



MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

[03 DESEMBER / DECEMBER 2025]

RAADSVERGADERING /
COUNCIL MEETING

NOTULE / MINUTES

03 DESEMBER / DECEMBER 2025

MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY
RAADSVERGADERING / COUNCIL MEETING

NOTULE / MINUTES

[03 DESEMBER / DECEMBER 2025]

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO
A.	<u>OPENING: VERWELKOMING /</u> <u>OPENING: WELCOME</u>	1
B.	<u>VERKIESING VAN SPEAKER</u> <i>(indien nodig)</i> <u>ELECTION OF SPEAKER</u> <i>(if necessary)</i>	1
C.	<u>BYWONINGSREGISTER</u> <u>ATTENDANCE REGISTER</u>	
C.1	Teenwoordig / Present	1 - 2
C.2	Aansoek(e) om verlof tot afwesigheid / Application(s) for leave of absence	3
D.	<u>NOTULES EN/OF VERSLAE VAN DIE UBK VIR</u> <u>KENNISNAME AAN DIE RAAD</u> <u>MINUTES AND/OR REPORTS OF THE EMC FOR</u> <u>COUNCIL'S COGNIZANCE</u>	3
D.1	UBK Vergadering – 10 Oktober 2025 EMC Meeting – 10 October 2025	
E.	<u>BEKRAGTIGING VAN NOTULES EN/OF VERSLAE</u> <u>VAN DIE RAAD</u> <u>CONFIRMATION OF MINUTES AND/OR REPORTS</u> <u>OF COUNCIL</u>	3 - 4
E.1	Spesiale Raadsvergadering – 13 Oktober 2025 Special Council Meeting – 13 October 2025	
E.2	Raadsvergadering – 23 Oktober 2025 Council Meeting – 23 October 2025	

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO
F.	<u>VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER / STATEMENTS AND COMMUNICATIONS BY THE SPEAKER</u>	4
G.	<u>VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR</u>	4
H.	<u>VOORLEGGINGS / PRESENTATIONS</u>	4
H.1	Overberg Our Community Our Future	
I.	<u>VERSLAE VOORGELê DEUR DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER REPORTS SUBMITTED BY THE OFFICE OF THE MUNICIPAL MANAGER</u>	
C279/2025	Appointment of an Ethics Officer for Theewaterkloof Municipality [4/13/1]	6 - 9
C280/2025	Endorsement for participation in the Voluntary Local Review (VLR) process under the United Nations Sustainable Development Goals Localization Programme. [17/16/1/1]	10 - 12
C281/2025	Internal Audit: Performance- and Audit Committee Report – 1 July 2025 – 30 September 2025 [3/2/5/R]	13 - 14
J.	<u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT KORPORATIEWEDIENSTE REPORTS SUBMITTED BY THE DIRECTORATE CORPORATE SERVICES</u>	
C282/2025	Administration: Reporting on performance of contractors: July till September 2025 [8/2/3/5/2]	15 - 17
C283/2025	Administration: Designation of a Councillor / Councillors to serve on the Caledon Museum Governing Body [3/3/6]	18 - 20

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO
---------	-------------------------------	---------------------

**K. VERSLAE VOORGELê DEUR DIE DIREKTORAAT
TEGNIËSE EN INFRASTRUKTUUR
IMPLEMENTERINGSDIENSTE
REPORTS SUBMITTED BY THE DIRECTORATE
TECHNICAL AND INFRASTRUCTURE
IMPLEMENTATION SERVICES**

C284/2025	Water Demand and Conservation Management Strategy and Water Loss Reduction Plan 2025 [16/1/12/R;16/1/7]	21 - 29
C285/2025	To obtain approval from Management to enter into a Memorandum of Understanding (MOU) with Overberg Water Board to set a cooperative framework between the parties in relation to the shared use of Water Delivery Trucks [16/1/6]	30 - 34
C286/2025	Review and amendment of the Theewaterskloof Municipal Development Contribution Policy 2025 [5/7/1;5/7/R]	35 - 39
C287/2025	Reporting on performance of contractors: July - September 2025 [8/2/3/5/5]	40 - 42

**L. VERSLAE VOORGELê DEUR DIE DIREKTORAAT
GEMEENSAPSDIENSTE
REPORTS SUBMITTED BY THE DIRECTORATE
COMMUNITY SERVICES**

C288/2025	Community Safety: Approval of the review of the Community Safety Plan 2022 – 2027 for 2023/2024 financial year [17/2/1]	43 - 49
C289/2025	Disaster and Environmental Management: Reviewed and Amended Disaster Management Plan 2024/2025 [17/4/B]	50 - 52
C290/2025	Environmental and Disaster Management: Reviewed Disaster Management Policy [17/4/B]	53 - 54
C291/2025	Reporting on performance of three-year tender contractors: 4th Quarter Report (April to June 2025) [8/2/3/5/4]	55 - 60
C292/2025	Reporting on performance of three-year tender contractors: 1st Quarter Report (July to September 2025) [8/2/3/5/4]	61 - 63

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO
M.	<u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT EKONOMIESE ONTWIKKELING EN BEPLANNING</u> <u>REPORTS SUBMITTED BY THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING</u>	
C293/2025	LED: Feedback Report on the Western Cape Municipal Economic Summit: 8 – 10 July 2025 and the key relevance for Theewaterskloof Municipality [17/16/1/1]	64 - 78
C294/2025	LED: Quarterly Reporting of performance of contractors [8/2/3/5/6]	79 - 81
C295/2025	Property Management: Application to purchase a portion of Victoria Street, Villiersdorp [7/2/3/2/6]	82 - 94
C296/2025	Human Settlements – Exemption Request – Transfer of Low-Cost Houses and Rectification Transfers [17/7/3/R]	95 - 100
C297/2025	Human Settlements: Priority Human Settlements and Housing Development Areas [17/7/B]	101 - 106
C298/2025	Human Settlements: Quarterly reporting of performance of contractors [8/2/3/5/6]	107 - 109
C299/2025	Town Planning: Proposed Renaming of Hope- and Plein Streets to Karel Papier Boulevard [16/3/7/1]	110 - 115
C300/2025	Town Planning: Quarterly reporting of performance of contractors [8/2/3/5/6]	116 - 118
C301/2025	Town Planning and Building Control: Adjustment of remuneration for Chairperson of the Municipal Planning Tribunal [3/2/15/R]	119 - 123
C302/2025	Human Settlements: Quarterly Project Status Reports [17/7/4]	124 - 127
N.	<u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT FINANSIES</u> <u>REPORTS SUBMITTED BY THE DIRECTORATE</u>	
C303/2025	Treasury Circular Mun No. 12/2025: Consistent enforcement of credit control over the festive season	128 - 130

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO
L.	<u>VERSLAE VOORGELê DEUR DIE DIREKTORAAT GEMEENSKAPSDIENSTE</u> <u>REPORTS SUBMITTED BY THE DIRECTORATE COMMUNITY SERVICES</u>	
C304/2025	Festive Season Preparedness Plan:2025/2026 [17/2/1]	131 - 132
N.	<u>DRINGENDE AANGELEENTHEDE / URGENT MATTERS</u>	
O.	<u>OORWEGING VAN KENNISGEWINGS VAN MOSIES / CONSIDERATION OF NOTICES OF MOTIONS</u>	
P.	<u>OORWEGING VAN KENNISGEWINGS EN VRAE / CONSIDERATION OF NOTICES AND QUESTIONS</u>	
Q.	<u>OORWEGING VAN DRINGENDE MOSIES / CONSIDERATION OF URGENT MOTIONS</u>	
R.	<u>IN-KOMITTEEVERGADERING AGENDA-ITEMS VIR BESPREKING</u> <u>IN-COMMITTEE MEETING AGENDA-ITEMS FOR DISCUSSION</u>	
S.	<u>VERDAGING / ADJOURNMENT</u>	

THEEWATERSKLOOF MUNISIPALITEIT/ MUNICIPALITY

NOTULE VAN 'N RAADSVERGADERING GEHOU OP 03 DESEMBER 2025 OM 10:00, IN DIE STADSAAL, CALEDON.

MINUTES OF A COUNCIL MEETING HELD ON 03 DECEMBER 2025 AT 10:00 IN THE TOWN HALL, CALEDON.

A. OPENING EN VERWELKOMING

Die Voorsitter, Speaker W.H. Wells, verwelkom almal teenwoordig, laat 'n oomblik van stilte toe en open die vergadering met gebed.

OPENING AND WELCOME

The Chairperson, Speaker WH Wells, welcomes everyone present, allows a moment of silence, and opens the meeting with a prayer.

B. VERKIESING VAN WNDE SPEAKER (INDIEN NODIG)/ ELECTION OF ACTING SPEAKER (IF NECESSARY)

Nie van toepassing nie / Not applicable.

C. BYWONINGSREGISTER/ATTENDANCE REGISTER

C.1 Teenwoordig/Present Raadslede/Councillors

Raadslid/Councillor LM de Bruyn
Raadslid/Councillor WH Wells
Raadsheer/Alderman CC Clayton
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
Raadsheer/Alderman MR Nongxaza
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

Amptenare / Officials

Mnr./Mr W Hendricks	(Munisipale Bestuurder) (Municipal Manager)
Me./Ms N Baliso	(Direkteur: Ekonomiese Ontwikkeling en Beplanning) (Director: Economic Development and Planning)
Mnr./Mr GW Hermanus	(Direkteur: Korporatiewe Dienste) (Director: Corporate Services)
Mnr./Mr P Mabhena	(Direkteur: Finansies – sluit om 12:24 by die vergadering aan) (Director: Finance - joined the meeting at 12:24)
Mnr./Mr A Riddles	(Adjunk Direkteur: Finansies) (Deputy Director: Finance)
Mnr./Mr H Matthee	(Direkteur: Tegniese- en Infrastruktuur Implementeringsdienste) (Director: Technical- and Infrastructure Implementation Services)
Mnr./Mr A Opperman	(Hoof Uitvoerende Ouditeur) (Chief Audit Executive)
Mnr./Mr H Gxoxiya	(Bestuurder: Regsdienste) (Manager: Legal Services)
Me./Ms L Kilowan	(Snr Admin Beampte: Raadslidondersteuning) (<i>Verlaat die Raadsaal met die aanvang van die bespreking van die In-Komitee Agenda</i>) (Snr Admin Officer: Councillor Support) (<i>Leaves the Council Chambers at the start of the discussion of the In-Committee Agenda.</i>)
Me./Ms T Michel	(Kommunikasie Beampte) (<i>Verlaat die Raadsaal met die aanvang van die bespreking van die In-Komitee Agenda</i>) (Communications Officer) (<i>Leaves the Council Chambers at the start of the discussion of the In-Committee Agenda.</i>)
Me./Ms. F Ngxowa	(Assistent Vertaler) (Assistant Translator)
Mnr./Mr D Damon	(IKT Tegnikus) (<i>Verlaat die Raadsaal met die aanvang van die bespreking van die In-Komitee Agenda</i>) (ICT Technician) (<i>Leaves the Council Chambers at the start of the discussion of the In-Committee Agenda.</i>)
Me./Ms S Baron	(Sekretariaatdienste) (Secretariat Services)

**C.2 Aansoek(e) om verlof tot afwesigheid:
Application(s) for leave of absence:**

Rdl./Cllr MA Nomkoko	Verskoning / Apology
Mnr./Mr WSE Solomons-Johannes	Verskoning / Apology

**D. NOTULES EN/OF VERSLAE VAN DIE UBK VIR KENNISNAME AAN DIE RAAD
MINUTES AND/OR REPORTS OF THE EMC FOR COUNCIL'S COGNIZANCE**

D.1 Notule van UBK Vergadering: 10 Oktober 2025

Die Raad neem kennis van die Notule van die vergadering van die Uitvoerende Burgemeester en sy Komitee gehou op 10 Oktober 2025, goed.

Minutes of EMC Meeting: 10 October 2025

Council takes cognizance of the Minutes of a meeting of the Executive Mayor and his Committee held on 10 October 2025.

**E. BEKRAGTIGING VAN NOTULES EN/OF VERSLAE VAN DIE RAAD
CONFIRMATION OF MINUTES AND/OR REPORTS OF COUNCIL**

E.1 Notule van Spesiale Raadsvergadering: 13 Oktober 2025

BESLUIT :

Om op voorstel van Raadslid H Linnerts gesekondeer deur Raadsheer S Fredericks die Notule van die Spesiale Raadsvergadering van 13 Oktober 2025 hiermee goed te keur, te bekragtig en te laat onderteken as *prima facie* bewys van die juistheid daarvan.

Minutes of Special Council Meeting: 13 October 2025

RESOLVED:

To, on proposal by Councillor H Linnerts seconded by Alderman S Fredericks hereby approve, confirm and have signed the Minutes of the Special Council Meeting of 13 October 2025 as *prima facie* evidence of its correctness.

E.2 Notule van 'n Raadsvergadering: 23 Oktober 2025**BESLUIT :**

Om op voorstel van Raadsheer S Fredericks gesekondeer deur Raadslid H Linnerts die Notule van die Raadsvergadering van 23 Oktober 2025 hiermee goed te keur, te bekragtig en te laat onderteken as *prima facie* bewys van die juistheid daarvan.

Minutes of a Council Meeting: 23 October 2025**RESOLVED:**

To, on proposal by Alderman S Fredericks seconded by Councillor H Linnerts hereby approve, confirm and have signed the Minutes of the Council Meeting of 23 October 2025 as *prima facie* evidence of its correctness.

F. VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER / STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

Geen / None

G. VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE ONDER-BURGEMEESTER /

Soos ons die einde van 2025 nader, wil ek graag al die Raadslede en Amptenare bedank. Ons wens elkeen 'n gelukkige feestyd toe en 'n voorspoedige Nuwejaar. Wees asb veilig en vertrou dat u almal veilig sal terugkeer.

STATEMENTS EN COMMUNICATIONS BY THE EXECUTIVE DEPUTY MAYOR

As we come to the end of 2025, I want to thank all the Councillors and Officials. We wish everyone a happy festive season and a prosperous New Year. Please stay safe and may you return safely.

H. VOORLEGGINGS /

Raadslid D Jacobs meld dat vandag, 03 Desember 2025 is Internasionale Gestremdeiddag en versoek die Raad om hulle te beskerm en met hulle in gesprek te tree.

PRESENTATIONS

Councillor D Jacobs announced that today, 03 December 2025 is International Disability Day and request Council to protect them and speak with them.

- I. VERSLAE VOORGELê DEUR DIE KANTOOR VAN DIE MUNISIPALE
BESTUURDER /
REPORTS PRESENTED BY THE OFFICE OF THE MUNICIPAL MANAGER

ITEM HEADING

C279/2025 OFFICE OF THE MUNICIPAL MANAGER: APPOINTMENT OF AN ETHICS OFFICER FOR THEEWATERKLOOF MUNICIPALITY

[English version of the report is the original]

FILE NUMBER

4/13/1

PURPOSE OF THE REPORT

The purpose of the report is to bring the attention of Council the need to appoint an Ethics Officer for the Municipality in terms of the Fraud and Corruption policy.

BACKGROUND

In South Africa, the requirements for and role of an ethics officer are formalized for public servants but also apply to private sector companies through corporate governance guidelines. In both contexts, the ethics officer is a senior professional responsible for embedding an ethical culture, preventing misconduct, and managing related processes and risks.

DISCUSSION

Requirements for an ethics officer

Professional qualifications and experience

- **Academic background:** Ethics officers typically require a bachelor's degree at a minimum, with many having advanced degrees in public administration, law, ethics, or business administration.
- **Professional experience:** Candidates generally need solid experience in ethics, compliance, or a related field. For senior roles, five or more years of relevant professional experience may be required.
- **Certification:** While often optional, certification is highly valued by employers. The Certified Ethics Officer accreditation is available through institutions like The Ethics Institute (TEI).

Key competencies and skills

- **Communication:** Excellent verbal and written communication skills are essential for advising employees, writing reports, and crafting policy documents.
- **Critical thinking:** Ethics officers must possess strong critical thinking skills to analyze complex ethical dilemmas and find appropriate solutions.
- **Legal knowledge:** A solid understanding of relevant legislation, including anti-corruption laws, financial regulations, and industry-specific codes of conduct, is crucial.

- **Leadership and diplomacy:** The role requires strong interpersonal and diplomatic skills to interact with stakeholders at all levels and to act as a "safe space" for reporting misconduct.
- **Integrity:** High moral and ethical standing is a foundational requirement, as the officer must act as a credible and trusted custodian of the organisation's values.

Role of an ethics officer

1. Promote and institutionalize ethics

- **Develop and implement strategy:** Work with management to create an ethics management strategy and implementation plan that prevents and deters unethical and corrupt conduct.
- **Cultivate ethical culture:** Act as a custodian of ethical standards, helping to embed the organisation's values so that ethical behavior becomes standard practice.
- **Conduct training and awareness:** Educate employees on the code of conduct and ethics policies through regular training sessions and communication.

2. Manage ethics risks and reporting

- Analyze risks:** In collaboration with risk management, identify and analyze corruption and ethics risks facing the organization.
- Handle whistleblowing:** Establish and manage a confidential system for employees and citizens to report allegations of unethical conduct and corruption.
- Recordkeeping and monitoring:** Maintain an information system to record all allegations, monitor their management, and track the outcomes.

3. Ensure compliance and good governance

- Manage disclosures:** Oversee the financial disclosure system for senior employees, as well as the management of policies on remunerative work outside employment and the acceptance of gifts.
- Liase with oversight bodies:** Support and report to the organisation's ethics committee or Social and Ethics Committee, which provides oversight on ethics management.
- Investigate misconduct:** Assist in conducting investigations into reports of unethical practices and recommend appropriate disciplinary action.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The *Public Service Regulations* now require executive authorities to "designate or appoint" Ethics Officers, a requirement that extends to municipalities through national directives and regulations from the Department of Cooperative Governance and Traditional Affairs (CoGTA)

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. That Council notes the content of the report.
2. That Council resolves to appoint as Ethics Officer for Theewaterskloof Municipality.

RECOMMENDATION BY MANAGEMENT TO EMC: 22 OCTOBER 2025

It is recommended:

1. That Council notes the content of the report.
2. That Council resolves to appoint Ms Adielah Jonkers as Ethics Officer for Theewaterskloof Municipality.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed,

RECOMMENDATION 1

On a proposal by Alderman LM de Bruyn and seconded by Alderman M Plato-Mentoor, it was recommended as follows:

1. That Council notes the content of the report.
2. That Council resolves to appoint as Ethics Officer for Theewaterskloof Municipality.
3. That the Municipal Manager provides additional names of employees who qualify - the key competencies and skills are not negotiable, and that the financial implications be clearly stated.

RECOMMENDATION 2

On a proposal by Councillor H Linnerts and seconded by Alderman C Clayton, it was recommended as follows:

Propose that we consider that the Ethics officer not being appointed and keep with the system that we have and in due course when we have the money we can appoint.

RECOMMENDATION TO COUNCIL:

It is recommended that Council resolves on one of the following recommendations:

RECOMMENDATION 1

On a proposal by Alderman LM de Bruyn and seconded by Alderman M Plato-Mentoor, it was recommended as follows:

1. **That Council notes the content of the report.**
2. **That Council resolves to appoint as Ethics Officer for Theewaterskloof Municipality.**
3. **That the Municipal Manager provides additional names of employees who qualify - the key competencies and skills are not negotiable, and that the financial implications be clearly stated.**

RECOMMENDATION 2

On a proposal by Councillor H Linnerts and seconded by Alderman C Clayton, it was recommended as follows:

Propose that we consider that the Ethics Officer not being appointed and keeps with the system that we have and in due course, when we have the money, we can appoint.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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 DA Appel it was resolved as follows:

Council considers that the Ethics Officer is not being appointed and keeps with the system that we have and in due course, when we have the money, we can appoint.

For finalization by the Municipal Manager, Mr W Hendricks.

ITEM TITLE

C280/2025 OFFICE OF THE MUNICIPAL MANAGER: ENDORSEMENT FOR PARTICIPATION IN THE VOLUNTARY LOCAL REVIEW (VLR) PROCESS UNDER THE UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS LOCALIZATION PROGRAMME

[English version of the report is the original]

FILE NUMBER

17/16/1/1

PURPOSE OF REPORT

To obtain Council's endorsement for Theewaterskloof Municipality's participation in the Voluntary Local Review (VLR) process under the United Nations Sustainable Development Goals (SDG) framework.

BACKGROUND

The 2030 Agenda for Sustainable Development emphasizes that achieving the Sustainable Development Goals (SDGs) requires the involvement of local and regional governments, as approximately 65% of SDG targets are linked to their functions.

South Africa has been implementing Voluntary Local Reviews (VLRs) to assess local progress toward the SDGs. Ten municipalities, including Buffalo City, eThekweni, Mossel Bay, Rustenburg, and the Cities of Cape Town, Johannesburg, Tshwane, and others, successfully completed VLRs during the first project phase (2023–2024).

The second phase, titled 'Strengthening Local and National Government Capacities for SDG Localization in Africa,' builds on these achievements and focuses on supporting additional municipalities to develop VLRs and integrating SDG planning, budgeting, and Infrastructure Asset Management (IAM) into local systems.

DISCUSSION

Engagement in the Voluntary Local Review (VLR) process will position the Municipality to access peer learning, data support and technical cooperation opportunities from UNDESA, NPC, and SALGA, thereby reinforcing the Governance, Service Delivery, and Institutional pillars of the Financial Recovery Plan (FRP).

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None at this stage.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Municipal Systems Act (Act 32 of 2000): Sections 26 and 41 require integrated development planning and performance management aligned with national and provincial frameworks.

Municipal Finance Management Act (Act 56 of 2003): Promotes efficient management and maintenance of municipal infrastructure and financial sustainability.

National Development Plan (NDP 2030): Aligns with the UN 2030 Agenda for inclusive and sustainable development.

UN 2030 Agenda for Sustainable Development: Encourages local implementation through VLRs and intergovernmental coordination.

