provision of professional services: Tesselaarsdal water pipeline: *DELTA BEC*
6. TECH01/2022/23: Provision of professional services: Gypsey Queen bulk sewer pipeline: *Engineering Advice & Services*
7. TECH01/2022/23: Botrivier WWTW PH 2 provision of professional Services: *Water & Wastewater Engineering*
8. ENG 11/2024/25: Upgrading of Botrivier WWTW Phase 2: *JVZ Construction*

## ELECTRICITY

1. ELEC01/2023/24: Tender for labour cost: Standby and maintenance in Theewaterskloof

Project Name	TECH 01/2022/23: Provision of professional services: Eradication of Septic Tanks at Botrivier						Report No. 21	Date of Report	28/02/2026
Contract Number	TECH 01/2022/23								
SDBIP Ref No.	Service Provider	ROMH Consulting Engineers							
Project on Time?	mSCOA Confiq Code (vote no.)	076042700901	Total Awarded Contract Amount (Vat excl.)	R321 365,00	Commencement Date	04/06/2024	Original Completion Date	30/06/2026	
Adjusted Contract Value with Expansions included(Vat excl.)	Extension of time granted ? - days	Not applicable	Adjusted Completion Date	Undetermined at this stage	Value of VO's approved	Not applicable	Value of Expansions approved (Vat excl.)	Not applicable	
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	Number of Invoices/Certificates	1	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date(Vat Excl.)	R159 744,00	Date of Practical Completion Certificate	Not yet known	
Overall performance including Rand Value in terms of the Empowerment Goals	Not applicable to TECH 01/2022/23								
Overall performance including quality of work to date	ROMH consulting has completed the tender documentation and design stage. No further work has been completed								
Blockages and problems experienced	The Municipal Manager instructed that own funded projects be suspended.								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	Project suspended. Awaiting funding to proceed								
Directorate	Technical Services :PMU	Contract Owner	Denver Damons	Contract Manager	Nigel Kayser				

Project Name	TECH 01/2022/23: Provision of professional services: Greyton water & sewer upgrades					Report No. 23	Date of Report	28/02/2026	
Contract Number	TECH 01/2022/23								
SDBIP Ref No.	Service Provider	mSCOA Config Code (vote no.)	Total Awarded Contract Amount (Vat excl.)	Adjusted Completion Date	Commencement Date	Original Completion Date	Value of Expansions approved (Vat excl.)		
	UDS Africa	077010500324	R778 225,00	not applicable	25/04/2024	30/06/2026	Not applicable		
Project on Time?	No	Extension of time granted? - days	Undetermined at this stage	Adjusted Completion Date	Value of VO's approved	Not applicable	Not applicable		
Adjusted Contract Value with Expansions included (Vat excl.)	N/a	Number of Invoices/Certificates	Disputed Invoices/ Certificates (Y/N)	Disputed Invoices/ Certificates (Y/N)	Actual Amount Paid to Date (Vat Excl.)	Date of Practical Completion Certificate	Not yet known		
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	Not applicable to TECH 01/2022/23							Date of Final Completion certificate	Not yet known
Overall performance including Rand Value in terms of the Empowerment Goals	Not applicable to TECH 01/2022/23								
Overall performance including quality of work to date	UDS Africa consulting has completed the tender documentation and design stage. No further work has been completed								
Blockages and problems experienced	The Municipal Manager instructed that own funded projects be suspended.								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	Project suspended. Awaiting funding to proceed								
Directorate	Technical Services :PMU	Contract Owner	Denver Damons	Contract Manager	Nigel Kayser				

Project Name	TECH 01/2022/23: Provision of professional services: Grabouw bulk water Phase 5.3						Report No. 23	Date of Report	28/02/2026
Contract Number:	TECH 01/2022/23	Service Provider	Lukhozi Consulting Engineers						
SDBIP Ref No.	mSCOA Conflq Code (vote no.)	077010200333	Total Awarded Contract Amount (Vat excl.)	R354 123,13	Commencement Date	25/04/2024	Original Completion Date	30/06/2026	
Project on Time?	Extension of time granted ? - days	not applicable	Adjusted Completion Date	Undetermined at this stage	Value of VO's approved	Not applicable	Value of Expansions approved (Vat excl.)	Not applicable	
Adjusted Contract Value with Expansions included(Vat excl.)	Number of Invoices/Certificates	0	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date(Vat Excl.)	R0,00	Date of Practical Completion Certificate	Not yet known	
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	Not applicable to TECH 01/2022/23								
Overall performance including Rand Value in terms of the Empowerment Goals	Not applicable to TECH 01/2022/23								
Overall performance including quality of work to date	The engineers have completed the tender documentation and design stage. No further work has been completed								
Blockages and problems experienced	The Municipal Manager instructed that own funded projects be suspended								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	Project suspended. Awaiting funding to proceed								
Directorate	Technical Services :PMU		Contract Owner	Denver Damons	Contract Manager	Nigel Kayser			

Project Name	TECH 01/2022/23: Provision of professional services: Gypsy Queen bulk water pipeline					Report No. 23	Date of Report	28/02/2026	
Contract Number	TECH 01/2022/23	Service Provider	Engineering Advice & Services						
SDBIP Ref No.	D349	mSCOA Confiq Code (vote no.)	076010200091	Total Awarded Contract Amount (Vat excl.)	R654 478,00	Commencement Date	10/04/2024	Original Completion Date	30/06/2026
Project on Time?	Yes	Extension of time granted ? - days	not applicable	Adjusted Completion Date	Undetermined at this stage	Value of VD's approved	Not applicable	Value of Expansions approved (Vat excl.)	Not applicable
Adjusted Contract Value with Expansions included(Vat excl.)	N/a	Number of Invoices/Certificates	5	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date(Vat Excl.)	R619 543,25	Date of Practical Completion Certificate	Not yet known
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	Not applicable to TECH 01/2022/23								
Overall performance including Rand Value in terms of the Empowerment Goals	Not applicable to TECH 01/2022/23								
Overall performance including quality of work to date	EAS Consulting Engineers have performed well throughout the duration of their contract								
Blockages and problems experienced	None to report for February. The contractor reached practical completion stage in December								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	None to report for February. The contractor reached practical completion stage in December								
Directorate	Technical Services :PMU	Contract Owner	Denver Damons	Contract Manager	Nigel Kayser				

Project Name	TECH 01/2022/23: BOTRIVIER WWTW PH 2 PROVISION OF PROFESSIONAL SERVICES				Report No.	9	Date of Report	28/02/2026
Contract Number	TECH 01/2022/23 Service Provider WATER & WASTEWATER ENGINEERING							
SDBIP Ref No.	mSCOA Confiq Code (vote no.)	76011700900	Total Awarded Contract Amount (Vat excl.)	R6 165 501,00	Commencement Date	30/06/2025	Original Completion Date	30/06/2028
Project on Time?	Extension of time granted ? - days	not applicable	Adjusted Completion Date	N/A	Value of VO's approved	Not applicable	Value of Expansions approved (Vat excl.)	Not applicable
Adjusted Contract Value with Expansions included(Vat excl.)	Number of Invoices/Certificates	8	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date(Vat Excl.)	R3 659 546,67	Date of Practical Completion Certificate	N/A
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	Not applicable							
Overall performance including Rand Value in terms of the Empowerment Goals	Not applicable							
Overall performance including quality of work to date	Water & Wastewater Engineering have performed well throughout the duration of their contract							
Blockages and problems experienced	None to report for February							
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	None required							
Directorate	Technical Services :PMU	Contract Owner	Denver Damons	Contract Manager	Nigel Kayser			

Project Name	TECH 01/2022/23: Provision of professional services: Tessaiaarsdal water pipeline						Report No. 23	Date of Report	28/02/2026
Contract Number	TECH 01/2022/23	Service Provider	DELTA BEC						
SDBIP Ref No.	D342	mSCOA Config Code (vote no.)	077010100323	Total Awarded Contract Amount (Vat)	R410 747,00	Commencement Date	07/06/2024	Original Completion Date	30/06/2026
Project on Time?	Yes	Extension of time granted ? - days	not applicable	Adjusted Completion Date	Undetermined at this stage	Value of VO's approved	Not applicable	Value of Expansions approved (Vat excl.)	Not applicable
Adjusted Contract Value with Expansions included (Vat excl.)	N/a	Number of Invoices/Certificates	2	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date (Vat Excl.)	R200 778,00	Date of Practical Completion Certificate	Not yet known
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	Not applicable to TECH 01/2022/23								
Overall performance including Rand Value in terms of the Empowerment Goals	Not applicable to TECH 01/2022/23								
Overall performance including quality of work to date	Delta BEC has completed the design and tender stage. No further work has been undertaken								
Blockages and problems experienced	The Municipal Manager instructed that own funded projects be suspended								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	Project suspended. Awaiting funding to proceed								
Directorate	Technical Services :PMU			Contract Owner	Denver Damons	Contract Manager	Nigel Kayser		

Project Name	TECH 01/2022/23: Provision of professional services: Gypsy Queen bulk sewer pipeline						Report No. 24	Date of Report	
Contract Number	TECH 01/2022/23	Service Provider	Engineering Advice & Services						
SDBIP Ref No.	D349	mSCOA Config Code (vote no.)	076010200091	Total Awarded Contract Amount (Vat excl.)	R1 428 006,50	Commencement Date	10/04/2024	Original Completion Date	30/06/2026
Project on Time?	Yes	Extension of time granted ? - days	not applicable	Adjusted Completion Date	Undetermined at this stage	Value of VO's approved	Not applicable	Value of Expansions approved (Vat excl.)	Not applicable
Adjusted Contract Value with Expansions included (Vat excl.)	N/a	Number of Invoices/Certificates	5	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date (Vat Excl.)	R1 413 651,65	Date of Practical Completion Certificate	Not yet known
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	Not applicable to TECH 01/2022/23								
Overall performance including Rand Value in terms of the Empowerment Goals	Not applicable to TECH 01/2022/23								
Overall performance including quality of work to date	EAS Consulting Engineers have performed well throughout the duration of their contract								
Blockages and problems experienced	None to report for February. The contractor reached practical completion stage in December								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	None to report for February. The contractor reached practical completion stage in December								
Directorate	Technical Services :PMU			Contract Owner	Denver Damons		Contract Manager	Nigel Kayser	

Project Name	ENG 11/2024/25: Upgrading of Botrivier WWTW Phase 2				Report No.	8	Date of Report	28/02/2026		
Contract Number	ENG 11/2024/25 Service Provider JVZ Construction				Total Awarded Contract Amount (Vat excl.)	R33 072 043,00	Commencement Date	1-Aug-25	Original Completion Date	31/07/2026
SDBIP Ref No.	mSCOA Confiq Code (vote no.)	Adjusted Contract Amount (Vat excl.)	Adjusted Completion Date	Disputed Invoices/Certificates (Y/N)	Actual Amount Paid to Date (Vat Excl.)	R 17 733,26	Value of VO's approved	Not applicable	Date of Practical Completion Certificate	31/07/2026
Project on Time?	Yes	Extension of time granted ? - days	not applicable	Number of Invoices/Certificates	6	N/A	Actual Amount Paid to Date (Vat Excl.)	No	Date of Final Completion certificate	31/07/2027
Adjusted Contract Value with Expansions included (Vat excl.)	N/a									
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	As per contract ENG 11/2024/25, special conditions of tender									
Overall performance including Rand Value in terms of the Empowerment Goals	Monthly reporting in terms of special conditions of contract									
Overall performance including quality of work to date	JVZ Construction has performed well thus far									
Blockages and problems experienced	None to report for February									
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	None required									
Directorate	Technical Services : PMU			Contract Owner		Denver Damons		Contract Manager		Nigel Kayser

## ELECTRICITY

1. ELEC01/2023/24: Tender for labour cost: Standby and maintenance in Theewaterskloof Area, electrical department: New contract: Greyton area: *Greyton Electrical*
2. ELEC01/2023/24: Tender for labour cost: Standby and maintenance in Theewaterskloof Area, electrical department: New contract: *Riviersonderend: Greyton Electrical*
3. ELEC02/2023/24: Tender for medium voltage switchgear maintenance and emergency repair work for Theewaterskloof Area, Electrical Department 3 Year contract TWK area: *De Kock & Cronje*
4. TECH01/2022/23: Electrification of informal houses Riemvasmaak Caledon: *Lyners Consulting Eng.*
5. ELEC04/2024/25: Electrification of informal houses Riemvasmaak, Caledon: Adenco Construction

Project Name	TENDER FOR LABOUR COST, STANDBY AND MAINTENANCE IN THEWATERSKLOOF AREA, ELECTRICAL DEPARTMENT New contract 3 Years (24/25) Greyton Area				Report No.	28	Date of Report	28-Feb-26	
Contract Number	ELEC 01/2023/24	Service Provider	Greyton Electrical						
SDBIP Ref No.		mSCOA Config Code (note no.)	01/7510/5/7558/0 01/7511/5/7558/0	Total Awarded Contract Amount (Vat Incl.)	R248 313 in current budget available(25/26)	Commencement Date	10-Nov-23	Original Completion Date	30-Jun-26
Project on Time?	YES	Extension of time granted ? - days		Adjusted Completion Date	Value of VO's approved	Value of VO's approved (Vat excl.)		Value of Expansions approved (Vat excl.)	
Adjusted Contract Value with Expansions Included(Vat excl.)		Number of Invoices/Certificates	7	Disputed Invoices/ Certificates (Y/N)	Actual Amount Paid to Date(Vat Excl.)	Date of Practical Completion Certificate	R366 078,25	Date of Practical Completion Certificate	30-Jun-26
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy									
Overall performance including Rand Value in terms of the Empowerment Goals	Local Contractor								
Overall performance including quality of work to date	None								
Blockages and problems experienced	None								
Actions and resolutions required (and by whom) to unblock problems and assure completion on time - if possible	N/A								
	R496 626 in current budget available(25/26)								

Project Name	TENDER FOR LABOUR COST, STANDBY AND MAINTENANCE IN THEWATERSKLOOF AREA, ELECTRICAL DEPARTMENT New contract 3 Years (24/25) RSE Area					Report No.	28	Date of Report	28-Feb-26
Contract Number	ELEC 01/2023/24	Service Provider	Greyton Electrical						
SDBIP Ref No.		mSCOA Config Code (vote no.)	01/7510/4/7558/0	Total Awarded Contract Amount (Vat incl.)	R248 313 in current budget available(25/26)	Commencement Date	10-Nov-23	Original Completion Date	30-Jun-26
Project on Time?	YES	Extension of time granted ? - days		Adjusted Completion Date		Value of VO's approved		Value of Expansions approved (Vat excl.)	
Adjusted Contract Value with Expansions Included(Vat excl.)		Number of Invoices/Certificates	7	Disputed Invoices/ Certificates (V/N)	No	Actual Amount Paid to Date(Vat Excl.)	R239 358,34	Date of Practical Completion Certificate	30-Jun-26
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy									
Local Contractor									
Overall performance including Rand Value in terms of the Empowerment Goals									
None									
Overall performance including quality of work to date									
None									
Blockages and problems experienced									
N/A									
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible									
2025/26 Budget R248 313									
Directorate	Electrical Department		Contract Owner	Z Benjamin	Contract Manager	Z Benjamin			

