MUNISIPALITEIT **THEEWATERSKLOOF** MUNICIPALITY

[20 MEI / MAY 2026]

KENNISGEWING / NOTICE

RAADSVERGADERING / COUNCIL MEETING

A G E N D A

DATUM / DATE : **28 MEI / MAY 2026**

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

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

MUNISIPALITEIT THEEWATERSKLOOF

Kantoor van die Munisipale Bestuurder
Munisipale Kantore
CALEDON

20 Mei 2026

KENNISGEWING AAN ALLE RAADSLEDE

RAADSVERGADERING VAN DIE THEEWATERSKLOOF MUNISIPALE RAAD

Kennis geskied hiermee dat 'n Raadsvergadering geskeduleer is vir Donderdag, 28 Mei 2026 direk na afloop van die Spesiale Raadsvergadering in die Raadsaal: Caledon om die onderstaande agenda te bespreek.

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

Rdsh WH Wells
SPEAKER

THEEWATERSKLOOF MUNICIPALITY

Office of the Municipal Manager
Municipal Offices
CALEDON

20 May 2026

NOTICE TO ALL COUNCILLORS

COUNCIL MEETING OF THE THEEWATERSKLOOF MUNICIPAL COUNCIL

Notice is hereby given that a Council Meeting is scheduled for Thursday, 28 May 2026 directly after the Special Council Meeting in the Council Chambers: Caledon, to discuss the undermentioned agenda.

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

Aldm WH Wells
SPEAKER

NAAM EN VAN / NAME AND SURNAME
Raadslede / Councillors :
Raadsheer/Alderman LM de Bruyn
Raadsheer/Aderman CC Clayton
Raadsheer/Alderman WH Wells
Raadsheer/Alderman DA Appel
Raadslid/Councillor CA Benjamin
Raadslid/Councillor M Botes
Raadslid/Councillor CT Cloete
Raadsheer/Alderman S Fredericks
Raadslid/Councillor M Gana
Raadslid/Councillor DA Jacobs
Raadslid/Councillor D Jooste
Raadslid/Councillor H Linnerts
Raadslid/Councillor JD Lekhori
Raadslid/Councillor TP Lemina
Raadsheer/Alderman BB Mkhwibiso
Raadslid/Councillor M Mpambani
Raadslid/Councillor MA Nomkoko
Raadsheer/Alderman MR Nongxaza
Raadslid/Councillor FO Ntantiso
Raadslid/Councillor V Papier
Raadsheer/Alderman M Plato-Mentoor
Raadslid/Councillor MS Shale
Raadslid/Councillor J Smit
Raadslid/Councillor C Smith
Raadslid/Councillor PJ Stander
Raadslid/Councillor YM van Tonder
Raadslid/Councillor TB Zimmermann

MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

RAADSVERGADERING / COUNCIL MEETING

AGENDA

[28 MEI / MAY 2026]

ITEM NO	ITEM BESKRYWING / DESCRIPTION	BLADSY NR / PAGE NO

A. **OPENING: VERWELKOMING / OPENING: WELCOME**

B. **VERKIESING VAN SPEAKER** *(indien nodig)*
ELECTION OF SPEAKER *(if necessary)*

C. **BYWONINGSREGISTER**
ATTENDANCE REGISTER

C.1 Teenwoordig / Present

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

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 Geen / None

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

E.1 Spesiale Raadsvergadering – 16 April 2026
Special Council Meeting – 16 April 2026

E.2 Spesiale Raadsvergadering – 28 April 2026
Special Council Meeting – 28 April 2026

E.3 Raadsvergadering – 30 April 2026
Council Meeting – 30 April 2026

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G.	**VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR**	
H.	**VOORLEGGINGS / PRESENTATIONS**	
H.1	Geen / None	
I.	**VERSLAE VOORGELê DEUR DIE KANTOOR VAN DIE MUNISIPALE BESTUURDER REPORTS SUBMITTED BY THE OFFICE OF THE MUNICIPAL MANAGER**	
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Q. OORWEGING VAN KENNISGEWINGS VAN MOSIES / CONSIDERATION OF NOTICES OF MOTIONS

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

S. OORWEGING VAN DRINGENDE MOSIES / CONSIDERATION OF URGENT MOTIONS

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

U. VERDAGING / ADJOURNMENT

ITEM TITLE

C115/2026 OFFICE OF THE MUNICIPAL MANAGER: MUNICIPAL COMMUNICATION OF EXCELLENCE: A REVISED COMMUNICATION STRATEGY FOR THEEWATERSKLOOF MUNICIPALITY (2026 – 2027)

[English version of the report is the original]

FILE NUMBER

6/2/2/5

PURPOSE OF REPORT

The purpose of the Communication Strategy (2026 –2027) is to:

- Provide a clear framework for structured, transparent, and responsive municipal communication;
- Ensure legislative compliance with the relevant local government communication frameworks;
- Promote public participation and trust through proactive and inclusive information-sharing;
- Align communication initiatives with financial sustainability and digital transformation goals;
- Support implementation of the Financial Recovery Plan and strengthen institutional cohesion.

BACKGROUND

Theewaterskloof Municipality first adopted a formal Communication Strategy in 2011, later revised in 2015 to strengthen structured, transparent and consistent communication with residents. Since then, the communication environment has changed significantly due to digital transformation, the impact of the COVID-19 pandemic, increased climate-related disasters, and financial constraints affecting service delivery.

The revised 2026–2027 Communication Strategy and Action Plan reflect these shifts and reaffirms the Municipality's commitment to maintaining a functional, responsive and cost-effective communication function aligned with its Financial Recovery Plan. The updated strategy integrates digital tools, strengthens internal communication, rebuilds public trust, and promotes transparent, two-way engagement between the Municipality and its stakeholders.

DISCUSSION

The updated strategy acknowledges that communication is central to effective governance, service delivery and public accountability.

Key developments since the 2015 strategy include:

a. The Municipality's active participation in provincial and district communication forums (PPCOM and Overberg District Communication Forum);
b. Expansion of digital communication platforms such as social media, the municipal website, and WhatsApp channels, improving real-time engagement;
c. Increased emphasis on crisis communication and digital accessibility during disasters and emergencies;
d. Ongoing challenges such as limited communication staff, budget constraints, and the need to rebuild community confidence following recent instability.

The strategy provides clear objectives, measurable outcomes, and a focus on financially viable tools such as digital newsletters, website upgrades, and social media campaigns to enhance communication reach and effectiveness.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The strategy will be implemented in a cost-effective manner, prioritising digital communication tools to minimise expenses related to printing, distribution, and outsourcing.

Where possible, existing resources and internal capacity will be utilised. Limited funding may be required for:

- Staff training and capacity-building within the Communication Unit;
- Basic digital communication equipment (microphones, cameras, editing tools);
- Incremental website enhancement and social media management software.
- These costs are to be managed within existing budget provisions, aligned with the Financial Recovery Plan.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The revised strategy is aligned with and supports compliance with:

- The Constitution of the Republic of South Africa (1996)
- Local Government: Municipal Structures Act (Act 117 of 1998)
- Local Government: Municipal Systems Act (Act 32 of 2000)
- Intergovernmental Relations Framework Act (Act 13 of 2005)
- Pan South African Language Board Act (Act 59 of 1995)
- Promotion of Access to Information Act (Act 2 of 2000)

These frameworks collectively mandate municipalities to communicate openly, promote transparency, enable public access to information, and facilitate participation in governance. The approval of this strategy will therefore strengthen compliance with constitutional and statutory communication duties.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Adoption of this strategy mitigates several identified risks:

- Reputational risk: by ensuring transparent, factual, and timely communication that reduces misinformation and public mistrust.
- Operational risk: by promoting internal coordination and consistent messaging across departments.
- Financial risk: by embedding cost control and digital efficiency into all communication activities.
- Governance risk: by strengthening compliance with legal obligations and public participation frameworks.

Failure to adopt the revised strategy could result in fragmented communication, public misinformation, diminished stakeholder confidence, and reputational damage.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. **For Management to endorse the strategy and escalate the approval to Council.**

2. **For Council to adopt the newly drafted Theewaterskloof Communication Strategy and Action Plan Calendar for 2026 - 2027 and the implementation thereof.**

RESOLVED BY MANAGEMENT: 20 NOVEMBER 2025

It is resolved that the agenda-item be referred back to address the undermentioned in the strategy before it is resubmitted to Management for discussion and possible referral to a Council Workshop:

1. **That while the strategy speaks to crisis communication it needs to be clear in defining the target audience of the municipality in the document to ensure that the strategy aligns with the target audience when it comes to key messaging to make it more impactful.**

2. **That in order for it to be successful it needs to include timelines and a calendar around key events like 16 days of activism, tourism month, festive and easter safety launches and other big calendar highlights.**

3. **It should also include a structured calendar for sharing service delivery highlights and other positive things happening in and around the municipality. The calendar should also align with the municipality's short-, medium- and long-term goals, especially when it comes to things like the FRP.**

4. **That should be addressed and included before the document can be adopted by council is the branding and visibility of the municipality.**

5. **The strategy in its current form doesn't speak to branding as part of the strategy and this plays a crucial part in communication as branding is peoples first look at the municipality and making sure it is visible to people.**

6. **To align with the digital focused strategy the Communication Officer should look at digital tools such as email tack ticks and flyers to strengthen the content strategy and build public trust.**

7. **Key platforms that will be used for communication purposes should also be included and clearly explained in the strategy as different target audiences will rely on different platforms.**

1. *Agenda-item referred back.*
2. *For finalization by the Communications Officer, Ms T Michel.*

ADDITIONAL COMMENTS BY ITEM AUTHOR:

The Communication Strategy has been updated with the recommendations made by management and an Action Plan Calendar has also been included. Please find attached for approval and consideration by Management, before being escalated for a workshop and approval by Council.

RESOLVED BY MANAGEMENT: 26 FEBRUARY 2026

It is resolved that the agenda-item be deferred pending consideration by the HR Policy Working Group, as the matter relates to the existing Social Media Policy.

1. *Agenda-item referred back.*
2. *For finalization by the Communications Officer, Ms. T Michel.*

COMMENTS BY ITEM AUTHOR:

The referred item has been updated, and the document now reflects the changes suggested by Management.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Management endorse the Theewaterskloof Communication Strategy and Action Plan Calendar and refer it to a Policy Workshop of Council for discussion.

RECOMMEDANTION FROM MANAGEMENT TO COUNCIL WORKSHOP: 23 MARCH 2026

1. **Management endorsed the Theewaterskloof Communication Strategy and Action Plan.**

2. **It is recommended that the Theewaterskloof Communication Strategy and Action Plan Calendar be referred to a Policy Workshop of Council for discussion.**

RECOMMENDATION BY WORKSHOP TO COUNCIL: 23 APRIL 2026

It is recommended that Council adopt the newly drafted Theewaterskloof Communication Strategy and Action Plan Calendar for 2026 - 2027 and the implementation thereof.

Theewaterskloof
Municipality

COMMUNICATION
STRATEGY AND ACTION PLAN

Theewaterskloof Municipality | 2026 – 2027

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1. INTRODUCTION

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Effective communication is a cornerstone of good governance, transparency and public participation. Theewaterskloof Municipality (TWK) recognises communication as a strategic management function that supports service delivery, promotes accountability and strengthens relationships with communities and stakeholders.

The Communication Strategy and Action Plan outlined in this document provides a structured and coordinated framework to guide all internal and external communication activities of the municipality. It aligns with national and provincial communication principles, while being informed by local realities, priorities and capacity within the Theewaterskloof municipal area.

2. PURPOSE

The purpose of a Communication Strategy for Theewaterskloof Municipality would be to set a strategic communication agenda and a plan that is aligned and supports the achievement of Council's Strategic Goals, as captured in the 3rd Revision of the Integrated Development Plan (IDP) for 2022 – 2027.