Theewaterskloof Financial Recovery Plan (FRP): Supports institutional strengthening and SDG alignment under Governance and Service Delivery pillars.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None at this stage.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

- 1. That Council endorses the participation of Theewaterskloof Municipality in the Voluntary Local Review (VLR) process, under the national SDG localization framework, and authorizes management to engage with the National Planning Commission (NPC), SALGA, and United Nations Department of Economic and Social Affairs (UNDESA) on implementation modalities.**
- 2. That Council supports the incorporation of SDG-aligned indicators and Voluntary Local Review outcomes into the IDP and Municipal Performance Management System.**

RECOMMENDATION BY MANAGEMENT TO EMC: 06 NOVEMBER 2025

- 1. That Council endorses the participation of Theewaterskloof Municipality in the Voluntary Local Review (VLR) process, under the national SDG localization framework, and authorizes management to engage with the National Planning Commission (NPC), SALGA, and United Nations Department of Economic and Social Affairs (UNDESA) on implementation modalities.**
- 2. That Council supports the incorporation of SDG-aligned indicators and Voluntary Local Review outcomes into the IDP and Municipal Performance Management System.**

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

1. That Council endorses the participation of Theewaterskloof Municipality in the Voluntary Local Review (VLR) process, under the national SDG localization framework, and authorizes management to engage with the National Planning Commission (NPC), SALGA, and United Nations Department of Economic and Social Affairs (UNDESA) on implementation modalities.
2. That Council supports the incorporation of SDG-aligned indicators and Voluntary Local Review outcomes into the IDP and Municipal Performance Management System.

RECOMMENDATION TO COUNCIL:

It is recommended:

1. That Council endorses the participation of Theewaterskloof Municipality in the Voluntary Local Review (VLR) process, under the national SDG localization framework, and authorizes management to engage with the National Planning Commission (NPC), SALGA, and United Nations Department of Economic and Social Affairs (UNDESA) on implementation modalities.
2. That Council supports the incorporation of SDG-aligned indicators and Voluntary Local Review outcomes into the IDP and Municipal Performance Management System.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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

1. Council endorses the participation of Theewaterskloof Municipality in the Voluntary Local Review (VLR) process, under the national SDG localization framework, and authorizes management to engage with the National Planning Commission (NPC), SALGA, and United Nations Department of Economic and Social Affairs (UNDESA) on implementation modalities.
2. Council supports the incorporation of SDG-aligned indicators and Voluntary Local Review outcomes into the IDP and Municipal Performance Management System.

For finalization by the Municipal Manager, Mr W Hendricks.

ITEM HEADING**C281/2025 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT
INTERNAL AUDIT: PERFORMANCE- AND AUDIT COMMITTEE
REPORT - 1 JULY 2025 – 30 SEPTEMBER 2025**

[English version of the report is the original]

FILE NUMBER

3/2/5/R

PURPOSE / AIM OF REPORT

The purpose of the report is to report to Council on the functions of the Performance- and Audit Committee (PAC) performed for the period 1 July 2025 – 30 September 2025.

BACKGROUND

According to the MFMA (Municipal Financial Management Act) No.56 of 2003, Section 166 (2):

(2) An audit committee is an independent advisory body which must-

(a) advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to-

- i. internal financial control and internal audits;
 - risk management;
 - accounting policies;
 - the adequacy, reliability and accuracy of financial reporting and information;
 - performance management;
 - effective governance;
 - compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
 - performance evaluation; and
 - any other issues referred to it by the municipality or municipal entity;

DISCUSSION

The revised Performance- and Audit Committee Charter was approved by Council on 7 August 2025.

Paragraph 4.1 of the Charter states: It is required by the PAC to quarterly, update the Council about committee activities and make appropriate recommendations where needed.

The quarterly PAC report for the period 1 July 2025 – 30 September 2025 is attached to this item.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

Recommendation supported.

COMMENTS FROM THE DIRECTORATE FINANCE

In support of the author's recommendation to the council.

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

Supported.

**COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES
(OPERATIONAL)**

Supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Municipal Financial Management Act, No.56 of 2003, Section 166(2)

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended that Council takes note of the Performance- and Audit Committee Report for the period 1 July 2025 – 30 September 2025.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman S Fredericks and seconded by Alderman DA Appel it was resolved as follows:

- 1. Council noted the Performance- and Audit Committee Report for the period 1 July 2025 – 30 September 2025.**
- 2. That consequent management must be executed against findings in order to comply.**

For finalization by the Chief Audit Executive, Mr. A Opperman.

ITEM TITLE

**C282/2025 DIRECTORATE CORPORATE SERVICES: DEPARTMENT
ADMINISTRATION: REPORTING ON PERFORMANCE OF
CONTRACTORS: JULY TILL SEPTEMBER 2025**

[English version of the report is the original]

FILE NUMBER

8/2/3/5/2

PURPOSE / AIM OF REPORT

To present a report to Council in terms of the contract and performance management of the Directorate Corporate Services contractors for the period from July 2025 to September 2025 to ensure the municipality receives value for money and that 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

Report pattern of the Directorate Corporate Services:

Department:	July 2025	August 2025	September 2025
Corporate Services	Submitted	Submitted	Submitted

Find attached checklists consisting of the summaries done for the Directorate Corporate Services.

No blockages occurred.

FINANCIAL RESPONSIBILITIES

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

LEGAL RESPONSIBILITIES

Chapter 8 Municipal Finance Management Act. 56 of 2003.

RISK MANAGEMENT IMPLICATION

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council takes cognisance of the report.

RECOMMENDATION BY THE CORPORATE SERVICES COMMITTEE TO THE EMC: 10 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor J Smit, and seconded by Councillor M Botes, it was recommended as follows:

That Council takes cognisance of the report.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes cognisance of the report.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes cognisance of the report.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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 S Fredericks it was resolved as follows:

Council noted the report.

For finalization by the Manager: Corporate Services: Ms. M Faul.

ITEM HEADING

**C283/2025 DIRECTORATE CORPORATE SERVICES: DEPARTMENT
ADMINISTRATION: DESIGNATION OF A COUNCILLOR /
COUNCILLORS TO SERVE ON THE CALEDON MUSEUM
GOVERNING BODY**

[English version of the report is the original]

FILE NUMBER

3/3/6

PURPOSE / AIM OF REPORT

To designate a Councillor or more than one Councillor to serve on the Caledon Museum Governing Body.

BACKGROUND

On 6 November 2025, the Executive Mayor received a request to nominate a Councillor/s to serve on the Governing Board of the Caledon Museum. See Annexure A.

DISCUSSION

The term of office for the current Governing Board of the Caledon Museum expired on 31 October 2025.

In terms of the Western Cape Museums Ordinance Amendment Act No.2 of 2021, new members should be appointed to the governing body of the museum for the term 1 November 2025 to 31 October 2028.

Sections 15(1)(b)(ii) of the Ordinance provides for one representative from the Local Municipality to serve on the governing body of the Museum. Council is therefore requested to submit a Nomination for the appointment to the Museum Governing Body.

FINANCIAL RESPONSIBILITIES

None.

LEGAL IMPLICATION

Western Cape Museums Ordinance Amendment Act No.2 of 2021.

RISK MANAGEMENT IMPLICATION

None.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended:

- 1. That Council takes cognisance of the request from the Provincial Department of Cultural Affairs and Sport to designate a Councillor or Councillors to serve on the Governing Body of the Caledon Museum.**
- 2. That Alderman/ Councillor be designated to serve on the Governing Body of the Caledon Museum as a Councillor on behalf of Theewaterskloof Municipality.**
- 3. That Alderman/ Councillor be nominated as secundi on the Governing Body of the Caledon Museum on behalf of Theewaterskloof Municipality.**

DISCUSSION DURING THE MEETING:

Alderman S Fredericks proposed the following recommendation:

- 2. That Councillor YM van Tonder be designated to serve on the Governing Body of the Caledon Museum as a Councillor on behalf of Theewaterskloof Municipality.*
- 3. That Alderman C Clayton be nominated as secundi on the Governing Body of the Caledon Museum on behalf of Theewaterskloof Municipality.*

Proposal was seconded by Councillor CA Benjamin.

Alderman BB Mkhwibiso submitted a counter-proposal namely:

- 2. That Councillor V Papier be designated to serve on the Governing Body of the Caledon Museum as a Councillor on behalf of Theewaterskloof Municipality.*
- 3. That Alderman D Appel be nominated as secundi on the Governing Body of the Caledon Museum on behalf of Theewaterskloof Municipality.*

Counter-proposal was seconded Alderman MR Nongxaza.

The voting process started, and each councillor indicated by hand whether they vote for 1. Proposal by Alderman S Fredericks and seconded by Councillor CA Benjamin or 2. Counter-proposal by Alderman BB Mkhwibiso seconded by Alderman MR Nongxaza.

The result of the voting process is as follows:

Proposal by Alderman S Fredericks and seconded by Councillor CA Benjamin = 16 votes.

Counter-proposal by Alderman BB Mkhwibiso and seconded by Alderman MR Nongxaza = 09 votes. 20

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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

1. **Council noted the request from the Provincial Department of Cultural Affairs and Sport to designate a Councillor or Councillors to serve on the Governing Body of the Caledon Museum.**
2. **That Councillor Y van Tonder be designated to serve on the Governing Body of the Caledon Museum as a Councillor on behalf of Theewaterskloof Municipality.**
3. **That Alderman C Clayton be nominated as secundi on the Governing Body of the Caledon Museum on behalf of Theewaterskloof Municipality.**

For finalization by the Manager: Corporate Services: Ms. M Faul.

ITEM TITLE

C284/2025 TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES: WATER DEMAND AND CONSERVATION MANAGEMENT STRATEGY AND WATER LOSS REDUCTION PLAN 2025

[English version of the report is the original]

FILE NUMBER

16/1/12/R; 16/1/7

PURPOSE OF REPORT

The purpose of this report is to present to Council the Strategy for Water Conservation and Water Demand Management and Water Loss Reduction Plan and to obtain comments on the proposed strategy and plan

BACKGROUND

The availability of Water Resources and adequate bulk water and wastewater infrastructure to meet the growing water demand in the Theewaterskloof Municipality (TWK) is a limiting constraint to the social upliftment and economic prosperity of the TWK. Theewaterskloof Municipality (TWK) committed itself to 10% saving on the historical demand growth of 4% per annum.

The purpose of the WC/WDM strategy and Water Loss Reduction Plan is to ensure the long-term balance between available Water Resources and water demand, to postpone the need for expensive capital infrastructure projects for as long as it is economically viable and to minimize water wastage.

DISCUSSION

The executive summary gives a general overview of some of the elements of the strategy, describes some of the key findings and lists the most important recommendations. Interested stakeholders, however, are encouraged to read the full WC/WDM strategy and Water Loss Reduction Plan document.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

Noted.

COMMENTS FROM THE DIRECTORATE FINANCE

In support of the recommendation from the author.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Recommendation supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

1. An approximate budget of R3 942 000.00 should be allocated to WC/WDM over the next ten years. Most of the budget required can be allocated from savings achieved through WC/WDM or from extra revenue generated from the water restrictions tariff or the sale treated effluent.
2. The budget and the rolling 3- year budget allocated to WC/WDM activities as part of the Water Services budget, should be revised in accordance with the budgets identified in this strategy.
3. WC/WDM activities should be intensified over the next two years in accordance with the strategy, in order to ensure that the total water demand does not suddenly increase to ensure prior to the introduction of the water restrictions.
4. All revenue from the sale of treated effluent should be ring-fenced and allocated towards WC/WDM budget requirements until objections are achieved.
5. The water Restriction levy should be renamed the Water Conservation levy and all revenue collected from this should be allocated towards the costs of the WC/WDM strategy.
6. Finance and Water Services should agree on a method to estimate the financial impact of the various elements of the WC/WDM strategy.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Objectives for a model strategy for Water Service Authorities, according to the National WDM strategy, include:

- Implement efficient distribution management measures;
- Ensure adequate information analysis and research;
- Promote the efficient use of water to consumers and customers;
- Implement Integrated Resource Planning;
- Ensure the implementation of WC/WDM best practices;
- Ensure Compliance to regulations, legislation and supply conditions

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

WDWCM and WLRP are critical and can influence;
 availability of water resources
 financial sustainability
 Drought Mitigation
 Level of Service Delivery
 Water Scarcity
 Economical Constraints

COMMENTS FROM RISK MANAGEMENT

Noted the content of the item.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. That the Water Conservation Strategy and related Key Recommendations made in the Report be adopted.
2. That the roll-out of the Water Conservation Strategy be submitted to the Financial Sustainability Management Meeting, which needs to draft a project plan for the implementation of this plan.

RECOMMENDATION BY MANAGEMENT TO THE TECHNICAL & INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE: 06 JUNE 2025

It is recommended:

1. That the Water Conservation Strategy and related Key Recommendations made in the Report be adopted.
2. That the roll-out of the Water Conservation Strategy be submitted to the Financial Sustainability Management Meeting, which needs to draft a project plan for the implementation of this plan.
3. That Theewaterskloof Municipality commits to implementing WC/WDM as the Water Resource augmentation plan. This commitment should be reviewed after an initial period of five years.
4. That the WC/WDM should be submitted for consideration to become a Mayoral Flagship project.
5. That attention be given to address all of the proposed WC/WDM related programmes and projects described in the strategy.
6. That an approximate budget of R3 942 000.00 should be allocated to WC/WDM over the next ten years. Most of the budget required can be allocated from savings achieved through WC/WDM or from extra revenue generated from the water restrictions tariff or the sale treated effluent.
7. That the budget and the rolling 3- year budget allocated to WC/WDM activities as part of the Water Services budget, should be revised in accordance with the budgets identified in this strategy.
8. That the WC/WDM activities should be intensified over the next two years in accordance with the strategy, in order to ensure that the total water demand does not suddenly increase to ensure prior to the introduction of the water restrictions.
9. That all revenue from the sale of treated effluent should be ring-fenced and allocated towards WC/WDM budget requirements until objections are achieved.

10. That the water restriction levy should be renamed the Water Conservation levy and all revenue collected from this should be allocated towards the costs of the WC/WDM strategy.
11. That Finance and Water Services agrees on a method to estimate the financial impact of the various elements of the WC/WDM strategy.
12. That the strategy be regularly reviewed to incorporate the latest available information and to re-prioritize the implementation of various programmes.
13. That a new forecasting model based on “end-use” demand analysis should be developed in conjunction with an appropriate Management Information System and research. 40 WC/WDM and WLRP 2025.
14. That attention be given to the human resource requirements to enable the successful implementation of the WC/WDM strategy.
15. That the effluent treatment strategy be accelerated and implemented fully over the next five years in order to assist in generating adequate income to subsidize other WC/WDM related activities.

RECOMMENDATION BY THE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE TO THE EMC: 05 AUGUST 2025

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

1. That the Water Conservation Strategy and related Key Recommendations made in the Report be adopted.
2. That the roll-out of the Water Conservation Strategy be submitted to the Financial Sustainability Management Meeting, which needs to draft a project plan for the implementation of this plan.
3. That Theewaterskloof Municipality commits to implementing WC/WDM as the Water Resource augmentation plan. This commitment should be reviewed after an initial period of five years.
4. That the WC/WDM should be submitted for consideration to become a Mayoral Flagship project.
5. That attention be given to address all of the proposed WC/WDM related programmes and projects described in the strategy.
6. That an approximate budget of R3 942 000.00 should be allocated to WC/WDM over the next ten years. Most of the budget required can be allocated from savings achieved through WC/WDM or from extra revenue generated from the water restrictions tariff or the sale treated effluent.

7. That the budget and the rolling 3- year budget allocated to WC/WDM activities as part of the Water Services budget, should be revised in accordance with the budgets identified in this strategy.
8. That the WC/WDM activities should be intensified over the next two years in accordance with the strategy, in order to ensure that the total water demand does not suddenly increase to ensure prior to the introduction of the water restrictions.
9. That all revenue from the sale of treated effluent should be ring-fenced and allocated towards WC/WDM budget requirements until objections are achieved.
10. That the water restriction levy should be renamed the Water Conservation levy and all revenue collected from this should be allocated towards the costs of the WC/WDM strategy.
11. That Finance and Water Services agrees on a method to estimate the financial impact of the various elements of the WC/WDM strategy.
12. That the strategy be regularly reviewed to incorporate the latest available information and to re-prioritize the implementation of various programmes.
13. That a new forecasting model based on “end-use” demand analysis should be developed in conjunction with an appropriate Management Information System and research. 40 WC/WDM and WLRP 2025.
14. That attention be given to the human resource requirements to enable the successful implementation of the WC/WDM strategy.
15. That the effluent treatment strategy be accelerated and implemented fully over the next five years in order to assist in generating adequate income to subsidize other WC/WDM related activities.

RECOMMENDATION BY THE EMC TO A WORKSHOP: 14 AUGUST 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That the Water Demand and Conservation Management Strategy and Water Loss Reduction Plan 2025 be referred to a Workshop of Council.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 21 OCTOBER 2025

It is recommended:

1. That the Water Conservation Strategy and related Key Recommendations made in the Report be adopted.
2. That the roll-out of the Water Conservation Strategy be submitted to the Financial Sustainability Management Meeting, which needs to draft a project plan for the implementation of this plan.
3. That Theewaterskloof Municipality commits to implementing WC/WDM as the Water Resource augmentation plan. This commitment should be reviewed after an initial period of five years.
4. That the WC/WDM should be submitted for consideration to become a Mayoral Flagship project.
5. That attention be given to address all of the proposed WC/WDM related programmes and projects described in the strategy.
6. That an approximate budget of R3 942 000.00 should be allocated to WC/WDM over the next ten years. Most of the budget required can be allocated from savings achieved through WC/WDM or from extra revenue generated from the water restrictions tariff or the sale treated effluent.
7. That the budget and the rolling 3- year budget allocated to WC/WDM activities as part of the Water Services budget, should be revised in accordance with the budgets identified in this strategy.
8. That the WC/WDM activities should be intensified over the next two years in accordance with the strategy, in order to ensure that the total water demand does not suddenly increase to ensure prior to the introduction of the water restrictions.
9. That all revenue from the sale of treated effluent should be ring-fenced and allocated towards WC/WDM budget requirements until objections are achieved.
10. That the water restriction levy should be renamed the Water Conservation levy and all revenue collected from this should be allocated towards the costs of the WC/WDM strategy.
11. That Finance and Water Services agrees on a method to estimate the financial impact of the various elements of the WC/WDM strategy.
12. That the strategy be regularly reviewed to incorporate the latest available information and to re-prioritize the implementation of various programmes.

13. That a new forecasting model based on “end-use” demand analysis should be developed in conjunction with an appropriate Management Information System and research. 40 WC/WDM and WLRP 2025.
14. That attention be given to the human resource requirements to enable the successful implementation of the WC/WDM strategy.
15. That the effluent treatment strategy be accelerated and implemented fully over the next five years in order to assist in generating adequate income to subsidize other WC/WDM related activities.

RECOMMENDATION TO COUNCIL:

It is recommended:

1. That the Water Conservation Strategy and related Key Recommendations made in the Report be adopted.
2. That the roll-out of the Water Conservation Strategy be submitted to the Financial Sustainability Management Meeting, which needs to draft a project plan for the implementation of this plan.
3. That Theewaterskloof Municipality commits to implementing WC/WDM as the Water Resource augmentation plan. This commitment should be reviewed after an initial period of five years.
4. That the WC/WDM should be submitted for consideration to become a Mayoral Flagship project.
5. That attention be given to address all of the proposed WC/WDM related programmes and projects described in the strategy.
6. That an approximate budget of R3 942 000.00 should be allocated to WC/WDM over the next ten years. Most of the budget required can be allocated from savings achieved through WC/WDM or from extra revenue generated from the water restrictions tariff or the sale treated effluent.
7. That the budget and the rolling 3- year budget allocated to WC/WDM activities as part of the Water Services budget, should be revised in accordance with the budgets identified in this strategy.
8. That the WC/WDM activities should be intensified over the next two years in accordance with the strategy, in order to ensure that the total water demand does not suddenly increase to ensure prior to the introduction of the water restrictions.
9. That all revenue from the sale of treated effluent should be ring-fenced and allocated towards WC/WDM budget requirements until objections are achieved.

10. That the water restriction levy should be renamed the Water Conservation levy and all revenue collected from this should be allocated towards the costs of the WC/WDM strategy.
11. That Finance and Water Services agrees on a method to estimate the financial impact of the various elements of the WC/WDM strategy.
12. That the strategy be regularly reviewed to incorporate the latest available information and to re-prioritize the implementation of various programmes.
13. That a new forecasting model based on “end-use” demand analysis should be developed in conjunction with an appropriate Management Information System and research. 40 WC/WDM and WLRP 2025.
14. That attention be given to the human resource requirements to enable the successful implementation of the WC/WDM strategy.
15. That the effluent treatment strategy be accelerated and implemented fully over the next five years in order to assist in generating adequate income to subsidize other WC/WDM related activities

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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

1. Council adopts the Water Conservation Strategy and related Key Recommendations made in the Report.
2. That the roll-out of the Water Conservation Strategy be submitted to the Financial Sustainability Management Meeting, which needs to draft a project plan for the implementation of this plan.
3. That Theewaterskloof Municipality commits to implementing WC/WDM as the Water Resource augmentation plan. This commitment should be reviewed after an initial period of five years.
4. That attention be given to address all of the proposed WC/WDM related programmes and projects described in the strategy.
5. That an approximate budget of R3 942 000.00 should be allocated to WC/WDM over the next ten years. Most of the budget required can be allocated from savings achieved through WC/WDM or from extra revenue generated from the water restrictions tariff or the sale treated effluent.
6. That the budget and the rolling 3- year budget allocated to WC/WDM activities as part of the Water Services budget, should be revised in accordance with the budgets identified in this strategy.