TENDER FOR MEDIUM VOLTAGE SWITCHGEAR MAINTENANCE AND EMERGENCY REPAIR WORK FOR THEEWATERSKLOOF AREA, ELECTRICAL DEPARTMENT 3 Years (25/26) TWK area		Report No.		28		Date of Report		28-Feb-26	
Contract Number	ELEC 02/2023/24	Service Provider	De Kock & Cronje						
SDBIP Ref No.		mSCOA Config Code (vote no.)	01/7510/0/7558/0; 01/7510/1/7558/0; 01/7510/3/7558/0; 01/7510/4/7558/0; 01/7510/5/7558/0	Total Awarded Contract Amount (Vat Incl.)	R360 000 in current budget available(25/26)	Commencement Date	26-Sep-23 <th>Original Completion Date</th> <td>30-Jun-26</td>	Original Completion Date	30-Jun-26
Project on Time?	YES	Extension of time granted ? - days		Adjusted Completion Date		Value of VO's approved		Value of Expansions approved (Vat excl.)	
Adjusted Contract Value with Expansions included(Vat excl.)		Number of Invoices/Certificates	2	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date(Vat Excl.)	R145 236,13 <th>Date of Practical Completion Certificate</th> <td>30-Jun-26</td>	Date of Practical Completion Certificate	30-Jun-26
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy									
None Specialised work									
Overall performance including Rand Value in terms of the Empowerment Goals									
None									
Overall performance including quality of work to date									
None									
Blockages and problems experienced									
None									
Actions and resolutions required (and by whom) to unblock problems and assure completion on time - if possible									
N/A									
Directorate	Electrical Department			Contract Owner	Z Benjamin	Contract Manager	Z Benjamin		

Project Name	Electrification of informal houses Riemvasmaak Caledon				Report No.	11	Date of Report	28-Feb-26	
Contract Number	ELEC 04/2024/25	Service Provider	Adenco Construction						
SDBIP Ref No.		mSCOA Confiq Code (vote no.)	07/7510/0/0020/0 // 07/7510/0/0020/1	Total Awarded Contract Amount (Vat excl.)	R3 647 339,15	Commencement Date	19 Mrt 2025	Original Completion Date	30-Jun-25
Project on Time?	YES	Extension of time granted ? - days	June 2026	Adjusted Completion Date		Value of VO's approved		Value of Expansions approved (Vat excl.)	
Adjusted Contract Value with Expansions included(Vat excl.)		Number of Invoices/Certificates	3	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date(Vat Excl.)	R2 092 383,04	Date of Practical Completion Certificate	30-Jun-26
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy									30-Jun-26
Overall performance including Rand Value in terms of the Empowerment Goals									
Overall performance including quality of work to date									
Blockages and problems experienced									
Actions and resolutions required (and by whom) to unblock problems and assure completion on time - if possible									
Directorate	Electrical Department	Contract Owner	Z Benjamin	Contract Manager	M Theunissen				

<b>Project Name</b>	Electrification of informal houses Rienvasmaak Caledon				<b>Report No.</b>	<b>18</b>	<b>Date of Report</b>	28-Feb-26	
<b>Contract Number</b>	TECH 01/2022/23	<b>Service Provider</b>	Lyners Consulting Eng						
<b>SDBIP Ref No.</b>		<b>mSCOA Confiq Code (vote no.)</b>	07/7510/0/0020/0//07/7510/0/0020/1	<b>Total Awarded Contract Amount (Vat excl.)</b>	R3 567 383,00	<b>Commencement Date</b>	19-Jul-24	<b>Original Completion Date</b>	30-Jun-27
<b>Project on Time?</b>	YES	<b>Extension of time granted ? - days</b>		<b>Adjusted Completion Date</b>		<b>Value of VO's approved</b>		<b>Value of Expansions approved (Vat excl.)</b>	
<b>Adjusted Contract Value with Expansions Included(Vat excl.)</b>		<b>Number of Invoices/Certificates</b>	2	<b>Disputed Invoices/ Certificates (Y/N)</b>	No	<b>Actual Amount Paid to Date(Vat Excl.)</b>	R405 805,49	<b>Date of Practical Completion Certificate</b>	30-Jun-27
<b>Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy</b>	As per special conditions of TECH01/2022/23								
<b>Overall performance including Rand Value in terms of the Empowerment Goals</b>	None								
<b>Overall performance including quality of work to date</b>	None								
<b>Blockages and problems experienced</b>	Subject to rollover approval and site readiness								
<b>Actions and resolutions required (and by whom) to unblock problems and assure completion on time - if possible</b>	housing civil tender to be implemented. DEV03/2025/26 before electrification funds can be further spent								
<b>Directorate</b>	Electrical Department	<b>Contract Owner</b>	Z Benjamin	<b>Contract Manager</b>	M Theunissen				

CIVIL

1. 20 Year contract: Overberg Water: Overberg Water Board
2. ENG08/2024/25: The web based remote monitoring of all water and sewage infrastructure in the Theewaterskloof area for a three-year period: *Bigetron*
3. Three (3) year SLA: Groenland Water Users Association – Provision of baulk raw water to Grabouw: Groenland Water Users
4. ENG 13/2025/2026: Caledon roadway enhancement – Hoop and Plein Street Upgrade: ROADMAC
5. TECH01/2022/23: Damaged pavilion at the Caledon Sport field: *Lukhozi*

Project Name	20 Year Contract: Overberg Water 2024 - 2025							Report No.	8		Date of Report	28/07/2026
Contract Number	OVERBERG WATER BOARD											
Contract Ref No.	20 Year Contract:	Service Provider	mSCOA Config Code	17010050711	Total Awarded	R24 967 000,00	Commencement	13-12-2010	Value of VO's approved	Original Completion Value of Expansions approved (Vat excl.)	12/2030	
Project on Time?	YES	Extension of time granted ? - days	N/A	Adjusted Completion Date		Value of VO's approved	n/a	Actual Amount Paid to Dates(Vat Excl.)	R13 152 509,34 <th>Date of Practical Completion Certificate</th> <td>n/a</td>	Date of Practical Completion Certificate	n/a	
Adjusted Contract Value with Expansions Included(Vat excl.)	n/a	Number of Invoices/Certificates	10	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Dates(Vat Excl.)		Date of Final	12/2030			
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	N/A											
Overall performance including Rand Value in terms of the Empowerment Goals	N/A											
Overall performance including quality of work to date	Overall performance and deliverables is gradually increasing with specific focus on communication and resource sharing. Invoice for February 2026 not yet received.											
Blockages and problems experienced	No blockages											
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	None required											
Directorate	TECHNICAL SERVICES		Contract Owner		DENVER DAMONS		Contract Manager		LESTER PARNELL			

Project Name	Three Year SLA - Greenland Water Users Association - Provision of Bulk Raw Water to Grabouw				Report No.	8	Date of Report	28/02/2026	
Contract Number	3 year SLA	Service Provider	Greenland Water Users						
SDBIP Ref No.	n/a	mSCOA Config Code (vote no.)	17010050711	Total Awarded Contract Amount (Vat excl.)	R1 200 000,00	Commencement Date	12-Nov-24	Original Completion Date	12-Nov-27
Project on Time?	YES	Extension of time	N/A	Adjusted	n/a	Value of VO's		Value of Expansions	
Adjusted Contract Value with Expansions included (Vat excl.)	n/a	Number of Invoices/Certificates	6	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date (Vat Excl.)	R400 656,14	Date of Practical Completion Certificate	n/a
Indicate the Impoverment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy									
Overall performance including Rand Value in terms of the Empowerment Goals									
Overall performance including quality of work to date									
Blockages and problems experienced									
Not applicable.									
Actions and resolutions required (and by whom) to unblock, problems and assure completion on time - If possible									
Quarterly meeting held to discuss SLA and how to improve on the desired deliverables.									
Directorate			TECHNICAL SERVICES			Contract Owner		DENVER DAMONS	
						Contract Manager		LESTER PARNELL	
Date of Final									
12-Nov-27									

Project Name	CALDON ROADWAY ENHANCEMENT - HOOP AND PLEIN STREET UPGRADING						Report No.	1	Date of Report	28/02/2026
Contract Number	ENG 13/2025/26	Service Provider	ROADMAC							
SDBIP Ref No.	n/a	mSCOA Config Code (vote no.)	14111175730, 14111175731	Total Awarded Contract Amount (Vat excl.)	RS 382 150,00	Commencement Date	19/01/2026	Original Completion Date	31/04/2026	
Project on Time?	YES	Extension of time granted T - days	N/A	Adjusted Completion Date	30/11/2025	Value of VO's approved		Value of Expansions approved (Vat excl.)		
Adjusted Contract Value with Expansions Included (Vat excl.)	n/a	Number of Invoices/Certificates	1	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date (Vat Excl.)	R7 560 000,00	Date of Practical Completion Certificate	n/a	
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy										
Overall performance including Rand Value in terms of the Empowerment Goals										
Overall performance including quality of work to date										
Blockages and problems experienced										
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible										
Directorate	TECHNICAL SERVICES			Contract Owner	DENVER DAMONS	Contract Manager	LESTER PARNELL			

Project Name	ENG08/2024/25 - THE WEB BASED REMOTE MONITORING OF ALL WATER AND SEWAGE INFRASTRUCTURE IN THE THEEWATERSKLOOF AREA FOR A THREE-YEAR PERIOD										Report No.	10	Date of Report	28/02/2026
Contract Number	3 Year Contract: Year 2024/25										BIGETRON			
SDBIP Ref No.	mSCOA Config Code (vote no.)	Various Water Distribution Votes	Total Awarded Contract Amount Adjusted	No direct budget allocated.	Commencement Date	25/03/2025	Original Completion Date	30/06/2028						
Project on Time?	Extension of time granted ? - days	N/A	Completion Date	n/a	Value of VO's approved		Value of Expansions approved (Vat excl.)							
Adjusted Contract Value with Expansions	Number of Invoices/Certificates	3	Disputed Invoices/ Certificates (Y/N)	No	Actual Amount Paid to Date(Vat Excl.)	R228 714,00	Date of Practical Completion	n/a						
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	not applicable.													
Overall performance including Rand Value in terms of the Empowerment Goals	N/A													
Overall performance including quality of work to date	Although a lot of quotations have been requested from the different towns. Official orders need to be issued by the Municipality. Funding may be an issue													
Blockages and problems experienced when) to unblock problems and assure completion as time... if possible	No work have been completed													
Directorate	TECHNICAL SERVICES										DENVER DAMONS		LESTER PARNELL	
											Contract Owner		Contract Manager	

Project Name	LUKHOZI - DAMAGED PAVILION AT THE CALEDON SPORTFIELD					Report No.	1	Date of Report	30/11/2025
Contract Number	TECH01/2022/23	Service Provider	LUKHOZI						
SDBIP Ref No.	n/a	mSCOA Config Code (vote no.)	01/3115/1/757/1 - R 600 000,00	Total Awarded Contract Amount (Vat excl.)	R169 916,00	Commencement Date	15/08/2025	Original Completion Date	31/08/2025
Project on Time?	YES	Extension of time granted? - days	N/A	Adjusted Completion Date	30/11/2025	Value of VO's approved		Value of Expansions approved (Vat excl.)	
Adjusted Contract Value with Expansions Included (Vat excl.)	n/a	Number of Invoices/Certificates	1	Disputed Invoices/Certificates (Y/N)	No	Actual Amount Paid to Date (Vat Excl.)	R26 072,80	Date of Practical Completion Certificate	n/a
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(e) of the SCM Policy		N/A							
Overall performance including Rand Value in terms of the Empowerment Goals		N/A							
Overall performance including quality of work to date		Overall performance is good.							
Blockages and problems experienced		No blockages incurred							
Actions and resolutions required (and by whom) to unlock problems and assure completion on time - if possible		INVOICES HAVE BEEN PAID.							
Directorate	TECHNICAL SERVICES			Contract Owner	DENVER DAMONS	Contract Manager	LESTER PARNELL		

Denver Damons  
DEPUTY DIRECTOR TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

## SOLID WASTE

1. ENG05/2023/24: Provision of recycling services in Grabouw and Villiersdorp until June 2026: *Enviro Care*
2. ENG06/2023/24: Provision of recycling services in Grabouw and Villiersdorp until June 2026: *TWK Recycling*
3. Waste Disposal Agreement between ODM, Overstrand and TWK: *Overberg District Municipality*
4. Transport of containerized municipal solid waste and chipping of garden waste for the period from 1 July 2024 till 30 June 2027: *Enviroserve*
5. ENG01/2025/26: Provision of D6 dozer until 31 March 2026: *XMOORE*

## WWTW

1. ENG01/2023/24: Taking of Water and sewage samples, analyzing and monitoring: *AL Abbott and Associates*

Project Name	ENG 05/2023/24 PROVISION OF RECYCLING SERVICES IN CALEDON, RSE AND GRTEYTON UNTIL 30 JUNE 2026						Report No	23	Date of Report	28-Feb-26
Contract Number	Service Provider						EVIRO CARE			
SDBIP Ref No	ENG 05/2023/24	Funding Source	Own Funds	Contract Amount no	R 7 097 892,22	Commencement	1-Mar-24	Original Completion	30-Jun-26	
Project on Time?	Yes	Extension of time		Adjusted Completion	n/a	Slippage by Service		Projected	30-Jun-26	
Contract Value		Value of VO's	R 0,00	Adjusted Value	n/a	Anticipated cost not		Projected	N/A	
Number of Invoices/Certificates	21	Disputed Invoices/ Certificates (Y/N)		Actual Amount Paid to Date(Vat Excl.)	R 1 753 384,00	Date of Practical Completion Certificate	n/a	Date of Final Completion Certificate	30-Jun-26	
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy										
Overall performance including Rand Value in terms of the Empowerment Goals	Make use of local labour									
Overall performance including quality of work to date	good									
Blockages and problems experienced										
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	Payment must be 30 days invoice received									
Directorate	Technical Services	Project Manager	Jeremy Prins	Project Champion	Denver Damons					