The elements of this strategy come together to bring about coordinated and planned communication that strengthens the Municipality's image and integrity. Such planned communication increases confidence in the Municipality's performance and existence. When implemented correctly it should also enhance transparency, encourage active citizen participation, improve awareness of services and build a trusted municipal brand.

The main responsibilities of the communication function are to:

- Provide a coherent framework for all municipal communication activities
- Ensure consistent, accurate, and coordinated messaging between the Municipality and both internal and external stakeholders
- Strengthen public confidence in the municipality
- Improve internal communication and information flow
- Support service delivery, governance, and public participation
- Communicate TWK's strategic objectives, service delivery initiatives, achievements and corporate values to the public

The communications function, like many other functional units, must be driven strategically to relay messages about programmes, projects, activities, achievements and general awareness. To reach an intended purpose, communication needs to be backed by research, planning, execution, monitoring and evaluation.

This communication strategy confirms the current practice and identifies communication aims and principles for all communication.

3. COMMUNICATION VISION/ AIMS

The Municipality wants to be a credible, responsive, and transparent municipality that communicates clearly, consistently and inclusively with all stakeholders. If the Municipality's communication is effective, it positively impacts the people who receive services and the people who deliver them – improving both services and the quality of life in the Theewaterskloof region.

The aim of communications would be to:
a) increase the public's understanding of services and through this increased understanding, to help improve satisfaction with these services.

b) ensure that local communities and stakeholders are aware of the Municipality's vision and plans.
c) consider the needs and views of the public in order to prioritise and develop responsive services.
d) maintain an appropriate and positive public image.
e) attempt to, within available resources, reach vulnerable groups.
f) ensure an effective, attentive and motivated workforce through effective internal communication within the Municipality.

4. BACKGROUND

Poor communication and accountability relationships with communities from Municipal structures has consistently remained at the forefront of government's development challenges, as highlighted in the 2009 State of Local Government Report (SLGR), but despite the rapidly changing environment in which the municipality operates it will continue working to create a communication function that makes communities feel like the municipality is accountable to them, their needs are being heard and that service delivery truly is at the heart of daily operations.

Since the first strategy was adopted in 2011, when the function was limited and underdeveloped, the Municipality's approach to communication has evolved.

Since the adoption of the 2015 Communication Strategy, the municipality has strengthened its communication capacity, systems and tools. The introduction of a dedicated communication function following the first strategy marked a turning point in establishing structured, transparent and consistent communication between the municipality and the community.

Prior to this, communication was limited and fragmented, resulting in weakened public relations and an increasing divide between residents' expectations and the municipality's ability to meet them.

The communication strategy served to bridge that gap, ensuring that the municipality became a functional communicating organ of state with sustainable communication practices, clear information flows and improved client relations.

Over the past decade, the communication environment has been transformed significantly.

Traditional forms of communication such as printed newsletters, blogs and SMS campaigns have been largely replaced by faster, more cost-effective and interactive digital tools. The municipality now makes extensive use of social media platforms such as Facebook and Instagram as well as a dedicated WhatsApp communication channel and the municipal website, to distribute meeting notifications, awareness campaigns, press releases and other public information.

These platforms have proven invaluable for instant, two-way communication with residents, especially given the municipality's current financial constraints and the rising cost of printing and distribution.

The onset of the COVID-19 pandemic, followed by an increase in climate-related disasters such as floods, fires and severe storms, further demonstrated the importance of rapid, real-time communication. Digital channels have enabled the municipality to share urgent updates, warnings and emergency information swiftly and directly with the public.

Additionally, with transport costs limiting attendance at physical meetings, social media has made it possible to share special meetings and events of public interest, broadening access to information and participation while remaining mindful of associated costs.

The last strategy, developed in 2015, succeeded in calming public unrest through structured stakeholder relations and transparent engagement, resulting in fewer protests and no loss of life due to service delivery conflict.

However, the instability experienced during the most recent term of administration and council, along with financial challenges that affected service delivery, has eroded community trust.

Community members are more likely to respond to a municipality that is accountable to them, and that takes the time to explain why their needs and service delivery expectations are not being satisfied. In order to improve communication between Government and communities, municipalities must institutionalise communication structures, processes and systems for structured, direct and regular communication with local communities.

A communication strategy is therefore necessary to enable Theewaterskloof Municipality to address the above shortcomings. A communication strategy also provides the framework for communication planning. It allows the Communication Officer to establish a framework against which on-going communication decisions are tested.

With that said, the main purpose of this updated communication strategy remains consistent with the original, to establish an effective, clear and responsive framework that promotes transparent, two-way engagement between the municipality, community and stakeholders.

It will continue to serve as a guideline for legislative compliance, while enhancing public understanding of municipal functions, mandates and service delivery limitations.

This revised strategy also recognises that rebuilding public confidence, fostering transparency and restoring credibility are essential to a resilient municipality. It further acknowledges the digital transformation of the communication landscape, where online platforms, social media and direct digital engagement tools now play a central role in public participation.

Through open communication, the municipality seeks to manage expectations realistically, increase accountability and build mutual trust.

Given current financial realities, it is essential that communication efforts remain both cost-efficient and impactful. The core functions of Theewaterskloof's updated communication strategy are to contribute towards:

- Sustaining a functional and responsive communication function;
- Strengthening internal communication to ensure alignment across departments and effective information sharing;
- Expanding and maintaining digital communication platforms for timely updates and engagement;
- Enhancing crisis communication capacity to manage emergencies effectively;

- Promoting transparent and inclusive governance through regular and accessible communication and
- Continuing to educate, inform and engage the public in a way that supports service delivery and community development.

By aligning with the realities of the digital era and the municipality's financial context, Theewaterskloof Municipality's communication strategy will continue to evolve as a cornerstone of effective governance, public trust and responsive service delivery.

5. LEGISLATION

This strategy is informed and guided by several policy documents, particularly those that have a direct bearing on communication, public participation, integration and coordination. Among these are the:

- **The Constitution of the Republic of South Africa (Act 108 of 1996)**
- **Local Government: Municipal Structures Act (Act 117 of 1998)**
- **Local Government: Municipal Systems Act (Act 32 of 2000)**
- **Intergovernmental Relations Framework Act (Act 13 of 2005)**
- **Pan South African Language Board Act (Act 59 of 1995)**
- **The Promotion of Access to Information Act, 2000 (Act 2 of 2000)**
- **Code of Conduct for Municipal Employees**

In addition, this strategy supports the Municipal Financial Recovery Plan, ensuring that communication practices are financially sustainable, transparent and supportive of good governance and accountability.

6. STRATEGIC GOALS AND STAKEHOLDERS

6.1. Institutional Analysis and Municipal Context

Theewaterskloof Municipality boasts with a loyal staff of dedicated and committed officials in key positions. Many of these officials have extensive years of experience within the organisation, having fulfilled many different roles. Hence, it is rich in institutional knowledge and expertise.

However, due to various constraints, officials are currently faced with tremendous challenges in terms of rolling out and implementing action plans in order to achieve desired strategic objectives.

These strategic objectives are captured in the Municipality's 3rd Revision of the Integrated Development Plan (IDP) for 2022/23 - 2026/2.

Theewaterskloof Municipality serves a geographically diverse area comprising urban centres, rural towns, farming communities, and informal settlements. This diversity presents communication challenges related to access, language, digital connectivity, and varying levels of trust in local government.

The municipality operates in a high-demand service delivery environment, where timely, accurate, and accessible communication is critical, particularly during service disruptions, emergencies, and community engagements.

Communication plays a vital role in bridging the gap between the municipality and stakeholders, managing their expectations with service delivery outcomes and keeping the public informed of any challenges and changes.

When it comes to communicating effectively with our communities, we have identified the following strengths and weakness:

- **Strengths:** Communication guidelines in place; Established municipal website; Active social media presence; Dedicated Communication official.
- **Weaknesses:** Lack of Communication staff; Budget constraints; Inconsistent messaging; Limited reach in rural areas; Outdated website.
- **Opportunities:** Expanding digital communication; Improving public feedback mechanisms; growing youth population online.
- **Threats:** Misinformation and fake news; Negative public perception; Lack of public awareness and trust; Language barriers.

6.2. Vision and Mission Statement

Theewaterskloof's stated vision and mission is as follows:

Vision: "Creating a safe and secure environment and enabling economic growth through innovative service delivery."

Mission: "To create and sustain an environment which stall enhance the socio-economic development capacity and impact of the Theewaterskloof Municipality in accordance with the Vision as stated in the Vision."

6.3. Strategic Goals

A communication strategy is a well-planned series of actions aimed at achieving certain objectives through the use of communication methods, techniques and approaches. By definition, this implies

that before you embark on a communication strategy, you need to have developed clear Strategic Goals.

All communication activities emanating from this strategy will be in support of and highlighting Theewaterskloof's Strategic Goals as listed below:

1. Providing **Basic services** for all
2. Improving **Community safety**
3. Improving the **social environmental fabric of the TWK community**
4. Promoting a **healthy and productive workforce**
5. Providing **maintenance, replacements and upgrades of municipal infrastructure**
6. Improving **Integrated Human Settlements**
7. Making Theewaterskloof the **investment destination of choice and promoting second and township economies.**
8. Upgrading **informal Settlements and prioritising the neediest housing allocation**
9. Providing **a democratic, responsive and accountable government**
10. Ensuring **sound financial management and continuous revenue growth**

6.4. Strategic Stakeholders

When planning communication activities, it is important to identify the most strategic stakeholders of Theewaterskloof. This process allows for careful consideration of who the communication activities and resources will be spent on. These considerations require an analysis of stakeholders' linkages to the Municipality and are described as:

• **Enabling linkages**: groups that provide authority to the Municipality and controls its resources

(e.g. Provincial and National Government, Executive Directors, Councillors, Municipal

Managers, Heads of Departments, etc.).

• **Functional linkages**: groups that **provide inputs** to the Municipality (e.g. personnel, Unions,

Forums, etc.) and **uses its outputs** (e.g. community members, local businesses, commercial

farmers, NGOs, etc.).

• **Normative linkages**: links with professional or industry associations. These linkages provide

connections to institutions that can assist in solving shared problems (e.g. Forums).

• **Diffused linkages**: connections to groupings of individuals who are not part of any

organisation. Minority relations, media relations, ratepayer associations and environmental

relations are attempts to manage linkages with diffused groups.

These linkages can be split into two specific target groups namely an **internal** and **external** target audiences. Effective communication requires a clear understanding of who the Municipality is communicating with. Theewaterskloof Municipality serves a diverse community profile, and communication approaches, messaging and platforms must be aligned accordingly to ensure relevance and impact.

Internal Target Audiences include:

- Municipal Council (Executive Mayor, Speaker and Councillors)
- Municipal Manager and Senior Management
- Heads of Departments and line managers
- All municipal employees

Internal communication focuses on alignment, accountability, operational clarity and staff morale. Employees are recognised as key ambassadors of the Municipality.

External Target Audiences include:

- **Residents and households** (urban, rural and informal settlements)
- **Ward Committees and community structures**
- **Vulnerable and marginalised groups**, including the elderly, persons with disabilities and low-income households
- **Business sector and investors**
- **Civil society organisations and NGOs**
- **Media** (print, radio and digital)
- **Intergovernmental partners** (District, Provincial and National government)

External audiences are segmented to allow for tailored messaging and platform selection. Messaging, tone and platforms will be adapted to each audience to ensure accessibility, understanding and trust.

7. INTEGRATED DEVELOPMENT PLANNING (IDP)

Communication is inherently central to the Integrated Development Planning (IDP) process. The law defines citizens as part of the municipality, requiring their participation in planning, budgeting and performance monitoring. As such, the communication strategy will address the communication needs of the Public Participation and IDP process. This demands strong and transparent communication activities, that will help to market it and make it available to the public with the aim of communicating more widely the priorities and activities of the IDP, which are typically internally focused and therefore "invisible" to the public and the rest of the municipality's stakeholders.