7. That the WC/WDM activities should be intensified over the next two years in accordance with the strategy, in order to ensure that the total water demand does not suddenly increase to ensure prior to the introduction of the water restrictions.
8. That all revenue from the sale of treated effluent should be ring-fenced and allocated towards WC/WDM budget requirements until objections are achieved.
9. That the water restriction levy should be renamed the Water Conservation levy and all revenue collected from this should be allocated towards the costs of the WC/WDM strategy.
10. That Finance and Water Services agrees on a method to estimate the financial impact of the various elements of the WC/WDM strategy.
11. That the strategy be regularly reviewed to incorporate the latest available information and to re-prioritize the implementation of various programmes.
12. That a new forecasting model based on “end-use” demand analysis should be developed in conjunction with an appropriate Management Information System and research. 40 WC/WDM and WLRP 2025.
13. That attention be given to the human resource requirements to enable the successful implementation of the WC/WDM strategy.
14. That the effluent treatment strategy be accelerated and implemented fully over the next five years in order to assist in generating adequate income to subsidize other WC/WDM related activities

For finalization by the Director: Technical and Infrastructure Implementation Services: Mr. H Matthee.

ITEM TITLE

C285/2025 DIRECTORATE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES: TO OBTAIN APPROVAL FROM MANAGEMENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MoU) WITH OVERBERG WATER BOARD TO SET A COOPERATIVE FRAMEWORK BETWEEN THE PARTIES IN RELATION TO THE SHARED USE OF WATER DELIVERY TRUCKS

[English version of the report is the original]

FILE NUMBER

16/1/6

PURPOSE OF REPORT

To obtain approval from Management to enter into a Memorandum of Understanding (MoU) with Overberg Water Board to set a cooperation framework between the parties in relation to the shared use of water delivery trucks.

BACKGROUND

The municipality entered in a contract with Overberg Water Board for Bulk Water Supply for a period from 13 December 2010 until 12 December 2030.

Overberg Water Board is a 3B public entity (state-owned) under the Public Finance Management Act within the Department of Water and Sanitation.

Chapter 11 (Section 110(2)(a-c) – Goods and Services under the Municipal Finance Management Act. state the following.

“110. (2) This Part, except where specifically provided otherwise, does not apply if a municipality or municipal entity contracts with another organ of state for—

- (a) the provision of goods or services to the municipality or municipal entity;
- (b) the provision of a municipal service or assistance in the provision of a municipal service; or
- (c) the procurement of goods and services under a contract secured by that other organ of state, provided that the relevant supplier has agreed to such procurement.”

Taking the above into consideration, Overberg Water Board approached the municipality with a proposal to enter into a MoU to set a cooperation framework between the Parties in relation to the shared use of water delivery trucks during periods of emergency or urgent need, to safeguard and ensure the continuous delivery of potable water to communities residing within the jurisdictional areas of both the Overberg Water Board and Theewaterskloof Municipality.

The acceptance of these offers will be based on the municipality's final budget tariff list and the municipality will reimburse Overberg Water Board at cost.

It was further discussed that the shared services will be subject to availability and operational capacity.

DISCUSSION

The advantages of entering into this MoU are as follows:

1. Facilitate mutual support between the Parties through the temporary provision of water delivery trucks in emergency situations.
2. Ensure the continuity of water services to all citizens within the operational boundaries of the Parties.
3. Enhance water access and availability during emergencies or determined periods.
4. Promote efficient, cost-effective, and rapid responses to water service delivery challenges.
5. Strengthen intergovernmental collaboration in the spirit of cooperation.

The financial arrangements will be as follows:

1. The services rendered to Overberg Water Board shall be reimbursed in terms of the municipality's final budget tariff list and the services rendered to the Municipality shall be reimbursed at cost subject to the provision of proof.

The cost shall include:

1. Fuel and maintenance costs.
2. Driver and personnel time, where applicable.
3. Any other direct operational cost incurred during the provision of assistance.
4. Detailed invoices shall be submitted within 30 days of service delivery and settled within 30 days of receipt, unless otherwise agreed in writing.

Cost per project for half day in terms of the municipality's tariff list"

Theewaterskloof Municipality Project: Deliver Water to Knoflokskraal from Caledon for half a day (4hrs) based on 1 x 6kl water Truck:

Description of Service	Unit of Measurement	Tariff (VAT Excl.) "R"	Amount (VAT Excl.) "R"
6kl Water	6kl	12.86	77.16
Water Truck 6000L to hire	½ day	227.40	227.40
Water Truck 6000L per km	107.80km	10.00	1 078.00
Driver Operator rate	½ day	625.00	625.00
*Maintenance	Per ½ day trip	99.20	99.20
		Sub Total	2 106.76
		VAT @ 15%	316.01
		TOTAL	2 422.77

*Kilometers are based on 47.9 x 2 roundtrip inclusive of an estimated 12km delivering water.

*Maintenance is calculated at cost to company as per budget (R30 000 + R 20 000) divided by 12 months, divided by 21 working days, divided by 2 to obtain 4hrs amount.

Overberg Water Board Project is for 10kl of water anywhere in the TWK Municipality area for an all-inclusive amount R 3 756.00 (Water, Truck, Driver and Distance). This includes the maintenance fees. These services exclude Caledon. Clause 13.6 of the mother contract makes provision for Caledon should an emergency or urgent situation arise. Mother contract attached.

The above figures are estimates and can differ.

It is further suggested that the contract period or term of the MoU be from date of last signature until 30 June 2030.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

Recommendations approved.

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

Supported.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

It must be made clear that the tariff provided for TWK is subjected on council approval annually.

COMMENTS FROM THE DEPARTMENT ELECTRICAL SERVICES

Not Applicable.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING (HUMAN SETTLEMENT)

Supported.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

As explained above.

LEGAL IMPLICATIONS (ITEM AUTHOR)

As explained above.

COMMENTS FROM INTERNAL AUDIT

No comments.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None as this report tries to mitigate the risk of emergency or urgent matters should occur.

COMMENTS FROM LEGAL SERVICES

The MOU must be beneficial to the municipality. The recommendation is supported.

COMMENTS FROM RISK MANAGEMENT

Noted the content of the item.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Management approves the MoU subject to the provisions stated above.

RECOMMENDATION BY MANAGEMENT TO COUNCIL WORKSHOP: 01 AUGUST 2025

It is recommended that the MoU be referred to a Workshop of Council and thereafter to Council for approval subject to the provisions stated above.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 21 OCTOBER 2025

It is recommended that Council approves the MoU subject to the provisions stated above.

RECOMMENDATION TO COUNCIL:

It is recommended that Council approves the MoU subject to the provisions stated above.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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

Council approves the MoU subject to the provisions stated above.

For finalization by the Director: Technical and Infrastructure Implementation Services: Mr. H Matthee.

ITEM TITLE

C286/2025 DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES: REVIEW AND AMENDMENT OF THE THEEWATERSKLOOF MUNICIPAL DEVELOPMENT CONTRIBUTION POLICY 2025

[English version of the report is the original]

FILE NUMBER

5/7/1;5/7/R

PURPOSE OF REPORT

The purpose of this report is to review and amend the Theewaterskloof Municipal Development Contribution Policy (DC Policy) and Development Calculator.

Purpose of this policy is to;

- To recoup some of the capital costs incurred by local authority
- To reduce/ remove the burden from local authority to fund infrastructure
- To ensure that new developments contribute their 'fair share' of the costs associated with connecting them to infrastructure
- Contribution policy is meant to provide predictability, certainty and transparency to stakeholders in how infrastructure for growth is to be funded

BACKGROUND

A development charge is a once-off capital charge to recover the actual cost of external infrastructure required to accommodate the additional impact of new development on engineering services. A development charge calculation is triggered by land development application that will, if approved, intensify the municipal infrastructure demand, or where demand for a specific service exceeds the initial basis upon which development charges were calculated.

DISCUSSION

The Revised DC Policy makes provision for the following and is discussed in detail in the Policy Documents

- The Background of where DC's comes originates from
- Legislative Framework
- Charge components
- Applicability of DC's and
- The administrative processes.

The Clauses to be amended is in the attached Draft Policy – Development Contribution Policy 2025

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

Recommendations are supported.

COMMENTS FROM THE DIRECTORATE FINANCE

The recommendation is supported.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

The recommendation with the changes proposed is supported.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Supported. The comments provided on 29 October 2024 have been incorporated into the latest version of the document.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Support the recommendation to Council.

ADDITIONAL COMMENTS FROM ITEM AUTHOR

The wording pertaining to Clause 7.3.3 (g) has been changed to include the word "NO".

See revised "Theewaterskloof DC Policy - Revision 2024-25 Amendments Version 2"

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The rates per commodity increase by 6% as per tariff increase norm.

Development contributions payable per unit of consumption / production for each service (2025 / 26 tariffs applicable below)

Example: Single Residential Zone 1: Dwelling House (SRZ1) (1000 m ² Erf)					
Service	Cost per unit	Unit	Usage / production	Unit	Cost
Roads	R 1 606.78	trip/d	3.9	trips/d	R 4 266.44
Water	R 16 064.87	kl/d	1	kl/d	R 16 064.87
Sewer	R 23 424.97	kl/d	0.7	kl/d	R 16 397.48
Stormwater	R 426 389.02	ha°C	0.05	ha°C	R 21 319.45
Solid waste	R 3 322.78	unit	1	unit	R 3 322.78
Total					R 61 371.02
Incl. Vat (15%)					R 70 576.67

(Replace with "The tariffs will be applicable as per the approved Tariff Policy per financial year)

LEGAL IMPLICATIONS (ITEM AUTHOR)

In line with the new legislative framework under LUPA in conjunction with SPLUMA, the Municipality drafted a municipal planning by-law which regulates aspects of land and building development management, including the provision of engineering services for land development and the raising of Development Charges.

The Municipal planning by-law supplements the Theewaterskloof Zoning Scheme Regulations. The Draft National Policy Framework for Municipal Development Charges proposes that every municipality have both a Development Charges policy and by-law.

The sections of the proposed municipal planning by-law dealing with Development Charges satisfy the national requirement for Development Charges by-law. A separate Development Charges by-law may be considered if further enhancement is required.

Attention is invited to the provisions of the following legislation.

- ? The National Constitution.
- ? Local Government: Municipal Systems Act, 32 of 2000 – ('MSA'), as amended.
- ? Theewaterskloof Municipality: Zoning Scheme By-Law – ('Zoning Scheme').
- ? Municipal Fiscal Powers and Functions Act, 12 of 2007 – ('MFPFA').
- ? The Spatial Planning and Land Use Management Act, 16 of 2013 ('SPLUMA').
- ? The Land Use Planning Act, 3 of 2014 ('LUPA').
- ? Land Use Planning By-Law for Theewaterskloof ('the Land Use By-Law').

COMMENTS FROM INTERNAL AUDIT

No comments.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

See the attached Draft Theewaterskloof Municipal Development Policy 2025

COMMENTS FROM LEGAL SERVICES

The recommendation is supported however the revised policy must be workshopped with councillors so that they can understand the purpose of Development Contributions.

COMMENTS FROM RISK MANAGEMENT

Noted the content of the item.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. That Council takes note of this Report, the Draft Theewaterskloof Municipal Development Policy 2025/26.
2. That Council approves and adopts the Reviewed Draft Theewaterskloof Municipal Development Policy 2025/26 for dealing with developments and land use applications as specified, in respect of external municipal engineering services.

RECOMMENDATION BY MANAGEMENT TO COUNCIL WORKSHOP: 29 AUGUST 2025

It is recommended:

1. That Council takes note of this Report, the Draft Theewaterskloof Municipal Development Policy 2025/26.
2. That Council approves and adopts the Reviewed Draft Theewaterskloof Municipal Development Policy 2025/26 for dealing with developments and land use applications as specified, in respect of external municipal engineering services.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 21 OCTOBER 2025

It is recommended:

1. That Council takes note of this Report, the Draft Theewaterskloof Municipal Development Policy 2025/26.
2. That Council approves and adopts the Reviewed Draft Theewaterskloof Municipal Development Policy 2025/26 for dealing with developments and land use applications as specified, in respect of external municipal engineering services.

RECOMMENDATION TO COUNCIL:

It is recommended:

1. That Council takes note of this Report, the Draft Theewaterskloof Municipal Development Policy 2025/26.
2. That Council approves and adopts the Reviewed Draft Theewaterskloof Municipal Development Policy 2025/26 for dealing with developments and land use applications as specified, in respect of external municipal engineering services.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman MR Nongxaza and seconded by Alderman DA Appel it was resolved as follows:

1. Council noted the Report, the Draft Theewaterskloof Municipal Development Policy 2025/26.
2. Council approves and adopts the Reviewed Draft Theewaterskloof Municipal Development Policy 2025/26 for dealing with developments and land use applications as specified, in respect of external municipal engineering services.

For finalization by the Director: Technical and Infrastructure Implementation Services: Mr. H Matthee.

ITEM TITLE

C287/2025 DIRECTORATE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES: REPORTING ON PERFORMANCE OF CONTRACTORS: JULY - SEPTEMBER 2025

[English version of the report is the original]

FILE NUMBER

8/2/3/5/5

PURPOSE OF REPORT

To present a report to Council in terms of the contract and performance management of the Technical- and Infrastructure Implementation Services Departments contractors for the period from July - September 2025 to ensure the municipality receives value for money and that 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- and Infrastructure Implementation Services:

Department:	July 2025	August 2025	September 2025
Technical- and Infrastructure Implementation Services	Submitted	Submitted	Submitted

Find attached checklists consisting of the summaries done for the Directorate Technical- and Infrastructure Implementation Services.

No blockages occurred.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Noted.

COMMENTS FROM THE DEPARTMENT ELECTRICAL SERVICES

Noted.

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.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council takes cognisance of the report.

RECOMMENDATION BY THE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE TO THE EMC: 04 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes cognisance of the report.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes cognisance of the report.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes cognisance of the report.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

1. **Council noted the report.**
2. **Council resolved that local empowerment must be encouraged and that everyone must be mindful of the CSI of contractors and their contributions.**

For finalization by the Director: Technical and Infrastructure Implementation Services: Mr. H Matthee.

ITEM TITLE

**C288/2025 DIRECTORATE COMMUNITY SERVICES: DEPARTMENT
COMMUNITY SAFETY: APPROVAL OF THE REVIEW OF THE
COMMUNITY SAFETY PLAN 2022 – 2027 FOR 2023/2024
FINANCIAL YEAR**

[English version of the report is the original]

FILE NUMBER

17/2/1

PURPOSE OF REPORT

The purpose of this report is to present the Review of the Community Safety Plan to Management, Portfolio Committee, EMC and Council for approval and implementation.

BACKGROUND

Council adopts a vision during a strategic session that was held in October 2022, and that Vision was “Creating a safe and secure environment and enabling economic growth through innovative service delivery”.

With the drafting of the Community Safety Plan, this vision reflects in the plan, as economic growth cannot be achieved if our communities cannot live in a safe and secure environment. The plan try to identify certain projects and interventions to enhance community safety and security. Partnerships are vital do deal effectively with crime prevention strategies and community safety, and Theewaterskloof Municipality is well positioned to facilitate partnerships between the different speres of government (National, Provincial and District level), with all safety and security agencies, business, NGO’s, community structures and individual residents in the TWK municipal area.

The Community Safety Plan sets out the strategic objectives and operationalise those objectives into crime prevention action steps. It is a tool to bring together all the different role-players who is involved in crime prevention and to focus on:

- A way to identify priority crime risks areas.
- A way to develop local crime prevention partnerships.
- A method to ensure coordination and management of crime prevention initiatives, programmes, and projects, and
- A way to identify actions to prevent crime and violence and to reduce public fear and crime.

The mandate of local government is to provide safety and security that stems from various forms of legislation that indicate that local government should promote integrated spatial and socio-economic development for all communities and to form partnerships in the field of crime prevention. The Municipal Systems Act of 2000 (MSA) stipulates that local governments must promote a safe and healthy environment in the municipality. The MSA together with the Medium-Term Expenditure Framework (MTEF) requires municipalities to develop five-year integrated development plans (IDPs), which provide a framework for all development activities around the municipality.

The social and economic development of communities makes it central to the safety planning process. The primary mechanism for fulfilling this responsibility is the IDP, which guides the development plans of a particular municipality area, for a period of five years, and is thus well-placed to elevate the concerns of communities not only by integrating principles of safety throughout all aspects of development, but also by including an overarching plan for strengthening community safety as part of every IDP.

In the light of its mandate to respond to the developmental needs of communities and to coordinate the delivery of basic services across municipalities, local government is well positioned to deliver on the fundamentals of safety and violence prevention. As a result, local government has delegated a series of responsibilities in terms of the White Paper on Safety and Security (2016), which include:

- Integrating safety and violence prevention outcomes into local, district and metropolitan IDP's.
- Aligning budgets and resources to safety and violence prevention objective and outcomes.
- Developing Community Safety Plans and local strategies to identify the safety needs of municipalities.
- Conducting needs assessments and audits of challenges to community safety at a local level.
- Coordinating safety and violence prevention programmes within the municipality, and
- Facilitating meaningful participation of communities in safety planning activities and forums.

Community Safety Plans need to be integrated into the IDP to ensure that municipalities have the resources and capacity to effectively implement integrated approaches to safety and security.

The Community Safety Plan should be reviewed yearly as recommended by Council.

DISCUSSION

During the Review we added the comparative crime stats for the towns within TWK region for the period April to December 2023 vs April to December 2022. New interventions/projects were identified by the Safety Stakeholders during a Safety workshop which was held on 05/04/2023, that will form part of the Community Safety Plan:

Crime Stats:

Comparative Crime stats for all TWK stations for Contact crimes for the period April to December 2023 vs April to December 2022:

- The following stats are for selected crimes at all the TWK stations for the period of April to December 2023 vs April to December 2022. There has been a decrease in almost all reported crimes during this period.

Crime Category	2022	2023	Actual Difference
CONTACT CRIMES (CRIMES AGAINST A PERSON)			
Murder	81	62	-19
Attempted Murder	51	37	-14
Assault GBH	467	415	-52
Assault Common	653	593	-60
Robbery with Aggravating circumstances (including attempts)	155	176	21
Common Robbery (including attempts)	60	66	6
Total Sexual Offences (including attempts)	123	78	-45
Rape	80	57	-23
Attempted Sexual Offences	20	11	- 9
Sexual Assault	18	8	-10
Other Sexual Offences	5	2	-3
Total	1 590	1 427	-163
CONTACT RELATED CRIMES			
Arson	14	8	-6
Malicious damage to property	485	370	-115
Total	499	378	-121

Interventions/Projects:

New interventions/projects to be implemented:

- New interventions/projects as identified by Safety stakeholders during a Safety Workshop that was held on the 05/04/2024.

No	Intervention / Project / Program	
	Law Enforcement Stream	
1	Protection fee for Extortion	

2	Communication infrastructure for two-way radios	
3	Re-integration/Induction of Parolees into the community	
4	Undocumented Foreign Nationals	
	Social Cohesion Stream	
1	Placing of Street children	
2	Programs to educate families of drug abusers	
3	Counseling of Victims of crime	
4	Rehabilitation center	
	Urban Design Stream	
1	Recreational Facilities	
2	Upgrading of Sewage Systems	

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

As per MFMA requirements.

LEGAL IMPLICATIONS (ITEM AUTHOR)

This CSP is aligned and complies with all relevant legislative requirements including:

- The Constitution of the Republic of South Africa of 1996
- South African Police Services Act 68 of 1995
- National Development Plan (2012)
- Integrated Social Crime Prevention Strategy (2011)
- National Crime Prevention Strategy (1996)
- White Paper on Safety and Security (2016)
- Municipal Structures Act 117 of 1998
- Municipal Systems Act 32 of 2000
- Municipal Finance Management Act 56 of 2003
- Inter-Governmental Relations Framework Act 13 of 2005

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Limited resources and budget to implement the Community Safety Plan.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

- 1. That Council takes note of the Review of the Community Safety Plan.**
- 2. That Council approves the changes made to the Review of the Community Safety Plan.**
- 3. That the changes to the Community Safety Plan be integrated into the IDP.**

RESOLVED BY MANAGEMENT: 24 OCTOBER 2024

Management resolved as follows:

1. That the foreword of the late Executive Mayor, Ald KIJ Papier, and the Executive Deputy Mayor, Ald JR Michels, be removed from the document.
2. Current interventions, programs and projects (page 92 of document) – what was achieved, challenges experienced, etc. must be listed in the plan.
3. New interventions/projects to be implemented (page 93 of document) – activities must be listed against each of the interventions/projects listed in the plan; available funding/funding sources, etc.
4. Action plans for each of the new interventions/projects must be compiled for implementation and must be linked to the SDBIP.
5. Multi-disciplinary Command Centre; VPUU Centre in Villiersdorp and agriculture must be listed and not only the Department.
6. Establishing Safety Forums and collaboration between departments.
7. Integration with government departments and stakeholders.
8. Must look at the safety plan and check what benefit it can bring to the Municipality.
9. After approval by Council, the plan must be advertised for comments.
10. That the Community Safety Plan be amended and submitted to Management before February 2025 for discussion.
 1. *Agenda-item be referred back.*
 2. *For finalization by the Deputy Director: Public Safety, Mr. N Arendse.*

COMMENTS BY DIRECTORATE

That the Community Safety Plan be amended and submitted again for approval.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. That Council takes note of the Review of the Community Safety Plan.
2. That Council approves the changes made to the Review of the Community Safety Plan.
3. That the changes to the Community Safety Plan be integrated into the IDP.

RECOMMENDATION BY MANAGEMENT TO COMMUNITY SERVICES COMMITTEE: 17 JULY 2025

It is recommended:

1. That Council takes note of the Review of the Community Safety Plan.
2. That Council approves the changes made to the Review of the Community Safety Plan.
3. That the changes to the Community Safety Plan be integrated into the IDP.

RECOMMENDATION BY THE COMMUNITY SERVICES COMMITTEE TO EMC: 05 AUGUST 2025

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 Councillor D Jacobs, it was resolved as follows:

1. That Council takes note of the Review of the Community Safety Plan.
2. That Council approves the changes made to the Review of the Community Safety Plan.
3. That the changes to the Community Safety Plan be integrated into the IDP.

RECOMMENDATION BY THE EMC TO A WORKSHOP: 14 AUGUST 2025

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 Alderman S Fredericks, it was recommended as follows:

That the Reviewed Community Safety Plan be referred to a Workshop of Council.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 21 OCTOBER 2025

It is recommended:

1. That Council takes note of the Review of the Community Safety Plan.
2. That Council approves the changes made to the Review of the Community Safety Plan.
3. That the changes to the Community Safety Plan be integrated into the IDP.