Project Name	ENG 05/2023/24 PROVISION OF RECYCLING SERVICES IN GRABOUW AND VILLIERSDORP UNTIL 30 JUNE 2026				Report No	23	Date of Report	28-Feb-26
Contract Number	ENG 05/2023/24				TWK Recycling			
SDBIP Ref No	Service Provider	Own Funds	Contract Amount no contingency, Vat	23/24: R 4 791 089,68	Commencement Date	1-Mar-24	Original Completion Date	30-Jun-26
Project on Time?	Funding Source	Extension of time	Adjusted Completion	n/a	Slippage by Service	Projected	Projected	30-Jun-26
Contract Value	Value of VO's	R 0,00	Adjusted Value	n/a	Anticipated cost not	Date of Final Completion Certificate	n/a	N/A
Number of Invoices/Certificates	Disputed Invoices/Certificates (Y/N)		Actual Amount Paid to Date (Vat Excl.)	R 1 365 731,99	Date of Practical Completion Certificate			30-Jun-26
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy								
Overall performance including Rand Value in terms of the Empowerment Goals	Make use of local labour							
Overall performance including quality of work to date	Bidder start in March and performance was monitor							
Blockages and problems experienced								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	Payment must be 30 days invoice received							
Directorate	Technical Services	Project Manager	Jeremy Prins	Project Champion	Denver Damons			

Project Name		WASTE DISPOSAL AGREEMENT BETWEEN ODM, OVERSTRAND AND TWK					Report No	81	Date of Report	28-Feb-26
Contract Number		OVERBERG DISTRICT MUNICIPALITY								
Contract Number	SLA	Service Provider	Own Funds	Contract Amount no	Adjusted Completion Date	2025/26: R 3 400 000	Commencement Date	15-Apr-19	Original Completion	14-Apr-74
SDBIP Ref No	n/a	Funding Source	n/a	Adjusted Completion Date	n/a	n/a	Slippage by Service	Projected	Projected	14-Apr-74
Project on Time?	Yes	Extension of time granted	n/a	Adjusted Value	n/a	R 0,00	Anticipated cost not included in contract	n/a	Projected Completion Cost	R2 700,00 (24/25)
Contract Value without contingency	R 0,00	Value of VO's approved	n/a	Adjusted Value	n/a	R 0,00	Anticipated cost not included in contract	n/a	Projected Completion Cost	R2 700,00 (24/25)
Number of Invoices/Certificates	107	Disputed Invoices/ Certificates (Y/N)		Actual Amount Paid to Date (Vat Excl.)		R 2 149 190,59	Date of Practical Completion Certificate	n/a	Date of Final Completion Certificate	14-Apr-74
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		Skills transfer for the operation of a Regional Landfill Site.								
Overall performance including Rand Value in terms of the Empowerment Goals		Overall performance is good. A Regional Monitoring committee meeting was held to discuss the facilities compliance against external audit that was conducted.								
Overall performance including quality of work to date		Waste Disposal for was good.								
Blockages and problems experienced										
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible		Consultation toward none submission of invoices								

Project Name	TRANSPORT OF CONTAINERISED MUNICIPAL SOLID WASTE AND CHIPPING OF GARDEN WASTE FOR THE PERIOD FROM 1 FEB 2024 TILL 30 JUNE 2027					Report No	13	Date of Report	28-Feb-26
Contract Number	ENVIROSERVE								
SDBIP Ref No	Deviation: TRANSPORT OF CONTAINERISED MUNICIPAL SOLID	Service Provider							60
Project on Time?	Yes	Funding Source	Own Funds	Contract Amount no	R 28 686 981,90	Commencement	1-Feb-25	Original Completion	30-Jun-27
Contract Value without contingency	R 28 686 981,90	Extension of time		Adjusted Completion	n/a	Slippage by Service		Projected	30-Jun-27
Number of Invoices/Certificates	10	Value of VO's approved	R 0,00	Adjusted Value	n/a	Anticipated cost not included in contract		Projected Completion Cost	R 20 000 000,00
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		Disputed Invoices/ Certificates (Y/N)		Actual Amount Paid to Date(Vat Excl.)	R 8 535 893,98	Date of Practical Completion Certificate	n/a	Date of Final Completion Certificate	30-Jun-27
Overall performance including Rand Value in terms of the Empowerment Goals	Teaching TWK employees/staff at Waste Facilities how to Separate Green Waste / how to Manage and Control to do proper seperation and chipping								
Overall performance including quality of work to date	Making use of Local Drivers as far as possible and available.								
Blockages and problems experienced	New whatsapp group to ensure service is being delivered seamlessly.								
Actions and resolutions required (and by when) to unblock problems and assure completion on time - if possible	NONE								
Directorate	Technical Services	Project Manager	Jeremy Prins	Project Champion	Henk Mathee				
						Payment 30 day after service has been delivered			

Project Name	ENG 01/2025/26 PROVISION OF D6 DOZER UNTIL 30 JAN 2025				Report No	5	Date of Report	28-Feb-26	
Contract Number	Service Provider				XMOORE				
SDBIP Ref No	ENG 01/2024/225	Funding Source	Own Funds	Contract Amount no contingency , Vat	R 563 192,00	Commencement Date	31-Oct-25	Original Completion Date	31-Mar-26
Project on Time?	Yes	Extension of time		Adjusted Completion	n/a	Slippage by Service		Projected	31-Mar-26
Contract Value without contingency	R 536 192,00	Value of VO's approved	R 0,00	Adjusted Value	n/a	Anticipated cost not included in contract		Projected Completion Cost	
Number of Invoices/Certificates	1	Disputed Invoices/ Certificates (Y/N)		Actual Amount Paid to Date(Vat Excl.)	R 354 513,00	DATE OF PRACTICAL Completion Certificate	n/a	DATE OF Final Completion Certificate	31-Mar-26
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy									
Overall performance including Rand Value in terms of the Empowerment Goals									
Make use of local labour									
Overall performance including quality of work to date									
1									
Blockages and problems experienced									
Actions and resolutions required (and by whom) to unblock problems and assure completion on time - if possible									
Payment must be 30 days invoice received									
Directorate	Technical Services			Project Manager	Jeremy Prins	Project Champion	Denver Damons		

Project Name	PROVISION OF SERVICES: Taking of Water and Sewage Samples, Analysing, and Monitoring in						Report No	26	Date of Report	28-Feb-26
Contract Number	A.L. ABBOTT AND ASSOCIATES									
SDBIP Ref No	ENG 01/2023/24	Service Provider	Own Funds	Contract Amount no contingency, Vat excl.	R 2 666 163,03	Commencement Date	1-Dec-23	Original Completion Date	30-Jun-26	
Project on Time?	n/a	Funding Source	None	Adjusted Completion Date	n/a	Slippage by Service Provider (+ or -days)	None	Projected Completion Date	30-Jun-26	
Contract Value without contingency	Yes	Extension of time granted ? - days	R 0,00	Adjusted Value	n/a	Anticipated cost not included in contract	None	Projected Completion Cost	R 2 666 163,03	
Number of Invoices/Certificates	R 2 666 163,03	Value of VO's approved	No	Actual Amount Paid to Date(Vat Excl.)	1 376 287,46	Date of Practical Completion Certificate	n/a	Date of Final Completion Certificate	30-Jun-26	
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy										
Overall performance including Rand Value in terms of the Empowerment Goals										
Overall performance including quality of work to date										
Blockages and problems experienced										
Actions and resolutions required (and by whom) to unblock problems and assure completion on time - if possible										
<b>Directorate</b>			<b>Technical Services</b>		<b>Project Manager</b>		<b>Denver Damons</b>		<b>Project Champion</b>	
									<b>H Matthee</b>	

**ITEM TITLE**

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**C89/2026 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING:  
DEPARTMENT TOWN PLANNING AND BUILDING CONTROL:  
APPOINTMENT OF EXTERNAL AND INTERNAL MUNICIPAL  
PLANNING TRIBUNAL MEMBERS**

*[English version of the report is the original]*

**FILE NUMBER**

3/2/15/3

**PURPOSE OF REPORT**

The aim of the report is to obtain Council's approval:

1. To proceed with the appointment of Ms Helene Janser as the chairperson of the Theewaterskloof Municipal Planning Tribunal for 5 years;
2. To proceed with the appointment of Mr Ron Brunings (Manager: Town Planning at Swellendam Municipality) as an external member of the Theewaterskloof Municipal Planning Tribunal for 5 years;
3. To proceed with the appointment of Mr Peter Magni as an external member of the Theewaterskloof Municipal Planning Tribunal for 5 years;
4. To proceed with the reappointment/amendment of internal members of the Theewaterskloof Municipal Planning Tribunal.

**BACKGROUND**

On 1 December 2015, the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)(SPLUMA) came into effect in the Theewaterskloof Municipal area.

In terms of Section 35(1) of SPLUMA, a municipality must, in order to determine land use and development applications within its municipal area, establish a Municipal Planning Tribunal.

Section 36(1) of SPLUMA states that a MPT must consist of officials in full-time service of the municipality as well as persons who are not municipal officials, who have knowledge and experience of spatial planning, land use management and land development or the law related thereto. In terms of Section 36(2) of SPLUMA, municipal Councillors may not be appointed as members of the MPT.

The terms of the Theewaterskloof Municipal Planning Tribunal the chairperson's term came to an end and subsequently Council gave approval to proceed with the appointment process of a new tribunal on 22 January 2026.

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**DISCUSSION**

Following the Council resolution mentioned above, an advertisement was published in the media inviting applications for the position of Chairperson of the Theewaterskloof Municipality Planning Tribunal (MPT). Two individuals applied: Mr. Chris Rabie, the current Chairperson of the Tribunal, and Mr. Ashraf Adam.

The panel appointed by Council reviewed both submissions and determined that neither applicant met the requirements for the following reasons:

- Mr. Chris Rabie has served as Chairperson for ten consecutive years. Section 37(1) of SPLUMA stipulates that members may not serve for a continuous period exceeding ten years. Accordingly, he is not eligible for reappointment.
- Mr. Ashraf Adam does not have prior Municipal Planning Tribunal experience and therefore does not meet the criteria outlined in the advertisement.

In light of this, we approached the Department of Environmental Affairs and Development Planning to request assistance. The Department responded by nominating Ms. Helene Janser to serve as Chairperson. Ms. Janser has served on the Overstrand MPT for the past ten years and possesses extensive planning experience within the Western Cape (see Annexure). She therefore meets the requirements set out in the advertisement.

Furthermore, Mr. Peter Magni (see Annexure) has expressed his willingness to serve on the MPT as an external member. It is recommended that he be appointed in this role to gain the necessary experience, thereby supporting succession planning and ensuring the continuity of the Municipal Planning Tribunal, as it is compulsory to have a minimum of two external members.

Lastly, the reappointment and amendment of internal members is required, as certain posts have become vacant and some members have reached the 10-year service limit.

In terms of Section 36(1)(a) of Spatial Planning Land Use Management Act (SPLUMA), 2013 stipulates that:

“A Municipal Planning Tribunal must consist of officials in the full-time service of the municipality...”. The proposed amendment aligns with this requirement, ensuring consistency with SPLUMA.

The proposed composition of the tribunal is as follows:

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<b>Designation</b>	<b>MPT Membership</b>
Director Economic Development and Planning	Permanent member (Deputy Chairperson)
Deputy Director: Economic Development and Planning	Permanent member
Deputy Director: Technical Services	Permanent member
Deputy Director: Finance	Permanent member
Manager: Town Planning and Building Control	Permanent member
Head: Property Valuations	Secondi of Deputy Director: Finance
Deputy Director: Electrical Services	Secondi of Deputy Director: Technical Services

The MPT will therefore have five (5) permanent internal members with two (2) secondi. It is required that the new composition be advertised in the provincial gazette following council approval.

#### **FINANCIAL IMPLICATIONS (ITEM AUTHOR)**

On 3 December 2025 Council resolved that the Municipal Planning Tribunal Chairperson be increased to R983.98 per hour.

However, no external members, including the proposed chairperson, will receive remuneration as they are all government officials.

The estimated cost to advertise the amended composition of the MPT is ±R2,000.

#### **LEGAL IMPLICATIONS (ITEM AUTHOR)**

There are no legal implications. All legal requirements in terms of the relevant legislation was discussed in the sections above.

#### **RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)**

No risks were identified.

**RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:**

It is recommended that, Council approves the following:

1. The appointment of Ms Helene Janser as the chairperson of the Theewaterskloof Municipal Planning Tribunal for 5 years.
2. The appointment of Mr Ron Brunings (Manager: Town Planning at Swellendam Municipality) as an external member of the Theewaterskloof Municipal Planning Tribunal for 5 years.
3. The appointment of Mr Peter Magni as an external member of the Theewaterskloof Municipal Planning Tribunal for 5 years.
4. The reappointment/amendment of internal members of the Theewaterskloof Municipal Planning Tribunal as follows:

Designation	MPT Membership
Director Economic Development and Planning	Permanent member (Deputy Chairperson)
Deputy Director: Economic Development and Planning	Permanent member
Deputy Director: Technical Services	Permanent member
Deputy Director: Finance	Permanent member
Manager: Town Planning and Building Control	Permanent member
Head: Property Valuations	Secondi of Deputy Director: Finance
Deputy Director: Electrical Services	Secondi of Deputy Director: Technical Services

# **ANNEXURE**

**MASIPALA WASE THEEWATERSKLOOF MUNISIPALITEIT**

MUNISIPALE KANTOOR/MUNICIPAL OFFICE

TEL. NO.: 028 214 3300

PLEINSTRAAT/PLEIN STREET

FAKS/FAX NO.: 028 214 1289

POSBUS/P.O.BOX24

EMAIL/EPOS: [twkmun@twk.org.za](mailto:twkmun@twk.org.za)

CALEDON



7230

**CALL FOR NOMINATIONS FOR A PERSON TO BE APPOINTED AS THE THEEWATERSKLOOF MUNICIPALITY MUNICIPAL PLANNING TRIBUNAL CHAIRPERSON**

**SECTION A: TO BE COMPLETED BY NOMINATOR** *(Section A is not necessary in the event of self-nomination)*

1. DETAILS OF THE NOMINATOR	
Full Names:	Surname:
Identity Number:	Date Of Birth:
Residential Address:	Code:
Postal Address:	Code:
Tel:	Cell:
Email:	

**2. NOMINATION**

I, ....., ID ....., whose further particulars are provided above, hereby nominate.....as a suitable candidate to serve as the chairperson of the Theewaterskloof Municipal Planning Tribunal to be established in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and the Theewaterskloof Municipality By Law on Municipal Land Use Planning, 2022.