The IDP process serves as both a strategic framework and planning tool as well as a vehicle for public communication and accountability. It ensures two-way communication: from the Municipality to the public (informing, educating) and from the public to the Municipality (consulting, prioritising and holding accountable).

The Communication unit must therefore:

- Facilitate **clear and consistent messaging** about IDP priorities,

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- Create **feedback loops** through digital platforms and community meetings,
- Ensure **accessibility of information** in multiple languages,
- Promote **participation** as a shared civic responsibility.

8. ROLE OF COMMUNICATION IN PUBLIC PARTICIPATION

Public participation through communication is an ongoing, structured process aimed at promoting inclusive development and behaviour change through the dissemination of reliable information.

Communication is both a prerequisite and a parallel process to effective participation. It enables citizens to make informed decisions, encourages active engagement and strengthens local democracy.

The effectiveness of public participation is fundamentally tied to the Municipality's capacity to maintain an effective communication system. Successful participation depends on the availability of accurate information, timely feedback and meaningful opportunities for engagement.

Therefore, communication serves as the bridge between the Municipality and its citizens, transforming information into participation and participation into accountability.

9. COMMUNICATION STRATEGY

9.1. Messages and Themes

The Communication Plan for the 2025-2026 Financial Year will seek to achieve the following objectives: Messages and themes will flow from the Municipality's Vision, Mission and Strategic Goals, in accord with the Integrated Development Plan. Messages and themes will also be in line with National and Provincial Government.

In order for the municipality to foster a culture of active two-way communication, it is important that messages are effectively communicated from the council and the municipality to the community and other stakeholders through the appropriate channels.

9.2. Messengers

Messengers are Municipal Representatives authorised to represent and communicate on behalf of the Municipality and/or a particular project.

The following Messengers will be used:

- The **Executive Mayor**, as the principal messenger on Council policy and programmes.
- The **Speaker**, responsible for communication relating to Council Rules of Order and all matters of public participation unless delegated otherwise.
- **Councillors**, when delegated and specifically instructed by the Speaker or Executive Mayor to speak on specific issues.
- The **Municipal Manager**, responsible for all administrative and operational matters and the official spokesperson on media matters unless delegated otherwise.

- **Heads of Departments (HoDs)** authorised to provide comments on issues within their service areas, with all formal responses coordinated through the Communication Office and issued through the Municipal Manager's office after signing off.
- The **Communication Officer**, who coordinates all media relations, public statements, and communication planning, ensuring consistency and alignment with municipal objectives.

9.3. Communication Objectives and Action Plan

To ensure the successful and effective implementation of strategies and objectives, the municipality would have to utilise various platforms and mechanisms, the most important being communication. In the absence of continuous and effective communication, the Municipality would be challenged in achieving desired outcomes.

Communication, therefore, would play a fundamental role in effectively realising the Municipality's strategic goals. Upon annual revision of the Integrated Development Plan (IDP), the communication strategy should also be reviewed to ensure communication objectives are aligned to Theewaterskloof's strategic objectives.

The following objectives and action plan below provides examples of how the communication strategy aims to help the Municipality achieve its strategic goals, which includes:

1. Maintaining **functional and sustainable communication** in accordance with legislation, municipal policies and by-laws.
2. Communicating transparently about **all municipal services, challenges, and opportunities**, including the implementation of the **Financial Recovery Plan**.
3. Extending communication to meet the needs of the Municipality's **diverse and evolving community profile**.
4. Elevating **digital communication tools**, including digital newsletters, website enhancementsmand social media engagement.
5. Improving **internal communication systems** through digital newsletters and collaboration platforms to strengthen cohesion and reduce silos.
6. Establishing **transparent, digital broadcasting of key municipal meetings** when financially feasible, beginning with critical sessions only, when the need arises.
7. Promoting **proactive stakeholder relations** to rebuild community trust and encourage participation.
8. Fostering **intergovernmental collaboration** through PPCOM, district forums and other provincial platforms.
9. Communicating actively to dispel misinformation, particularly in the run-up to the **2026 municipal elections**, ensuring a stable and informed environment.

10. Strengthening **human and technological capacity** in the Communication Department through investment in training, staff expansion and basic communication equipment such as microphones, cameras and editing.

9.4. Media Analysis and Communication Channels

To support a digitally focused and cost-effective communication approach, the Municipality will utilise a mix of traditional and digital platforms. Platform selection will be informed by the target audience, urgency of the message and accessibility.

Key Communication Platforms will include:

- **Municipal Website**: Primary platform for official information, notices, media statements, IDP documents and Council decisions.
- **Social Media Platforms** (Facebook and Instagram): Used for real-time updates, service delivery notices, emergency communication, awareness campaigns and public engagement.
- **WhatsApp Broadcast Channels**: Used for urgent alerts, service disruptions and time-sensitive updates, particularly during crises.
- **Local Media** (radio, newspapers and digital news platforms): Used to reach audiences with limited digital access and to enhance credibility.
- **Community and Ward-Based Engagements**: Physical meetings, ward forums and community briefings where feasible to assist with sharing information with groups that might not have access to digital platforms.
- **Loud- Hailing**: To reach our more remote audiences and residents and inform them of Imbizo's, outreach programmes, important service delivery challenges or notifications as well as for educational purposes when flyers or digital material is not an option.

To strengthen content delivery and build public trust, the Communication Officer will explore and implement appropriate digital tools, which will include:

- **Email distribution tools** for stakeholder updates, newsletters and official correspondence
- **Digital flyers and posters** for campaigns, notices and public participation processes
- **Basic email analytics tools** (where feasible) to assess reach and engagement
- **Content scheduling tools** to ensure consistency across platforms

The above communication channels will be used in the implementation of communication activities emanating from this strategy.

9.5. Social Media Policy

The Municipality recognises social media as an important communication tool for engaging residents, sharing information and strengthening transparency in governance. The use and management of municipal social media platforms are guided by the **Theewaterskloof Municipality Social Media Policy (approved by Council on 30 April 2024)**, which provides the regulatory framework for how these platforms are used to communicate with the public, protect the Municipality's reputation and ensure consistent and professional messaging.

For the successful implementation of this Communication Strategy, it is important that reference be made to the Social Media Policy as guiding document when interacting on the platforms named and identified in section 9.4.

In accordance with the policy, the Communications Department is responsible for the administration and management of the Municipality's official social media accounts. This includes ensuring that information shared is accurate, timely and aligned with municipal policies and legislation. Municipal departments are required to submit relevant information to the Communications Department for dissemination, while public queries and comments received via social media platforms are monitored and managed centrally to ensure consistent responses and engagement.

Municipal social media platforms serve as a complementary communication channel to the official municipal website, which remains the primary source of verified municipal information. Social media is used to support service delivery communication, share municipal initiatives and programmes as well as provide community updates where necessary. It also enables the Municipality to maintain open, two-way engagement with residents and stakeholders.

All content shared on official municipal social media platforms must be professional, factual and politically neutral. The policy prohibits the sharing of confidential information, personal details, defamatory or discriminatory content as well as material that could harm the reputation of the Municipality. Public engagement is encouraged; however, comments containing offensive language, discrimination or unrelated commercial advertising may be removed in accordance with the policy.

Municipal employees and councillors remain ambassadors of the Municipality and their conduct on social media should reflect professionalism and integrity at all times. Failure to comply with the provisions of the Social Media Policy may result in disciplinary action in accordance with the relevant Codes of Conduct. The Municipality will ensure that officials responsible for managing social media platforms are equipped with the necessary training, resources and skills to effectively manage these communication channels.

The implementation of the Social Media Policy supports the Municipality's broader Communication Strategy by strengthening transparency, improving access to information and enhancing meaningful engagement between the Municipality and the communities it serves.

10. BRANDING AND MUNICIPAL IDENTITY

Branding forms a critical part of effective communication and is often the public's first point of contact with the Municipality. A strong, consistent and visible brand enhances credibility, trust and recognition.

Theewaterskloof Municipality will:

- Apply a consistent corporate identity across all communication platforms and materials

- Ensure that municipal branding is visible, professional and recognisable in both digital and physical spaces emphasizing a municipality that cares
- Use branding to reinforce transparency, reliability and service orientation centred around council's strategic goals.
- Regularly review branding practices to ensure relevance and compliance with corporate identity guidelines

11. COMMUNICATION ACTION PLAN

The Communication Action Plan is the master plan for ***how to do it***. It implements the communication strategy. It serves as the framework from which communication programmes and campaigns are developed, i.e. communication projects. Communication is not simply a matter of using the organised (mass-) media, however powerful they may be. Communication makes use of other formal and informal channels of communication, including inter-personal channels.

ACTIVITY	OBJECTIVE	FREQUENCY	AUDIENCE	CHANNEL	BUDGET / RESOURCES
MUNICIPAL COMMUNICATIONS					
Internal Newsletter	Share municipal news, updates and relevant information to keep employees informed.	Quarterly	Staff Councillors	Email Intranet	Research
External Tourism Newsletter	Share information and report on current events and new businesses related to the municipality.	Quarterly	Staff Councillors Stakeholders	Email Website Intranet	Research
Public Notices	Inform the public about significant legal, regulatory, or business matters that may affect them.	When required	Public Stakeholders	Notice Boards Website Social Media Loud-hailing	Printing Costs
Media Releases	Announce newsworthy information to the public and media, aiming to generate media coverage, control the narrative, and increase municipal brand awareness.	When required	Public Stakeholders	Website Social Media	Research Camera
Social Media	Share information, enhance engagement with stakeholders, and promote municipal awareness.	Regularly	Public Stakeholders	Facebook Instagram WhatsApp	Mobile Data
Website	Inform, engage, and serve the community by providing easy access to information and services.	Regularly	Public Stakeholders	Website	N/A
WhatsApp Groups	Share important news, alerts, and announcements with stakeholders and staff/management.	When required	Staff Councillors Stakeholders	WhatsApp	Mobile Data
Crises Communication	Provide accurate, timely, and consistent information to all stakeholders while coordinating response efforts and facilitating recovery.	When required	All Stakeholders Public Staff	Email Website Social Media WhatsApp Loud-Hailing	Mobile Data
Management / Staff Meetings	Share information, address challenges, planned projects, and ensure alignment with the municipality's goals and objectives.	When required	Staff Management	Email	Officials' time

Council Meetings	Communicate important outcomes, meeting dates and any feedback that requires public input	When required	Councillors Staff Stakeholders	Email Website Social Media	N/A
ACTIVITY	**OBJECTIVE**	**FREQUENCY**	**AUDIENCE**	**CHANNEL**	**BUDGET / RESOURCES**
INTERGOVERNMENTAL RELATIONS					
District Forums	Foster cooperation and alignment in the local government sphere to achieve common goals, improve service delivery, and address shared challenges.	Quarterly When required	Staff Stakeholders	Email Newsletters	N/A
Provincial Forums	Foster and promote effective intergovernmental relations and alignment between different levels of government through consultation and coordination, especially with joint-projects.	Quarterly When required	Staff Stakeholders	Email Newsletters	N/A
MUNICIPAL REGULATIONS & PROCEDURES					
Policies & Plans	Establish a framework for effective local governance, service delivery, and community development by communicating adopted and implemented regulations to ensure democratic and accountable government.	Annually When required	Staff Councillors Stakeholders	Email Website	Officials's time
Budget Process	Set priorities and prepare a framework for budget allocation to meet the developmental and service delivery objectives of the municipality.	Annually	All Stakeholders	Website Social Media	Official's time
Integrated Development Plan (IDP) - Review / Amendment	Assess changing circumstances and performance measures against the approved 5-year Strategic Plan.	Annually	All Stakeholders	Website	N/A
Service Delivery & Budget Implementation Plan (SDBIP)	Develop a SDBIP for communication strategy and other strategic goals	Annually	All Stakeholders		N/A
Annual Report	Provide a record of the activities of the municipality and provide the forewords.	Annually	All Stakeholders	Website Email	N/A
Tenders	Share adverts to ensure a fair, transparent, and cost-effective procurement process for the acquisition of goods and services.	When available	Public	Website Social Media Notice Boards	Printing
Vacancies	Share adverts to ensure the municipality can effectively deliver services to its residents and achieve its developmental goals.	When available	Public	Website Social Media Notice Boards	Printing