RECOMMENDATION TO COUNCIL:

It is recommended:

1. That Council takes note of the Review of the Community Safety Plan.

2. That Council approves the changes made to the Review of the Community Safety Plan.
3. That the changes to the Community Safety Plan be integrated into the IDP.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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 Alderman MR Nongxaza it was resolved as follows:

1. Council noted the Review of the Community Safety Plan.
2. Council approves the changes made to the Review of the Community Safety Plan.
3. That the changes to the Community Safety Plan be integrated into the IDP.

For finalization by the Director: Community Services: Mr. WSE Solomons-Johannes.

ITEM TITLE

**C289/2025 DIRECTORATE COMMUNITY SERVICES: DEPARTMENT
DISASTER AND ENVIRONMENTAL MANAGEMENT: REVIEWED
AND AMENDED DISASTER MANAGEMENT PLAN 2024/2025**

[English version of the report is the original]

FILE NUMBER

17/4/B

PURPOSE OF REPORT

To inform Council that the existing Disaster Management Plan was reviewed and amended accordingly for 2024/25. This plan needs to be adopted by Council as the Theewaterskloof Municipal Disaster Management Plan.

BACKGROUND

Theewaterskloof in its various towns has various risk noted on assessment it is therefore important to take note of these risk that pose threat to lives and everyday living. Hence, Council has to take note of changes and amendments on the Disaster Management Plan for 2024/25.

DISCUSSION

Disaster Management Act, 2002, as amended: Section 53 (1):

Section 53: Disaster Management plans for municipal areas:

- (1) Each municipality must –
 - (g) Regularly review and update its plan
- (2) A disaster management plan must ...
 - (a) form part of the municipality's integrated development plan

The disaster plan considered all possible circumstances of disaster incidents in Theewaterskloof, such as fire risks, floods, windstorms, riots, earthquakes, vehicle incidents and all other related natural disasters. After compiling the Disaster Plan a Risk identification matrix plan was also compiled where the probability frequency and severity of the different risks were measured. These risks matrix and Disaster plan were drawn up for immediate and long-term influences and circumstances. All these factors are still relevant and need not to be changed.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The mitigated measures should be implemented where possible high risks disasters have been identified, and funding should be allocated for such an event. A direct quote from the Act:

52. (1) Each municipal entity indicated in the national or the relevant provincial or municipal disaster management framework must:

(vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies;

In the event when a disaster does occur, we as a local authority will link to the district for resources and eventually to the Provincial or National spheres for financial contributions, although this can be a long and tedious process to access the money and rectify the disaster.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The disaster management act stipulates and provides the participating roles of co-opted external role players during a Disaster and is stipulated how to co-opt these role-players.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

All the risks identified will be managed according to the mitigation plan and the protocol. This will be an inclusive plan which needs to be workshop with all relevant stakeholders.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council takes note and approves the reviewed Disaster Management Plan for 2024/25.

RECOMMENDATION BY MANAGEMENT TO A COUNCIL WORKSHOP: 08 MAY 2025

Management resolved that the reviewed Disaster Management Plan for 2024/25 be referred to a Council Workshop for discussion.

RESOLVED BY WORKSHOP: 30 JULY 2025

That the Agenda-item be withdrawn and not discussed during the meeting.

Agenda-item referred to the next Workshop of Council.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 21 OCTOBER 2025

It is recommended that Council takes note and approves the reviewed Disaster Management Plan for 2024/25.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes note and approves the reviewed Disaster Management Plan for 2024/25.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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 Alderman DA Appel it was resolved as follows:

- 1. Council noted and approved the reviewed Disaster Management Plan for 2024/25.**
- 2. Council requested continuous updates on the progress of the implementation of this plan.**

For finalization by the Director: Community Services: Mr. WSE Solomons-Johannes.

ITEM TITLE

C290/2025 DIRECTORATE COMMUNITY SERVICES: DEPARTMENT ENVIRONMENTAL AND DISASTER MANAGEMENT: REVIEWED DISASTER MANAGEMENT POLICY

[English version of the report is the original]

FILE NUMBER

17/4/B

PURPOSE OF REPORT

The purpose of this report is to inform the Council about the reviewed policy and for Council to approve the reviewed policy for implementation.

BACKGROUND

Outlines how an organization or community will respond to and recover from disasters, encompassing prevention, preparedness, mitigation, response, and recovery efforts.

DISCUSSION

Focus on how to prevent or reduce disaster risks, mitigate their severity, ensure preparedness, and respond effectively to disasters, including post-disaster recovery with strong local involvement.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None.

LEGAL IMPLICATIONS (ITEM AUTHOR)

None.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council adopts the reviewed Disaster Management Policy.

RECOMMENDATION BY MANAGEMENT TO A WORKSHOP: 08 MAY 2025

Management resolved that the reviewed Disaster Management Policy be referred to a Council Workshop for discussion.

RESOLVED BY WORKSHOP: 30 JULY 2025

That the Agenda-item be withdrawn and not discussed during the meeting.

Agenda-item referred to the next Workshop of Council.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 21 OCTOBER 2025

It is recommended that Council adopts the reviewed Disaster Management Policy.

RECOMMENDATION TO COUNCIL:

It is recommended that Council adopts the reviewed Disaster Management Policy.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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 V Papier it was resolved as follows:

Council adopts the reviewed Disaster Management Policy.

For finalization by the Director: Community Services: Mr. WSE Solomons-Johannes.

ITEM HEADING**C291/2025 DIRECTORATE COMMUNITY SERVICES: REPORTING ON PERFORMANCE OF THREE-YEAR TENDER CONTRACTORS - 4th QUARTER REPORT (APRIL TO JUNE 2025)**

([English version of the report is the original])

FILE NUMBER

8/2/3/5/4

PURPOSE / AIM OF REPORT

To present a report to Council in terms of the contract and performance management of the Directorate: Community Services Three Year Tender Contracts for the 4th Quarter - April - June 2025; to ensure the municipality receives value for money and that 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 contracts

DISCUSSION**REPORTING PATTERN**

TENDER NUMBER AND SERVICE PROVIDER	DESCRIPTION	April 2025	May 2025	June 2025
TCS 06/2023/24 TOTAL COMPUTER SERVICES (PTY) LTD	SUPPLY, IMPLEMENTATION AND MANAGEMENT OF A COMPUTERIZED TRAFFIC CONTRAVENTION MANAGEMENT SYSTEM (TCMSC) WITH CALL CENTRE MODULE FOR THE PROCESSING OF TRAFFIC – AND LAW ENFORCEMENT OFFENCES AND THE PROVISION OF OPERATIONAL SUPPORT AND MAINTENANCE FROM THE DATE OF APPOINTMENT 01 FEBRUARY 2024 TO 30 JUNE 2026	SUBMITTED	SUBMITTED	SUBMITTED
OPE 02/2022/23 TJH PROPERTY INVESTMENTS	SUPPLY AND DELIVERY OF CONSTRUCTION MATERIAL: KERBS, STORM WATER PIPES, COVER SLABS, PAVING BRICKS, CLAY BRICKS	SUBMITTED	SUBMITTED	SUBMITTED
OPE 02/2022/23 YBT & ASSOCIATES	SUPPLY AND DELIVERY OF CONSTRUCTION MATERIAL: KERBS	SUBMITTED	SUBMITTED	SUBMITTED
OPE 02/2022/23 AFRIMAT AGGREGATES OPERATIONS	SUPPLY AND DELIVERY OF CONSTRUCTION MATERIAL: CONCRETE STONE, CRUSHER DUST, GRAVEL	SUBMITTED	SUBMITTED	SUBMITTED
OPE 02/2022/23 FG JACOBS TRANSPORT	SUPPLY AND DELIVERY OF CONSTRUCTION MATERIAL: ROAD STONE, SAND, TOPSOIL	SUBMITTED	SUBMITTED	SUBMITTED
OPE 05/2022/23 AWW PROJECT MANAGEMENT	SUPPLY AND DELIVERY OF BLACK AND CLEAR BAGS	SUBMITTED	SUBMITTED	SUBMITTED

OPE 07/2022/23 KEMANZI	SUPPLY AND DELIVERY OF CHEMICALS: ALUMINIUM SULPHATE, SODIUM ALUMINATE	SUBMITTED	SUBMITTED	SUBMITTED
OPE 07/2022/23 METSU CHEM	SUPPLY AND DELIVERY OF CHEMICALS: CHLORINE GAS, FERRIC SULFATE, SODIUM BENTONITE, PURE SALT, SULFURIC ACID, CALCIUM HYPOCHLORITE	SUBMITTED	SUBMITTED	SUBMITTED
OPE 07/2022/23 CHLORCAPE	SUPPLY AND DELIVERY OF CHEMICALS: BLEND OF ALUMINIUM CHLOROHYDRATE AND POLYDADMAC	SUBMITTED	SUBMITTED	SUBMITTED
OPE 07/2022/23 LEAFIX	SUPPLY AND DELIVERY OF CHEMICALS: GLYCINE, PESTICIDE, HERBICIDE, ACETIC ACID, GLYPHOSATE, PICLORAM, IMAZAPYR, INSECTIDE, FUNGICIDE	SUBMITTED	SUBMITTED	SUBMITTED
OPE 07/2022/23 2ACS SERVICES	SUPPLY AND DELIVERY OF CHEMICALS: CALCIUM HYDROXIDE, SODIUM HYPOCHLORIDE	SUBMITTED	SUBMITTED	SUBMITTED
OPE 07/2022/23 IMPROCHEM T/A EACI WATER	SUPPLY AND DELIVERY OF CHEMICALS: POLYCRYLAMIDE EMULSION, CATIONIC POLYMER	SUBMITTED	SUBMITTED	SUBMITTED
COMM 01/2023/24 PIENAAR BROTHERS PTY LTD	SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT	SUBMITTED	SUBMITTED	SUBMITTED
COMM 01/2023/24 TJH PROPERTY INVESTMENTS	SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT			

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

Supported.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Report is noted.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Section 116 (2)(b) of the LG: MFMA governs financial management in municipalities, that the accounting officer (municipal manager) must within 60 days after signing such a contract or any amendment to a contract, table the contract or amendment in the municipal council for noting and making public the particulars of such contract or amendment.

The provisions of Section 116 (2)(b) are intent to ensure transparency and accountability in municipal contracting; allow Council oversight of all contracts entered into by the municipality; prevent unauthorised, irregular, or fruitless and wasteful expenditure (as defined under Section 1 and Section 32 of the MFMA) and enable public scrutiny of municipal procurement decisions.

The implication of non-compliance in terms of Section 116 (2)(b) requires that if the accounting officer (municipal manager) fails to table the contract within sixty (60) days and make it public, the implications are serious in respect of contravention of the MFMA; irregular expenditure (Section 32); financial misconduct (personal liability) (Sections 171 and 172).

Although the MFMA does not automatically void such a contract/(s), it may render it unlawful and unenforceable. This will result that the Auditor-General of South Africa will flag the non-compliance of contract reporting in the annual audit finding that can lead to qualified or adverse audit opinion.

That the accounting officer to provide a written explanation and corrective steps to Mr Nathan Arendse that was appointed by Council as the Acting Director: Community Services *vide* Item CIC19/2025: Appointment of Acting Director: Community Services from 01 May 2025 for an initial period of three (3) months as approved by Council on 30 April 2025 and Item C216/2025: Extension of Acting Appointment be extended for a further three (3) months from 01 August 2025 as approved by Council on 07 August 2025.

In light of the Section 139 of the Constitution or Section 139 of the LG: MFMA, in respective of the Financial Recovery Plan (FRP), the matter must be reported to Provincial Treasury.

In order to rectify the non-compliance, the following are recommended to the accounting officer (municipal manager) that:

- the Municipal Manager must table the outstanding contract reporting at the next Council meeting.
- Council must note and record the late submission.

- The non-compliance must be reported to the Auditor-General and Treasury.
- Council may require an internal audit or MPAC investigation.
- Disciplinary proceedings may be instituted if negligence or intent is proven.
- That the Finance Directorate implements organisational contract registers with the key legal requirements for accountability, monitoring and reporting, etc.

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.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council takes note of the report.

RECOMMENDATION BY THE COMMUNITY SERVICES COMMITTEE TO EMC: 04 NOVEMBER 225

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

That Council takes note of the report, however the comments from the Directorate Community Services Page 4 are concerning:

- 1. Section 116(2)(b) incorrectly quoted page 1 of the agenda and also refer to MFMA:**
- 2. Does not state 60 days;**
- 3. This is not an in-committee meeting, and the names of officials are mentioned.**
- 4. There are processes and procedures in place for grievance and misconduct, should that route be followed. A Community Services Portfolio is not the forum for this.**
- 5. Paragraph 5 is irrelevant.**

6. Recommendations are flawed, as it is based on the incorrectly quoted Section 116(2)(b).
7. The Director gives his view on the intent of section 116(2) without having the necessary legal background which is very dangerous as it might misconstrue the true intent of the law.

This is tantamount to misleading council and as a portfolio chair I and all of us, will be neglecting our duty to not report this to the Municipal Manager as misconduct. Also note the reference to the Acting Director is factually incorrect. This can be regarded as untruthful to Council as this information could have been tested with the Municipal Manager before adding it into an item that has no real direct bearing on the information provided to us as committee members.

DISCUSSION DURING THE MEETING: EMC

Councillor H Linnerts – This was a heavy debate in the Community Services Portfolio, and I don't see the argument of the counter-proposal. Ethics of the legal team - the Chairperson has no right to seek a legal opinion and make a recommendation to the portfolio committee and saying "this is tantamount to misleading council and as portfolio chair I and all of us will be neglecting our duty to not report this to the Municipal Manager as misconduct", that is screwed and incorrect. That is abuse of power by the Chairperson, therefore I propose the recommendation of the item author and not the recommendation of the chairperson.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

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 LM de Bruyn, it was recommended as follows:

That Council takes note of the report.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes note of the report.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

Council noted the report.

For finalization by the Director: Community Services: Mr. WSE Solomons-Johannes.

ITEM TITLE

C292/2025 DIRECTORATE COMMUNITY SERVICES: REPORTING ON PERFORMANCE OF THREE-YEAR TENDER CONTRACTORS - 1st QUARTER REPORT (JULY TO SEPTEMBER 2025)

[English version of the report is the original]

FILE NUMBER

8/2/3/5/4

PURPOSE OF REPORT

To present a report to Council in terms of the contract and performance management of the Directorate: Community Services Three Year Tender Contracts for the 1st Quarter - July - September 2025; to ensure the municipality receives value for money and that 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 contracts

DISCUSSION**REPORTING PATTERN**

TENDER NUMBER AND SERVICE PROVIDER	DESCRIPTION	July 2025	August 2025	September 2025
COMM 01/2023/24 PIENAAR BROTHERS	SUPPLY AND DELIVERY PERSONEL PROTECTIVE CLOTHING	SUBMITTED	SUBMITTED	SUBMITTED
COMM 01/2023/24 TJH PROPERTY INVESTMENTS	SUPPLY AND DELIVERY PERSONEL PROTECTIVE CLOTHING	SUBMITTED	SUBMITTED	SUBMITTED
TCS 06/2023/24 TOTAL COMPUTER SERVICES (PTY) LTD	SUPPLY, IMPLEMENTATION AND MANAGEMENT OF A COMPUTERIZED TRAFFIC CONTRAVENTION MANAGEMENT SYSTEM (TCMSC) WITH CALL CENTRE MODULE FOR THE PROCESSING OF TRAFFIC – AND LAW ENFORCEMENT OFFENCES AND THE PROVISION OF OPERATIONAL SUPPORT AND MAINTENANCE FROM THE DATE OF APPOINTMENT 01 FEBRUARY 2024 TO 30 JUNE 2026	SUBMITTED	SUBMITTED	SUBMITTED

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.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council takes note of the report.

**RECOMMENDATION BY THE COMMUNITY SERVICES COMMITTEE TO EMC:
04 NOVEMBER 2025**

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

That Council takes note of the report.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes cognisance of the report.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes note of the report.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

Council noted the report.

For finalization by the Director: Community Services: Mr. WSE Solomons-Johannes.

ITEM TITLE

**C293/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING:
DEPARTMENT LED: FEEDBACK REPORT ON THE WESTERN
CAPE MUNICIPAL ECONOMIC SUMMIT: 8 – 10 JULY 2025 AND
THE KEY RELEVANCE FOR THEEWATERSKLOOF MUNICIPALITY**

[English version of the report is the original]

FILE NUMBER

17/16/1/1

PURPOSE OF REPORT

The purpose of the report is to:

1. Provide structured feedback on the Western Cape Municipal Economic Summit, held from 8 to 10 July 2025. The Western Cape Government convened the summit as part of its Growth for Jobs (G4J) Strategy, aimed at accelerating municipal-level economic development through investment attraction and tourism enhancement.
2. The report outlines the key content presented at the summit, assesses the relevance and potential benefits for Theewaterskloof Municipality, and provides practical recommendations to strengthen the municipal investment-readiness and position the municipality for future growth opportunities.

BACKGROUND

The Western Cape Municipal Economic Summit, held from 8 to 10 July 2025. The Western Cape Government convened the summit as part of its Growth for Jobs (G4J) Strategy, aimed at accelerating municipal-level economic development through investment attraction and tourism enhancement. The summit was attended by all local Municipalities in the Western Cape and private sector stakeholders over three days.

DISCUSSION

2.1 The theme of the 2025 Municipal Economic Summit, “Stepping Up Tourism and Investment,” focused on strengthening the role of municipalities in driving local economic growth. The key areas of focus included:

- 2.1.1 Development of tourism strategies and enabling infrastructure.
- 2.1.2 Investment facilitation tools and capacity-building for municipalities.
- 2.1.3 The creation of project pipelines that are investment-ready and promotable.

2.2 The summit was supported by a pre-summit initiative known as the Municipal Investment Readiness Programme (MIRP), which introduced the following tools:

- 2.2.1 The MIRP Toolkit, which is a practical guide for planning and enabling investment.
- 2.2.2 The Investment Readiness Scorecard as a self-assessment instrument to evaluate strengths and identify capacity gaps.
- 2.2.3 The Project Pipeline Tool to help municipalities list and showcase their projects on the Provincial Investment Dashboard.

2.3 However, it was noted that the Overberg region had limited engagements before the summit. As a result, no projects from Theewaterskloof Municipality were included on the dashboard. Instead, two projects within the Overberg District were showcased:

- 2.3.1 A R2.5 billion renewable energy project (Cape Agulhas Municipality);
- 2.3.2 A R600 million tourism infrastructure project (Overberg District Municipality).

2.4 This highlighted the urgent need for Theewaterskloof Municipality to prepare and submit its own projects for inclusion in the Provincial Project Pipeline, and to ensure greater visibility on strategic investment platforms moving forward.

3. Impact and Benefits for Theewaterskloof Municipality

3.1 Enhanced Investment Readiness

- 3.1.1 The summit introduced practical tools such as the MIRP Toolkit and Scorecard, which can be utilised to guide Theewaterskloof Municipality in preparing investment-ready projects.
- 3.1.2 The Investment Scorecard allows the municipality to identify gaps and address them through targeted institutional support.

3.2 Opportunity to Attract Capital Funding for Strategic Projects

- 3.2.1 By listing viable projects on the Provincial Pipeline, the municipality will increase its exposure to both national and international investors.
- 3.2.2 This will enable Theewaterskloof to attract private sector investment in key sectors such as health, industrial development, tourism, and green energy.

3.3 Alignment with Strategic Growth Plans

- 3.3.1 The municipal participation in the Summit and alignment with the G4J strategy strengthen its position in terms of provincial and national economic development agendas.

3.4 Strengthened Stakeholder Engagement

3.4.1 The summit offered valuable opportunities for Theewaterskloof Municipality to network with provincial departments, private sector players, and NGOs, opening the doors for strategic partnerships, co-funding arrangements, and long-term collaboration.

In conclusion, the summit reinforced the importance of municipalities in actively shaping and driving inclusive economic development. Theewaterskloof Municipality must now take proactive steps to identify, package, and promote its strategic land and infrastructure assets to capitalise on current and future investment opportunities.

The Western Cape Department of Economic Development is compiling a comprehensive provincial report on the three-day summit, which will be circulated to all municipalities for tabling before their respective Councils. The presentations from the summit are attached to this report as reference.

4. Way Forward

4.1 Unlocking Municipal Property Potential through Investment-Ready Packaging

4.1.1 In March 2025, the Directorate: Economic Development and Planning, guided by its Portfolio Committee, launched an internal initiative to identify and categorise municipally owned immovable properties for investment readiness. The goal was to establish a phased Investment-Ready Property Portfolio by classifying properties based on their development potential, regulatory progress, infrastructure availability, and strategic alignment with municipal planning frameworks.

4.1.2 As a pilot, Caledon was selected as the starting point for implementation, with future roll-out planned for other towns across the municipality to follow

4.2 Establishment of an Investment Steering Unit

4.2.1 To support the implementation of the portfolio, the establishment of a cross-functional Investment Steering Unit was initiated. This unit will drive coordination between Planning, Legal, Infrastructure, and SCM, to facilitate alignment with provincial and national partners, streamlining project packaging and promotion.

4.3 Key Investment Properties Identified

4.3.1 As a result of the initiative, a set of strategic properties was grouped into two categories, which will guide targeted marketing, planning, and stakeholder engagement.