**3. MOTIVATION** *(An additional motivation can be attached separately if required)*

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
NOMINATOR

\_\_\_\_\_  
WITNESS

**SECTION B: FOR COMPLETION BY THE NOMINEE/APPLICANT**

<b>1. DETAILS OF THE NOMINEE</b>	
Full Names: HELENE	Surname: JANSER
Identity Number: 7202100057087	Date Of Birth: 10/02/1972
Residential Address: 15 2ND AVENUE, MELKBOSSTRAND	
	Code: 7441
Postal Address:	
	Code:
Tel:	Cell: 084 585 2000
Email: Helene.Janser@westerncape.gov.za	

**2. ACCEPTANCE OF NOMINATION** *(Only to be completed in the event of nomination)*

I, ....., ID ....., whose further particulars are provided above, hereby accept the nomination to serve as the chairperson of the Theewaterskloof Municipal Planning tribunal to be established in terms of the Spatial Planning and Land Use Management Act, Act 16 of 2013.

**3. MEMBERSHIP AND SUPPORTING DOCUMENTS** *(Please provide the following)*

- 3.1 A comprehensive curriculum vitae indicating qualification/s and experience of spatial planning, land use, land development or the law related thereto as contemplated in section 36(1) (b) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and section 72(2)(b) & 72(3) of the Theewaterskloof Municipality By Law on Municipal Land Use Planning, 2022.
- 3.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 3.3 Comprehensive motivation indicating why you believe you should be appointed as the chairperson of the Theewaterskloof Municipal Planning Tribunal.

**4. CONFLICT OF INTEREST**

- 4.1. In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013 and sections 74.(3) & (4) of the Theewaterskloof Municipality Land Use By-law, 2022, a member of the Municipal Planning Tribunal-
  - 4.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
  - 4.1.2 may not attend, participate or vote in any proceedings of the Tribunal in relation to any matter in respect of which the member has conflict of interest.



**5. DECLARATION**

I, HELENE JANSER, ID 7202100057087 declare that I:

- a) am available to serve as the chairperson of the Theewaterskloof Municipal Planning Tribunal;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council or House of Traditional Leaders;
- d) am not an unrehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offence involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity or incompetence;
- i) have disclosed all potential conflict of interests;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Municipal Planning Tribunal.

Signed at MELKBOSSTRAND on this 16 day of MARCH 2026 2025

 Digitally signed  
 by Helene Janser  
 Date: 2026.03.17  
 11:14:15 +02'00'

\_\_\_\_\_  
NOMINEE/APPLICANT

\_\_\_\_\_  
WITNESS 1

\_\_\_\_\_  
WITNESS 2

**HELENE JANSER**

Chief Town and Regional Planner  
Cape Town, South Africa

 [helene.janser@westerncape.gov.za](mailto:helene.janser@westerncape.gov.za) |  084 585 2000

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**PROFESSIONAL PROFILE**

Senior Town and Regional Planning professional with over 25 years of experience in development management, land use planning, and regulatory governance within the public sector. Extensive expertise in adjudicating complex planning applications, interpreting planning legislation, and advising decision-making authorities. Proven leadership in Municipal Planning Tribunal (MPT) processes, including chairing tribunal proceedings, ensuring procedural fairness, and delivering legally sound decisions.

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**PROFESSIONAL EXPERIENCE****Chief Town and Regional Planner**

Department of Environmental Affairs and Development Planning  
Directorate: Development Management Region 2  
April 2004 – Present

- Lead the assessment and recommendation of complex land use and environmental applications in terms of applicable legislation
- Provide strategic input aligned with Spatial Development Frameworks (SDFs) and provincial planning policies
- Advise senior management and decision-makers on planning, legal, and procedural matters
- Ensure compliance with statutory requirements, including administrative justice and due process
- Engage with municipalities, applicants, and stakeholders across all spheres of government
- Review and finalise high-level reports for submission to competent authorities

**Town and Regional Planner**

Department of Environmental Affairs and Development Planning

Directorate: Development Management Region 2

September 1999 – April 2004

- Assessed rezoning, subdivision, and consent use applications
  - Compiled technical planning reports and recommendations
  - Liaised with applicants, consultants, and government departments
  - Contributed to planning policy development and implementation
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**MUNICIPAL PLANNING TRIBUNAL APPOINTMENTS**

**Overstrand Municipal Planning Tribunal - Chairperson**

February 2021 – January 2026

**Overstrand Municipal Planning Tribunal - External Member**

February 2016 – January 2021

**Langeberg Municipal Planning Tribunal - External Member**

April 2016 – March 2026

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**EDUCATION**

Master's Degree in Town and Regional Planning

Stellenbosch University, 1995

Bachelor of Laws (LLB)

University of South Africa, 2007

Bachelor of Arts

Stellenbosch University, 1992

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**PROFESSIONAL REGISTRATION**

Registered Professional Planner

South African Council for Planners (SACPLAN) - A/104/2009

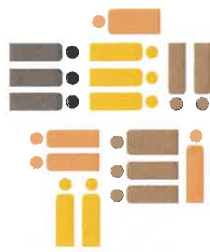
---

**KEY ACHIEVEMENTS**

- Over 20 years' experience in adjudicating complex and high-impact development applications
  - Extensive experience in Municipal Planning Tribunal processes, including 5 years as Chairperson
  - Strong record of producing legally robust and defensible planning recommendations and decisions
  - Demonstrated leadership in multi-disciplinary and intergovernmental environments
- 

**REFERENCES**

Available on request



The South African  
Council *for* Planners  
S A C P L A N

75

# REGISTRATION CERTIFICATE

Issued in terms of Section 13(4) of the Planning Profession Act, 2002  
(Act 36 of 2002)

This is to Certify that

**Helene Susan Janser**

ID number: 7202100057087

is registered as a

**Professional Planner**

in terms of the Planning Profession Act, 2002 and is authorised to act as such  
in accordance with the said Act and the Rules prescribed thereunder.

Issued under the Seal of the Council



REGISTRATION NUMBER:  
A/104/2009

CHAIRPERSON

REGISTRAR

Date of Issue: 17-03-2026

The registered person remains in good standing with SACPLAN for the  
period ending as stipulated herein.

This certificate is valid until: 30-06-2026

## PETER MAGNI - CURRICULUM VITAE

+27 82 338 0309 (cell)  
 +27 214838781 (w)  
[peter.r.magni@gmail.com](mailto:peter.r.magni@gmail.com)  
[peter.magni@westerncape.gov.org](mailto:peter.magni@westerncape.gov.org)

24 McBrides Lane  
 Harfield Village  
 Cape Town

### PERSONAL DETAILS

I am an experienced urban planner by profession with considerable expertise in municipal government monitoring and assessment, infrastructure planning, programme management, spatial planning and land use management. I have worked in Gauteng, the Western Cape and KwaZulu-Natal. With experience spanning the local, provincial and national spheres of government, as well as the non-profit and private sectors.

### PREVIOUS POSITIONS

#### 2021- to present: Western Cape Government

Currently employed as a town and regional planner by the Western Cape Department of Environmental Affairs and Development Planning in the Directorate: Development Planning Intelligence Management and Research.

Was part of the team that drafted the Western Cape State of Development Planning Report 2024.

Involved in policy and research processes related to the Inclusionary Housing Framework, the associated property market studies and the Western Cape Spatial Development Framework 2026.

#### 2018-2021: Self-employed

Before and during the Covid-19 epidemic undertook private consultancy work. Employers included the University of the Witwatersrand and CSIR.

Provided research support to Professors Philip Harrison and Alison Todes of the University of Witwatersrand for their publication – The Promise of Planning: Global Aspirations and South African Experience Since 2008. 2024. DOI <https://doi.org/10.4324/9781003104438>

#### 2014-2018: South African Cities Network

My initial area of focus at the organisation was urban land and planning, as well as urban innovation. Subsequently, the area of focus shifted to urban data, urban indicators and city development strategies (long term urban planning and monitoring).

Work undertaken:

- Contributed to the writing of two chapters of the State of the Cities Report 2016
- Coordinated and facilitated the Urban Indicator Reference Group, which was a gathering of City Officials, National Treasury, STATSSA and SALGA that coordinated projects relating to city data

- Attended and contributed to the meetings that resulted in the finalisation of the Spatial Planning and Land Use Management Act's regulations and subsequent implementation on behalf of the affiliated SACN metropolitan municipalities.
- Oversaw and coordinated the establishment of an Urban Data Plan for the South African Cities Network and the associated open data portal – the South African Cities Open Data Almanac (SCODA)

#### **2005-2014: City of Johannesburg**

Between **2008 and November 2014**, employed as **Senior Specialist: Urban Planner at the City of Johannesburg** in the City Transformation Directorate.

Between **July 2013 and April 2014** was **Acting Assistant Director: Infrastructure Planning and Management at the City of Johannesburg**. Under high pressure, with limited human resources I undertook the drafting and coordination of the City's capital budget.

I was responsible for:

- Drafting and updating the City of Johannesburg's Built Environment Performance Plan which was a policy requirement of National Treasury.
- Overseeing the running of the Capital Investment Management System (CIMS) of the City of Johannesburg.
- Managing and facilitating the coordination of priority capital projects within the budgeting process of the City of Johannesburg.

Between **2005 and 2008** I was **Employed as a specialist urban planner** by the City of Johannesburg in the Development Planning and Facilitation Directorate (City Transformation Directorate)

Responsibilities included:

- Compiling and managing the Regional Spatial Development Framework (local spatial plan) for Region E, which includes Sandton and Alexandra.
- Making comment on major development applications within Region E through the development management directorate.
- Coordinating and finalising the development frameworks for Rosebank, Sandton and Marlboro Gautrain Stations.

**Note:** Between **circa 2007 and 2014** sat on the City of Johannesburg's Planning Committee, the forerunner of the Municipal Planning Tribunal, as and when required (4-8 times a year).

**2002-2005:** Employed initially as a **town and regional planner** and later as **Principal Town and Regional Planner** in the Human Settlement Policy and Integration Directorate of the then **National Department of Housing** (now the Department of Human Settlement). Contributed to the drafting of the Breaking New Ground Policy.

**2002:** Employed on a four-month contract by Isikungusethu Environmental Services (IES), a Pietermaritzburg-based development planning consultancy to assist in compiling local municipal integrated development plans for Ingwe and Imbabazane.

## PROFESSIONAL AFFILIATION

I am a Registered Professional Planner with the South African Council of Planners (SACPLAN) in terms of the Planning Profession Act 36 of 2002 (No. A/1543/2012).

## EDUCATION:

**2011:** Masters of Philosophy in Urban Infrastructure Design and Management, University of Cape Town.

**2001:** Masters of Town and Regional Planning, University of Natal, Durban.

**1999:** Honours in Geography, Rhodes University

**1998:** BA in Geography and History from Rhodes University

Matriculated from Howick High School in **1995**.

## OTHER TRAINING

**2018:** Short Course (100 hours of learning time) in Data Analysis, University of Cape Town/ Get Smarter

**2011:** ArcGIS 10 (in training) – attended Customised Introductory ESRI Training Course, Midrand Offices, 2011

**2018** ArcGIS Standard Course – attended ESRI Training Course, Midrand Offices, July 2018

## INTERESTS AND ACTIVITIES

I am passionate about urban design and sustainable settlement. I also have a keen interest in history and current affairs, particularly where Southern Africa is concerned. I enjoy running and bird watching.

## REFERENCES

Helena Jacobs (for WCG)

Director: Intelligence Management and Research

Dept of Environmental Affairs and Development Planning: Western Cape Government

Cell: 083 315 0137

Helena.jacobs@westerncape.gov.za

Dr Philip Harrison (for Self-employed)

Cell: 082 457 7535

Gillian Maree (for South African Cities Network)

Cell: 084 652 7472

Peter Ahmad (for City of Johannesburg)

Cell: 071 141 9978

Samantha Naidu (for Dept of Housing)

Cell: 082 468 0180

Email: [samantha.naidu@treasury.gov.za](mailto:samantha.naidu@treasury.gov.za)

**ITEM HEADING**

**C90/2026    DIRECTORATE FINANCE: COUNCIL APPROVAL FOR THE  
ENGAGEMENT WITH STAKEHOLDERS REGARDING THE  
ESTABLISHMENT OF SRA'S IN THEEWATERSKLOOF  
MUNICIPALITY**

*[English version of the report is the original]*

**FILE NUMBER**

5/B

**PURPOSE / AIM OF REPORT**

The purpose of this item is to receive approval from Council to start the process of interacting with the necessary stakeholders with regard to the potential establishment of Special Rating Area's (SRA's) in Theewaterskloof Municipality. The item further aims to clearly outline what an SRA is and what the establishment of the SRA entails in order for Council to take an informed decision.

The Theewaterskloof Municipality Special Rating Area By-law states that the Municipality may by resolution of the Council determine Special Rating Areas according to applications in accordance with section 22 of the Municipal Property Rates Act.

**BACKGROUND**

The Municipality has received a request from Greyton Residents regarding the establishment of a Special Rating Area (SRA) in Greyton. Before proceeding further, Council approval is required to explore the feasibility of establishing such an SRA. This approval will not only apply to the proposed SRA in Greyton but will also serve as a precedent for all future applications that may be submitted.

The SRA must also be included in the Integrated Development Plan (IDP) of the Municipality.

**DISCUSSION**

SRA's are governed by Section 22 of the Municipal Property Rates Act (MPRA), and it is a defined geographic area where property owners agree to pay an **additional property rate** to fund "top-up" services (like security, cleaning, infrastructure) beyond standard municipal services, enhancing the appearance of the area, boosting economic growth, and improving quality of life through private management.

## Key Characteristics of an SRA:

1. **Geographic Definition:** It's a specific, clearly marked area within a municipality.
2. **Additional Rate:** Property owners within the SRA pay extra rates that are to be managed by the SRA steering committee/non-profit company. This additional rate will form part of the annual Budget-process that is to be approved by Council. **The additional rate is only applicable to those properties/property owners who are liable for the payment of property rates as determined by the MPRA and the Theewaterskloof Rates Policy.**
3. **Supplementary Services:** Funds go towards services like enhanced public safety, better cleansing, infrastructure upgrades, or economic development initiatives not fully covered by the municipality. The function of an SRA is not to take over any Municipal services, and an SRA can only be approved for services over which the Municipality has a mandate.
4. **Owner-Driven:** Property owners initiate and manage the SRA, through a non-profit company (NPC), to take direct responsibility for their area's upliftment.
5. **Legal Framework:** Established of the SRA is under the MPRA (Section 22), the Municipal Finance Management Act (MFMA), the Municipal By-law, the Municipal Rates Policy and it requires council approval and public consultation.
6. **Ring-Fenced Funds:** Money collected stays within the SRA and is reinvested there.

### Procedures:

The Theewaterskloof Municipality has an approved SRA By-law, which details all the necessary steps that need to be taken in order to approve and implement SRA.