ACTIVITY	OBJECTIVE	FREQUENCY	AUDIENCE	CHANNEL	BUDGET / RESOURCES
PROGRAMS AND PROJECTS					
Infrastructure Development	Communicate on projects that will improve the quality of life for residents.	When required	All Stakeholders	Email Website Social Media Loud-hailing flyers	Officials' time
Local Economic Development	Communicate on projects that will stimulate local economic growth, alleviate poverty, and redistribute resources and opportunities to the benefit of all residents.	When required	All Stakeholders	Email Website Social Media	Officials' time
Social Development	Communicate on projects that will address social needs, foster social inclusion, and build a caring and self-reliant society through integrated and sustainable programs.	When required	All Stakeholders	Email Website Social Media Loud-hailing	Officials' time
Training Programs	Communicating on projects that will enhance the skills and knowledge of employees and residents, enabling them to perform their duties effectively and gain meaningful employment.	When required	Staff Public	Email Website Social Media Loud-Hailing	Officials' time
AWARENESS AND MARKETING CAMPAIGNS					
IDP Awareness / Public Participation	Raise awareness in terms of the IDP and public participation process	When required	Staff Councillors Stakeholders	Website Social Media Loud-Hailing	
Roadshows	Facilitate consultation and engagement with municipal staff and relevant stakeholders to share information, gather feedback, and address any concerns or issues related to service delivery.	When required	Staff Councillors Stakeholders	Email Social Media Website	Officials' time
Open Days	Enhance community engagement and transparency by interacting with residents and stakeholders by showcasing services, projects and activities.	When required	Staff Public Stakeholders	Loud-hailing Social Media Website	Officials' time
Fire & Disaster	Prepare communities to effectively respond to and recover from disasters by increasing their knowledge and understanding of potential hazards and risks.	When required	All Stakeholders	Loud -hailing Social Media Website Flyers	Printing costs
Health & Safety	Enhance the well-being of the community by proactively addressing potential risks and promoting safe behaviours.	When required	All Stakeholders	Website Social Media Flyers	Printing costs

In its endeavor to ensure that it achieves its communication objectives, the Municipality may seek to expand its communication efforts by sharing additional activities and events, such as official holidays and various observances.

MONTH	SUBJECT / THEME
July 2026	Mandela Day; World Hepatitis Day; World Youth Skills Day; World Drowning Prevention Day; World Nature Conservation Day; Winter Safely Campaign
August 2026	Women's Month; National Women's Day; World Humanitarian Day; Winter Safely Campaign,
September 2026	Tourism Month; Heritage Day; World Tourism Day; International Day of Democracy; World Water Monitoring Day; World Cleanup Day; ODM Wellness Day; NAMPO Cape; Voet van Afrika Marathon, Tourism Quarterly Newsletter
October 2026	International Breast Cancer Month; International Day of Older Persons; World Mental Health Day; International Day for Disaster Risk Reduction; World Food Day; Beginning of IDP Consultations for next year; School Holidays; Fire Season Commences
November 2026	16 Days of Activism; National Children's Day; World Diabetes Day, Water wise campaign
December 2026	Fire Safety and Road Safety Launch; Local Government week; World AIDS Day; Mayoral messages to the community for the festive season; Anti-Corruption Day; International Day of Persons with Disabilities; Council Recess; School Holidays; Day of Reconciliation; Christmas Day; Tourism Newsletter
January 2027	New Year's Day; Back 2 School Messages from Mayor and Municipal Manager; Mid-year Budget & Performance Reports; Opening of Council; Tabling of Draft Annual Report to Council; Development of Internal Newsletter; Fire Safety Campaign
February 2027	Council Strategic Sessions; Publish Draft Annual Report for Comments; SONA; SOPA; World Wetlands Day; World Cancer Day; Development of Internal Newsletter; International Internet Safety Day; World Radio Day; Fire Safety Campaign or Water Wise Campaign
March 2027	Human Rights Month; Human Rights Day; Adoption of Draft IDPs/Budget; World Water Day; Water Week; World TB Day; School Holidays; Fire Safety Campaign
April 2027	Good Friday; Easter Sunday; Family Day; Freedom Day; IDP/Budget Roadshow; Earth Day
May 2027	Worker's Month; Workers' Day; Final IDP/Budget approvals; Sanitation Week; Child Protection Week; Africa Day; World Hand Hygiene Day; International HR Day; International Day of Biological Diversity; International Firefighters' Day; Winter Season Commences
June 2027	Youth Month; Youth Day; Approval of SDBIP; World Environment Day; World Food Safety Day; World Oceans Day; International Archives Day; Winter Safely Campaign; Council Recess; School Holidays, Review of Communication Strategy and Action Plan

12. CONCLUSION

This Communication Strategy positions communication as a strategic, audience-focused and digitally enabled function within Theewaterskloof Municipality. By clearly defining target audiences, strengthening branding, leveraging appropriate digital tools and aligning platforms to audience needs, the Municipality aims to build public trust, enhance service delivery communication and support accountable, responsive governance.

The Municipality also commits to rebuilding public confidence, promoting accountability and ensuring that communication becomes a cornerstone of good governance, community engagement and financial sustainability.

ITEM TITLE

C116/2026 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT INTERNAL AUDIT: REPORT OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

[English version of the report is the original]

FILE NUMBER

3/2/17/R

PURPOSE OF REPORT

The purpose of the report is to inform the Council of the reports of Internal Audit that was presented to the Municipal Public Accounts Committee (MPAC) Meeting of 5 February 2026.

BACKGROUND

According to the MPAC Terms of Reference, as approved by Council on 25 February 2025, Section 7.1: "In accordance with the provisions of section 79A(4) of the Municipal Structures Amendment Act 2021, reports of the MPAC must be submitted to the Speaker who must table such reports in the next meeting of Municipal Council."

According to the Municipal Structures Amendment Act No.3 of 2021:
79A. (1) A municipal council must establish a committee called the municipal public accounts committee.

(3) The municipal council must determine the functions of the municipal public accounts committee, which must include the following:

(a) review the Auditor-General's reports and comments of the management committee and the audit committee and make recommendations to the municipal council;
(b) review internal audit reports together with comments from the management committee and the audit committee and make recommendations to the municipal council;

(4) Reports of the municipal public accounts committee must be submitted to the speaker who must table such reports in the next meeting of the municipal council.

DISCUSSION

This item was submitted to the Speaker for approval before submission to Council and the Speaker approved the item for submission to Council on 23 April 2026.

The following Internal Audit reports were presented to the MPAC meeting of 5 February 2026:

- Auditor General Report 2024/2025 Audit
- Solid Waste Third Quarter 2024/2025 Audit
- Waste Water Audit
- Solid Waste First Quarter 2025/2026 Audit
- Supply Chain Management Audit 1 May 2025 – 31 July 2025
- Performance Management Fourth Quarter 2024/2025 Audit
- Ad Hoc Investigation LL04/2021/22
- Supply Chain Management Audit 1 August 2024 – 31 October 2024
- Internal Audit Follow-up Report First Quarter 2025/2026

In the Internal Audit reports tabled to MPAC:

- 56 findings were made;
- 17 of these findings were regarded as significant (serious).
- 39 findings were regarded as housekeeping (minor transgressions which could easily be rectified) and remains the responsibility of administration to address.

The status of these findings is included in the Internal Audit Follow-up reports and are reported to MPAC on a quarterly basis.

The MPAC considered the comments of the Management Committee and the Performance- and Audit Committee on all these reports presented.

The MPAC Concurs with the Performance and Audit Committee's concerns regarding reoccurring findings with regards to Solid Waste and Wastewater Audits.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Municipal Structures Amendment Act No.3 of 2021.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended that Council take note that the Internal Audit reports, together with the comments of the Management Committee and the Performance- and Audit Committee were presented to the Municipal Public Accounts Committee Meeting, and the following resolutions were made by the Municipal Public Accounts Committee Meeting on 5 February 2026:

MPAC concurs with the Performance and Audit Committee's concerns regarding reoccurring findings with regards to Solid Waste and Wastewater Audits.

ITEM TITLE

C117/2026 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT INTERNAL AUDIT: REVISION OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE TERMS OF REFERENCE

[English version of the report is the original]

FILE NUMBER

3/2/17/2

PURPOSE OF REPORT

The Council has been requested to approve the revised Municipal Public Accounts Committee Terms of Reference.

BACKGROUND

The Municipal Public Accounts Committee (MPAC) Terms of Reference were approved by Council on 12 December 2025.

Paragraph 8 of the MPAC Terms of reference states: The MPAC charter must be annually reviewed by the CAE.

The MPAC Terms of Reference were sent to the MPAC Chairperson, MPAC Members, MPAC Secundi's and the Speaker for comments on 28 April 2026.

DISCUSSION

The Revised MPAC Terms of Reference is attached to this item.

Amendments made to the MPAC Terms of Reference are marked in RED on the document.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Not applicable.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Section 79 of the Municipal Structures Act 1998

(2) The municipal council –

a. must determine the functions of a committee:
b. may delegate duties and powers to it in terms of Section 32:
c. May determine a committee's procedure.

3. The municipal council must determine the functions of the municipal public accounts committee, which must include the following:

   (a) review the Auditor-General's reports and comments of the management committee and the audit committee and make recommendations to the municipal council;
   (b) review internal audit reports together with comments from the management committee and the audit committee and make recommendations to the municipal council;
   (c) initiate and develop the oversight report on annual reports contemplated in section 129 of the Local Government: Municipal Finance Management Act;
   (d) attend to and make recommendations to the municipal council on any matter referred to it by the municipal council, executive committee, a committee of the council, a member of this committee, a councillor and the municipal manager; and
   (e) on its own initiative, subject to the direction of the municipal council, investigate and report to the municipal council on any matter affecting the municipality.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended that Council approves the revised Municipal Public Accounts Committee Terms of Reference.

Theewaterskloof
Municipality

Terms of Reference: Municipal Public Accounts Committee (MPAC)

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1. Introduction

1.1 In accordance with the provisions of section 79A (1) of the Municipal Structures Amendment Act 2021, a municipal council must establish a committee called the Municipal Public Accounts Committee as an Oversight Committee of Council.

1.2 Furthermore Section 79A (3) and 79A (4) of the Municipal Structures Amendment Act 2021, provides the framework and guidelines within which such committees of council shall operate.

1.3 The Municipal Finance Management Act (MFMA) assigns specific oversight responsibilities to Council in regards to the Annual Report and the preparation of an Oversight Report (MFMA Section 129). The establishment of a Municipal Public Accounts Committee (MPAC) for Council, would provide the appropriate mechanism in which Council will fulfil its oversight responsibilities.

2. Authority and powers of MPAC

2.1 MPAC will assist council to effectively and efficiently exercise its functions and powers.

2.2 MPAC will function as a sub-committee of council.

2.3 MPAC will not perform any management functions or assume any management responsibilities including but not limited to planning, organising, leading, controlling

2.4 MPAC make recommendations to Council, resulting from activities carried out by the committee in terms of this Terms of Reference.

3. Composition and Term

3.1 The Chairperson of the MPAC must be appointed by council in terms of Section 79(2)(c).

3.2 The MPAC will comprise solely of councillors appointed by resolution of a full council meeting.

3.3 The MPAC shall comprise of ~~no less than three~~ five councillors excluding any councillor who is serving as Executive Mayor, Deputy Executive Mayor, Speaker or any other member of the Executive Committee, or any political party Whips or municipal officials.