4.3.1.1 Category A: Investment-Ready Assets

Caledon Industrial Area (Portion of Erf 1)

- Town planning approvals secured
- Environmental clearance obtained

- Bulk infrastructure available (subject to Council conditions)
- Suitable for agri-processing, green industries, and light industrial activities
- Strategic adjacency to Caledon Flight Park

Venster/Botanical Garden Tourism Hub (Erf 4762 Caledon)

- ±2.8 ha development opportunity
- Mixed-use tourism zoning (rezoning required)
- Key components: restaurant, amphitheatre, wellness trails, farmers' market, caravan site
- Direct N2 access and proximity to Caledon Botanical Garden and Victoria Mall
- Proposed disposal via 30-year public tender lease model

Caledon Private Hospital Site (Erf 4751 Caledon)

- ±5.2 ha site zoned for medical use
- Adjacent to Provincial Hospital and Botanical Garden
- Bulk services available; pre-development studies completed (Geotech, Mini-EIA, TIA)
- Disposal via auction or public tender

4.3.1.2 Category B: Emerging Investment Opportunities

These are the projects that still require planning to ensure their investment readiness. They are:

Renewable Energy Solar Farm (Portion of Erf 1, Caledon)

- Still in early feasibility and planning phase
- Identified as a learning pilot via peer exchange with Hessequa Municipality Caledon Education and Sport Precinct (Erf 2847 and adjacent land)
- Adjoins Swartberg Secondary School and Boland College
- Concept proposal for a state-of-the-art sport and recreation centre
- Engagement with the Minister of Sport is envisaged

Golf Course and Adjacent Warmbaths Land (Portions A, B, C of Erf 1 Caledon)

- ±89 ha subdivided precinct
- Portion B: operational golf course (resort-linked tourism potential)
- Portions A & C: ecologically sensitive land (low-impact eco-estate and environmental education)
- High environmental sensitivity requiring full EIA processes SMME Business Hub Opposite Victoria Mall (Portion of Erf 136 Caledon)
- Identified for a formalised informal trading precinct
- Concept includes container-based food and produce stalls
- High visibility and foot traffic from Caledon Mall

4.4 Strategic Outlook and Proposed Actions

- 4.4.1 Compile and distribute comprehensive property investment packs (including zoning, bulk services, and development potential);
- 4.4.2 Finalise the institutionalisation of the Investment Steering Unit;
- 4.4.3 Develop a formal Investment Prospectus for marketing at summits and investor engagements.
- 4.4.4 Launch public tender or auction processes for Category A properties.
- 4.4.5 Continue collaboration with the Western Cape Government, SALGA, and National Treasury to align with provincial economic priorities and funding mechanisms.

5. Collaboration with the Western Cape Department of Economic Development

5.1 To strengthen project implementation and visibility, it is recommended that Theewaterskloof Municipality request technical support from the Department to:

- 5.1.1 Assist with feasibility studies for projects not yet investment-ready as per Category B;
- 5.1.2 Ensure alignment with MIRP toolkits and Provincial Dashboard formatting.

6. Adoption of Council Resolution

6.1 To formally support implementation, the following Council actions are recommended:

- 6.1.1 Adoption of the official investment project list.
- 6.1.2 Mandate for the Investment Steering Unit to begin project packaging and readiness activities.
- 6.1.3 Authorisation for municipal participation in provincial forums and investment-related engagements.
- 6.1.4 Appointment of the Portfolio Councillor for Economic Development and Planning to represent Theewaterskloof Municipality on the Provincial Investment Forum Task Team.

7. Conclusion

- 7.1 The 2025 Western Cape Municipal Economic Summit offered a valuable platform for Theewaterskloof Municipality to reflect on its strategic role in enabling local economic growth. While the municipal absence from the Provincial Investment Dashboard was noted, the foundation laid by its internal property audit and proposed investment steering mechanisms has created a strong foundation for future action.
- 7.2 By building momentum, coordinating internal processes, and packaging catalytic projects, Theewaterskloof Municipality is well-positioned to emerge as a key investment node within the Western Cape's Regional Economy.

Attachments:

- Presentations from the 2025 Municipal Economic Summit

COMMENTS FROM THE DIRECTORATE FINANCE

None.

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

Supported.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Report is noted.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING (HUMAN SETTLEMENT)

Item is supported to serve at management committee.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Submission supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None.

LEGAL IMPLICATIONS (ITEM AUTHOR)

- IGR
- Section 152 & 153, Constitution of South Africa

COMMENTS FROM INTERNAL AUDIT

No comments.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

COMMENTS FROM LEGAL SERVICES

The recommendations are supported.

COMMENTS FROM RISK MANAGEMENT

Noted the content of the item.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the administration be tasked to ensure that:

1. To unlock Municipal Property Potential through Investment-Ready Packaging as indicated above in Section 4.1.
2. An investment Steering Unit be established.
3. The key investment properties approved that are ready as per Category A, i.e.
 - 3.1. Caledon Industrial Area (Portion of Erf1)
 - 3.2. Venster / Botanical Garden Tourism Hub (Erf 4762, Caledon)
 - 3.3. Caledon Private Hospital Site (Erf 4751 Caledon)
4. Category B: Emerging Investment Opportunities be addressed by the Investment Steering Committee, to work towards making their investment ready.
5. A comprehensive property investment package (including zoning, bulk services, and development potential) be compiled for the Investment Summit
6. Finalise the institutionalisation of the Investment Steering Unit.
7. Develop a formal Investment Prospectus for marketing at summits and investor engagements.
8. Launch public tender or auction processes for Category A properties.
9. Continue collaboration with the Western Cape Government, SALGA, and National Treasury to align with provincial economic priorities and funding mechanisms.
10. That Theewaterskloof Municipality collaborate with the Western Cape Department of Economic Development to strengthen project implementation and visibility; it is recommended that Theewaterskloof Municipality request technical support from the Western Cape Department of Economic Development to:
 - 10.1 Assist with feasibility studies for projects not yet investment ready as per Category B.
 - 10.2 Ensure alignment with MIRP toolkits and Provincial Dashboard formatting.

11. Adoption of Council Resolution

11.1 To formally support implementation, the following Council actions are recommended:

11.1.1 Adoption of the official investment project list.

11.1.2 Mandate the Investment Steering Unit to begin project packaging and readiness activities.

11.1.3 Authorisation for municipal participation in provincial forums and investment-related engagements.

11.1.4 Appointment of the Portfolio Councillor for Economic Development to represent Theewaterskloof Municipality on the Provincial Investment Forum Task Team.

RECOMMENDATION BY MANAGEMENT TO THE ECONOMIC DEVELOPMENT COMMITTEE: 29 AUGUST 2024

It is recommended that the administration be tasked to ensure that:

- 1. To unlock Municipal Property Potential through Investment-Ready Packaging as indicated above in Section 4.1.**
- 2. An investment Steering Unit be established.**
- 3. The key investment properties approved that are ready as per Category A, i.e.**
 - 3.1. Caledon Industrial Area (Portion of Erf1)**
 - 3.2. Venster / Botanical Garden Tourism Hub (Erf 4762, Caledon)**
 - 3.3. Caledon Private Hospital Site (Erf 4751 Caledon)**
- 4. Category B: Emerging Investment Opportunities be addressed by the Investment Steering Committee, to work towards making their investment ready.**
- 5. A comprehensive property investment package (including zoning, bulk services, and development potential) be compiled for the Investment Summit**
- 6. Finalise the institutionalisation of the Investment Steering Unit.**
- 7. Develop a formal Investment Prospectus for marketing at summits and investor engagements.**
- 8. Launch public tender or auction processes for Category A properties.**

9. Continue collaboration with the Western Cape Government, SALGA, and National Treasury to align with provincial economic priorities and funding mechanisms.
10. That Theewaterskloof Municipality collaborate with the Western Cape Department of Economic Development to strengthen project implementation and visibility; it is recommended that Theewaterskloof Municipality request technical support from the Western Cape Department of Economic Development to:
 - 10.1 Assist with feasibility studies for projects not yet investment ready as per Category B.
 - 10.2 Ensure alignment with MIRP toolkits and Provincial Dashboard formatting.
11. Adoption of Council Resolution
 - 11.1 To formally support implementation, the following Council actions are recommended:
 - 11.1.1 Adoption of the official investment project list.
 - 11.1.2 Mandate the Investment Steering Unit to begin project packaging and readiness activities.
 - 11.1.3 Authorisation for municipal participation in provincial forums and investment-related engagements.
 - 11.1.4 Appointment of the Portfolio Councillor for Economic Development to represent Theewaterskloof Municipality on the Provincial Investment Forum Task Team.

**RECOMMENDATION FROM ECONOMIC DEVELOPMENT COMMITTEE TO EMC:
05 NOVEMBER 2025**

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

That the administration be tasked to ensure that:

- 1. To unlock Municipal Property Potential through Investment-Ready Packaging as indicated above in Section 4.1.**
- 2. An investment Steering Unit be established.**
- 3. The key investment properties approved that are ready as per Category A, i.e.**
 - 3.1. Caledon Industrial Area (Portion of Erf1)**
 - 3.2. Venster / Botanical Garden Tourism Hub (Erf 4762, Caledon)**
 - 3.3. Caledon Private Hospital Site (Erf 4751 Caledon)**
- 4. Category B: Emerging Investment Opportunities be addressed by the Investment Steering Committee, to work towards making their investment ready.**
- 5. A comprehensive property investment package (including zoning, bulk services, and development potential) be compiled for the Investment Summit**
- 6. Finalise the institutionalisation of the Investment Steering Unit.**
- 7. Develop a formal Investment Prospectus for marketing at summits and investor engagements.**
- 8. Launch public tender or auction processes for Category A properties.**
- 9. Continue collaboration with the Western Cape Government, SALGA, and National Treasury to align with provincial economic priorities and funding mechanisms.**
- 10. That Theewaterskloof Municipality collaborate with the Western Cape Department of Economic Development to strengthen project implementation and visibility; it is recommended that Theewaterskloof Municipality request technical support from the Western Cape Department of Economic Development to:**
 - 10.1 Assist with feasibility studies for projects not yet investment ready as per Category B.**

10.2 Ensure alignment with MIRP toolkits and Provincial Dashboard formatting.

11. Adoption of Council Resolution

11.1 To formally support implementation, the following Council actions are recommended:

11.1.1 Adoption of the official investment project list.

11.1.2 Mandate the Investment Steering Unit to begin project packaging and readiness activities.

11.1.3 Authorisation for municipal participation in provincial forums and investment-related engagements.

11.1.4 Appointment of the Economic Development Portfolio Chairperson for Economic Development to represent Theewaterskloof Municipality on the Provincial Investment Forum Task Team.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That the administration be tasked to ensure that:

- 1. To unlock Municipal Property Potential through Investment-Ready Packaging as indicated above in Section 4.1.**
- 2. An investment Steering Unit be established.**
- 3. The key investment properties approved that are ready as per Category A, i.e.**
 - 3.1. Caledon Industrial Area (Portion of Erf1)**
 - 3.2. Venster / Botanical Garden Tourism Hub (Erf 4762, Caledon)**
 - 3.3. Caledon Private Hospital Site (Erf 4751 Caledon)**
- 4. Category B: Emerging Investment Opportunities be addressed by the Investment Steering Committee, to work towards making their investment ready.**
- 5. A comprehensive property investment package (including zoning, bulk services, and development potential) be compiled for the Investment Summit**
- 6. Finalise the institutionalisation of the Investment Steering Unit.**

7. Develop a formal Investment Prospectus for marketing at summits and investor engagements.
8. Launch public tender or auction processes for Category A properties.
9. Continue collaboration with the Western Cape Government, SALGA, and National Treasury to align with provincial economic priorities and funding mechanisms.
10. That Theewaterskloof Municipality collaborate with the Western Cape Department of Economic Development to strengthen project implementation and visibility; it is recommended that Theewaterskloof Municipality request technical support from the Western Cape Department of Economic Development to:
 - 10.1 Assist with feasibility studies for projects not yet investment ready as per Category B.
 - 10.2 Ensure alignment with MIRP toolkits and Provincial Dashboard formatting.
11. Adoption of Council Resolution
 - 11.1 To formally support implementation, the following Council actions are recommended:
 - 11.1.1 Adoption of the official investment project list.
 - 11.1.2 Mandate the Investment Steering Unit to begin project packaging and readiness activities.
 - 11.1.3 Authorisation for municipal participation in provincial forums and investment-related engagements.
 - 11.1.4 Appointment of the Economic Development Portfolio Chairperson for Economic Development to represent Theewaterskloof Municipality on the Provincial Investment Forum Task Team.

RECOMMENDATION TO COUNCIL:

It is recommended that the administration be tasked to ensure that:

1. To unlock Municipal Property Potential through Investment-Ready Packaging as indicated above in Section 4.1.
2. An investment Steering Unit be established.
3. The key investment properties approved that are ready as per Category A, i.e.

- 3.1. Caledon Industrial Area (Portion of Erf1)
 - 3.2. Venster / Botanical Garden Tourism Hub (Erf 4762, Caledon)
 - 3.3. Caledon Private Hospital Site (Erf 4751 Caledon)
4. **Category B: Emerging Investment Opportunities** be addressed by the Investment Steering Committee, to work towards making their investment ready.
 5. A comprehensive property investment package (including zoning, bulk services, and development potential) be compiled for the Investment Summit
 6. Finalise the institutionalisation of the Investment Steering Unit.
 7. Develop a formal Investment Prospectus for marketing at summits and investor engagements.
 8. Launch public tender or auction processes for Category A properties.
 9. Continue collaboration with the Western Cape Government, SALGA, and National Treasury to align with provincial economic priorities and funding mechanisms.
 10. That Theewaterskloof Municipality collaborate with the Western Cape Department of Economic Development to strengthen project implementation and visibility; it is recommended that Theewaterskloof Municipality request technical support from the Western Cape Department of Economic Development to:
 - 10.1 Assist with feasibility studies for projects not yet investment ready as per Category B.
 - 10.2 Ensure alignment with MIRP toolkits and Provincial Dashboard formatting.
 11. Adoption of Council Resolution
 - 11.1 To formally support implementation, the following Council actions are recommended:
 - 11.1.1 Adoption of the official investment project list.
 - 11.1.2 Mandate the Investment Steering Unit to begin project packaging and readiness activities.
 - 11.1.3 Authorisation for municipal participation in provincial forums and investment-related engagements.

11.1.4 Appointment of the Economic Development Portfolio Chairperson for Economic Development to represent Theewaterskloof Municipality on the Provincial Investment Forum Task Team.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman LM de Bruyn and seconded by Alderman DA Appel it was resolved as follows:

The administration be tasked to ensure that:

- 1. To unlock Municipal Property Potential through Investment-Ready Packaging as indicated above in Section 4.1.**
- 2. An investment Steering Unit be established.**
- 3. The key investment properties approved that are ready as per Category A, i.e.**
 - 3.1. Caledon Industrial Area (Portion of Erf1)**
 - 3.2. Venster / Botanical Garden Tourism Hub (Erf 4762, Caledon)**
 - 3.3. Caledon Private Hospital Site (Erf 4751 Caledon)**
- 4. Category B: Emerging Investment Opportunities be addressed by the Investment Steering Committee, to work towards making their investment ready.**
- 5. A comprehensive property investment package (including zoning, bulk services, and development potential) be compiled for the Investment Summit**
- 6. Finalise the institutionalisation of the Investment Steering Unit.**
- 7. Develop a formal Investment Prospectus for marketing at summits and investor engagements.**
- 8. Launch public tender or auction processes for Category A properties.**
- 9. Continue collaboration with the Western Cape Government, SALGA, and National Treasury to align with provincial economic priorities and funding mechanisms.**
- 10. That Theewaterskloof Municipality collaborate with the Western Cape Department of Economic Development to strengthen project implementation and visibility; it is recommended that Theewaterskloof Municipality request technical support from the Western Cape Department of Economic Development to:**

10.1 Assist with feasibility studies for projects not yet investment ready as per Category B.

10.2 Ensure alignment with MIRP toolkits and Provincial Dashboard formatting.

11. Adoption of Council Resolution

11.1 To formally support implementation, the following Council actions are recommended:

11.1.1 Adoption of the official investment project list.

11.1.2 Mandate the Investment Steering Unit to begin project packaging and readiness activities.

11.1.3 Authorisation for municipal participation in provincial forums and investment-related engagements.

11.1.4 Appointment of the Economic Development Portfolio Chairperson for Economic Development to represent Theewaterskloof Municipality on the Provincial Investment Forum Task Team.

11.1.5 That Council be updated monthly.

For finalization by the Director: Economic Development and Planning: Ms. N Baliso

ITEM TITLE

C294/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING SERVICES: DEPARTMENT LOCAL ECONOMIC: QUARTERLY REPORTING OF PERFORMANCE OF CONTRACTORS

[English version of the report is the original]

FILE NUMBER

8/2/3/5/6

PURPOSE OF REPORT

To present a report to the Council in terms of the contract and performance management of the Directorate: Economic Development and Planning Contractors (Local Economic Development – Tourism) for the quarter July to September 2025.

BACKGROUND

Section 116(2) of the Municipal Finance Management Act, 2003 (Act 56 of 2003) states that the accounting officer of a municipality or municipal entity must:

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;

Monitor on a monthly basis the performance of the contract under the contract agreement;

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 agreement; and

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

1. The following reporting templates of contracts are attached to this document:

1.1 Riaan Jordaan Marketing Pty Ltd

2. The templates will indicate where blockages (if any) occurred with regards to the above contracts as well as proposed actions associated with these blockages.

September

Submitted

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The ineffective management of contracts can jeopardize the expenditure pattern of the organization and also create a scenario where the municipality does not get value for money.

LEGAL IMPLICATIONS (ITEM AUTHOR)

As per contract.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

As per blockages (if any).

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the Portfolio Committee and Council take note of the Quarterly Contract Reporting.

**RECOMMENDATION FROM ECONOMIC DEVELOPMENT COMMITTEE TO EMC:
05 NOVEMBER 2025**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

- 1. The Economic Development Committee noted the report.**
- 2. That Council takes note of the Quarterly Contract Reporting.**

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes note of the Quarterly Contract Reporting.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes note of the Quarterly Contract Reporting.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman S Fredericks and seconded by Alderman DA Appel it was resolved as follows:

Council noted the Quarterly Contract Reporting.

For finalization by the Director: Economic Development and Planning: Ms. N Baliso

ITEM TITLE

**C295/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING:
DEPARTMENT PROPERTY MANAGEMENT: APPLICATION TO
PURCHASE A PORTION OF VICTORIA STREET, VILLIERSDORP**

[English version of the report is the original]

FILE NUMBER

7/2/3/2/6

PURPOSE OF REPORT

To submit a report to Council for consideration regarding an application received from Ms. S Du Toit, to purchase a portion of Victoria Street, Villiersdorp.

BACKGROUND

A request was received from Ms. Du Toit to purchase a portion of Victoria Street, Villiersdorp, which measures approximately 6m² in size. Ms. Du Toit explains that when the plans for improvements on the property were drawn up, it was discovered that the front of the house extends onto a portion of Victoria Street, which belongs to the TWK municipality. To rectify the situation, she wishes to apply to purchase the portion of land, approximately 6 square meters (12m x 0.50m), from the TWK municipality (Application letter to Municipality attached as Annexure A).

DISCUSSION

In addressing the application, a meeting was held with the Town Planning Department to consider options on the purchase proposal. The Town Planning Department advised that an encroachment application cannot be considered, and that consolidation of the portion under discussion with her land would be the viable option.

The offer was not acknowledged as an Unsolicited Bid in terms of Section 37 of the TWK Supply Chain Management Policy as the characteristics of the application cannot be accommodated within the Policy but only as a Direct / Out of Hand sale. Therefore, the sale of the land is regarded as a direct/out of hand sale and will be therefore advertised for comments, objections or alternative offers.

A valuation on the recommended price for the portion of land was obtained and amounts to R6 000.00 (VAT Inclusive) (A copy of the valuation is attached as Annexure B). The client accepted the valuation.

The Town Office in Villiersdorp confirmed in writing that the structure is already situated on the portion which the owner wishes to purchase. There is a water pipeline running along that section of the road, fortunately the existing structure is not built on top of the pipeline, so repair work will not be affected in the event of a burst pipe.

It is also confirmed that the property is not needed for the provision of the minimum level of municipal services.

The applicant will also be responsible for all costs resulting from the sale, including the subdivision, advertisements, valuation and rezoning.

The portion of land forms part of a street and therefore the portion of street will have to be closed during the subdivision and rezoning process.

In light of the abovementioned factors, it is recommended that the portion of land be sold to the applicant.

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

Recommendation supported.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Submission supported.

COMMENTS FROM THE TOWN MANAGER: VILLIERSDORP

Recommendations are supported.

FINANSIËLE IMPLIKASIES (ITEM OUTEUR)/FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The following costs are payable by the buyer.

- Advertising costs ± R1 000.00 are already paid by the applicant
- All Town Planning costs ± R20 000.00.
- Transfer costs of attorney – approximately R15 000.00
- Valuation costs of R5 000.00 already paid by the applicant

LEGAL IMPLICATIONS (ITEM AUTHOR)

1. The sale of Council property must be considered in terms of Section 14 of the MFMA (Act 56 of 2003) which reads as follows:

14(1) A municipality may not transfer ownership because of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

14(2) A municipality may transfer ownership or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public—

- (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

(b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

It is confirmed that the property is not needed to provide the minimum level of basic municipal services.

14(5) Any transfer of ownership of a capital asset in terms of subsection (2) or (4) must be fair equitable, transparent, competitive, and consistent with the supply chain management policy which the municipality must have and maintain in terms of section 111.

The fair mark value of the property amounts to R6 000.00 (VAT inclusive).

The economic value is determined by the purchase price and the income that will be derived from the additional property rates that will be levied.

The land has no community value as it is already privately occupied.

2. Section 19 of the Municipal Finance Management Act (Act 56/2003) Capital Projects

19. (2) before approving a capital project in terms of subsection (1) (b), the Council of a municipality must consider-

(b) the future operational costs and revenue of the project, including municipal tax and tariff implications.

(c) The future cost implications ito maintenance of Councils network can be recovered from the revenue generated by the services levies of the ratepayers

3. The disposal of Council property must be considered in terms of Regulation 7 of the MFMA (Act 56 of 2003): Municipal Asset Transfer Regulations

Regulation 7(a): whether the capital asset may be required for the municipality's own use at a later date;

The property will not be required for the municipality's own use at a later stage.

7(b): the expected loss or gain that is expected to result from the proposed transfer or disposal;

No loss is expected.

7(c) the extent to which any compensation to be received in respect of the proposed transfer or disposal will result in significant economic or financial cost or benefit to the municipality;

The alienation will result in financial benefit to the municipality, as an income will be received from the sale as well as an income from the property rates to be levied.

7(d) the risks and rewards associated with the operation or management of the capital asset that is to be transferred or disposed of in relation to the municipality's interests.

The sale will be in the interest of the Municipality.

7(e) the effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

None

7(f) any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions;

None that can be anticipated.