It is important to note that the SRA needs to be **approved by the majority of property owners** within the geographical area. An application for the determination of a special rating area must be preceded by the holding of a public meeting. The purpose of the public meeting is to enable the applicant to consult with those owners within the proposed special rating area with regard to the proposed boundaries of the area and the proposed improvement or upgrading of the area.

After the public meeting and receiving approval of property owners, a detailed **application** must be submitted to the municipality. Any application for the establishment of a special rating area must include a Business Plan, Implementation Plan and a term budget covering a period commencing on 1 July of a year and ending on 30 June of the fifth year or covering such lesser period as may be determined by the CFO.

The property owners will then be able to afford a **period to object** to the application, on finalization of this process, finally Council approval will be needed to approve the SRA.

Following the approval, Council will also need to determine the **cent in the Rand tariff** that will be applicable to the properties within the SRA, this must form part of the annual budget process.

The Municipality will be responsible for allocating the funds received to the established SRA NPC/committee. This process may necessitate the appointment of a dedicated official, as the **reconciliation between funds collected and those disbursed** to the SRA must be performed accurately and diligently.

Furthermore, the Theewaterskloof **Integrated Development Plan (IDP)** must reference the establishment of a SRA as they must align with the municipality's IDP to ensure legal compliance and integration with broader development priorities. It is essential that this is prioritized.

#### **COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER**

Approved.

#### **COMMENTS FROM THE TOWN MANAGER: VILLIERSDORP**

The item is noted.

#### **FINANCIAL IMPLICATIONS (ITEM AUTHOR)**

There will be no direct financial impact on the municipality. However, there may be staffing implications which might lead to additional expenditure in terms of salaries and staff-related benefits.

#### **LEGAL IMPLICATIONS (ITEM AUTHOR)**

The establishment of SRA's is governed by the Municipal Property Rates Act, Act No 6 of 2004.

Theewaterskloof Municipality: Special Rating Area By-Law.

Theewaterskloof Municipality Rates Policy

The Municipality will have to approve a Special Rating Area Policy.

Ensure that the Theewaterskloof Integrated Development Plan speaks to the establishment of SRA's.

#### **RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)**

None.

#### **RECOMMENDATION BY ITEM AUTHOR:**

**It is recommended that Council resolves on the following:**

- 1. That the Municipality may engage with the necessary stakeholders with regards to the potential establishment of an SRA in Theewaterkloof Municipality.**

2. That <sup>82</sup>all the necessary policies and documents be aligned/and or drafted to include reference to potentially established SRA's.

**RECOMMENDATION BY MANAGEMENT TO THE FINANCE PORTFOLIO COMMITTEE: 15 JANUARY 2026**

It is recommended:

1. That Council notes that Council already grants approval for the commencement of the public participation process to establish special rating areas in Theewaterskloof Municipality during the Council Meeting of 25 August 2022.
2. That Council notes that this is a new application which was submitted by Mr Pretorius for the establishment of a special ratings area in Greyton. *(That the letter of Mr Pretorius be attached as annexure to the item.)*
3. That all the necessary policies and documents be aligned/and or drafted to include reference to potentially established SRA's.

**RESOLVED BY THE FINANCE COMMITTEE: 17 FEBRUARY 2026**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor CA Benjamin and seconded by Councillor H Linnerts, it was resolved as follows:

**Agenda-item referred back and resubmitted at the next Finance Committee Meeting with the letter of Mr Pretorius attached as annexure.**

1. *Agenda-item referred back.*
2. *For finalization by the Deputy Director: Finance, Mr A Riddles.*

**COMMENTS FROM DIRECTORATE:**

Initial correspondence with Mr Pretorius has been attached. Item to be placed on the Agenda for the next Finance Committee Meeting.

**RECOMMENDATION BY ITEM AUTHOR:**

It is recommended:

1. That Council notes that Council already grants approval for the commencement of the public participation process to establish special rating areas in Theewaterskloof Municipality during the Council Meeting of 25 August 2022.
2. That Council notes that this is a new application which was submitted by Mr Pretorius for the establishment of a special ratings area in Greyton.

- 3. That all the necessary policies and documents be aligned/and or drafted to include reference to potentially established SRA's.

**RECOMMENDATION BY THE FINANCE COMMITTEE TO EMC: 17 MARCH 2026**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman D Appel and seconded by Councillor C Benjamin it was recommended as follows:

- 1. That Council notes that Council already grants approval for the commencement of the public participation process to establish special rating areas in Theewaterskloof Municipality during the Council Meeting of 25 August 2022.
- 2. That Council notes that this is a new application which was submitted by Mr Pretorius for the establishment of a special ratings area in Greyton.
- 3. That all the necessary policies and documents be aligned/and or drafted to include reference to potentially established SRA's.

**RECOMMENDATION BY THE EMC TO COUNCIL: 17 MARCH 2026**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor H Linnerts, and seconded by Alderman M Plato-Mentoor it was recommended as follows:

- 1. That Council notes that Council already grants approval for the commencement of the public participation process to establish special rating areas in Theewaterskloof Municipality during the Council Meeting of 25 August 2022.
- 2. That Council notes that this is a new application which was submitted by Mr Pretorius for the establishment of a special ratings area in Greyton.
- 3. That all the necessary policies and documents be aligned/and or drafted to include reference to potentially established SRA's.

**RECOMMENDATION TO COUNCIL:**

It is recommended:

- 1. That Council notes that Council already grants approval for the commencement of the public participation process to establish special rating areas in Theewaterskloof Municipality during the Council Meeting of 25 August 2022.
- 2. That Council notes that this is a new application which was submitted by Mr Pretorius for the establishment of a special ratings area in Greyton.
- 3. That all the necessary policies and documents be aligned/and or drafted to include reference to potentially established SRA's.


RE: Special Rating Area - Greyton - Message (HTML)

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RE: Special Rating Area - Greyton

 John Pretorius <johnp@iafrica.com>  
To: Janine van Niekerk  
Cc: Johannes Pienaar; Jacques Jansen van Rensburg; Enrico Shortles; Margareta "Carien" De Beer

Wed 11/20/2019 3:41 PM

Reply Reply All Forward

Hello Janine

Many thanks for the information supplied.  
We most definitely would like to set up an SRA in Greyton.

As mentioned below, we are in the process of preparing a business plan, budget and implementation plan.  
Could you please let me know if you have specific application forms and if there is an SRA registration fee.

Please let us know what dates are not available for public meetings during December/January, to present the plan (CFO?).  
Is there a cut-off date for the TWKM 2020/2021 budget process?

As a part of the budgeting process, I am going to need a list of rate payers, their addresses (for notices), valuations and the annual rates that are due for each property (to determine the additional rate for the SRA).

FYI:  
After meeting with Danie du Toit last week to discuss the Greyton SRA, he forwarded our notes (asking for similar information) to Davey Louw.  
Many thanks for your assistance (and also to you, Enrico)

Kind regards  
John Pretorius

RE: Special Rating Area - Greyton

 John Pretorius <johnp@iafrica.com>  
To:  Janine van Niekerk  
Cc:  Johannes Pienaar;  Jacques Jansen van Rensburg;  Enrico Shortles;  Margareta "Carlen" De Beer

 Reply  Reply All  Forward  

Wed 11/20/2019 3:41 PM

**From:** Janine van Niekerk [<mailto:Janineva@twk.org.za>]  
**Sent:** Wednesday, November 20, 2019 08:52  
**To:** [Johnp@iafrica.com](mailto:Johnp@iafrica.com)  
**Cc:** Johannes Pienaar; Jacques Jansen van Rensburg; Enrico Shortles; Margareta "Carlen" De Beer  
**Subject:** FW: Special Rating Area - Greyton  
**Importance:** High

Dear Sir

Your email 11 November 2019 to Enrico Shortles refers:

In terms of section 7.7 of the Rates Policy of Twk the following:

**7.7 Special Rating Area (SRA)**

The Municipality may consider the application for a Special Rating Area provided that the owners of the predefined demarcated area have approved the budget and the specifics relating to such SRA. The process must adhere to Section 22 of the MPPRA and to the Municipality's Special Rating Area Policy and By-law.

The Municipality will levy an additional rate on properties in that demarcated area to upgrade or improve said area. The funds generated by the additional rate in a specific Special Rating Area shall only be utilised in said area and only for the intended upgrading or improvement of said area.

The budget for such SRA will be raised via a pre-determined tariff on the municipal valuation of each property. This pre-determined tariff is linked to the SRAs budget proposal and would therefore be unique to a specific SRA and for a given financial year.







Once the SRA has been approved by a Resolution of Council at its annual budget, the Municipality will levy the additional rate on a monthly basis as from the effectivity date of the SRA. The payments collected for the additional rate due for a given month will be transferred to the SRAs management company once all monies on the owner's account due to the Municipality have been covered.

If you want to proceed an application can be submitted in terms of the Special Rating Bylaw. See attached section 22 and Special Rating Bylaw for your attention.

Kind regards

Janine van Niekerk

RE: Special Rating Area - Greyton

 John Pretorius <johnp@iafrica.com>  
To:  Janine van Niekerk  
Cc:  Johannes Pienaar;  Jacques Jansen van Rensburg;  Enrico Shortles;  Margareta "Carien" De Beer

 Reply  Reply All  Forward  

Wed 11/20/2019 3:41 PM

**From:** Enrico Shortles  
**Sent:** Tuesday, 19 November 2019 13:56  
**To:** Janine van Niekerk <[Janineva@twk.org.za](mailto:Janineva@twk.org.za)>  
**Subject:** FW: Special Rating Area - Greyton

Goeie dag Janine

Kan jy asb help met die onderstaande versoek.

Groete

**From:** Johannes Pienaar  
**Sent:** Tuesday, November 19, 2019 12:09 PM  
**To:** Enrico Shortles; Jacques Jansen van Rensburg  
**Subject:** RE: Special Rating Area - Greyton

Dit is iets wat na finansies toe gestuur moet word. Onthou, dit is nie 'n special zone nie. Dit gaan oor meer belasting betaal vir meer dienste van die munisipaliteit. Ek stel voor verwys hulle na Janine van Niekerk toe.

Groete  
**Johann Pienaar**  
**Manager: Town Planning and Building Control**  
**B.Art et Scien (Pr.Pln A/125/2009)**

RE: Special Rating Area - Greyton

 John Pretorius <johnp@iafrica.com>  
To:  Janine van Niekerk  
Cc:  Johannes Pienaar; Jacques Jansen van Rensburg;  Enrico Shortles;  Margareta "Carlen" De Beer

 Reply  Reply All  Forward  

Wed 11/20/2019 3:41 PM

**From:** Enrico Shortles <EnricoSh@twk.org.za>  
**Sent:** Monday, 11 November 2019 14:53  
**To:** Jacques Jansen van Rensburg <jacquesja@twk.org.za>; Johannes Pienaar <JohannesPi@twk.org.za>  
**Subject:** FW: Special Rating Area - Greyton

JP kan ons die process bespreek asb

**From:** John Pretorius [mailto:johnp@iafrica.com]  
**Sent:** Monday, November 11, 2019 2:44 PM  
**To:** Enrico Shortles  
**Subject:** Special Rating Area - Greyton

Good afternoon Mr Shortells

Thank you for taking my call a few minutes ago.

We would like to establish a Special Rating Area in Greyton – mainly for a security initiative but also to incorporate other public benefit options.

A business plan, implementation plan and budget are being prepared.

Funding for the projects must be collected via the municipal accounting system, ring-fenced and paid to the Non-Profit Company.

Could you let me know what forms need completing and what procedures you want followed.

Many thanks  
John Pretorius



Western Cape Government • Wes-Kaapse Regering • URhulumente weNtshona Koloni

PROVINCE OF THE WESTERN CAPE

PROVINSIE WES-KAAP

# Provincial Gazette Extraordinary

# Buitengewone Provinsiale Koerant

7369

7369

Wednesday, 25 March 2015

Woensdag, 25 Maart 2015

Registered at the Post Office as a Newspaper

As 'n Nuusblad by die Poskantoor Geregistreer

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(\*Copies are obtainable at Room M21, Provincial Legislature Building, 7 Dale Street, Cape Town 8001.)

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## INHOUD

(\*Afskrifte is verkrygbaar by Kamer M21, Provinsiale Wetgewer-gebou, Waalstraat 7, Kaapstad 8001.)

### Provinsiale Kennisgewing

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**PROVINCIAL NOTICE**

The following Provincial Notice is published for general information.

ADV. B. GERBER,  
DIRECTOR-GENERAL

Provincial Building,  
Wale Street  
Cape Town.

**PROVINSIALE KENNISGEWING**

Die volgende Provinsiale Kennisgewings word vir algemene inligting gepubliseer.

ADV. B. GERBER,  
DIREKTEUR-GENERAAL

Provinsiale-gebou,  
Waalstraat  
Kaapstad.

P.N. 85/2015

25 March 2015

**THEEWATERSKLOOF MUNICIPALITY  
SPECIAL RATING AREA BY-LAW**

Under the provisions of section 156 of the Constitution of the Republic of South Africa, 1996, the Municipal Council of the Theewaterskloof Municipality enacts as follows:

**To provide for the establishment of special rating areas; to provide for additional rates; and to provide for matters incidental thereto.**

**BE IT ENACTED** by the Theewaterskloof Municipality as follows:-

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**CHAPTER 1**

**ESTABLISHMENT OF SPECIAL RATING AREAS**

**1. DEFINITIONS**

In this by-law the English text prevails in the event of any conflict with the Afrikaans text, and unless the context otherwise indicates -

**"additional rate"** means an additional rate contemplated in sections 19(1)(d) and 22(1)(b) of the Property Rates Act and in section 11(2) of this By-Law;

**"applicant"** means any owner who makes an application for the determination of a special rating area in accordance with the provisions of Chapter 1, or if a management body is established in terms of section 10 any reference to **"the Applicant"** means the management body;

**"business plan"** means a motivation report, implementation plan and term budget as contemplated in section 5;

**"CFO"** means the Chief Financial Officer of the Municipality, or his or her nominee;

**"Municipality"** means the Theewaterskloof Municipality established by Provincial Notice No. 479 of 2000 in terms of section 12 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

**"Companies Act"** means the Companies Act 71 of 2008, as amended or replaced;

**"Council"** means the Council of the Municipality;

**"implementation plan"** means an Implementation Plan as contemplated in section 5;

**"limited special rating area"** means a limited special rating area approved by the Council in terms of section 8;

**"majority"** means the majority of property owners as contemplated in section 22 of the Property Rates Act;

**"management body"** means the management body of a special rating area to be established in accordance with the provisions of section 10;

**"motivation report"** means a motivation report as contemplated in section 5;

**"owner"** has the meaning assigned to it in section 1 of the Property Rates Act;

**"Policy"** means the Policy for the determination of special rating areas, or any other policy adopted by the Council in relation to special rating areas, as in force from time to time;

**"Property Rates Act"** means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004);

**"rateable property"** has the meaning assigned to it in section 1 of the Property Rates Act;

**"special rating area"** means a special rating area approved by the Council in accordance with the provisions of section 22 of the Property Rates Act and section 7 of this By-Law.