3.4 Council will appoint two Secundi's.

3.5 One of the Performance and Audit Committee Members must attend all MPAC Meetings, where Internal Audit reports are presented.

3.6 The Municipal Manager must attend all meetings where the Annual Report is discussed as per MFMA Section 129(2)(a).

3.7 Councillors and members serving on MPAC will be appointed for a term which corresponds to the term of the sitting Council.

3.8 In accordance with section 79(2)(e) council may remove/replace a member of MPAC at any time.

4. Functions of MPAC

The primary functions of the Municipal Public Accounts Committee are as follows:

- Review the Auditor-General's reports and comments of the management committee and the audit committee and make recommendations to the municipal council;
- Review internal audit reports together with comments from the management committee and the audit committee and make recommendations to the municipal council;
- Initiate and develop the oversight report on annual reports contemplated in section 129 of the Municipal Finance Management Act (MFMA) in corporation with the IDP manager of the municipality;
- Attend to and make recommendations to the municipal council on any matter referred to it by the municipal council, executive committee, a committee of council, a member of this committee, a councillor and the municipal manager;
- On its own initiative, subject to the direction of the municipal council, investigate and report to the municipal council on any matter affecting the municipality; and
- Investigate instances of unauthorised, irregular, fruitless and wasteful expenditure and recommend the outcomes to Council, but does not serve as any disciplinary committee.

4.1 Auditor-General's reports

The final Auditor-General's reports will be submitted to the MPAC for review, by the Chief Financial Officer, after it was submitted to the Management Committee as well as the Performance- and Audit Committee.

The MPAC should consider the report and comments from Management and the Performance- and Audit Committee and make recommendations to the council and if such report was not submitted by 31 March of each year, MPAC should report this to the council.

4.2 Internal Audit reports

All internal audits reports, in terms of the approved Risk Based Internal Audit plan, will be submitted to MPAC by the Chief Audit Executive after Management and the Performance- and Audit Committee fulfilled their responsibilities with it.

The reports submitted to the MPAC will be reviewed together with the Management Committee and Performance- and Audit Committee's comments and recommendations will be made to Council. This will be done through a summary report submitted to Council, after every meeting where Internal Audit Reports were presented. This report will contain recommendations of MPAC on Internal Audit Reports submitted to MPAC.

4.3 Oversight Report

Once the annual report is tabled at Council in January each year, MPAC has effectively two months in which to finalise its oversight report. Given there are a number of steps and many stakeholders, the review can be made more manageable if a committee process is established breaking it down into more easily managed parts as set out in paragraph 9 hereunder.

MPAC is responsible for the detailed analysis and review of the annual report as set out in paragraph 9 hereunder and in corporation with the IDP manager draft the oversight report that must be forwarded to council for consideration. MPAC must annually invite, receive and review representations made by the public and also seek inputs from other role-players where needed.

All meetings of MPAC, where the annual report is considered, must be open to the public and a reasonable time must be allowed for discussion of any written submissions received and for members of the community and organs of state to address the meetings. Representatives of the Performance- and Audit Committee and Auditor-General are invited to attend and to speak at any meetings held to discuss the annual report if requested. Timely notice of meetings should be given by Corporate Support Services to enable representations to be made. Making representations to MPAC should not necessarily preclude representations by the same individuals to the full council as this promotes transparency in the process.

4.4 Unauthorised, irregular and fruitless and wasteful expenditure (UIFWe)

Responsibilities of the MPAC in terms of unauthorised, irregular and fruitless and wasteful expenditure will include:

- Investigating instances of unauthorised, irregular and fruitless and wasteful expenditure. (MPAC cannot condone possible UIFWe in advance as its mandate is expenditure occurred.)

- Making recommendations, after an investigation, to Council as to whether an individual is apparently liable for a particular unauthorised, irregular or fruitless and wasteful expenditure and that the case in terms of the MFMA be referred to the Disciplinary Board ~~Financial Misconduct Committee~~ for further investigation and the subsequent processes. (An individual is innocent until they are found guilty in a court of law or in a disciplinary process) The emphasis on negligence and ~~of~~ value for money must be considered in the report to Council when recommending the recovery of UIFWe ;
    - whether the goods or services were economically obtained (lowest price); (Yes or No).
    - and if received, whether the goods or services were efficiently obtained according to the specifications (obtained the right SCM way); (Yes or No).
    - and whether it was in terms of the approved budget (was it the right thing to do); (Yes or No).

- Making recommendations to Council as to whether the unauthorised, irregular or fruitless and wasteful expenditure must be certified as irrecoverable and can be written off. The following factors to be considered when recommending to Council that UIFWe should be written off:

    - If MPAC finds that no losses had been suffered or that any losses suffered cannot be recovered, may it recommend the write-off of UIFWe or that value for money was received.
    - If the matter was reported to the SAPS or not.

- Making recommendations for the implementation of measures to prevent future unauthorized, irregular, fruitless and wasteful expenditure if necessary.

- Reporting to Council on the effective functioning of processes and procedures/controls surrounding the prevention of unauthorized, irregular, fruitless and wasteful expenditure if necessary.

Responsibilities of the MPAC in terms of Unauthorised, irregular and fruitless and wasteful expenditure Prevention and Reduction Strategy:

In terms of section 32(2)(a) of the act, investigate the recoverability of any UIFWe resulting in a financial loss for the municipality after considering the following:

- The measures already taken to recover such expenditure;
- The cost of the measures already taken to recover such expenditure;
- The estimated cost and likely benefit of further measures that can be taken to recover such expenditure;
- Make recommendations to Council whether to recover the UIFWe or if the expenditures are irrecoverable;
- Submit a motivation explaining its recommendations to the municipal Council for a final decision.

5. MPAC Work programme

5.1 The work programme of the MPAC will be presented to the MPAC for approval at the first meeting of each financial year (after the Council has approved the Annual Planner for the financial year)

5.2 Such programmes must be linked to the cycle of council and conclude with the evaluation of the annual report and the recommendations to Council when adopting the Oversight Report on the Annual Report.

6. Attendance of meetings

6.1 The meetings of MPAC will be included in the annual calendar of Council and the notice requirements should be similar to those of other committees of Council taking into consideration the timeframes in the Municipal Financial Management Act for preparation and adoption of the Oversight Report on the Annual Report.

6.2 The notice of meetings shall be given electronically within reasonable time prior to the meeting.

6.3 Agendas and relevant documents shall be received within reasonable time prior to meeting for preparation purposes

6.4 Only meetings of MPAC, at which an annual report and oversight report is considered, will be open to the public.

6.5 The Quorum for a meeting of MPAC will be at least 50% of the members (the 50% will include the Chairperson or the members or their respective secundi's) ~~Two members will form a quorum (one member & Chairperson or two members)~~

6.6 If the chairperson is absent, the members that are present will elect, from the members, a chairperson for that meeting.

7. Reporting responsibility

7.1 In accordance with the provisions of section 79A(4) of the Municipal Structures Amendment Act 2021, reports of the MPAC must be submitted to the Speaker who must table such reports in the next meeting of Municipal Council.

7.2 ~~A report in terms of the Auditor General and Internal Audit Reports presented to MPAC will be submitted to the Speaker within one month after each MPAC meeting.~~

7.3 In accordance with the provisions of section 129(1) of the Municipal Finance Management Act 2003, the Council of a municipality must consider the annual report of the municipality and by no later than two months from the date on which the annual report was tabled in the council, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council:

- Has approved the annual report with or without reservations;
- Has rejected the annual report; or
- Has referred the annual report back for revision of those components that can be revised

7.4 All MPAC meetings must be minuted, Corporate Services will be responsible for the compilation and distribution of the MPAC meeting minutes

8. Annual Review

The MPAC Terms of Reference ~~charter~~ must be annually reviewed by the CAE.

9. ANNUAL REPORT CHECKLIST

INFORMATION REQUIRED TO BE INCLUDED IN THE ANNUAL REPORTS	COUNCIL CONSIDERATIONS AND QUESTIONS	RESPONSES/COMMENTS
1. Financial Matters – Annual Financial Statements - Section 121 (3) MFMA	**Financial reporting matters to be considered**	**Responses/Comments**
121 (3)(a) The annual financial statements (AFS) for the municipality and, if applicable, consolidated statements (with all entities) as submitted to the Auditor-General	Where the municipality has sole or effective control of a municipal entity, Consolidated financial statements are required. The AFS are to be in the form as required by the applicable accounting standards. MFMA Circular 18 with annexures, 23 June 2005, provides guidelines on the new accounting standards for municipalities. Have the required standards been met – refer audit report and report of performance- and audit committee for views on this?	
121 (3)(b) The Auditor-General's reports on the financial statements of the municipality.	Is the audit report included in the annual report as tabled? If not, when will the audit report be tabled? What are causes of the delays? What actions are being taken to expedite the report?	
121 (3)(h) Any explanations that may be necessary to clarify issues in connection with the financial statements	The accounting standards require that notes accompany the statements to provide explanations of issues and matters reported. Refer also points below on information in notes to AFS. Taking into consideration the audit report and the Performance- and audit committee comments, is sufficient explanation of financial issues contained in the notes to the statements?	
121 (3)(e) An assessment by the accounting officer on any arrears on municipal taxes and service charges, including municipal entities	Has an adequate assessment been included? Is there sufficient explanation of the causes of the arrears and of actions to be taken to remedy the situation? Is any other action required to be taken?	
121 (3)(g) Particulars of any corrective action taken or to be taken in response to issues raised in the audit reports	The conclusions of the annual audit may be either – □ an unqualified audit opinion with or without management issues, which means that the financial statements are acceptable; □ a qualified audit opinion setting out reasons for qualification, which means that certain issues need to be addressed before an unqualified opinion can be achieved; or	

	□ the auditor will disclaim the statements and not offer an opinion. In this case there may be serious financial issues to be addressed. The objective of the municipality should be to achieve an unqualified audit opinion. Taking into account the audit report, audit opinion and the views of the Performance- and audit committee, council should consider: □ To what extent does the report indicate serious or minor financial issues? □ To what extent are the same issues repeated from previous audits? □ Is the action proposed considered to be adequate to effectively address the issues raised in the audit report? □ Has a schedule of action to be taken been included in the annual report, with appropriate due dates? Note that actions taken on audit issues are to be reported to the provincial legislature, the MECs for local government and finance to report on any omissions by municipalities in addressing issues. Council should confirm that the audit report has been forwarded to the MECs.	
121 (3)(f) An assessment by the municipality's accounting officer of the municipality's performance against measurable performance objectives for revenue collection from each revenue source and for each vote in the approved budget	The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP (MFMA s17(3)(b)). The accounting officer must include these objectives in the annual report and report on performance accordingly. Has the performance met the expectations of council and the community? Have the objectives been met? What explanations have been provided for any non-achievement? What was the impact on the service delivery and expenditure objectives in the budget? Council should comment and draw conclusions on performance and explanations provided.	
121 (3)(i)(k) Any information as determined by the municipality, the entity or its parent municipality	Review any other information that has been included in regard to the AFS.	
121 (4)(d) An assessment by the municipal entity's accounting officer of the entity's performance against any measurable performance objectives set in terms of the service delivery agreement or other	Agreements between the municipality and its entities for service delivery are to include measurable performance objectives. This will include measures of services delivered to the community, financial targets, expenditure targets etc. The entity's annual report must include an assessment by the accounting officer, of performance against these objectives. In order to show the	

agreement between the entity and the municipality	linkage between the entity and the municipality, the report of the municipality should also include the performance of entities. Has the performance met the expectations of council and the community? Have the performance objectives been met? What explanations have been provided for any non-achievement? What was the impact on the service delivery and expenditure objectives in the budget? Council should comment and draw conclusions on performance and explanations provided.	
121 (3)(i)(k) Any information as determined by the municipality, the entity or its parent municipality	Review any other information that has been included in regard to the AFS.	
121 (3)(j) and 121 (4)(g) Recommendations of the audit committee in relation to the AFS and audit reports of the municipality and its entities	Have the recommendations of the Performance- and audit committee in regard to the AFS been adequately addressed by the municipality and/or the entity? What actions need to be taken in terms of these recommendations? Conclusions on these recommendations and the actions required should be incorporated in the oversight report.	
2. Disclosures - Allocations received and made - Section 123-125 MFMA	**Considerations**	**Responses/Comments**
123 (1)(a) Allocations received by and made to the municipality	The report should disclose: • Details of allocations received from another organ of state in the national or provincial sphere. • Details of allocations received from a municipal, entity or another municipality. • Details of allocations made to any other organ of state, another municipality or a municipal entity. • Any other allocation made to the municipality under Section 214(1)(c) of the Constitution. Have these allocations been received and made? Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets? Does the audit report or the Performance- and audit committee recommend any action? Council should comment and draw conclusions on information and explanations provided.	
121 (1)(b)	The report should disclose:	