7(g) the estimated cost of the proposed transfer or disposal.

No costs to the municipality.

7(h) the transfer of any liabilities and reserve funds associated with the capital asset.

None

7(i): any comments or representations on the proposed transfer or disposal received from the local community and other interested persons.

The application was advertised in the local newspaper for comments, objections, and alternative offers. No comments or objections were received.

7(j) any written views and recommendations on the proposed transfer or disposal by the National Treasury and the relevant provincial treasury.

National Treasury's recommendation was not requested as the property is a capital asset of lower value, and it is therefore not necessary to obtain National Treasury's input.

7(k) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community.

The sale of the portion of land will be in the municipality's own, strategic, legal and economic interest. The interests of the local community are not affected.

7(l) compliance with the legislative regime applicable to the proposed transfer or disposal.

All the other relevant legislation known to the author has been complied with.

4. Regulation 11 of the Municipal Asset Transfer Regulation

Conditional approval of transfer or disposed of non-exempted capital assets.

11. An approval in principle in terms of regulation in terms of regulation (5)(b)(ii) or 8(1)(b)(ii) that a non-exempted capital asset may be transferred or disposed of, may be given subject to any conditions, including conditions specifying-

a. the way in which the capital asset is to be sold or disposed of.

It will be an out of hand / direct sale.

b. a floor price or minimum compensation for the capital asset.

The compensation that Council will receive will be the Sale price of R6 000.00 (VAT inclusive) that was obtained by a registered Valuer.

c. whether the capital asset may be transferred or disposed of for less than its fair market value, in which case the municipal council must first consider the criteria set out in regulation 13(2); and

Not applicable on this application because the property will be sold at market value.

d. a framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person if transfer or disposal is subject to direct negotiations.

4. Administration of Immovable Property Policy

Disposal or Transfer of Immovable Property

6. A decision by the municipal council that specific immovable property is not needed to provide the minimum level of basic municipal services, may not be reversed by the Municipality after that immovable property has been sold, transferred or otherwise disposed of in accordance with Section 14(3) of the MFMA.

9. Transfer or disposal of a non-exempted immovable property (not high value)

9.1 The Municipality may transfer ownership or otherwise dispose of a non-exempted immovable property only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:

- (a) decided on reasonable grounds that the immovable property is not needed to provide the minimum level of basic municipal services;
- (b) consider the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and

- (c) has as a consequence to 9.1(a) and (b) above approved in principle that the immovable property may be transferred or disposed of, and the method of disposal or transfer.

9.2 The Municipality may transfer ownership or otherwise dispose of a non-viable immovable property, as non-exempted immovable property which can be of no practical use to any other person, directly to adjoining property owner(s), only after the Municipal Council has, in terms of sections 14(2)(a) and (b) of the MFMA:

- (a) decided on reasonable grounds that the non-viable immovable property is not needed to provide the minimum level of basic municipal services;
- (b) consider the fair market value of the immovable property and the economic and community value to be received in exchange for the immovable property in accordance with Section 14(2) of the MFMA, and
- (c) has as a consequence to 9.2(a) and (b) above approved in principle that the immovable property may be transferred or disposed, provided that, when giving the in-principle approval, it is recorded in the minutes the full reasons for the Municipality preferring such direct transfer.

10. The Municipality shall not act in terms of paragraphs 8.1, 9.1 and 9.2 above, unless it has:

10.1 advertised its intention so to act by causing a notice to that effect to be:

- (a) affixed to the public notice boards of the Municipality;
- (b) published in a newspaper that is circulated within the area of the town where the relevant property is situated;
- (c) published on the official website of the Municipality, and
- (d) in the case of immovable property valued at R2,5 million or higher, published in regional newspapers that are circulated within the province of the town where the relevant immovable property is situated unless a property valued less than R2,5 million at the sole discretion of the Municipality warrants publication in these newspapers, in accordance with Section 21A of the Systems Act,
- (e) in which any person who wishes to object to the exercise of any such intention is called upon to lodge his/her comments, objection or representations in respect of such intention in writing with the Municipal Manager within a period of not less than thirty days from the date of the publication of the notice in the newspaper;

11. Approval in terms of 9.1(c) and 9.2(c) may be given subject to any conditions, including:

- (a) the way in which the immovable property is to be sold or disposed of;
- (b) a reserve price or minimum compensation for the immovable property;

- (c) whether the immovable property may be transferred or disposed of for less than its fair market value, in which case the criteria set out in clause 9 must be considered, and

CONDITIONS OF SALE

28. All costs pertaining to a transaction shall be borne by the successful bidder/purchaser, e.g. survey, advertisements, valuation, rezoning, relocation or provision of services where necessary, etc. The Municipality may, however, waive its right to claim the costs should it be to its advantage to bear the costs.
30. Small areas of land such as closed roads or portions of public place sold to an adjacent owner must be consolidated with the existing property of the adjacent owner, unless circumstances exist which, in the opinion of the Municipality, make such consolidation undesirable.
34. A 10% deposit of the agreed/tendered purchase price will be due and payable by the purchaser/successful bidder within 10 days of date of request in writing thereof by the Municipality.

2. TWK Supply Chain Management Policy

Disposal Management

Section 40

40 (2) Assets may be disposed of by –

- (c) selling the asset
- (3) The Accounting officer must ensure that-
- (a) Immovable property is sold at market related prices except when the public interest or the plight of the poor demands otherwise.
- (b) movable assets are sold either by way of written price quotation, competitive bidding process, auction or at market related prices, whichever is the most advantageous.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

COMMENTS FROM LEGAL SERVICES

I refer to the legal implications as captured and support the recommendations.

COMMENTS FROM RISK MANAGEMENT

Noted the content of the item.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. That Council considers the legislation below:
 - 1.1 Section 14 of the MFMA (Act 56 / 2003)
 - 1.2 Section 19 of the MFMA (Act 56/2003)
 - 1.3 Regulation 7 of the Municipal Asset Transfer Regulations
 - 1.4 Regulation 11 of the Municipal Asset Transfer Regulation
 - 1.5 Section 40 of the TWK Supply Chain Management Policy
2. It is confirmed that the portion of land is not needed to provide the minimum level of basic municipal services.
3. That the portion of Victoria Street, Villiersdorp, approximately 6m² in extent, be alienated to Ms. S Du Toit subject to the following conditions:
 - 3.1 That the portion of land be sold at a fair market value of R6000.00 (VAT inclusive)
 - 3.2 That a deposit of 10% is payable on signature of the deed of sale and the remaining amount be paid on registration.
 - 3.3 That the property be rezoned and consolidated with the applicant's adjacent property and that the cost thereof be borne by the applicant.
 - 3.4 That the applicant submits a Town Planning application within a period of 6 months after the allocation of the property.
 - 3.5 That the applicant transfers the property into her name within 4 months after obtaining all the statutory requirements.
 - 3.6 That the proposed alienation be advertised for comments/objections at the cost of the buyer.
4. That the Agenda-item be referred to the Ward Committee for its inputs/comments.

RECOMMENDATION BY MANAGEMENT TO THE WARD COMMITTEE: 29 AUGUST 2025

It is recommended:

1. That Council considers the legislation below:
 - 1.1 Section 14 of the MFMA (Act 56 / 2003)
 - 1.2 Section 19 of the MFMA (Act 56/2003)

- 1.3 Regulation 7 of the Municipal Asset Transfer Regulations
 - 1.4 Regulation 11 of the Municipal Asset Transfer Regulation
 - 1.5 Section 40 of the TWK Supply Chain Management Policy
2. It is confirmed that the portion of land is not needed to provide the minimum level of basic municipal services.
 3. That the portion of Victoria Street, Villiersdorp, approximately 6m² in extent, be alienated to Ms. S Du Toit subject to the following conditions:
 - 3.1 That the portion of land be sold at a fair market value of R6000.00 (VAT inclusive)
 - 3.2 That a deposit of 10% is payable on signature of the deed of sale and the remaining amount be paid on registration.
 - 3.3 That the property be rezoned and consolidated with the applicant's adjacent property and that the cost thereof be borne by the applicant.
 - 3.4 That the applicant submits a Town Planning application within a period of 6 months after the allocation of the property.
 - 3.5 That the applicant transfers the property into her name within 4 months after obtaining all the statutory requirements.
 - 3.6 That the proposed alienation be advertised for comments/objections at the cost of the buyer.
 4. That the Agenda-item be referred to the Ward Committee for its inputs/comments.

SPECIAL WARD COMMITTEE MEETING OF WARD 5: 25 AUGUST 2025

The Ward Committee is in full support of the application.

RECOMMENDATION FROM ECONOMIC DEVELOPMENT COMMITTEE TO EMC: 05 NOVEMBER 2025

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

1. That Council considers the legislation below:
 - 1.1 Section 14 of the MFMA (Act 56 / 2003)
 - 1.2 Section 19 of the MFMA (Act 56/2003)

- 1.3 Regulation 7 of the Municipal Asset Transfer Regulations
- 1.4 Regulation 11 of the Municipal Asset Transfer Regulation
- 1.5 Section 40 of the TWK Supply Chain Management Policy
2. It is confirmed that the portion of land is not needed to provide the minimum level of basic municipal services.
3. That the portion of Victoria Street, Villiersdorp, approximately 6m² in extent, be alienated to Ms. S Du Toit subject to the following conditions:
 - 3.1 That the portion of land be sold at a fair market value of R6000.00 (VAT inclusive)
 - 3.2 That a deposit of 10% is payable on signature of the deed of sale and the remaining amount be paid on registration.
 - 3.3 That the property be rezoned and consolidated with the applicant's adjacent property and that the cost thereof be borne by the applicant.
 - 3.4 That the applicant submits a Town Planning application within a period of 6 months after the allocation of the property.
 - 3.5 That the applicant transfers the property into her name within 4 months after obtaining all the statutory requirements.
 - 3.6 That the proposed alienation be advertised for comments/objections at the cost of the buyer.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

1. That Council considers the legislation below:
 - 1.1 Section 14 of the MFMA (Act 56 / 2003)
 - 1.2 Section 19 of the MFMA (Act 56/2003)
 - 1.3 Regulation 7 of the Municipal Asset Transfer Regulations
 - 1.4 Regulation 11 of the Municipal Asset Transfer Regulation
 - 1.5 Section 40 of the TWK Supply Chain Management Policy
2. It is confirmed that the portion of land is not needed to provide the minimum level of basic municipal services.

3. That the portion of Victoria Street, Villiersdorp, approximately 6m² in extent, be alienated to Ms. S Du Toit subject to the following conditions:
 - 3.1 That the portion of land be sold at a fair market value of R6000.00 (VAT inclusive)
 - 3.2 That a deposit of 10% is payable on signature of the deed of sale and the remaining amount be paid on registration.
 - 3.3 That the property be rezoned and consolidated with the applicant's adjacent property and that the cost thereof be borne by the applicant.
 - 3.4 That the applicant submits a Town Planning application within a period of 6 months after the allocation of the property.
 - 3.5 That the applicant transfers the property into her name within 4 months after obtaining all the statutory requirements.
 - 3.6 That the proposed alienation be advertised for comments/objections at the cost of the buyer.

RECOMMENDATION TO COUNCIL:

It is recommended:

1. That Council considers the legislation below:
 - 1.1 Section 14 of the MFMA (Act 56 / 2003)
 - 1.2 Section 19 of the MFMA (Act 56/2003)
 - 1.3 Regulation 7 of the Municipal Asset Transfer Regulations
 - 1.4 Regulation 11 of the Municipal Asset Transfer Regulation
 - 1.5 Section 40 of the TWK Supply Chain Management Policy
2. It is confirmed that the portion of land is not needed to provide the minimum level of basic municipal services.
3. That the portion of Victoria Street, Villiersdorp, approximately 6m² in extent, be alienated to Ms. S Du Toit subject to the following conditions:
 - 3.1 That the portion of land be sold at a fair market value of R6000.00 (VAT inclusive)
 - 3.2 That a deposit of 10% is payable on signature of the deed of sale and the remaining amount be paid on registration.

- 3.3 That the property be rezoned and consolidated with the applicant's adjacent property and that the cost thereof be borne by the applicant.
- 3.4 That the applicant submits a Town Planning application within a period of 6 months after the allocation of the property.
- 3.5 That the applicant transfers the property into her name within 4 months after obtaining all the statutory requirements.
- 3.6 That the proposed alienation be advertised for comments/objections at the cost of the buyer.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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

1. Council considered the legislation below:
 - 1.1 Section 14 of the MFMA (Act 56 / 2003)
 - 1.2 Section 19 of the MFMA (Act 56/2003)
 - 1.3 Regulation 7 of the Municipal Asset Transfer Regulations
 - 1.4 Regulation 11 of the Municipal Asset Transfer Regulation
 - 1.5 Section 40 of the TWK Supply Chain Management Policy
2. Council confirmed that the portion of land is not needed to provide the minimum level of basic municipal services.
3. Council resolved that the portion of Victoria Street, Villiersdorp, approximately 6m² in extent, be alienated to Ms. S Du Toit subject to the following conditions:
 - 3.1 That the portion of land be sold at a fair market value of R6000.00 (VAT inclusive)
 - 3.2 That a deposit of 10% is payable on signature of the deed of sale and the remaining amount be paid on registration.
 - 3.3 That the property be rezoned and consolidated with the applicant's adjacent property and that the cost thereof be borne by the applicant.
 - 3.4 That the applicant submits a Town Planning application within a period of 6 months after the allocation of the property.

- 3.5 That the applicant transfers the property into her name within 4 months after obtaining all the statutory requirements.**
- 3.6 That the proposed alienation be advertised for comments/objections at the cost of the buyer.**

For finalization by the Director: Economic Development and Planning: Ms. N Baliso

ITEM TITLE

**C296/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING:
DEPARTMENT HUMAN SETTLEMENTS – EXEMPTION REQUEST –
TRANSFER OF LOW-COST HOUSES AND RECTIFICATION
TRANSFERS**

[English version of the report is the original]

FILE NUMBER

17/7/3/R

PURPOSE OF REPORT

To request permission from Council to exempt beneficiaries of low-cost housing projects and beneficiaries affected by rectification transfers from paying municipal accounts in advance, for the issuing municipal of rates clearance certificates to accelerate home ownership delivery.

BACKGROUND

During the implementation of various human settlements projects, properties were transferred to incorrect beneficiaries. In certain cases, non-qualifying beneficiaries who were initially part of the project were not removed from the beneficiary list and their subsidy applications were not withdrawn, leading to properties transferred erroneously into their name, without taking occupation. In other instances erf swaps or incorrect allocation and occupation took place, but during the transfer of these properties the incorrect erf number was allocated to the incorrect beneficiary.

Project Test Case:

The Uitsig/Nuwerus project was completed in 2008 of which Tarentaal Street form's part off. During the construction of the houses the municipality was approached by Overberg Agri to build bigger houses for 30 of their staff members. (from 36 to 42 square meters). The arrangement was that the beneficiaries would have to contribute R5000.00 to get a bigger house. A List of beneficiaries was provided to the municipality as part of the application process. At this stage some beneficiaries did not qualify, and others had withdrawn from the project. The non-qualifying and the withdrawn beneficiaries were then replaced with new beneficiaries who paid the R 5000.00 bigger house. Unfortunately, during the transfer of these houses, the non-qualifying and withdrawn beneficiaries were not removed from the beneficiary list and transfer into their names took place incorrectly.

Current Risk:

Non qualifying beneficiaries are now claiming properties erroneously transferred into their names, by seeking to evict the rightful beneficiaries from their homes.

DISCUSSION

The government of South Africa has funded the construction of subsidized houses in the Theewaterskloof Municipality. Certain recipients of the subsidies have not yet received transfer of the ownership of the low-cost house, as intended. The Title Deed Restoration Project (TRP), an initiative by the National Department Human Settlements, as implemented by the Western Cape Department of Infrastructure, branch Human Settlements, was initiated to address the backlog with issuing Title Deeds to beneficiaries. Theewaterskloof Municipality will attempt to address the Title Deed backlog in all towns through this program.

Problem Statement:

The human settlements division submitted various deeds of sale to its conveyancing attorneys to commence with rectification transfers. Through this process the attorneys must obtain a rates clearance certificate from the municipality to proceed with the transfer. The TWK Credit Control & Debt Collection Policy, approved by Council 24 May 2024, states the following:
Section 16

16. Issuing of Rates Clearance Certificates-

16.1 The following fees must be paid before a rates clearance certificate is issued:

16.1.1 Valuation certificate

16.1.2 Clearance certificate

16.1.3 Municipal service fees, surcharges on fees, property rates and other municipal taxes, levies and duties for a minimum of three (3) months or as determined in the application request

Beneficiaries of low-cost housing falls in the income category of R 0 – R3500 whom in turn generally qualifies for an indigent's subsidy. Those who do not qualify for the indigent subsidy at present due to annual salary increases since the inception of historic project does not necessarily have the means to pay their municipal accounts 3 months in advance. Those affected by rectification transfer due to municipal administrative oversight disparities is obliged to pay the municipal account 3 months in advance for an error made by the municipality. Therefore, the implementation of section 16.1.3 in these cases is hindering the progress in transferring low-cost houses into the names of the rightful beneficiaries.

The essence of the Legislative Provision of Section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Act") is aimed at accelerating transfers in Low-Cost Housing Schemes at National, Provincial & Municipal Government levels. This Proviso indicates that Municipalities must issue an "Exemption Certificate" to allow the transfer of properties where State Funds were utilized in the building of Human Settlements. Furthermore, where there is a Debt owed by Citizens, the Municipality is entitled to recover such Debt subsequent to the registration of transfer. All transfers for low-cost housing projects where a subsidy was applied to housing beneficiaries are excluded from the Legislative Provision of Section 118 (1) of the Act.

In either case, all Municipalities still have legal recourse to recoup whatever monies owed to it by the relevant citizens after or before date of transfer but cannot halt the transfer by not issuing the Rates Clearance Certificates.

The Spirit of the Law, as contemplated in Section 118 (4) (a) of the Act, is in line with acceleration of transfer of Title Deeds and ultimately providing security of tenure to housing Beneficiaries.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Not applicable.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Not applicable.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

- 1. That Council amend Rates Policy in line with the provision Section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.**
- 2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection.**

RECOMMENDATION BY MANAGEMENT TO THE FINANCE COMMITTEE: 08 MAY 2025

It is recommended:

- 1. That Council amend Rates Policy in line with the provision Section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.**
- 2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection.**

RECOMMENDATION BY THE FINANCE COMMITTEE TO MANAGEMENT: 17 JUNE 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

- 1. Agenda-item be referred to Management for further discussion as the Finance Portfolio Committee is of the opinion that no waiver be allowed on the Credit Control and Debt Collection Policy.**

2. The Finance Committee resolved that it must go through the normal process, namely if they cannot pay, it must be referred to the Write-off Committee for consideration.

RESOLVED BY MANAGEMENT: 17 JULY 2025

The Director: Economic Development and Planning Ms N Baliso requested that the agenda-item be referred back to amend the recommendation.

1. *Agenda-item referred back.*
2. *For finalization by the Director: Economic Development and Planning, Ms N Baliso.*

COMMENTS BY ITEM AUTHOR:

Amendments were made as per Management resolution dated 17 July 2025.

NEW RECOMMENDATION BY ITEM AUTHOR:

It is recommended :

1. That Council exempts beneficiaries of low-cost housing projects and beneficiaries affected by rectification transfers from paying municipal accounts in advance (3 months), for the issuing municipal of rates clearance certificates to accelerate home ownership delivery.
2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection in line with section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.

RECOMMENDATION BY MANAGEMENT TO THE HUMAN SETTLEMENTS AND PLANNING COMMITTEE: 29 AUGUST 2025

It is recommended:

1. That Council exempts beneficiaries of low-cost housing projects and beneficiaries affected by rectification transfers from paying municipal accounts in advance (3 months), for the issuing municipal rates clearance certificates to accelerate home ownership delivery.
2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection in line with section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.

**RECOMMENDATION BY HUMAN SETTLEMENTS AND PLANNING COMMITTEE
TO EMC: 05 NOVEMBER 2025**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor PJ Stander, and seconded by Alderman BB Mkhwibiso, it was recommended as follows:

- 1. That Council exempts beneficiaries of low-cost housing projects and beneficiaries affected by rectification transfers from paying municipal accounts in advance (3 months), for the issuing municipal rates clearance certificates to accelerate home ownership delivery.**
- 2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection in line with section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.**

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

- 1. That Council exempts beneficiaries of low-cost housing projects and beneficiaries affected by rectification transfers from paying municipal accounts in advance (3 months), for the issuing municipal rates clearance certificates to accelerate home ownership delivery.**
- 2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection in line with section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.**

RECOMMENDATION TO COUNCIL:

It is recommended:

- 1. That Council exempts beneficiaries of low-cost housing projects and beneficiaries affected by rectification transfers from paying municipal accounts in advance (3 months), for the issuing municipal rates clearance certificates to accelerate home ownership delivery.**
- 2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection in line with section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.**

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman S Fredericks and seconded by Alderman DA Appel it was resolved as follows:

- 1. Council exempts beneficiaries of low-cost housing projects and beneficiaries affected by rectification transfers from paying municipal accounts in advance (3 months), for the issuing municipal rates clearance certificates to accelerate home ownership delivery.**
- 2. That all low-cost housing projects (first transfer) and rectification transfers be exempt from section 16.1.3 of the Credit Control & Debt Collection in line with section 118 (4) (a) of the Local Government: Municipal Systems Act 32 of 2000.**
- 3. That the Directorate Finance must amend the Credit Control and Debt Collection Policy in the draft budget to correspond with the resolution of this agenda-item.**

For finalization by the Director: Economic Development and Planning: Ms. N Baliso (points 1 & 2) and Director Finance, Mr P Mabhena (point 3).

ITEM TITLE**C297/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING:
DEPARTMENT HUMAN SETTLEMENTS: PRIORITY HUMAN
SETTLEMENTS AND HOUSING DEVELOPMENT AREAS**

[English version of the report is the original]

FILE NUMBER

17/7/B

PURPOSE OF REPORT

The purpose of this report is to:

- Inform Management, Portfolio, EMC and Council of the Priority Human Settlements and Housing Development Areas (PHSHDA) identified by SALGA and prepared by consultant for the housing delivery and strategic alignment for the Human Settlements within Theewaterskloof municipality, specifically Villiersdorp and Grabouw.
- Request Council approval of the identified Priority Human Settlements and Housing Development Areas (PHSHDA).