**"term budget"** means the budget of the management body of the Non Profit Company contemplated in section 5 of this By-law.

## **2. DETERMINATION OF SPECIAL RATING AREAS**

The Municipality may by resolution of the Council determine Special Rating Areas according to applications in accordance with section 22 of the Municipal Property Rates Act.

## **3. APPLICATION**

- (1) Any owner located within the area of jurisdiction of the Municipality and who owns property within the proposed special rating area, may lodge an application to the Council for the determination of a special rating area.
- (2) All costs incurred by the applicant in respect of the establishment of a special rating area shall be for his or her own account, provided that after implementation of the implementation plan the management body may reimburse the applicant for some or all of those costs.
- (3) Any application contemplated in subsection (1) must –
  - (a) be in writing and be in the form as the CFO may determine;
  - (b) be submitted not more than nine (9) months after the date on which the public meeting referred to in section 4 is held, or if a second public meeting is held as

provided for in section 5(2), nine (9) months after the date of the second public meeting;

(c) be accompanied by –

(i) the business plan;

(ii) the written consent of the majority of the members of the property owners or any other person mandated by the property owner in writing in the proposed special rating area who will be liable for paying the additional rate, as determined by the CFO;

(iii) payment of such fee as the Council may determine.

#### **4. PUBLIC MEETINGS**

(1) An application for the determination of a special rating area must be preceded by the holding of a public meeting.

(2) The purpose of the public meeting is to enable the applicant to consult with those owners within the proposed special rating area with regard to the proposed boundaries of the area and the proposed improvement or upgrading of the area.

(3) Prior to the holding of the public meeting, the applicant must –

(a) give notice in a manner approved by the CFO in terms of this By-law to all owners of rateable property, who will be liable for payment of the additional rate, of the applicant's intention to apply for the determination of a special rating area;

(b) in the notice referred to in subsection (3)(a), give notice of a public meeting, which notice must –

(i) state the purpose of such meeting; and

(ii) contains details of the place, date and time when such meeting is to be held.

- (4) The public meeting must be held not less than seven (7) days and not more than thirty (30) days after the date of the notice.
- (5) The public meeting must be held at such place, date and time as stated in the notice, provided that it must be held at a place which is within the boundaries of the proposed special rating area unless the CFO approves another venue in writing before the public meeting is held.
- (6) The public meeting must be chaired by a suitably qualified and experienced person appointed by the CFO.
- (7) Interested persons must, at the public meeting, be –
  - (a) furnished with all relevant information relating to the proposed special rating area, including the information to be set out in the motivation report and implementation plan; and
  - (b) given an opportunity to ask questions, express their views and make representations.

## **5. BUSINESS PLAN**

- (1) Any application for the establishment of a special rating area must include a Business Plan, Implementation Plan and a term budget covering a period commencing on 1 July of a year and ending on 30 June of the fifth year, or covering such lesser period as may be determined by the CFO.
- (2) If the Business Plan or the implementation plan are materially amended, as determined by the CFO, after the public meeting referred to in section 4, the applicant must call a second public meeting for approval of the special rating area as amended.

- (3) The provisions of section 4 apply with the necessary changes to the second public meeting.

## **6. ADVERTISING OF APPLICATION AND OBJECTIONS**

- (1) The applicant must within fourteen (14) days after the application is lodged in accordance with section 3, or within such further period which the CFO may approve –
- (a) cause a notice of the application to be published in a manner approved by the CFO; and
  - (b) either before or up to seven days after the date of publication of the notice, give written notice of the application to all owners within the proposed special rating area, who will be liable for payment of the additional rate, such notice to be given by pre-paid registered post, hand delivery or in any other manner approved of in writing by the CFO.
- (2) Every notice contemplated in terms of subsection (1) must state that written objections to the determination of a special rating area or the provisions of the motivation report and implementation plan may be lodged with the Council by a date specified in the notice, which shall not be less than 30 days after the date of publication in terms of subsection (1)(a), and must state where the documentation specified in subsection (5) will be available for inspection.
- (3) Any owner of rateable property who will be liable for paying the additional rate may submit written objections to the determination of the special rating area, which objections must be received by the Council not later than the date stipulated in the notice referred to in subsection (1).
- (4) An applicant and any objector to the application who owns property within the proposed special rating area may make oral representations to Council.

- (5) The application, including the motivation report and the implementation plan, and all objections must be available for inspection at the offices of the Municipality and at a venue determined by the CFO within the proposed special rating area, for the period referred to in subsection (2).

## 7. DECISION

- (1) After the provisions of sections 3 to 6 have been complied with, the Council must, at a meeting of the Council held as soon as possible after the last date for the submission of objections in accordance with section 6(2), consider the application and –
- (a) determine a special rating area which must be implemented in accordance with the motivation report and implementation plan;
  - (b) determine a special rating area with such amendments or conditions as the Council considers to be in the public interest;
  - (c) determine a special rating area in respect of a limited area in terms of section 8;
  - (d) refuse the application, in which event the Council must, within 30 days, furnish the applicant with written reasons for not approving the determination of a special rating area; or
  - (e) refer the application back to the applicant for amendment in such manner as the Council may direct.
- (2) If an application is refused by the Council in accordance with the provisions of subsection (1)(d) or referred back to the applicant in accordance with the provisions of subsection(1)(e), the applicant may, within six (6) months of the Council's decision, re-apply to the Council for the determination of the special rating area, provided that such re-application has been appropriately amended in the light of the reasons for refusal or referral, as the case may be.
- (3) If the motivation report or implementation plan is amended in any material respect at any time before the determination, the Council may require that the

application be re-advertised in accordance with the provisions of section 6, with the necessary changes.

#### **8. DETERMINATION OF A LIMITED SPECIAL RATING AREA**

If an application in terms of section 3 is not accompanied by the majority of the members of the local community in the proposed special rating area required by section 3(3)(c), but the applicant can demonstrate to the satisfaction of the Council, that –

- (a) there are such confirmations from owners of rateable properties in a limited geographical area within the proposed special rating area that would meet the requirements of section 3(3)(c) if they were to be applied to that area; and
- (b) the level of services to be provided will not be reduced and the budget will be reduced accordingly as a result of the provision of those services in the limited area alone, as compared to the provision of those services in the whole of the proposed special rating area,

then the Council may, subject to the other requirements of this By-Law, determine a limited special rating area.

### **CHAPTER 2**

#### **SPECIAL RATING AREAS – STRUCTURES AND FINANCES**

#### **9. COMMENCEMENT OF THE IMPLEMENTATION PLAN**

Once the Council has approved the establishment of the special rating area, the implementation plan may only be implemented after the management body has been established in accordance with section 10.

#### **10. ESTABLISHMENT, COMPOSITION, POWERS AND DUTIES OF MANAGEMENT BODY**

- (1) The applicant must cause to be established a management body for the purposes of implementing the provisions of the business plan.

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- (2) The management body must be a non-profit company incorporated in accordance with the provisions of the Companies Act, (Act No 71 of 2008)
- (3) The Municipality shall monitor compliance by the management body with the applicable provisions of this By-Law, any guidelines or policies adopted by the Municipality and any agreements entered into with the management body and the Municipality.
- (4) The Council must nominate the relevant ward councillor and one other person, as representatives to attend and participate, but not vote, at the meetings of the management body.
- (5) Employees of the Municipality may only serve as representatives of the Municipality on the management body if nominated to do so by the CFO in terms of section 12(b)(ii) of this By-law.
- (6) Within two (2) months after receipt of the first payment of the additional rate, the management body must begin carrying out the provisions of the business plan.
- (7) Within two (2) months of the end of each financial year, the management body must provide the CFO with –
  - (a) its audited financial statements for the immediately preceding year; and
  - (b) an annual report on its progress in carrying out the provisions of the business plan in the preceding year to improve and upgrade the special rating area.
- (8) Within two (2) months after the Annual General Meeting, the management body must provide the Council with –
  - (a) its audited financial statements for the immediately preceding year; and
  - (b) an annual report on its progress in carrying out the provisions of the business plan in the preceding year to improve and upgrade the special rating area.

## 11. FINANCES

- (1) The financial year of the management body must coincide with the financial year of the Municipality.

- (2) Where a special rating area has been determined, the Council must levy in accordance with the provisions of the Property Rates Act, a property rate in addition to the rates that it already charges on the owners of rateable property in the special rating area for the purposes of realising the business plan, provided that the Council may in terms of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), Rates Policy, Credit Control and Debt Collection By-law and the Credit Control and Debt Collection Policy, exempt the indigent, senior citizens, disabled persons or any other category of residents.
- (3) When determining the additional rate referred to in subsection (2), the Council may give consideration to imposing differential additional rates on one or more of the categories set out in section 8 of the Property Rates Act.
- (4) The additional rate due in terms of this By-law is a debt due to the Council and is payable and must be collected in the same manner as other property rates imposed by the Council.
- (5) The Council may, for the purpose of carrying out the provisions of the business plan of a special rating area and subject to section 67 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), make payment to the management body of a special rating area.
- (6) The payment contemplated in subsection (5) is conditional upon the conclusion of a finance agreement to be entered into between the Council and the relevant management body, and such agreement must regulate, among other things –
  - (a) the mechanisms and manner of payment; and
  - (b) terms on which payment to the relevant management body is to be made.
- (7) Subject to the provisions of its memorandum of incorporation, the management body is entitled to raise its own funds through commercial activities, donations or any other lawful means.
- (8) The Municipality shall, for the purposes of this By-law, determine and impose on the management body an administrative charge which will be determined annually during the budget process.

## **12. THE ROLE OF THE CFO**

In addition to the other responsibilities and obligations of the CFO as set out elsewhere in this By-Law, the CFO must -

- (a) establish separate accounting and other record-keeping systems regarding the revenue generated by the additional rate and the improvement and upgrading of the special rating area;
- (b) monitor compliance with the applicable legislation, including this By-Law and the Policy, by –
  - (i) receiving and considering the audited financial statements and reports regarding the carrying out of duties laid out in the business plan;
  - (ii) if he or she elects to do so, nominating representatives to attend and participate but not vote at meetings of the management body as provided for in section 10(5).

## **CHAPTER 3**

### **AMENDMENT AND EXTENSION OF IMPLEMENTATION PLANS**

## **13. AMENDMENT TO IMPLEMENTATION PLANS**

- (1) An implementation plan, including the geographical boundaries of the special rating area, may be amended by the Council on written application by the management body at any time after the formation of the special rating area.
- (2) The Council may approve an application for an amendment referred to in subsection (1) where the Council considers it not likely to materially affect the rights or interests of any owner, provided that the Council may require the management body to cause a notice of the application for such amendment to be published as approved by the CFO.
- (3) The Council may only approve an amendment in terms of subsection (1), with the changes required by the context, in accordance with the provisions of Chapter 1, which the Council considers is likely to –
  - (a) materially affect the rights or interests of any person;

- (b) affect the approved budget for the special rating area; or
  - (c) change the boundaries of the special rating area.
- (4) The Council may, for good reason, on written application by the management body, exempt the management body from complying with the provisions, or condone any non-compliance with any provisions, of Chapter 1.

#### **14. EXTENSION OF IMPLEMENTATION PLANS**

A management body must, if it elects to extend the term of the SRA for a further period, on or before 1 January in the year in which the business plan is due to terminate, submit an application to the Municipality for approval of extension of the term of the SRA , provided that –

- (a) the extension of the implementation plan may only be approved by the Council in accordance with the provisions of Chapter 1, with the changes required by the context, and the Council may, for good reason, on written application by the management body, exempt the management body from complying, or condone any non-compliance, with any such provisions;
- (b) the provisions of section 13 shall apply to any amendment of a business plan which has been extended in terms of this section.

### **CHAPTER 4**

#### **DISSOLUTION OF A SPECIAL RATING AREA**

#### **15. DISSOLUTION**

- (1) The Council may dissolve a special rating area –
- (a) upon written application signed by the majority of owners within the boundaries of the special rating area who are liable for paying the additional rate; or

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- (b) after prior consultation by the CFO with the management body or the community, for any good cause, whereupon he or she may cause the management body to be wound up.
- (2) Upon the winding up of a management body the assets remaining after the satisfaction of all its liabilities shall be transferred to a similar type Non Profit Company in line with the requirements of the Companies Act.

## CHAPTER 5

### MISCELLANEOUS PROVISIONS

#### 16. TRANSITIONAL PROVISIONS

- (1) Any special rating area determined or established, or deemed to have been determined or established in terms of the By-Law referred to in section 17 shall be deemed to have been determined or established in terms of this By-Law.
- (2) Any –
- (a) application initiated by an applicant, including a business plan for such an application;
  - (b) advertisement or public meeting in respect of such application;
  - (c) application submitted to Council;
  - (d) approval by the Council of any application,

made, done or given prior to the date of this By-Law, shall be governed by this By-Law, provided that any business plan in force on the commencement date of this By-Law shall, notwithstanding the provisions of section 5, terminate on the termination date of the relevant implementation plan.

**17. REPEAL OF BY-LAWS**

The provisions of any by-laws previously promulgated by the Municipality or by any of the disestablished municipalities now incorporated in the Municipality are hereby repealed as far as it relates to matters provided for in this by-law.

**18. EXEMPTIONS**

- (1) Any person may by means of a written application, with a full motivation, apply to the Municipality for exemption from any provision of this by-law.
- (2) The municipality may after consideration of an application and the motivation therefor –
  - (a) grant an exemption in writing, and stipulate the conditions in terms of which the exemption is granted, and the period for which such exemption is valid;
  - (b) alter or cancel any exemption or condition of an exemption; or
  - (c) refuse to grant an exemption.
- (3) An exemption does not take effect, before the applicant has undertaken in writing to comply with all conditions imposed by the Municipality, and if an activity is commenced before such undertaking has been provided to the Municipality, the exemption granted will lapse.
- (4) If any condition of an exemption is not complied with, the exemption lapses immediately.

**19. CONFLICT BETWEEN LEGISLATION**

When any stipulation of this by-law, is in conflict with national and provincial legislation, regulations, the national and provincial legislation, regulations shall prevail.

**20. SHORT TITLE**

- (1) This By-Law is called the Theewaterskloof Municipality: Special Rating Areas By-law.

**21. OPERATIVE DATE**

This by-law shall take effect on the date of publication.