Allocations received by and made to the municipal entity	• Details of allocations received from any municipality or other organ of state. • Details of any allocations made to a municipality or other organ of state. • Other information as may be prescribed. Have these allocations been received and made? Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets? Does the audit report or the Performance- and audit committee recommend any action? Council should comment and draw conclusions on information and explanations provided.	
121 (1) Information in relation to outstanding debtors and creditors of the municipality and entities	Municipalities and entities are reminded of the requirement to include, in their annual financial statements, amounts owed to them and persistently delayed beyond 30 days, by national or provincial departments and public entities. It is also a requirement to report on whether the municipality or entity has met its statutory commitments, including the payment of taxes, audit fees, and contributions for pension and medical aid funds. Council should be satisfied that – • the information has been properly disclosed; • conditions of allocations have been met; and • also that any explanations provided are acceptable. The comments of the Auditor-General and the views of the Performance- and audit committee should be used to determine the accuracy and appropriateness of this information.	
121 (1)(c) Information in relation to the use of allocations received	Section 123 of the MFMA and MFMA guidance circular 11, require that the municipality provide information per allocation received per vote and include: • The current year and details of spending on all previous conditional grants, for the previous two financial years. Information is to be provided per vote. (For example, municipalities must report on all transfers received from provincial housing departments for housing subsidy grants for three financial years, and indicate how such funds were spent, and for what projects. • Information stating whether the municipality has complied with the conditions of the grants, allocations in terms of section 214(1)(c) of the Constitution and allocations received from other than another organ of state.	

	Where there is non-compliance, details of the reasons for non-compliance are to be provided. □ Information on whether allocations under the DORA were delayed or withheld and the reasons advanced for this. This information is required on all allocations excluding the municipality's portion of the equitable share and where prescribed otherwise by the nature of the allocation. The Auditor-General will ensure that the audit process includes a proper assessment (and reconciliation) on all national grants received by a municipality. Council should consider this aspect of the audit report and comments by the Performance- and audit committee on the use of allocations received. Council should be satisfied that – □ the information has been properly disclosed; □ conditions of allocations have been met; and □ that any explanations provided are acceptable. The comments of the Auditor-General and the views of the Performance- and audit committee should be used to determine the accuracy and appropriateness of this information.	
3. Disclosures in notes to AFS	**Considerations relating to section 124**	**Responses/Comments**
Information relating to benefits paid by municipality and entity to councillors, directors and officials	Information on the following items is to be included in the notes to the annual report and AFS: • salaries, allowances and benefits of political office bearers, councillors and boards of directors, whether financial or in kind; • any arrears owed by individual councillors to the municipality or entity for rates and services, which at any time were outstanding for more than 90 days, including the names of councillors; • salaries allowances and benefits of the municipal manager, CEO of a municipal entity, CFO and every senior manager; • contributions for pensions and medical aid; • travel, motor car, accommodation, subsistence and other allowances; • housing benefits and allowances; • overtime payments; • loans and advances, and; • any other type of benefit or allowance related to staff. Council should be satisfied that – • the information has been properly disclosed; • conditions of allocations have been met; and • that any explanations provided are acceptable.	

	The comments of the Auditor-General and the views of the Performance- and audit committee should be used to determine the accuracy and appropriateness of this information.	
4. Municipal Performance	**Considerations**	**Responses/Comments**
The annual performance reports of the municipality and entities	Section 46, MSA requires municipalities to submit a performance report reflecting the performance of the municipality and each service provider, a comparison of the performance with targets set for the previous year and measures taken to improve performance. The report must form part of the annual report. Questions that may be considered are – Has the performance report been included in the annual report? Have all the performance targets set in the budgets, SDBIP, service agreements etc, been included in the report? Does the performance evaluation in the annual report compare actual performance with targets expressed in the budgets and SDBIP approved for the financial year? In terms of key functions or services, how has each performed? Eg. have backlogs for water, sanitation and electricity been reduced? What are the refuse collection volumes, library usage statistics etc? To what extent has performance achieved targets set by council? Is the council satisfied with the performance levels achieved? Is the community satisfied with performance? Has a customer satisfaction survey been undertaken and, if so, how do the results align with the annual report contents? What were the outcomes of public consultation and public hearings? What actions have been taken and planned to improve performance? Is the council satisfied with actions to improve performance? Did the targets set in the budgets, SDBIP agree with the targets set in the performance contracts of the municipal manager and each senior manager? Does the report evaluate the efficiency of mechanisms applied to deliver the performance outcomes? Taking into account the audit report and opinion and the views of the Performance- and audit committee, is performance considered to be efficient and effective? To what extent have actions planned for the previous year been carried over to the financial year reported upon? Have any actions planned in the reported year been carried over to the current or future years? If so are any explanations been provided by the municipal manager and are these satisfactory?	

	Council should comment and draw conclusions on information and explanations provided.	
Audit reports on performance	Section 45, MSA requires that the Auditor-General must audit the results of performance measurements, as part of the internal auditing processes and annually. Have the recommendations of internal audit been acted on during the financial year? Have recommendations by internal audit and/or the auditor-general been included in action plans to improve performance in the following year?	
Performance of municipal entities and municipal service providers	The annual report of the municipality should provide an assessment of the performance of the municipal entities and all contracted service providers. This is in addition to the separate annual reports of the entities. The report should evaluate the effectiveness of these services and whether alternative mechanisms should be considered. Is the council satisfied with the evaluation and conclusions of the municipality? What other actions are considered necessary to be taken by the accounting officers?	
For municipal entities – an assessment of the entity's performance against any measurable performance objectives set in terms of the service delivery agreement or other agreement between the entity and municipality	This is the separate report of the municipal entity and should contain details of service delivery agreements with the municipality and the performance measures therein. Council should consider similar issues to that outlined above for municipal performance to determine a view on the performance of municipal entities. To what extent were the objectives and performance measures of the entity aligned to the overall strategic objectives of the municipality and its IDP? Is the report of the municipal entity consistent with the conclusions on performance evaluation by the municipality? What specific actions should be taken by the entity and the municipality to improve performance?	
5. General information	The following general information is required to be disclosed in the annual report.	**Responses/Comments**
Relevant information on municipal entities	The municipality should disclose all information relating to the municipal entities under the sole or effective control of the municipality. Information to be disclosed includes names and types of entities, members of the board, addresses and contact details for entities, the purpose of the entity, the functions and services provided, the type and term of service level agreements with the entities.	
The use of any donor funding support	What donor funding has the municipality received?	

	Have the purposes and the management agreements for the funding been properly agreed upon? Have the funds been used in accordance with agreements? Have the objectives been achieved? Has the use of funds been effective in improving services to the community? What actions need to be taken to improve utilisation of the funds?	
Agreements, contracts and projects under Private-Public-Partnerships	Information similar to the details of municipal entities should be provided. Council should ensure that all details have been supplied.	
Service delivery performance on key services provided	This may be a high level summary, in addition to detailed information on performance, which sets out overall performance under the strategic objectives of the municipality. Overall results on the strategic functions and services should be summarised. This should cover all services whether provided by the municipality, entities or external mechanisms. Council may draw conclusions on the overall performance of the municipality. This information may be found in an executive summary section of the annual report and or in statistical tables.	
Information on long-term contracts	Details of all long-term contracts including levels of liability to the municipality should be included. Council should ensure all information is correctly supplied	
Information technology and systems purchases and the effectiveness of these systems in the delivery of services and for ensuring compliance with statutory obligations	Details of significant IT activities should be outlined indicating the effectiveness of the IT projects and the quality of IT services. Council should consider how effectively the IT services support and facilitate performance of the municipality and whether value for money has been obtained. Details of any future IT proposals should be summarised. Council should comment and draw conclusions on the information provided.	
Three year capital plan for addressing infrastructure backlogs in terms of the Municipal Infrastructure Grant (MIG) framework	A summary of the long-term capital plans and how these address the backlogs of services in the municipality should be provided. This should include details of types and scale of backlogs, projected cost implications, strategies to address the backlogs and plans proposed and/or approved. The summary here should cross reference to the performance reports in the annual report and also will be highlighted in the coming budgets. Council should consider whether the plans appropriately address the backlogs and are consistent with the strategic policy directions of council and needs of the community.	
6. Other considerations recommended		**Responses/Comments**

Timing of MPAC reports	Was the report tabled in the time prescribed? Has a schedule for consideration of the report been adopted?	
	What mechanisms have been put in place to prepare the oversight report? Has a schedule for its completion and tabling been adopted?	
Payment of performance bonuses to municipal officials	Refer to Section 57 MSA as amended. Bonuses based on performance may be awarded to a municipal manager or a manager directly accountable to the municipal manager after the end of the financial year and only after an evaluation of performance and approval of such evaluation by the municipal council. Preferably such evaluation should be considered along with the annual report. The basis upon which performance is evaluated for payment of bonuses should be reconciled with the municipal performance reported in the annual report. **Have bonuses been paid based on achievements of agreed outputs and after consideration of the annual report by council?** **If so has a proper evaluation of performance been undertaken?** **Was the evaluation approved by council?** **Does the performance evaluation align and reconcile with the performance reported in the annual report? If not, what reasons have been given for non reporting of the basis of evaluation in the annual report?** **Are the payments justified in terms of performance reported in the annual report?** Conclusions and comments on the evaluation and payment of performance bonuses of council should be included in the oversight report.	

ITEM TITLE

C118/2026 OFFICE OF THE MUNICIPAL MANAGER: DEPARTMENT INTERNAL AUDIT: REPORT OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

[English version of the report is the original]

FILE NUMBER

3/2/17/R

PURPOSE OF REPORT

The purpose of the report is to inform the Council of the reports of Internal Audit that was presented to the Municipal Public Accounts Committee (MPAC) Meeting of 29 April 2026.

BACKGROUND

According to the MPAC Terms of Reference, as approved by Council on 25 February 2025, Section 7.1: "In accordance with the provisions of section 79A(4) of the Municipal Structures Amendment Act 2021, reports of the MPAC must be submitted to the Speaker who must table such reports in the next meeting of Municipal Council."

According to the Municipal Structures Amendment Act No.3 of 2021:
79A. (1) A municipal council must establish a committee called the municipal public accounts committee.

(3) The municipal council must determine the functions of the municipal public accounts committee, which must include the following:

(a) review the Auditor-General's reports and comments of the management committee and the audit committee and make recommendations to the municipal council;
(b) review internal audit reports together with comments from the management committee and the audit committee and make recommendations to the municipal council;

(4) Reports of the municipal public accounts committee must be submitted to the speaker who must table such reports in the next meeting of the municipal council.

DISCUSSION

This item was submitted to the Speaker for approval before submission to Council and the Speaker approved the item for submission to Council on 15 May 2026.