BACKGROUND

The Grabouw and Villiersdorp Priority Human Settlements and Housing Development Areas (PHSHDA) reports were commissioned by the South African Local Government Association (SALGA) and prepared by Tshani Consulting CC. These reports represent Phase 3 of a structured planning process aimed at transforming human settlements across the Theewaterskloof Local Municipality. Both documents are rooted in national and local planning policy frameworks, including the National Development Plan (NDP), the Integrated Urban Development Framework (IUDF), the National Spatial Development Framework (NSDF), and the Spatial Planning and Land Use Management Act (SPLUMA). The intention of the PHSHDA approach is to guide housing delivery in a way that supports spatial transformation, economic integration, and sustainable urban development, while aligning with the municipality's Integrated Development Plan (IDP) and Spatial Development Framework (SDF). These reports form part of a wider intergovernmental effort to unlock housing development and public-private investment in high-priority areas.

DISCUSSION

While the Grabouw and Villiersdorp PHSHDA reports share a common framework and policy alignment, they respond to distinct local conditions. Grabouw is the more populous town, with a housing demand of 5,082 and approximately 5,635 informal households spread across thirteen settlements.

It is an economic driver within the Overberg District, yet its urban form suffers from fragmentation, poor infrastructure, and environmental pressures due to rapid urbanisation and land invasion. In contrast, Villiersdorp has eight informal settlements with around 4,216 households and a centralised development focus through the Destiny Project, which aims to formalise and improve informal housing conditions.

Both towns face similar challenges, including high unemployment, inadequate social amenities, deteriorating urban environments, and a lack of bulk infrastructure. The reports propose comparable strategic responses: promoting densification and mixed-use development along key corridors (e.g., N2 and R321 in Grabouw; R43 and R45 in Villiersdorp), improving mobility and access, and leveraging existing infrastructure through infill development. A range of housing typologies are proposed, including BNG units, GAP housing, FLISP-linked home ownership, and social rental housing, each tailored to support different income groups.

Environmental sustainability is a shared priority, with both reports highlighting threats to biodiversity and climate change impacts, particularly from unregulated land use and inefficient building practices. Urban edges are retained in both cases to prevent sprawl and guide growth within serviced and accessible zones.

Ultimately, while the planning principles are consistent across both PSHDA areas, the implementation strategies reflect the unique scale, spatial patterns, and infrastructure realities of each town. Grabouw requires a broader set of interventions including greenfield development and in-situ upgrades, whereas Villiersdorp's success hinges largely on the delivery and expansion of the Destiny Project. Together, these reports serve as integrated planning tools to steer sustainable housing development, promote social and economic inclusion, and support spatial restructuring in Theewaterskloof Municipality.

These Priority Human Settlements and Housing Development Areas (PHSHDA) will be instrumental in diversifying existing housing typologies and increasing densities in the towns and will serve as motivation for different sources of funding and grants towards the development of Social and / rental housing in the Municipality, and other catalytic projects as may be identified through the different planning frameworks.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

The recommendations are supported.

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

Supported.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING (HUMAN SETTLEMENT)

Item is supported to serve at all council committees.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Submission supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Not applicable.

LEGAL IMPLICATIONS (ITEM AUTHOR)

As per the MFMA.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. That Council approves the Grabouw and Villiersdorp PSHDA Reports as strategic planning instruments aligned with national, provincial, and municipal spatial and housing development policies.
2. That the PSHDA Reports be formally adopted as part of the Theewaterskloof Municipality's human settlements implementation framework, to guide housing and infrastructure investment priorities within the municipal area.
3. That the adoption of the PSHDA Reports be used to:
 - 3.1. Inform updates to the Integrated Development Plan (IDP) and Spatial Development Framework (SDF).
 - 3.2. Guide to intergovernmental engagements and funding proposals.
 - 3.3. Support project preparation, budgeting, and implementation of catalytic housing projects identified within the reports.
 - 3.4. Act as a median to engage relevant provincial and national departments to activate support for implementation, including land acquisition, infrastructure upgrades, and project pipeline development.

RECOMMENDATION BY MANAGEMENT TO HUMAN SETTLEMENTS AND PLANNING COMMITTEE: 01 AUGUST 2025

It is recommended:

1. That Council approves the Grabouw and Villiersdorp PSHDA Reports as strategic planning instruments aligned with national, provincial, and municipal spatial and housing development policies.
2. That the PSHDA Reports be formally adopted as part of the Theewaterskloof Municipality's human settlements implementation framework, to guide housing and infrastructure investment priorities within the municipal area.
3. That the adoption of the PSHDA Reports be used to:
 - 3.1. Inform updates to the Integrated Development Plan (IDP) and Spatial Development Framework (SDF).
 - 3.2. Guide to intergovernmental engagements and funding proposals.
 - 3.3. Support project preparation, budgeting, and implementation of catalytic housing projects identified within the reports.
 - 3.4. Act as a median to engage relevant provincial and national departments to activate support for implementation, including land acquisition, infrastructure upgrades, and project pipeline development.

RECOMMENDATION BY HUMAN SETTLEMENTS AND PLANNING COMMITTEE TO EMC: 05 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor TP Lemina, and seconded by Councillor PJ Stander, it was recommended as follows:

1. That Council approves the Grabouw and Villiersdorp PSHDA Reports as strategic planning instruments aligned with national, provincial, and municipal spatial and housing development policies.
2. That the PSHDA Reports be formally adopted as part of the Theewaterskloof Municipality's human settlements implementation framework, to guide housing and infrastructure investment priorities within the municipal area.
3. That the adoption of the PSHDA Reports be used to:
 - 3.1. Inform updates to the Integrated Development Plan (IDP) and Spatial Development Framework (SDF).
 - 3.2. Guide to intergovernmental engagements and funding proposals.

- 3.3. Support project preparation, budgeting, and implementation of catalytic housing projects identified within the reports.
- 3.4. Act as a median to engage relevant provincial and national departments to activate support for implementation, including land acquisition, infrastructure upgrades, and project pipeline development.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

1. That Council approves the Grabouw and Villiersdorp PSHDA Reports as strategic planning instruments aligned with national, provincial, and municipal spatial and housing development policies.
2. That the PSHDA Reports be formally adopted as part of the Theewaterskloof Municipality's human settlements implementation framework, to guide housing and infrastructure investment priorities within the municipal area.
3. That the adoption of the PSHDA Reports be used to:
 - 3.1. Inform updates to the Integrated Development Plan (IDP) and Spatial Development Framework (SDF).
 - 3.2. Guide to intergovernmental engagements and funding proposals.
 - 3.3. Support project preparation, budgeting, and implementation of catalytic housing projects identified within the reports.
 - 3.4. Act as a median to engage relevant provincial and national departments to activate support for implementation, including land acquisition, infrastructure upgrades, and project pipeline development.

RECOMMENDATION TO COUNCIL:

It is recommended:

1. That Council approves the Grabouw and Villiersdorp PSHDA Reports as strategic planning instruments aligned with national, provincial, and municipal spatial and housing development policies.
2. That the PSHDA Reports be formally adopted as part of the Theewaterskloof Municipality's human settlements implementation framework, to guide housing and infrastructure investment priorities within the municipal area.

3. That the adoption of the PSHDA Reports be used to:

- 3.1. Inform updates to the Integrated Development Plan (IDP) and Spatial Development Framework (SDF).**
- 3.2. Guide to intergovernmental engagements and funding proposals.**
- 3.3. Support project preparation, budgeting, and implementation of catalytic housing projects identified within the reports.**
- 3.4. Act as a median to engage relevant provincial and national departments to activate support for implementation, including land acquisition, infrastructure upgrades, and project pipeline development.**

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman DA Appel and seconded by Alderman S Fredericks it was resolved as follows:

- 1. Council approves the Grabouw and Villiersdorp PSHDA Reports as strategic planning instruments aligned with national, provincial, and municipal spatial and housing development policies.**
- 2. The PSHDA Reports are formally adopted as part of the Theewaterskloof Municipality's human settlements implementation framework, to guide housing and infrastructure investment priorities within the municipal area.**
- 3. That the adoption of the PSHDA Reports be used to:**
 - 3.1. Inform updates to the Integrated Development Plan (IDP) and Spatial Development Framework (SDF).**
 - 3.2. Guide to intergovernmental engagements and funding proposals.**
 - 3.3. Support project preparation, budgeting, and implementation of catalytic housing projects identified within the reports.**
 - 3.4. Act as a median to engage relevant provincial and national departments to activate support for implementation, including land acquisition, infrastructure upgrades, and project pipeline development.**

For finalization by the Director: Economic Development and Planning: Ms. N Baliso.

ITEM TITLE**C298/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING SERVICES: DEPARTMENT HUMAN SETTLEMENTS: QUARTERLY REPORTING OF PERFORMANCE OF CONTRACTORS**

[English version of the report is the original]

FILE NUMBER

8/2/3/5/6

PURPOSE OF REPORT

To present a report to the Council in terms of the contract and performance management of the Directorate: Economic Development and Planning Contractors (Human Settlements) for the quarter July to September 2025.

BACKGROUND

Section 116(2) of the Municipal Finance Management Act, 2003 (Act 56 of 2003) states that the accounting officer of a municipality or municipal entity must:

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;

Monitor on a monthly basis the performance of the contract under the contract agreement;

Establish capacity in the administration of the municipality or municipal entity-

- To assist the accounting officer in carrying out the duties set out in paragraphs(a) and (b); and
- To oversee the day-to-day management of the contract agreement; and

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

1.The following reporting templates of contracts are attached to this document:

- 1.1 Asla Construction (Bergendal)
- 1.2 Asla Construction (Destiny Farm)
- 1.3 Asla Construction (Greater Villiersdorp)
- 1.4 Neil Lyners and Associates (Pty) Ltd
- 1.5 Imvusa Trading 931 CC
- 1.6 Tyte Security Services

- 1.7 Ilso Consulting (Pty) Ltd
- 1.8 Engineering Advice and Services Western Cape (Pty) Ltd (Riemvasmaak)
- 1.9 Engineering Advice and Services Western Cape (Pty) Ltd (Botriver: Beaumont)
- 1.10 Engineering Advice and Services Western Cape (Pty) Ltd (Greater Grabouw)
- 1.11 Siyakhatala Safety CC
- 1.12 Kruger & Blignaut Batsini (Pty) Ltd
- 1.13 IX Engineers (Pty) Ltd (Botriver - Beaumont)
- 1.14 IX Engineers (Pty) Ltd (Greyton – Erf 595)
- 1.15 Moreki Distributors
- 1.16 Fanisa VC Construction & Projects
- 1.17 PHP Building Supplies

2. The templates will indicate where blockages (if any) occurred with regards to the above contracts as well as proposed actions associated with these blockages.

July	August	September
Submitted	Submitted	Submitted

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The ineffective management of contracts can jeopardize the expenditure pattern of the organization and also create a scenario where the municipality does not get value for money.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Not applicable.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the Portfolio Committee and Council take note of the Quarterly Contract Reporting.

RECOMMENDATION BY HUMAN SETTLEMENTS AND PLANNING COMMITTEE TO EMC: 05 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor PJ Stander, and seconded by Alderman BB Mkhwibiso, it was recommended as follows:

1. **The Human Settlements and Planning Portfolio Committee noted the report.**

2. The Human Settlements and Planning Portfolio Committee noted that the Project Manager, Mr. J Shuma, will not take responsibility for the overspent on 02/2024/25 - Provision of services for the demolition of illegal structures in the Theewaterskloof Municipal area on ad hoc basis for a period of starting from date of appointment to 30 June 2025.
3. It is recommended that Council takes note of the quarterly contract reporting.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes note of the quarterly contract reporting.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes note of the Quarterly Contract Reporting.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

Council noted the Quarterly Contract Reporting.

For finalization by the Director: Economic Development and Planning: Ms. N Baliso

ITEM TITLE**C299/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING:
TOWN PLANNING: PROPOSED RENAMING OF HOPE- AND PLEIN
STREETS TO KAREL PAPIER BOULEVARD**

[English version of the report is the original]

FILE NUMBER

16/3/7/1

PURPOSE OF REPORT

For Council to consider the renaming of Hope and Plein Streets in the town of Caledon to Karel Papier Boulevard.

BACKGROUND

The Late Executive Mayor Alderman Karel (Kallie) Isak Johannes Papier dedicated his life to improve the lives of the inhabitants of Theewaterskloof Municipality.

In recognition of the positive contribution and impact the late Executive Mayor had on the community at large, it is proposed that Hope- and Plein Street be renamed to "Karel Papier Boulevard".

This will serve as a token of appreciation and to commemorate his legacy.

On 04 October 2023 Council endorsed the commencement of the process for the renaming of Hope- and Plein Street to Karel Papier Boulevard in Caledon in terms of the Street and Public Place Naming and Street Numbering Policy.

DISCUSSION

Plein Street stretches from the four-way (Prince Alfred, Hope and Meul Street) to the bridge before the turn-off to Cemetery Road (refer to Annexure A).

Following the Council Resolution, the public participation process (advertisement in the local newspaper) commenced and concluded on 11 March 2024. Three (3) comments were received (refer to Annexure B). We have received objections from the following individuals: Mr D Kruse obo Caledon Rate Payers Association; Mr S Cronje; and Mr S Nel. The objections received can be summarized as follows:

Comment Received	Town Planning Response
The renaming of the roads carries significant financial costs without delivering any tangible benefits to the overall state of the town.	A study must be conducted to determine the costs involved to endorse S.G Diagrams, where necessary, along the roads. The costs will be borne by the Municipality.

	<p>All landowners along the roads must be informed of the street name change, if approved.</p> <p>New street signs must be installed reflecting the changed street name.</p>
Municipal resources should rather be focused on burning issues that require intervention.	Noted. It does not speak to the merits of the application.
The Municipality should prioritize initiatives that positively affect property prices. Renaming the road does little to improve property values or stimulate economic growth in the town.	Noted. It does not speak to the merits of the application.
Renaming of Provincial Streets within a Municipal area requires consultation with the funder, omission of the consultation process per-say, would be ultra vires.	Hope- and Plein Streets are provincial roads, which bisects the town of Caledon. The proposed road number cannot be changed. However, the local road name can be changed.
The proposal should be subject to an extensive consultation process with local taxpayers, who could have contrary views of who should be honored in the proposed fashion i.e.: Bobby Hendricks - Musician or Errol Tobias - Springbok Rugby Legend and previous Mayor etc.	<p>The comment is noted, and the proposal was processed in accordance with the prescriptions of the Street and Public Place Naming and Street Numbering Policy.</p> <p>The policy is unclear with regards to the criteria for measuring the prominence of an individual, which makes the evaluation subjective.</p>

In terms of Section 3.4.5 of the Street and Public Place Naming and Street Numbering Policy, when a name of a person is used, the stature of the person should be in relation to the prominence of the street. Hope- and Plein Street serves as one of the Main streets within Caledon. The Municipality's Head Office, the Victoria Mall, Overberg Agri Head Office, and several other prominent businesses are located along these streets. Therefore, the renaming of these streets should be reserved solely for the most distinguished figure.

The policy does not elaborate on the criteria for considering the stature of the proposed name. Therefore, it cannot be measured. Council can still deviate from the prescription of the approved policy. Lastly, this is a Council approved policy and Council is the only body that can deviate from the policy.

The policy is only applicable to streets and public places. Municipally owned buildings can be considered as an alternative, since there is no policy or legislation regulating the name of municipal buildings.

REFERRED TO WARD COMMITTEE?

Yes

REASON

Concerns of Ward Committee on the financial implications have been responded to.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

Recommendations are supported.

COMMENTS FROM THE DIRECTORATE FINANCE

Hope - and Plein Street is not a municipal asset. The financial cost should be calculated and if Council decides to proceed the cost must be budgeted for. The cost should also be considered taking into account the current financial position of the municipality.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

The street renaming is supported.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Take note of the report. The financial implications need to be considered as it will not have unnecessary financial implications for Council, but also all the property owners along Hope- and Plein Street.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (PUBLIC SAFETY)

We take note of the report. The financial implications need to be considered as it will not have unnecessary financial implications for the Council, but also all the property owners along Hope and Plein Street.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

In terms of the aforementioned policy:

- The Municipality is liable for all the costs incurred in the changing of a name. These include endorsements on any surveyor general diagrams, the new street signs, removal of old signs and the publication of notifications and the funding of community meetings.
- The Municipality is liable for all the legal and administrative costs resulting from the name changing.

- The Municipality shall not be liable for costs incurred by others, and which are due by them, as a result of name changing.

It was highlighted during the process that the financial implications are not clearly outlined. The true financial costs cannot be determined, as the Municipality does not have the necessary internal skills.

The Municipality has reached out to the City of Cape Town for assistance. However, they have a dedicated division dealing with these matters and the localised characteristics /dynamics differs from this municipal area.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The proposed street name change will be done in accordance with the Street and Public Place Naming and Street Numbering Policy.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

No risks have been identified with regard to the renaming of the mentioned streets.

COMMENTS FROM LEGAL SERVICES

It is imperative that legislative prescripts are taken into consideration. Council must determine whether the change of name is in the interest of the public at large.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council:

- 1. Approves the renaming of Hope- and Plein Streets to Karel Papier Boulevard in Caledon, in accordance with the Street and Public Place Naming and Street Numbering Policy; or**
- 2. Appoints a service provider to determine the financial implications of the proposed street name; or**
- 3. Rescind the Council resolution (SC 56/2023 (4 October 2023) and designate an alternative municipal owned property/building/street to be re/named as Karel Izak Papier'; or**
- 4. Rescind the Council resolution (SC 56/2023 (4 October 2023)).**

RECOMMENDATION BY MANAGEMENT TO HUMAN SETTLEMENTS AND PLANNING COMMITTEE: 01 AUGUST 2025

It is recommended that Council:

1. Approves the renaming of Hope- and Plein Streets to Karel Papier Boulevard in Caledon, in accordance with the Street and Public Place Naming and Street Numbering Policy; or
2. Appoints a service provider to determine the financial implications of the proposed street name; or
3. Rescind the Council resolution (SC 56/2023 (4 October 2023) and designate an alternative municipal owned property/building/street to be re/named as Karel Izak Papier'; or
4. Rescind the Council resolution (SC 56/2023 (4 October 2023).

RECOMMENDATION BY HUMAN SETTLEMENTS AND PLANNING COMMITTEE TO EMC: 05 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman S Fredericks, and seconded by Councillor PJ Stander, it was recommended as follows:

Recommendation 1

1. That Council Rescind the Council resolution (SC 56/2023 (4 October 2023) and designate an alternative municipal owned property/building/street to be re/named as Karel Izak Papier'; or
2. That Council Rescind the Council resolution (SC 56/2023 (4 October 2023).

On a proposal by Alderman BB Mkhwibiso, and seconded by Councillor TP Lemina, it was recommended as follows:

Recommendation 2

That Council Approves the renaming of Hope- and Plein Streets to Karel Papier Boulevard in Caledon, in accordance with the Street and Public Place Naming and Street Numbering Policy.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor YM van Tonder and seconded by Alderman LM de Bruyn, it was recommended as follows:

That Council Rescind the Council resolution (SC 56/2023 (4 October 2023) and designate an alternative municipal owned property/building to be renamed as Karel Izak Papier.

RECOMMENDATION TO COUNCIL:

It is recommended that Council Rescind the Council resolution (SC 56/2023 (4 October 2023) and designate an alternative municipal owned property/building to be renamed as Karel Izak Papier.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

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 S Fredericks it was resolved as follows:

That the agenda-item be referred back.

1. *Agenda-item referred back.*
2. *For finalization by the Director: Economic Development and Planning: Ms. N Baliso*

ITEM TITLE**C300/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING SERVICES: DEPARTMENT TOWN PLANNING: QUARTERLY REPORTING OF PERFORMANCE OF CONTRACTORS**

[English version of the report is the original]

FILE NUMBER

8/2/3/5/6

PURPOSE OF REPORT

To present a report to the Council in terms of the contract and performance management of the Directorate: Economic Development and Planning Contractors (Town Planning) for the quarter July to September 2025.

BACKGROUND

Section 116(2) of the Municipal Finance Management Act, 2003 (Act 56 of 2003) states that the accounting officer of a municipality or municipal entity must:

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;

Monitor on a monthly basis the performance of the contract under the contract agreement;

Establish capacity in the administration of the municipality or municipal entity-

- a. To assist the accounting officer in carrying out the duties set out in paragraphs(a) and (b); and
- b. To oversee the day-to-day management of the contract agreement; and

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

1. The following Town Planning reporting templates of contracts are attached to this document:
 - 1.1. Esri South Africa
2. The templates will indicate where blockages (if any) occurred with regards to the above contracts as well as proposed actions associated with these blockages.

July	August	September
Submitted	Submitted	Submitted

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The ineffective management of contracts can jeopardize the expenditure pattern of the organization and also create a scenario where the municipality does not get value for money.

LEGAL IMPLICATIONS (ITEM AUTHOR)

As per Contract.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the Portfolio Committee and Council take note of the Quarterly Contract Reporting.

RECOMMENDATION BY HUMAN SETTLEMENTS AND PLANNING COMMITTEE TO EMC: 05 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor PJ Stander, and seconded by Councillor TP Lemina, it was recommended as follows:

- 1. The Human Settlements and Planning Portfolio Committee noted the quarterly reporting.**
- 2. It is recommended that Council takes note of the quarterly contract reporting.**

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes note of the quarterly contract reporting.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes note of the Quarterly Contract Reporting.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

Council noted the Quarterly Contract Reporting.

For finalization by the Director: Economic Development and Planning: Ms. N Baliso

ITEM TITLE**C301/2025 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING:
DEPARTMENT TOWN PLANNING AND BUILDING CONTROL:
ADJUSTMENT OF REMUNERATION FOR CHAIRPERSON OF THE
MUNICIPAL PLANNING TRIBUNAL**

[English version of the report is the original]

FILE NUMBER

3/2/15/R

PURPOSE OF REPORT

To seek Council's approval for the revision of the remuneration paid to the Chairperson of the Municipal Planning Tribunal, increasing the fee from R850 to R1,500 per hour.