**THEEWATERSKLOOF MUNISIPALITEIT  
VERORDENING OP SPESIALE-AANSLAGGEBIEDE**

Kragtens die bepalings van artikel 156 van die Grondwet van die Republiek van Suid-Afrika, 1996, verorden die Munisipale Raad van die Theewaterskloof Munisipaliteit as volg:

**Om voorsiening te maak vir die instelling van spesiale-aanslaggebiede; om voorsiening te maak vir bykomende belasting; en om voorsiening te maak vir aangeleenthede wat daarmee gepaard gaan.**

**VERORDEN** die Theewaterskloof Munisipaliteit as volg:-

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## HOOFSTUK 1

### INSTELLING VAN SPESIALE-AANSLAGGEBIEDE

#### 1. WOORDOMSKRYWING

In hierdie verordening neem die Engelse teks voorrang in die geval van strydigheid met die Afrikaanse teks, en tensy dit uit die samehang anders blyk, beteken

**"aansoeker"** enige eienaar wat aansoek doen om die bepaling van 'n spesiale-aanslaggebied ooreenkomstig die bepalings van hoofstuk 1, of indien 'n bestuursliggaam ingevolge artikel 10 ingestel is, beteken 'n verwysing na **"die aansoeker"** die bestuursliggaam;

**"belasbare eiendom"** dieselfde as in artikel 1 van die Wet op Eiendomsbelasting;

**"Beleid"** die Beleid vir die bepaling van spesiale-aanslaggebiede, of enige ander beleid wat die Raad met betrekking tot spesiale-aanslaggebiede aanvaar, soos van tyd tot tyd van krag;

**"beperkte spesiale-aanslaggebied"** 'n spesiale-aanslaggebied ingevolge artikel 8 deur die Raad goedgekeur;

**"bestuursliggaam"** die bestuursliggaam van 'n spesiale-aanslaggebied wat ooreenkomstig die bepalings van artikel 10 ingestel moet word;

**"bykomende belasting"** 'n bykomende belasting beoog in artikels 19(1)(d) en 22(1)(b) van die Wet op Eiendomsbelasting en in artikel 11(2) van hierdie verordening;

**"eienaar"** dieselfde as in artikel 1 van die Wet op Eiendomsbelasting;

**"HFB"** die hoof- finansiële beampte van die Munisipaliteit, of sy of haar genomineerde;

**"implementeringsplan"** 'n implementeringsplan soos in artikel 5 beoog;

**"Maatskappywet"** die Maatskappywet, 2008 (Wet Nr. 71 van 2008), soos gewysig of vervang;

**"meerderheid"** die meerderheid van eiendomsbesitters soos beoog in artikel 22 van die Wet op Eiendomsbelasting;

**"motiveringsverslag"** 'n motiveringsverslag soos beoog in artikel 5;

**"Munisipaliteit"** die Theewaterskloof Munisipaliteit wat deur Provinsiale Kennisgewing No. 479 van 2000 ingevolge artikel 12 van die Plaaslike Regering: Wet op Munisipale Strukture, 1998 (Wet No. 117 van 1998) ingestel is;

**"Raad"** die Raad van die Munisipaliteit;

**"sakeplan"** 'n motiveringsverslag, implementeringsplan en termynbegroting soos beoog in artikel 5;

**"spesiale-aanslaggebied"** 'n spesiale-aanslaggebied soos deur die Raad goedgekeur ooreenkomstig die bepalings van artikel 22 van die Wet op Eiendomsbelasting en artikel 7 van hierdie verordening;

**"termynbegroting"** die begroting van die bestuursliggaam van die Maatskappy sonder Winsoogmerk beoog in artikel 5 van hierdie verordening;

**"Wet op Eiendomsbelasting"** die Plaaslike Regering: Wet op Munisipale Eiendomsbelasting, 2004 (Wet Nr. 6 van 2004).

## 2. BEPALING VAN SPESIALE-AANSLAGGEBIEDE

Die Munisipaliteit kan spesiale-aanslaggebiede deur 'n Raadsbesluit na oorweging van aansoeke ooreenkomstig die bepalings van artikel 22 van die Wet op Eiendomsbelasting, bepaal.

## 3. AANSOEK

- (1) Enige eienaar in die regsgebied van die Munisipaliteit wat eiendom in die voorgestelde spesiale-aanslaggebied besit, kan by die raad 'n aansoek indien vir die bepaling van 'n spesiale-aanslaggebied.
- (2) Alle kostes wat die aansoeker met betrekking tot die bepaling van 'n spesiale-aanslaggebied aangaan, moet deur hom of haar self betaal word, met dien verstande dat die bestuursliggaam ná die inwerkingtreding van die sakeplan 'n deel van of al daardie koste aan die aansoeker kan terugbetaal.
- (3) 'n Aansoek wat in subartikel (1) hierbo beoog word, moet –
  - (a) skriftelik wees en in 'n formaat wat die HFB kan bepaal;
  - (b) ingedien word binne hoogstens nege (9) maande ná die datum waarop die openbare vergadering waarna in artikel 4 verwys word, gehou word, of indien 'n tweede openbare vergadering ingevolge artikel 5(2) gehou word, binne nege (9) maande ná die datum van die tweede vergadering;
  - (c) vergesel word van –
    - (i) die sakeplan;
    - (ii) die skriftelike toestemming van die meerderheid van die eiendomsbesitters of 'n ander persoon met 'n skriftelike mandaat van die eiendomsbesitter in die voorgestelde spesiale-aanslaggebied wat die bykomende belasting sal moet betaal, soos deur die HFB bepaal;

(iii) betaling van sodanige geld as wat die Raad kan bepaal.

#### 4. OPENBARE VERGADERINGS

- (1) 'n Aansoek om die bepaling van 'n spesiale-aanslaggebied moet deur 'n openbare vergadering voorafgegaan word.
- (2) Die doel van die openbare vergadering is om die aansoeker in staat te stel om die eienaars in die voorgestelde spesiale-aanslaggebied te raadpleeg met betrekking tot die voorgestelde grense van die gebied en die voorgestelde verbetering of opgradering van die gebied.
- (3) Voor die openbare vergadering moet die aansoeker –
  - (a) aan alle eienaars van belasbare eiendom wat die bykomende belasting sal moet betaal, kennis gee van die aansoeker se voorneme om aansoek te doen om die bepaling van 'n spesiale-aanslaggebied, welke kennisgewing op sodanige wyse moet geskied as wat die HFB ingevolge hierdie verordening kan bepaal;
  - (b) in die kennisgewing waarna in subartikel 3(a) verwys word, kennis gee van 'n openbare vergadering, en die kennisgewing moet –
    - (i) die doel van sodanige vergadering vermeld; en
    - (ii) besonderhede van die plek, datum en tyd van die vergadering bevat.
- (4) Die openbare vergadering moet nie minder nie as sewe (7) dae en nie meer nie as dertig (30) dae ná die datum van die kennisgewing plaasvind.
- (5) Die openbare vergadering moet op sodanige plek, datum en tyd gehou word as wat in die kennisgewing vermeld word, met dien verstande dat dit binne die grense van die voorgestelde spesiale-aanslaggebied gehou moet word, tensy die HFB skriftelike toestemming vir 'n ander vergaderplek verleen voordat die openbare vergadering gehou word.

- (6) 'n Toepaslik gekwalifiseerde en ervare persoon wat deur die HFB aangestel word, moet as voorsitter van die openbare vergadering optree.
- (7) By die openbare vergadering moet belangstellende persone –
- (a) alle tersaaklike inligting met betrekking tot die voorgestelde spesiale-aanslaggebied ontvang, wat die inligting insluit wat in die motiveringsverslag en implementeringsplan uiteengesit moet word; en
  - (b) geleentheid kry om vrae te vra, hulle menings te lug en verhoë te rig.

## 5. SAKEPLAN

- (1) 'n Aansoek om die instelling van 'n spesiale-aanslaggebied moet 'n sakeplan, implementeringsplan en 'n termynbegroting insluit vir 'n tydperk wat op 1 Julie van 'n bepaalde jaar begin en op 30 Junie van die vyfde jaar daarna, of sodanige korter tydperk as wat die HFB kan bepaal, ten einde loop.
- (2) Indien die sakeplan of die implementeringsplan na afloop van die openbare vergadering waarna in artikel 4 verwys word, wesenlik gewysig word, soos deur die HFB bepaal, moet die aansoeker 'n tweede openbare vergadering belê vir die goedkeuring van die spesiale-aanslaggebied soos gewysig.
- (3) Die bepalings van artikel 4, met die nodige veranderings, is op die tweede openbare vergadering van toepassing.

## 6. ADVERTERING VAN AANSOEK EN BESWARE

- (1) Die aansoeker moet binne veertien (14) dae nadat die aansoek ooreenkomstig artikel 3 ingedien is, of binne sodanige langer tydperk wat die HFB goedkeur –

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- (a) 'n kennisgewing van die aansoek laat publiseer op 'n wyse wat deur die HFB goedgekeur is; en
- (b) binne of tot en met sewe dae na die datum van publisering van die kennisgewing, skriftelike kennis van die aansoek gee aan alle eienaars in die voorgestelde spesiale-aanslaggebied wat die bykomende belasting sal moet betaal, welke kennisgewing per voorafbetaalde geregistreerde pos versend, met die hand afgelewer of op enige ander manier gestuur moet word wat die HFB skriftelik goedkeur.
- (2) Elke kennisgewing wat in subartikel (1) beoog word, moet vermeld dat skriftelike besware teen die bepaling van 'n spesiale-aanslaggebied of die bepalings van die motiveringsplan en implementeringsplan teen 'n datum soos in die kennisgewing bepaal, wat nie minder nie as dertig (30) dae ná die publikasiedatum ingevolge subartikel (1)(a) moet wees, by die raad ingedien kan word, en moet vermeld waar die dokumentasie ingevolge subartikel (5) ter insae sal lê.
- (3) 'n Eienaar van belasbare eiendom wat die bykomende belasting sal moet betaal, kan skriftelike besware teen die bepaling van die spesiale-aanslaggebied indien, welke besware die raad moet bereik teen nie later nie as die datum wat bepaal word in die kennisgewing waarna subartikel (1) verwys word.
- (4) 'n Aansoeker en enige beswaarmaker teen die aansoek wat eiendom in die voorgestelde spesiale-aanslaggebied besit, kan mondelinge vertoë aan die Raad rig.
- (5) Die aansoek, met die motiveringsplan en die implementeringsplan en alle besware, moet vir die tydperk waarna in subartikel (2) verwys word, ter insae lê by die kantore van die Munisipaliteit en by 'n lokaal binne die voorgestelde spesiale-aanslaggebied soos deur die HFB bepaal.

## 7. BESLISSING

- (1) Nadat daar aan die bepalings van artikel 3 tot 6 voldoen is, moet die Raad by 'n raadsvergadering na die sluitingsdatum vir die indiening van besware ooreenkomstig artikel 6(2) die aansoek oorweeg, en –
- (a) 'n spesiale-aanslaggebied bepaal wat ooreenkomstig die motiveringsplan en implementeringsplan in werking gestel moet word;
  - (b) 'n spesiale-aanslaggebied bepaal met sodanige wysigings of voorwaardes as wat na die Raad se mening in die openbare belang is;
  - (c) 'n spesiale-aanslaggebied bepaal met betrekking tot 'n beperkte gebied ingevolge artikel 8;
  - (d) die aansoek weier, in welke geval die Raad die aansoeker binne 30 dae van skriftelike redes moet voorsien waarom die bepaling van 'n spesiale-aanslaggebied nie goedgekeur is nie; of
  - (e) die aansoek na die aansoeker terugverwys vir sodanige wysigings as wat die Raad kan voorskryf.
- (2) Indien die Raad ooreenkomstig die bepalings van subartikel (1)(d) weier of dit ooreenkomstig die bepalings van subartikel 1(e) na die aansoeker terugverwys, kan die aansoeker binne ses (6) maande na die Raad se beslissing weer by die Raad aansoek doen om die bepaling van die spesiale-aanslaggebied, met dien verstande dat sodanige heraanzoek op gepaste wyse gewysig is aan die hand van die redes vir die weiering of die terugverwysing, na gelang van die geval.
- (3) Indien die motiveringsverslag of implementeringsplan in enige stadium voor die bepaling in enige wesentlike opsig gewysig word, kan die Raad vereis dat die aansoek met die nodige veranderings weer ooreenkomstig die bepalings van artikel 6 geadverteer word.

## **8. BEPALING VAN 'n BEPERKTE SPESIALE-AANSLAGGEBIED**

Indien 'n aansoek ingevolge artikel 3 nie vergesel gaan van die toestemming van die meerderheid van die eiendomsbesitters in die voorgestelde spesiale-aanslaggebied soos deur artikel 3(3)(c) vereis word nie, maar die aansoeker tot die bevrediging van die Raad kan toon dat –

- (a) daar sodanige bekragtigings van eienaars van belasbare eiendomme in 'n beperkte geografiese gebied in die voorgestelde spesiale-aanslaggebied is wat aan die vereistes van artikel 3(3)(c) voldoen indien dit op daardie gebied toegepas sou word; en
- (b) die vlak van dienste wat gelewer gaan word nie sal daal nie en die begroting dienooreenkomstig verminder sal word as gevolg van die lewering van daardie dienste net in die beperkte gebied, vergeleke met die lewering van daardie dienste in die hele voorgestelde spesiale-aanslaggebied,

kan die Raad, onderworpe aan die ander vereistes van hierdie verordening, 'n spesiale-aanslaggebied bepaal.

## **HOOFSTUK 2**

### **SPESIALE-AANSLAGGEBIEDE – STRUKTURE EN FINANSIES**

## **9. INWERKINGTREDING VAN DIE IMPLEMENTERINGSPLAN**

Nadat die Raad die instelling van die spesiale-aanslaggebied goedgekeur het, kan die implementeringsplan slegs in werking gestel word nadat die bestuursliggaam ooreenkomstig artikel 10 ingestel is.

## **10. INSTELLING, SAMESTELLING, MAGTE EN PLIGTE VAN BESTUURSLIGGAAM**

- (1) Die aansoeker moet 'n bestuursliggaam laat instel met die doel om die bepalings van die sakeplan in werking te stel.