The following Internal Audit reports were presented to the MPAC meeting of 29 April 2026:

- Auditor General Report 2024/2025 Audit
- Water Use License Audit
- Cash Management and Investment Audit
- Supply Chain Management Audit 1 August 2025 – 31 October 2025
- Performance Management First Quarter 2025/2026 Audit
- Performance Management Second Quarter 2025/2026 Audit
- Financial Recovery Plan Audit
- Internal Audit Follow-up Report Second Quarter 2025/2026

In the Internal Audit reports tabled to MPAC:

- 40 findings were made;
- 8 of these findings were regarded as significant (serious).
- 32 findings were regarded as housekeeping (minor transgressions which could easily be rectified) and remains the responsibility of administration to address.

The status of these findings is included in the Internal Audit Follow-up reports and are reported to MPAC on a quarterly basis.

The MPAC considered the comments of the Management Committee and the Performance- and Audit Committee on all these reports presented.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

None.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Municipal Structures Amendment Act No.3 of 2021.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended that Council take note that the Internal Audit reports, together with the comments of the Management Committee and the Performance- and Audit Committee, were presented to the Municipal Public Accounts Committee Meeting on 29 April 2026.

ITEM HEADING

C119/2026 DIRECTORATE CORPORATE SERVICES: OFFICE OF DIRECTOR CORPORATE SERVICES: REPORTING ON PERFORMANCE OF CONTRACTORS: JANUARY TILL MARCH 2026

[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 January 2026 to March 2026 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:	January 2026	February 2026	March 2026
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: 05 MAY 2026

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

That Council takes cognisance of the report.

RECOMMENDATION BY THE EMC TO COUNCIL: 19 MAY 2026

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.

REPORTING ON PERFORMANCE OF CONTRACTORS : OFFICE OF THE DIRECTOR

PROJECT MANAGER:	*GW HERMANUS*		**PROJECT CHAMPION:**	*WYNANDA VAN ZYL*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*MTN CONTRACT - HUAWEI P8 LITE R269*				***Own X***	***Other***
Service Provider	**MTN t/a ISANGO ELECTRONICS CC REG NR CK 19990892923**					
Commencement Date	*01/07/2018*	**Total Contract Amount**	*R269 PER MONTH PER CONTRACT*	**Value of VO's Approved**	*None*	
Completion Date	*ONGOING MONTH TO MONTH*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**30/01/2026**	**27/01/2026**	**31/03/2026**
Report Numbers	***1***	***2***	***3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*N/A*	*N/A*	*N/A*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R 166,318.00*	*R 168,201.00*	*R 170,084.00*
Number of Invoices /Certificates	*379*	*386*	*393*
Disputed Invoices / Certificates	*0*	*0*	*0*

16/4/2026

PROJECT MANAGER:	*GW HERMANUS*		**PROJECT CHAMPION:**	*WYNANDA VAN ZYL*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*MTN CONTRACT 128K/NOKIA-503-R89.00*				***Own X***	***Other***
Service Provider	**MTN t/a ISANGO ELECTRONICS CC REG NR. CK19990892923 (VAT 4240182065**					
Commencement Date	*01/07/2018*	**Total Contract Amount**	*R89.00 PER MONTH PER CONTRACT*	**Value of VO's Approved**	*None*	
Completion Date	*ONGOING MONTH TO MONTH*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**30/01/2026**	**27/02/2026**	**31/03/2026**
Report Numbers	***1***	***2***	***3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*N/A*	*N/A*	*N/A*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R 24,988.00*	*R 25,255.00*	*R 25,522.00*
Number of Invoices /Certificates	*206*	*209*	*212*
Disputed Invoices / Certificates	*0*	*0*	*0*

16/4/2026

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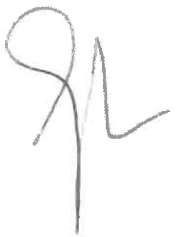
PROJECT MANAGER:	*GW HERMANUS*		**PROJECT CHAMPION:**	*WYNANDA VAN ZYL*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*MTN CONTRACT 128K/NOKIA-503-R79.00*				***Own X***	***Other***
Service Provider	**MTN t/a ISANGO ELECTRONICS CC REG NR. CK19990892923 (VAT 4240182065**					
Commencement Date	*01/07/2018*	**Total Contract Amount**	*R79.00 PER MONTH PER CONTRACT*	**Value of VO's Approved**	*None*	
Completion Date	*ONGOING MONTH TO MONTH*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**30/01/2026**	**27/02/2026**	**31/03/2026**
Report Numbers	***1***	***2***	***3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*N/A*	*N/A*	*N/A*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R 137,051.00*	*R 138,710.00*	*R 140,369.00*
Number of Invoices /Certificates	*1504*	*1525*	*1546*
Disputed Invoices / Certificates	*0*	*0*	*0*



16/4/2026

PROJECT MANAGER:	*GW HERMANUS*		**PROJECT CHAMPION:**	*WYNANDA VAN ZYL*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*MTN CONTRACT HUAWEI P10 LITE R369*				***Own X***	***Other***
Service Provider	**MTN t/a ISANGO ELECTRONICS CC REG NR CK 19990892923**					
Commencement Date	*01/07/2018*	**Total Contract Amount**	*R369 PER MONTH PER CONTRACT*	**Value of VO's Approved**	*None*	
Completion Date	*ONGOING MONTH TO MONTH*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**30/01/2026**	**27/02/2026**	**31/03/2026**
Report Numbers	*1*	*2*	*3*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*N/A*	*N/A*	*N/A*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R 164,729.00*	*R 166,574.00*	*R 166,948.00*
Number of Invoices /Certificates	*357*	*362*	*367*
Disputed Invoices / Certificates	*0*	*0*	*0*

16/4/2026

PROJECT MANAGER:	*GW HERMANUS*		**PROJECT CHAMPION:**	*WYNANDA VAN ZYL*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*MTN CONTRACT MTN CHOICE MODEMS R99*				***Own X***	***Other***
Service Provider	**MTN t/a ISANGO ELECTRONICS CC REG NR CK 19990892923**					
Commencement Date	*01/07/2018*	**Total Contract Amount**	*R99 PER MIONTH PER CONTRACT*	**Value of VO's Approved**	*None*	
Completion Date	*ONGOING MONTH TO MONTH*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**30/01/2026**	**27/02/2026**	**31/03/2026**
Report Numbers	***1***	***2***	***3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*N/A*	*N/A*	*N/A*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R 150,410.00*	*R 151,004.00*	*R 151,598.00*
Number of Invoices /Certificates	*307*	*313*	*319*
Disputed Invoices / Certificates	*0*	*0*	*0*

16/4/2026

PROJECT MANAGER:	*GW HERMANUS*		**PROJECT CHAMPION:**	*WYNANDA VAN ZYL*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*833100900, CALEDON. 0834110471, VILLIERSDORP*				***Own X***	***Other***
Service Provider	**VODACOM**					
Commencement Date	*01/07/2018*	**Total Contract Amount**	*R395.24 PER MONTH PER CONTRACT CALEDON; R353.84 PER MONTH PER CONTRACT VILLIERSDORP*	**Value of VO's Approved**	*None*	
Completion Date	*ONGOING MONTH TO MONTH*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**30/01/2026**	**27/02/2026**	**31/03/2026**
Report Numbers	***1***	***2***	***3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*N/A*	*N/A*	*N/A*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R 64,531.00*	*R 65,280.40*	*R 66,029.48*
Number of Invoices /Certificates	*154*	*156*	*158*
Disputed Invoices / Certificates	*0*	*0*	*0*

16/4/2026

REPORTING ON PERFORMANCE OF CONTRACTORS : ADMINISTRATION

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR01/2023/24: The appointment of a service provider for an on-site support service for the electronic records document management system for Theewaterskloof Municipality from 01 October 2023 until 30 June 2033*				***Own***	***Other X***
Service Provider	**Business Engineering**					
Commencement Date	*01/10/2023*	**Total Contract Amount**	*Year 2: R61,397.35 + R7,139.20 + R7,139.20 + R26,473.00 per month and annual licensing fees. Year3+: CPI + 1%*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2033*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***28***	***29***	***30***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Consultant was appointed to render the support services to TWK on a weekly basis. Training is done on request. Annual maintenance of Collaborator system and servers is done by the back-office in Gauteng. Overall performance of BE is satisfactory.*	*Consultant was appointed to render the support services to TWK on a weekly basis. Training is done on request. Annual maintenance of Collaborator system and servers is done by the back-office in Gauteng. Overall performance of BE is satisfactory.*	*Consultant was appointed to render the support services to TWK on a weekly basis. Training is done on request. Annual maintenance of Collaborator system and servers is done by the back office in Gauteng. Overall performance of BE is satisfactory.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R2,932,304.60*	*R3,044,593.50*	*R3,157,185.40*
Number of Invoices /Certificates	*130*	*135*	*140*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				**Funding Source**	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B227 photocopy machines at the following office : Riviersonderend Traffic Services in the Directorate Community Services]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0993*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R429.16*	*R568.37*	*R659.38*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

mfaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B227 photocopy machines at the following office : MIG Section in the Directorate Technical- and Infrastructure Implementation Services, Caledon]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0993*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R126.75*	*R158.16*	*R187.51*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B287 photocopy machines at the following office : SCM Section in the Directorate Finance, Caledon]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0947*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***4***	***5***	***6***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R2,952.64*	*R3,304.18*	*R3,657.91*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B367 photocopy machines at the following office : Records Section - Transferred from Caledon Town Office]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.090*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**		*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R4,177.06*	*R4,394.00*	*R4,448.86*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

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Faul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Morelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B227 photocopy machines at the following office : Debt Collection in the Directorate Finance, Grabouw Town Office]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy =R0.0993*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R3,006.99*	*R3,667.49*	*R4,455.44*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*	**PROJECT CHAMPION:**	*Marelize Faul*			
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B227 photocopy machines at the following office : 1. Botrivier Town Office]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0993*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R1,391.13*	*R1,802.46*	*R2,096.86*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
					Funding Source	
Complete Tender No. & Description	*COR02/2025/26 {Maintenance Agreement for Bizhub B287 photocopy machines at the following offices : 1. Villiersdorp Town Office and 2. Human Settlements in the Directorate Economic Development and Planning}*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0947*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***4***	***5***	***6***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R6,961.20*	*R7,441.26*	*R9,153.03*
Number of Invoices /Certificates	*8*	*10*	*12*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*	**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services			***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B367 photocopy machines at the following office : 1. Grabouw Town Office; 2. Office of the Municipal Manager; 3. Directorate Finance (Director's Office); 4. Riviersonderend Town Office; and 5. Creditors Section in the Directorate Finance]*			***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**				
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.090*	**Value of VO's Approved**	*None*
Completion Date	*30/06/2028*				
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R12,640.34*	*R16,032.13*	*R19,197.27*
Number of Invoices /Certificates	*20*	*25*	*30*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B367 photocopy machines at the following office : 1. Villiersdorp Resource Centre; 2. Housing Section in the Directorate Economic Development and Planning, Villiersdorp; 3. Income Section in the Directorate Finance, Head Office and 4. Fines Office in the Directorate Community Services, Grabouw]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.090*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***4***	***5***	***6***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.* ***No invoice for the machine at the Resource Centre for October 2025.***	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R5,728.22*	*R7,436.48*	*R9,939.62*
Number of Invoices /Certificates	*14*	*18*	*22*
Disputed Invoices / Certificates	*0*	*0*	*0*