BACKGROUND

In terms of Sections 35 and 36 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)(SPLUMA), a municipality must establish a municipal planning tribunal in order to decide on certain land use applications. The Theewaterskloof Municipality Planning Tribunal was established in February 2016 and has been operating since its establishment.

In terms of Section 72(10) of the Theewaterskloof Municipality By-Law on Municipal Land Use 2020 stipulates:

The Council must designate from among the members of the Tribunal-

The chairperson of the Tribunal; and another member as deputy chairperson, to act as chairperson of the Tribunal when the chairperson is absent or unable to perform his/her duties.

In a Council resolution of 17 June 2015, it was resolved that the chair of the MPT should be occupied by an external person, appointed by the municipality. This is to ensure that the integrity of the committee is maintained. Subsequently an advertisement was placed in the press, and a chairperson was appointed for the tribunal through a shortlisting and interview process.

DISCUSSION

At a Council meeting dated 11 February 2021, Council resolved to increase the chairperson's fee per hour from R760 to R850. Since the aforementioned date the fee has not been increased, which is approximately 4.5 years without an adjustment to the fee.

Therefore, it is proposed that the fee paid to the Chairperson of the Municipal Planning Tribunal be increased to R1,500 per hour. This adjustment is attributed to:

- a. Inflation;
- b. Recognize the expertise and effort required for this role;
- c. Align with regional best practices;
- d. Ensure the continued efficiency and professionalism of tribunal operations.

According to the latest (2022) SOUTH AFRICAN COUNCIL FOR PLANNERS Guidelines for Professional Fees, a Category A Professional Planner can earn up to R2879 per hour. Therefore, the proposed fee is within the recommended rate per hour.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

Supported.

COMMENTS FROM THE DIRECTORATE FINANCE

Not in support of the proposed increase. The proposed increase by the author is **R1500.00 - R850.00 = R650.00** thus **76.47% increase**. I would propose a reasonable and informed increase as per accumulated inflationary over past 3 years (CPI % on average of 5% accumulated over historical 3years) by only R983.98

The calculation is as follows

Year 1 - R850*1.05%	= R 892.50
Year 2 - R892*1.05%	= R937.125
Year 3 - R937.125*1.05	=R983.98

An accumulated 15% increase is reasonable, despite having the budget as per presented but the municipal budget is still unfunded.

I would propose the council supports the 15% increase not the proposed 76.47%

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING (HUMAN SETTLEMENT)

Item is supported to serve at council committee meeting for approval.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Request is in line with inflation, recognising that since 2021 the amount has remained the same. Increase recommendation I supported.

ADDITIONAL COMMENTS FROM ITEM AUTHOR

The comment of the CFO is noted. However, the author respectfully disagrees with both the comments and the suggested amount.

The proposed increase is based on a comprehensive consideration of factors such as the complexity of tribunal responsibilities, benchmarks from comparable municipalities, and the need to attract and retain qualified leadership within our planning structures. The fee has remained unchanged for a significant period, and the current proposal reflects a reasonable adjustment aligned with industry standards.

While I appreciate fiscal prudence, it is equally important to ensure that remuneration reflects the evolving scope and significance of the Chairperson's role. I believe the proposed amount is appropriate and justified under the current circumstances.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Adequate budget (R57 475) was approved by Council for this financial year to cover the above costs.

LEGAL IMPLICATIONS (ITEM AUTHOR)

In terms of Sections 35 and 36 of SPLUMA, the municipality must appoint members of a planning tribunal to decide on certain land use applications.

COMMENTS FROM INTERNAL AUDIT

No comments.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

No additional risks implications for the municipality were identified.

RECOMMENDATION BY ITEM AUTHOR:

**It is recommended that Council approves the following:
The increase of the Chairperson's rate of the Municipal Planning Tribunal, from R850 to R1,500 per hour.**

RECOMMENDATION BY MANAGEMENT TO THE HUMAN SETTLEMENTS AND PLANNING COMMITTEE: 29 AUGUST 2025

Management proposes a reasonable and informed increase as per accumulated inflation over past 3 years (CPI % on average of 5% accumulated over historical 3 years) by only R983.98 per hour.

**RECOMMENDATION BY HUMAN SETTLEMENTS AND PLANNING COMMITTEE
TO EMC: 05 NOVEMBER 2025**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor PJ Stander, and seconded by Councillor TP Lemina, it was recommended as follows:

That Council approves the reasonable and informed increase as per accumulated inflation over past 3 years (CPI % on average of 5% accumulated over historical 3 years) by only R983.98 per hour.

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council approves the reasonable and informed increase as per accumulated inflation over past 3 years (CPI % on average of 5% accumulated over historical 3 years) by only R983.98 per hour.

RECOMMENDATION TO COUNCIL:

It is recommended that Council approves the reasonable and informed increase as per accumulated inflation over past 3 years (CPI % on average of 5% accumulated over historical 3 years) by only R983.98 per hour.

DISCUSSION DURING THE MEETING:

Alderman S Fredericks propose that Council approves the reasonable and informed increase as per accumulated inflation over past three years (CPI % on average of 5 % accumulated over historical 3 years) by only R983.98 per hour.

Proposal was second by Alderman LM de Bruyn.

Alderman MR Nongxaza submitted a counter-proposal namely:

That Council approves the increase of the Chairpersons rate of the Municipal Planning Tribunal, from R850 to R1500 per hour.

Counter-proposal was seconded Alderman DA Appel.

The voting process started, and each councillor indicated by hand whether they vote for 1. Proposal by Alderman S Fredericks and seconded by Alderman LM de Bruyn or 2. Counter-proposal by Alderman MR Nongxaza seconded by Alderman DA Appel

The result of the voting process is as follows:

Proposal by Alderman S Fredericks and seconded by Alderman LM de Bruyn = 16 votes.

Counter-proposal by Alderman MR Nongxaza and seconded by Alderman DA Appel= 8 votes.

Councillor JD Lekhori abstained from the voting process.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman S Fredericks and seconded by Alderman LM de Bruyn it was resolved as follows:

Council approves the reasonable and informed increase as per accumulated inflation over past 3 years (CPI % on average of 5% accumulated over historical 3 years) by only R983.98 per hour.

For finalization by the Director: Economic Development and Planning: Ms. N Baliso

ITEM TITLE**C302/2025 DIRECTORATE ECONOMIC DEVELOPMENT & PLANNING:
DEPARTMENT HUMAN SETTLEMENTS: QUARTERLY PROJECT
STATUS REPORTS**

[English version of the report is the original]

FILE NUMBER

17/7/4

PURPOSE OF REPORT

To report to Council on the quarterly progress made on Human Settlement Projects for the first quarter starting from 01 July 2025 until 30 September 2025. (Q1).

BACKGROUND

The Human Settlements department is responsible for facilitating the planning, implementation, and monitoring of housing and infrastructure projects across the Theewaterskloof Municipal area. The Q1 Human Settlements Status Report provides an overview of progress made on various projects at different stages of housing development i.e, from pre-planning stage, design stage, construction stage and implementation stage.

These initiatives, which include projects such as Riemvasmaak, Beaumont, Greyton Erf 595, Joe Slovo, Destiny Farm, Hillside, and Rooidakke, form part of the municipal broader goal to provide sustainable, integrated, and inclusive human settlements. The report highlights milestones achieved, ongoing challenges, and actions required to ensure that the projects are delivered efficiently and in line with municipal, provincial, and national housing priorities.

The objectives of the Human Settlements programme are to accelerate the delivery of quality housing units, upgrade informal settlements through the provision of basic services, and promote sustainable, well-planned communities that integrate social and economic infrastructure. The Directorate also aims to strengthen project readiness through proper feasibility studies, designs, and regulatory approvals; enhance collaboration with provincial and national departments for funding alignment; and ensure effective monitoring and reporting to Council. These objectives collectively support the municipal commitment to improving living conditions, securing tenure, and fostering equitable development across all communities within Theewaterskloof municipal area.

DISCUSSION

The implementation of Human Settlements projects across Theewaterskloof Municipality continues to make progress, with several projects advancing through the planning, design, and construction stages.

However, the report reveals that most projects are experiencing delays primarily related to procurement processes and contractor performance. Projects such as Riemvasmaak, Rooidakke, and Hillside are awaiting completion of Supply Chain Management evaluations and approvals by the Bid Evaluation and Bid Adjudication Committees before contractors can be appointed. These administrative delays have a direct negative impact on project timelines, particularly where construction is dependent on the completion of engineering services before top structures can commence.

Contractor performance and contract terminations have also emerged as significant challenges. The Joe Slovo Housing Project, for example, experienced mutual termination due to financial constraints faced by the appointed contractor, leading to delays in completing the 48 housing units. Similarly, the Hillside and Iraq projects have been affected by non-performance and contract terminations, necessitating re-procurement processes that further necessitated extension of completion timelines. These setbacks not only disrupt service delivery but also create a risk of under-expenditure on conditional grants particularly when projects are not implemented as planned.

In addition to this, procurement and contractor-related challenges on various projects face technical and regulatory delays. Environmental authorisation processes and the need for electrical capacity confirmations from Eskom have slowed down progress on planning-phase projects such as Beaumont, Greyton Erf 595, and Oude Brug Farm. Moreover, the need to relocate existing structures, particularly in Destiny Farm and Beaumont, pose logistical challenges that must be resolved before infrastructure construction can commence. Limited response times from external departments such as the Department of Environmental Affairs and Development Planning (DEADP) also hinder the approval of key documentation, affecting overall project readiness.

Despite these challenges, the Directorate: Economic Development and Planning remain committed to accelerating project implementation through improved coordination, early stakeholder engagement, and continuous monitoring. The focus going forward will be to streamline procurement processes, strengthen contractor performance management, and enhance interdepartmental collaboration to address bottlenecks. The municipality will also prioritise readiness of projects in the pipeline to ensure that funding is fully utilised and that sustainable, integrated human settlements are progressively realised across all towns and communities within Theewaterskloof.

NB: Annexure A: Provides detailed report of each project

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Human Settlements Grant Funding.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Not applicable.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the Portfolio Committee takes note of the Human Settlements Q1 Progress Report (01 July 2025 – 30 September 2025), which outlines the current status of housing and infrastructure projects across the municipality, highlighting progress achieved as well as challenges impacting implementation. The report serves to inform Council of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipal commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.

RECOMMENDATION BY HUMAN SETTLEMENTS AND PLANNING COMMITTEE TO EMC: 05 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor PJ Stander, and seconded by Alderman BB Mkhwibiso, it was recommended as follows:

1. **The Human Settlements and Planning Portfolio Committee noted the report.**
2. **The Human Settlements and Planning Portfolio Committee further resolved that a Special Human Settlements and Planning portfolio committee meeting be scheduled to give the finance department the opportunity to come and explain the blockages in terms of the projects.**
3. **It is recommended that Council takes note of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipal commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.**

RECOMMENDATION BY THE EMC TO COUNCIL: 18 NOVEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously recommended as follows:

That Council takes note of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipal commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.

RECOMMENDATION TO COUNCIL:

It is recommended that Council takes note of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipal commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, it was unanimously resolved as follows:

Council noted the ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipal commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.

For finalization by the Director: Economic Development and Planning: Ms. N Baliso

ITEM HEADING

C303/2025 DIRECTORATE FINANCE: TREASURY CIRCULAR MUN NO. 12/2025: CONSISTENT ENFORCEMENT OF CREDIT CONTROL OVER THE FESTIVE SEASON

[English version of the report is the original]

FILE NUMBER

5/11/1

PURPOSE / AIM OF REPORT

For Council to use this circular as guidance to ensure consistent application and enforcement of credit control measures especially over the festive period which complies with statutory and constitutional obligations, safeguards vulnerable residents, and mitigate legal and financial risk.

BACKGROUND

This circular is issued to reiterate the importance of consistently applying credit control measures throughout the year, including during the festive season. Municipal revenue is essential for the provision of services, and failure to bill or collect revenue undermines the financial sustainability of a municipality (outlined in sections 73(2)(b) and (c) of the Municipal Systems Act (No. 32 of 2000) (the MSA)). Failure to consistently enforce credit control and debt collection policies also places the municipality at risk of compromising section 9(1) of the Constitution, which provides that everyone is equal before the law and has the right to equal protection and benefit of the law. Failure to enforce applicable by-laws consistently may mean that municipalities are willfully or inadvertently practicing selective prosecution of debt, which infringes the equality provision of the Constitution.

DISCUSSION

This circular, which was issued on Monday, 01 December 2025, must be tabled at the next available council meeting to inform councillors and officials of their legal, financial risks, and procedural obligations regarding credit control enforcement. This includes the risks associated with any interference or suspension of credit control measures.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Ensuring the long-term sustainability of municipal finances, and municipal service delivery, requires consistent application of credit control policies throughout the year. Provincial Treasury has in the past observed a decline in municipal collection rates over the festive season in certain municipalities. These municipalities have struggled to recover from this loss of revenue, and it has led to financial difficulties in the new year, and in some cases to a financial crisis requiring intervention in terms of section 139(5) of the Constitution.

Municipalities should maintain proper records of notices issued, disputes lodged, and enforcement actions taken, to ensure that decisions can withstand review (City of Tshwane Metropolitan Municipality v Vresthena (Pty) Ltd [2024] ZASCA 51).

Lastly, failure to observe statutory or procedural requirements, including verification of disputes, protection of indigent households, and compliance with enabling by-laws, exposes municipalities to administrative review, urgent interdicts, and financial or criminal liability under the MFMA.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The duty for municipalities to collect revenue for services is firmly established in the law. Section 96 of the MSA prescribes that, "A municipality must collect all money that is due and payable to it, subject to this Act and any other applicable legislation; and for this purpose, must adopt, maintain and implement a credit control and debt collection policy which is consistent with its rates and tariffs policies and complies with the provision of this Act". For this purpose, municipalities shall adopt, maintain, and implement a credit control and debt collection policy which is consistent with rates and tariffs policies, complies with the provisions of the MSA, and is given effect through municipal by-laws as required in terms of section 98 of the MSA.

Section 100 of the MSA requires that the Municipal Manager must implement the municipality's credit control and debt collection policy and related by-laws. While section 100(3) further requires the Municipal Manager to report to the council on its implementation.

A council's role, as set out in section 99 of the MSA is to oversee and monitor the implementation of the policy and to evaluate and review the policy where necessary. The law makes clear that the council's role is in policymaking and oversight. The operational execution is delegated to the municipal administration.

The Mayor, as the executive authority, is responsible for providing general leadership and guidance in terms of section 52 of the Municipal Finance Management Act (No. 56 of 2003) ("the MFMA"), to ensure the Municipality meets its obligations. Section 52 prescribes that: "The mayor of a municipality must provide general political guidance over the fiscal and financial affairs of the Municipality; in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer; but may not interfere in the exercise of those responsibilities."

Interference in the implementation of the municipality's approved credit control policy may constitute an offence in terms of section 173(5)(a) of the MFMA. Offences in terms of the MFMA can result in a fine or imprisonment for up to five years, if convicted.

In addition, the failure to properly implement the approved credit control policy of the municipality by an official may constitute financial misconduct in terms of section 171 of the MFMA. In such a case, the municipality must investigate and, where necessary, institute disciplinary proceedings.

All enforcement actions shall comply with procedural fairness requirements, including the provision of written notice, the opportunity to lodge disputes, and consideration of residents' circumstances prior to disconnection (see *Joseph v City of Johannesburg* [2009] ZACC 30). Pending disputes under section (2) of the MSA must be verified and resolved prior to any enforcement (*City of Tshwane v Glofurn (Pty) Ltd* (136/2023) [2024] ZASCA 101).

Notices shall be issued to the account holder and, where relevant, to property occupants. Indigent or vulnerable households shall be treated in accordance with the municipality's indigent policy (section 74 of the MSA; read with section 71 of the MFMA).

Enforcement actions shall only be undertaken in terms of the approved credit control policy and the corresponding municipal by-law.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended that Council acknowledges and implements the circular and the legal, financial risks, and procedural obligations regarding the credit control enforcement. This includes the risks associated with any interference or suspension of credit control measures.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman S Fredericks and seconded by Alderman DA Appel it was resolved as follows:

Council acknowledged and implemented the circular and the legal, financial risks, and procedural obligations regarding the credit control enforcement. This includes the risks associated with any interference or suspension of credit control measures.

For finalization by the Director: Finance: Mr. P Mabhena.

ITEM HEADING

**C304/2025 DIRECTORATE COMMUNITY SERVICES: FESTIVE SEASON
PREPAREDNESS PLAN:2025/2026**

[English version of the report is the original]

FILE NUMBER

17/2/1

PURPOSE / AIM OF REPORT

The purpose of this report is to provide the Council with an overview of the preparations for the 2025/2026 Festive Season.

BACKGROUND

The festive season commenced in December 2025 and will continue into the New Year, bringing an increased risk of incidents that could affect public safety and the delivery of services by the Theewaterskloof Municipality.

DISCUSSION

The identified risks will contribute to additional risks, and the plan accordingly seeks to manage these additional risks.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Not applicable.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended:

- 1. That Council noted the report on the Festive Season Preparedness Plan for 2025/2026.**

2. It is noted that a Festive Season Coordinating Committee be established and/or convened as deemed necessary and/or as and when required from all relevant directorates to play a municipal-wide coordination role regarding the readiness for the festive season and the integration of festive season operational planning and execution by various line departments.
3. It is noted that the Director: Community Services is to head up the Festive Season Coordinating Committee.
4. It is noted that senior management (Directors) will monitor and evaluate the preparedness and execution of the festive season operational implementation of their directorate for the festive season.

RESOLVED BY COUNCIL: 03 DECEMBER 2025

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Alderman S Fredericks and seconded by Alderman MR Nongxaza it was resolved as follows:

1. Council noted the report on the Festive Season Preparedness Plan for 2025/2026.
2. Council noted that a Festive Season Coordinating Committee be established and/or convened as deemed necessary and/or as and when required from all relevant directorates to play a municipal-wide coordination role regarding the readiness for the festive season and the integration of festive season operational planning and execution by various line departments.
3. Council noted that the Director: Community Services is to head up the Festive Season Coordinating Committee.
4. Council noted that senior management (Directors) will monitor and evaluate the preparedness and execution of the festive season operational implementation of their directorate for the festive season.

For finalization by the Director: Community Service: Mr. WSE Solomons-Johannes

O. DRINGENDE AANGELEENTHEDE
URGENT MATTERS

Geen / None

P. OORWEGING VAN KENNISGEWINGS VAN MOSIES
CONSIDERATION OF NOTICES OF MOTIONS

Q. OORWEGING VAN KENNISGEWINGS EN VRAE
CONSIDERATION OF NOTICES AND QUESTIONS

R. OORWEGING VAN DRINGENDE MOSIES /
CONSIDERATION OF NOTICES AND QUESTIONS

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

Minuted and distributed as a separate Minutes of the Meeting.

T. VERDAGING / ADJOURNMENT

Die vergadering verdaag om 17:28.
The meeting adjourned at 17:28.

NOTULE BEKRAGTIG OP DIE DAG VAN
..... AS PRIMA FACIE BEWYS VAN DIE
JUISTHEID DAARVAN.

MINUTES CONFIRMED ON THE DAY OF
..... AS PRIMA FACIE EVIDENCE OF
IT'S CORRECTNESS.

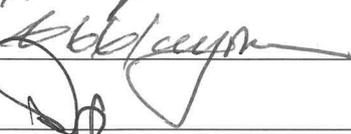
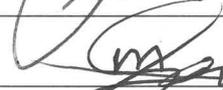
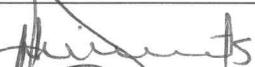
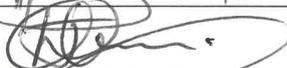
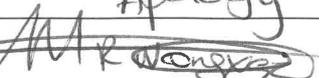
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SPEAKER

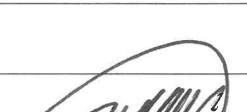
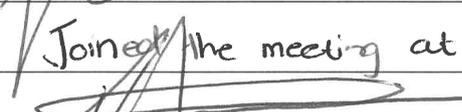
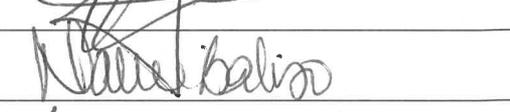
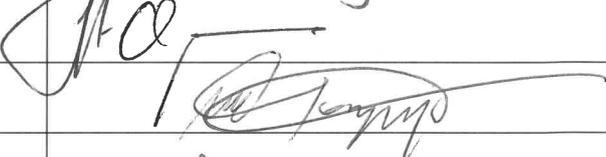
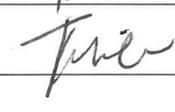
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DATUM/DATE

OPGESTEL EN BYGEHOU DEUR:
COMPILED AND RECORDED BY:


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S BARON
SEKRETARIAAT DIENSTE
SECRETARIAT SERVICES

RAADSVERGADERING
COUNCIL MEETING
03 DESEMBER / DECEMBER 2025

NAAM EN VAN / NAME AND SURNAME	HANDTEKENING / SIGNATURE
<u>Raadslede / Councillors :</u>	
Raadsheer/Alderman LM de Bruyn	
Raadsheer/Alderman CC Clayton	
Raadslid/Councillor 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	M. mpambani
Raadslid/Councillor MA Nomkoko	Apology
Raadsheer/Alderman MR Nongxaza	

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	
<u>Amptenare/Officials:</u>	
Mnr/Mr W Hendricks	
Mnr/Mr GW Hermanus	
Mnr/Mr P Mabhena	Joined the meeting at 12:24
Mnr / Mr H Matthee	
Me./Ms N Baliso	
Mnr./Mr WSE Solomons-Johannes	Apology
Mnr./Mr A Opperman	
Mnr/Mr H Gxoyiya	
Me./Ms M Faul	Apology
Me./Ms L Kilowan	
Me./Ms T Michel	
Me./Ms S Baron	
Me./Ms F Ngxowa	
A RIDDLES	