- (2) Die bestuursliggaam moet 'n maatskappy sonder winsbejag wees wat ooreenkomstig die bepalings van die Maatskappywet (Wet No. 71 van 2008) geïnkorporeer is.
- (3) Die Munisipaliteit moet die bestuursliggaam se voldoening aan die toepaslike bepalings van hierdie Verordening, enige riglyne of beleid van die Raad en enige ooreenkomste tussen die bestuursliggaam en die Raad moniteer.
- (4) Die Raad moet die betrokke wyksraadslid en een ander persoon as verteenwoordigers benoem om die vergaderings van die bestuursliggaam by te woon en daaraan deel te neem, maar sonder stemreg.
- (5) Werknemers van die Munisipaliteit mag slegs as verteenwoordigers van die Munisipaliteit in die bestuursliggaam dien as hulle deur die HFB ingevolge artikel 12(b)(ii) van hierdie verordening benoem word.
- (6) Binne twee (2) maande na ontvangs van die eerste betaling van die bykomende belasting moet die bestuursliggaam die bepalings van die sakeplan begin uitvoer.
- (7) Binne twee (2) maande na die einde van elke boekjaar moet die bestuursliggaam die HFB voorsien van –
  - (a) sy geouditeerde finansiële state vir die onmiddellik voorafgaande jaar; en
  - (b) 'n jaarverslag oor sy vordering met die uitvoering van die bepalings van die sakeplan in die voorafgaande jaar ten einde die spesiale-aanslaggebied te verbeter en op te gradeer.
- (8) Binne twee (2) maande na die algemene jaarvergadering moet die bestuursliggaam die Raad voorsien van –
  - (a) sy geouditeerde finansiële state vir die onmiddellik voorafgaande jaar; en

- (b) 'n jaarverslag oor sy vordering met die uitvoering van die bepalings van die sakeplan in die voorafgaande jaar ten einde die spesiale-aanslaggebied te verbeter en op te gradeer.

## 11. FINANSIES

- (1) Die boekjaar van die bestuursliggaam moet saamval met die boekjaar van die Munisipaliteit.
- (2) Waar 'n spesiale-aanslaggebied bepaal is, moet die Raad ooreenkomstig die bepalings van die Wet op Eiendomsbelasting 'n eiendomsbelasting bykomend tot die belasting wat eienaars van belasbare eiendom in die spesiale-aanslaggebied reeds betaal, oplê ten einde die oogmerke van die sakeplan te verwesenlik, met dien verstande dat die Raad ingevolge die Plaaslike Regering: Wet op Eiendomsbelasting, 2004 (Wet Nr. 6 van 2004), die Beleid oor Eiendomsbelasting, die Verordening op Kredietbeheer en Skuldinvordering, en die Beleid oor Kredietbeheer en Skuldinvordering, deernisgevalle, senior burgers, persone met gestremdhede of enige ander kategorie inwoners kan vrystel.
- (3) Wanneer die Raad die bykomende belasting waarna in subartikel (2) verwys word, bepaal, kan die Raad dit oorweeg om differensiële bykomende belastings op te lê aan een of meer van die kategorieë wat in artikel 8 van die Wet op Eiendomsbelasting uiteengesit word.
- (4) Die bykomende belasting verskuldig ingevolge hierdie Verordening is skuld wat aan die Raad verskuldig is, en is betaalbaar en moet op dieselfde manier ingevorder word as ander eiendomsbelasting wat die Raad hef.
- (5) Ten einde die bepalings van die sakeplan vir 'n spesiale-aanslaggebied uit te voer, en onderworpe aan artikel 67 van die Plaaslike Regering: Wet op Munisipale Finansiële Bestuur, 2003 (Wet Nr. 56 van 2003), kan die Raad betalings aan die bestuursliggaam van 'n spesiale-aanslaggebied maak.

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- (6) Die betaling wat in subartikel (5) beoog word, is op voorwaarde dat daar 'n finansiële ooreenkoms tussen die Raad en die tersaaklike bestuursliggaam gesluit word, welke ooreenkoms onder andere die volgende moet reël –
- (a) die betaalmeganismes en -metode; en
  - (b) die bepalings waarvolgens betaling aan die tersaaklike bestuursliggaam gemaak sal word.
- (7) Onderworpe aan die bepalings van sy akte van inkorporasie kan die bestuursliggaam self deur kommersiële bedrywighede, skenkings en ander wettige maniere geld insamel.
- (8) Vir die doeleindes van hierdie Verordening kan die Raad 'n administratiewe heffing wat jaarliks tydens die begrotingsproses bepaal word aan die bestuursliggaam oplê.

## **12. DIE ROL VAN DIE HFB**

Benewens die ander verantwoordelikhede en verpligtinge van die HFB soos elders in hierdie verordening uiteengesit, moet die HFB –

- (a) afsonderlike rekeningkundige en ander optekeningstelsels instel met betrekking tot die inkomste uit die bykomende belasting en die verbetering en opgradering van die spesiale-aanslaggebied;
- (b) nakoming van die toepaslike wetgewing, wat hierdie Verordening en die Beleid insluit, moniteer deur –
  - (i) die geouditeerde finansiële state en verslae met betrekking tot die uitvoering van pligte soos in die sakeplan uiteengesit in ontvangs te neem en te oorweeg; en

- (ii) indien hy of sy so besluit, verteenwoordigers te benoem om die vergaderings van die bestuursliggaam by te woon en daaraan deel te neem, maar sonder stemreg, soos in artikel 10(5) bepaal.

### HOOFSTUK 3

#### WYSIGING EN VERLENGING VAN IMPLEMENTERINGSPLANNE

##### 13. WYSIGING VAN IMPLEMENTERINGSPLANNE

- (1) Die Raad kan, op skriftelike aansoek van die bestuursliggaam in enige stadium na die bepaling van die spesiale-aanslaggebied, die implementeringsplan, en die geografiese grense van die spesiale-aanslaggebied, wysig.
- (2) Die Raad kan 'n aansoek om wysiging waarna in subartikel (1) verwys word, goedkeur indien dit na die Raad se oordeel geen wesentliche invloed op die regte of belange van enige eienaar behoort te hê nie, met dien verstande dat die Raad kan vereis dat die bestuursliggaam 'n kennisgewing van die aansoek om sodanige wysiging, soos deur die HFB goedgekeur, moet laat publiseer.
- (3) Die Raad kan 'n wysiging ingevolge subartikel (1), met die veranderinge soos deur die samehang vereis ooreenkomstig die bepalings van Hoofstuk 1, slegs goedkeur as dit na die Raad se mening waarskynlik –
- (a) die regte of belange van enige persoon wesenlik sal raak;
  - (b) die goedgekeurde begroting vir die spesiale-aanslaggebied sal raak; of
  - (c) die grense van die spesiale-aanslaggebied sal verander.
- (4) Die Raad kan om 'n gegronde rede, op skriftelike aansoek van die bestuursliggaam, die bestuursliggaam van die nakoming van die bepalings van hoofstuk 1 vrystel of nie-nakoming van enige bepalings van hoofstuk 1 kondoneer.

#### **14. VERLENGING VAN IMPLEMENTERINGSPLANNE**

Indien 'n bestuursliggaam die termyn van 'n spesiale-aanslaggebied (SAG) vir 'n verdere tydperk wil verleng, moet sodanige bestuursliggaam voor of op 1 Januarie van die jaar waarin die sakeplan ten einde gaan loop, 'n aansoek om verlenging van die termyn van die SAG by die Munisipaliteit indien, met dien verstande dat –

- (a) die Raad die verlenging van die implementeringsplan slegs ooreenkomstig die bepalings van hoofstuk 1 kan goedkeur, met die veranderings soos deur die samehang vereis, en die Raad kan om 'n gegronde rede, en op skriftelike aansoek van die bestuursliggaam, die bestuursliggaam van die nakoming van enige sodanige bepalings vrystel, of enige nie-nakoming daarvan kondoneer;
- (b) die bepalings van artikel 13 van toepassing is op enige wysiging van die sakeplan wat ingevolge hierdie artikel verleng is.

### **HOOFSTUK 4**

#### **ONTBINDING VAN 'n SPESIALE-AANSLAGGEBIED**

#### **15. ONTBINDING**

(1) Die Raad kan 'n spesiale-aanslaggebied ontbind –

- (a) op skriftelike aansoek wat onderteken is deur die meerderheid van eenaars binne die grense van die spesiale-aanslaggebied wat die bykomende belasting sal moet betaal; of
- (b) nadat die HFB die bestuursliggaam of die gemeenskap vooraf geraadpleeg het, om enige gegronde rede, in welke geval hy of sy die bestuursliggaam kan laat ontbind.

(2) By die ontbinding van 'n bestuursliggaam, moet netto bates wat na die vereffening van al sy laste oorbly, oorgedra word na 'n soortgelyke tipe

maatskappy sonder winsoogmerk ooreenkomstig die vereistes van die Maatskappywet.

## HOOFSTUK 5 DIVERSE BEPALINGS

### 16. OORGANGSBEPALINGS

(1) Enige spesiale-aanslaggebied wat ingevolge 'n verordening waarna in artikel 17 verwys word, bepaal of ingestel is, of as bepaal of ingestel beskou word, word as ingevolge hierdie Verordening bepaal of ingestel beskou.

(2) Enige –

(a) aansoek wat deur 'n aansoeker inisieer word, wat 'n sakeplan vir sodanige aansoek insluit;

(b) advertensie of openbare vergadering met betrekking tot sodanige aansoek;

(c) aansoek wat by die Raad ingedien word;

(d) Raadsgoedkeuring vir enige aansoek,

wat voor die datum van hierdie Verordening gedoen is, verskyn, gehou is of verleen word, word deur hierdie Verordening gereël, met dien verstande dat enige sakeplan wat op die datum van inwerkingtreding van hierdie Verordening van krag is, ondanks die bepalings van artikel 5, ten einde loop op die beëindigingsdatum van die tersaaklike implementeringsplan.

### 17. HERROEPING VAN VERORDENINGE

Die bepalings van enige verordeninge wat voorheen deur die Munisipaliteit of deur enige van die ontbinde munisipaliteite wat tans in hierdie Munisipaliteit geïnkorporeer is, word hiermee herroep in soverre dit verband hou met aangeleenthede waarvoor in hierdie verordening voorsiening gemaak word.

**18. VRYSTELLINGS**

- (1) Enige persoon kan 'n skriftelike aansoek met volledige motivering by die Munisipaliteit indien om vrystelling van enige bepaling van hierdie verordening.
- (2) Die munisipaliteit kan na oorweging van 'n aansoek en die motivering daarvoor –
  - (a) skriftelike vrystelling verleen, en die voorwaardes waarop die vrystelling verleen word en die tydperk waarvoor sodanige vrystelling verleen word, voorskryf;
  - (b) 'n vrystelling of voorwaarde van 'n vrystelling wysig of kanselleer; of
  - (c) weier om vrystelling te verleen.
- (3) 'n Vrystelling tree nie in werking voor die aansoeker op skrif onderneem het om al die voorwaardes wat deur die Munisipaliteit opgelê is, na te kom nie, en indien 'n aktiwiteit begin word voor sodanige onderneming aan die Munisipaliteit voorsien is, sal die vrystelling verval.
- (4) Indien 'n voorwaarde van 'n vrystelling nie nagekom word nie, verval die vrystelling onmiddellik.

**19. STRYDIGHEID TUSSEN WETGEWING**

Wanneer 'n bepaling van hierdie verordening strydig is met nasionale en provinsiale wetgewing of regulasies, geld die nasionale en provinsiale wetgewing of regulasies.

**20. KORT TITEL**

- (1) Hierdie Verordening staan bekend as die Theewaterskloof Munisipaliteit: Verordening op Spesiale-aanslaggebiede.

**21. DATUM VAN INWERKINGTREDING**

Hierdie verordening tree op die datum van publiserings daarvan in werking.

**ITEM HEADING**

**C91/2026 DIRECTORATE FINANCE: SUPPLY CHAIN MANAGEMENT  
DEVIATION REPORT FOR FEBRUARY 2026**

*[English version of the report is the original]*

**FILE NUMBER**

6/3/3/6

**PURPOSE / AIM OF REPORT**

To present a report to Council consisting of the reasons for deviating in terms of subparagraphs 36(1)(a) and (b) of the SCM Policy for the month of February 2026.

**Please note that there were no deviations for the month of February 2026.**

**BACKGROUND**

- 1) The Accounting Officer may –
  - a) dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
    - (i) in an emergency; (An emergency is an unforeseeable sudden event with harmful or potential harmful consequences for the municipality which requires urgent action to address.)

Circumstances that warrant emergency dispensation, includes but are not limited to –

- a) the possibility of human injury or death,
- b) the prevalence of human suffering or deprivation of rights,
- c) the possibility of damage to property, or suffering and death of livestock and animals, the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole, the possibility of serious damage occurring to the natural environment,
- d) the possibility that failure to take necessary action may result in the municipality not being able to render essential community service,
- e) the possibility that the security of the state could be compromised.

The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal tender process.

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- (i) if such goods or services are produced or available from a single source or sole provider only (as per definition);
  - (ii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
  - (iii) acquisition of animals for zoos and/or nature and game reserves; or
  - (iv) in any other exceptional case where it is impractical or impossible to follow the official procurement processes;
  - (v) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids; and
- b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

### **DISCUSSION**

The report in terms of subparagraph 36(1)(a) can be found attached. Also note that the Accounting Officer did not ratify minor breaches of the procurement process in terms of subparagraph 36(1)(b).

### **FINANCIAL IMPLICATIONS (ITEM AUTHOR)**

None.

### **LEGAL IMPLICATIONS (ITEM AUTHOR)**

Regulation 36 of the Supply Chain Management Policy.

### **RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)**

None.

### **RECOMMENDATION BY ITEM AUTHOR:**

**It is recommended that Council takes cognisance of the report.**

### **RECOMMENDATION BY THE FINANCE COMMITTEE TO EMC: 17 MARCH 2026**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman D Appel and seconded by Councillor C Benjamin it was recommended as follows:

**That Council takes cognisance of the report.**

**RECOMMENDATION BY THE EMC TO COUNCIL: 17 MARCH 2026**

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After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor Y van Tonder, and seconded by Councillor CT Cloete, it was recommended as follows:

**That Council takes cognisance of the report.**

**RECOMMENDATION TO COUNCIL:**

**It is recommended that Council takes cognisance of the report.**

**DEVIATION REPORT**

REPORT ON PURCHASE DEVIATIONS APPROVED BY THE MUNICIPAL MANAGER IN TERMS OF SECTION 36 OF THE SUPPLY CHAIN MANAGEMENT POLICY/REGULATIONS /  
 For period from 01 February 2025 to 28 February 2025

No	Reg 45 Declaration	Related parties (if any)	Requested by	Recommended by Dir or Dip or Manager	Motivation of Directorate	Approved by	Approval date	Order Date	Supplier	Details of goods or services supplied	Amount (R)	Town	Directorate	Reason for deviation	Complies with	Total ID
<b>GRAND TOTAL</b>																
<b>GRAND TOTAL</b>																
<b>SUMMARY</b>																