M Faul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B227 photocopy machines at the following office :1. Grabouw Library; 2. Pineview Library and 3. Genadendal Library]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0993*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***4***	***5***	***6***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R617.22*	*R864.34*	*R1,081.42*
Number of Invoices /Certificates	*12*	*15*	*18*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B367 photocopy machines at the following office : Registration Section, Traffic Services - Directorate Community Services, Caledon]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.090*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***4***	***5***	***6***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R1,224.20*	*R1,506.76*	*R1,748.74*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B227 photocopy machines at the following libraries : 1. Riviersonderend Library (Buitekant Street); 2. Riviersonderend Library (Alfa Road & Lelie Way); 3. Greyton Library; 4. Caledon Library; 5. Botrivier Library; 6.Tesselaarsdal Library and 7. Villiersdorp Library]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0993*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request. No invoices for all the photocopy machines for July 2025.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request. March 2025 no invoice for Botrivier Library.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R2,543.73*	*R3,470.89*	*R4,062.20*
Number of Invoices /Certificates	*28*	*35*	*42*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*Reynold Stevens*	**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services			***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B367 photocopy machines at the following offices : 1. Town Planning and Building Control in the Directorate Economic Development and Planning; 2. Debt Collection, Caledon in the Directorate Finance; and 3. Traffic Services, Villiersdorp in the Directorate Community Services]*			***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**				
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.090*	**Value of VO's Approved**	*None*
Completion Date	*30/06/2028*				
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.* ***No invoices for all the machines for the month of July 2025.***	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R2,022.62*	*R2,638.96*	*R3,230.72*
Number of Invoices /Certificates	*12*	*15*	*18*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*	**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services			***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B450i photocopy machines at the following office : 1. Caledon Town Office*			***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**				
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0841*	**Value of VO's Approved**	*None*
Completion Date	*30/06/2028*				
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R2,642.06*	*R3,201.08*	*R4,243.95*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

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MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub C300i photocopy machines at the following office : 1. Records Section, Head Office, Caledon]*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0912 (black & white) & R0.5025 (colour)*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**		*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4*	*5*	*6*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R17,323.11*	*R20,566.51*	*R23,811.17*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B367 photocopy machines at the following offices : 1. Directorate Corporate Services, Head Office, Caledon 2. Directorate Technical and Infrastructure Implementation Services, Head Office, Caledon, and 3. Public Safety (Corporate Office), Head Office, Caledon*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.090*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2025**	**28 February 2026**	**31 March 2026**
Report Numbers	***4***	***5***	***6***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	***N/a***	***N/a***	***N/a***
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request. No invoices for all the machines for July 2025.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R4,381.68*	*R5,306.76*	*R6,349.63*
Number of Invoices /Certificates	*12*	*15*	*18*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				**Funding Source**	
					Own X	***Other***
Complete Tender No. & Description	*COR06/2023/2024 [Maintenance Agreement for Bizhub B367 photocopy machines at the following offices : 1. Greyton Town Office; 2. Genadendal Town Office; 3. Human Settlements, Grabouw; 4. Human Resources, Head Office, Caledon; 5. Electrical Services, Head Office, Caledon and 6. Motor Registration and Licensing, Grabouw*					
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/12/2023*	**Total Contract Amount**	*Cost per copy = R0.0670*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2026*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***26***	***27***	***28***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R34,017.63*	*R35,431.80*	*R36,776.25*
Number of Invoices /Certificates	*159*	*165*	*171*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*	**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services			***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B287 photocopy machine at the following office: Bereaville Library]*			***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**				
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0947*	**Value of VO's Approved**	*None*
Completion Date	*30/06/2028*				
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***4***	***5***	***6***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request. No invoice for March 2026.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R2.08*	*R2.16*	*R2,16*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 [Maintenance Agreement for Bizhub B367 photocopy machine at the following office: Sustainable Development (Directorate Community Services)*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.090*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	**4**	**5**	**6**
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R253.06*	*R289.60*	*R326.41*
Number of Invoices /Certificates	*4*	*5*	*6*
Disputed Invoices / Certificates	*0*	*0*	*0*

M Faul
20/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*	
	Corporate Services			***Funding Source***	
Complete Tender No. & Description	*COR01/2024/25 - Supply and delivery of photocopy paper to various Municipal and Trafic Offices of Theewaterskloof Municipality from 01 July 2024 to 30 June 2027 (Tender awarded on 27/02/2025)*			***Own X***	***Other***
Service Provider	**OFFICE FOR YOU (PTY) LTD**				
Commencement Date	*01/07/2024*	**Total Contract Amount**	*A4 white photocopy paper = R77.60 per ream (Vat excl) for Coledon & Grabouw and R79.40 per ream (VAT excl) for other towns.*	**Value of VO's Approved**	*None*
Completion Date	*30/06/2027*				
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*7*	*8*	*9*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Services rendered by Office for You (Pty) Ltd is satisfactory.*	*Services rendered by Office for You (Pty) Ltd is satisfactory.*	*Services rendered by Office for You (Pty) Ltd is satisfactory.* ***No procurement for March 2026.***
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R275,144.40*	*R325,118.80*	*R325,118.80*
Number of Invoices /Certificates	*6*	*7*	*7*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
01/04/2026

PROJECT MANAGER:	*GW Hermanus*		**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*COR02/2025/26 (Maintenance Agreement for Bizhub B950i photocopy machine at the following office: Records Section*				***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**					
Commencement Date	*1/10/2025*	**Total Contract Amount**	*Cost per copy = R0.0585*	**Value of VO's Approved**	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***1***	***2***	***3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R146.79*	*R3,296.00*	*R6,126.32*
Number of Invoices /Certificates	*1*	*2*	*3*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

PROJECT MANAGER:	*GW. Hermanus*	**PROJECT CHAMPION:**	*Marelize Faul*		
	Corporate Services			***Funding Source***	
Complete Tender No. & Description	*KOR14/2025/26 [Maintenance Agreement for Bizhub C551i photocopy machine at the following office: Department Adminnistration*			***Own X***	***Other***
Service Provider	**Minolco (Pty) Ltd t/a Konica Minolta SA**				
Commencement Date	*91/11/2025*	**Total Contract Amount**	*Cost per copy = R0.0801 (Black & White) & R0.3517 (Colour)*	**Value of VO's Approved**	*None*
Completion Date	*30/06/2026*				
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*	**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***1***	***2***	***3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*N/a*	*N/a*	*N/a*
Overall performance including Rand Value in terms of the Empowerment Goals	*N/a*	*N/a*	*N/a*
Overall Performance Incl. quality of work to date	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*	*Maintenance services rendered by Konica Minolta is satisfactory. Service calls are attended to within 8 working hours. Toners supplied on request.*
Blockages and Problemes	*N/a*	*N/a*	*N/a*
Recommanded Action and Resolutions required to unblock blockages & problems	*N/a*	*N/a*	*N/a*
Actual Amount Paid to Date	*R3,119.92*	*R13,334.37*	*R16,169.60*
Number of Invoices /Certificates	*1*	*2*	*3*
Disputed Invoices / Certificates	*0*	*0*	*0*

MFaul
20/04/2026

REPORTING ON PERFORMANCE OF CONTRACTORS : HUMAN RESOURCES

PROJECT MANAGER:	*C Fisher*		**PROJECT CHAMPION:**			
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	**COR03/2024/25**				***Own***	***Other***
Service Provider	***Ayanda Mbanga Communication (Pty) Ltd.***					
Commencement Date	*01-Jul-25*	**Total Contract Amount**	***R 2 818 847,89***	**Value of VO's Approved**	***None***	
Completion Date	*30-Jun-28*					
Adjusted Contract Amount	N/A	**Adjusted Completion Date**	N/A		**Project on Time**	N/A

Date of Report	**01 January 2026**	**01 February 2026**	**01 March 2026**
Report Numbers	1	2	3
Overall Performance Incl. quality of work to date	*Current performance is satisfactory. Service Provider comply with SLA conditions*	*Current performance is satisfactory. Service Provider comply with SLA conditions*	*Current performance is satisfactory. Service Provider comply with SLA conditions*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems	*None*	*None*	*None*
Actual Amount Paid to Date	*10 839,00*	*19 783,00*	*R 9 268,00*
Number of Invoices /Certificates	*3050091I; 3050092I; 3050099I; 3050198I*	*3050296I; 3050297I; 3050298I; 305*	*3050570I; 3050575I*
Disputed Invoices / Certificates	*None*	*None*	*None*

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PROJECT MANAGER:	*A Madyosi*		**PROJECT CHAMPION:**	*J Amansure*		
	Financial Services				***Finding Source***	
Complete Tender No. & Description	*Supply and Servicing of 60 Sanitation bins in the Municipality's female ablution facilities for a period from 01 January 2026 until 31 March 2026.*				***Own***	***Other***
Service Provider	***Bidvest Steiner (PTY) LTD***				*Own Funds*	
Commencement Date	*01-Jan-26*	**Total Contract Amount**	*R 8 969,94*	**Value of VO's Approved**	*N/A*	
Completion Date	*31-Mar-26*					
Adjusted Contract Amount	*N/A*	**Adjusted Completion Date**		*N/A*	**Project on Time**	*Yes*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers *1*	***Collaboration Number:***	***Collaboration Number:***	***Collaboration Number:***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*No Empowerment Goals were set for this contract.*	*No Empowerment Goals were set for this contract.*	*No Empowerment Goals were set for this contract.*
Overall performance including Rand Value in terms of the Empowerment Goals	*There is no performance evaluation in place in terms of the Empowerment Goals. There were no Empowerment Goals set for this contract.*	*There is no performance evaluation in place in terms of the Empowerment Goals. There were no Empowerment Goals set for this contract.*	*There is no performance evaluation in place in terms of the Empowerment Goals. There were no Empowerment Goals set for this contract.*
Overall Performance incl. quality of work to date	*Satisfactory*	*Satisfactory*	*Satisfactory*
Blockages and Problemes	*None*	*None* 02/04/2026.	*None*
Recommanded Action and Resolutions required to unblock blockages & problems	*None*	*None*	*None*
Actual Amount Paid to Date	*R 1 239,48*	*R 4 229,44*	*R 7 219,44*
Number of Invoices /Certificates	*1*	*2*	*3*
Disputed Invoices / Certificates	*N/A*	*N/A*	*N/A*

REPORTING ON PERFORMANCE OF CONTRACTORS : INFORMATION TECHNOLOGY

PROJECT MANAGER:	*G.W Hermanus*		**PROJECT CHAMPION:**	*Joel Rasekgala*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	*CB 04/2024/25 – SUPPLY AND INSTALL OF FIBRE INTERNET BUSINESS LINES AT THEEWATERSKLOOF MUNICIPALITY, CALEDON FROM 01 OCTOBER 2025 TO 28 FEBRUARY 2026.*				***Own X***	***Other***
Service Provider	**Wispernet**					
Commencement Date	*01/07/2025*	**Total Contract Amount**	*R 617,500.00*	**Value of VO's Approved**	*None*	
Completion Date	*30/09/2025*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***10***	***11***	***12***
Overall performance including, quility of work to date	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*
Blockages and Problems	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems	*None*	*None*	*None*
Actual Amount Paid to Date	*R 14,835.00*	*R 14,835.00*	*R14,835.00*
Number of Invoices /Certificates	*1*	*1*	*1*
Disputed Invoices / Certificates	*None*	*None*	*None*

PROJECT MANAGER:	*G.W Hermanus*		**PROJECT CHAMPION:**	*Joel Rasekgala*			
	Corporate Services					**Funding Source**	
Complete Tender No. & Description	*CB 03/2025/26 – HOSTING AND MAINTENANCE OF THEEWATERSKLOOF MUNICIPALITY'S WEBSITE FROM 01 JULY 2025 TO 30 JUNE 2026.*					***Own X***	***Other***
Service Provider	**Maxitec**						
Commencement Date	*01/07/2025*	**Total Contract Amount**	*Deviation N/A*	**Value of VO's Approved**		*None*	
Completion Date	*30/06/2026*						
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*			**Project on Time**	*N/A*
Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**				
Report Numbers	***10***	***11***	***12***				
Overall performance including, quility of work to date	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*				
Blockages and Problemes	*None*	*None*	*None*				
Recommanded Action and	*None*	*None*	*None*				
Actual Amount Paid to Date	*R 8,000.00*	*R 8,000.00*	*R8,000.00*				
Number of Invoices /Certificates	*1*	*1*	*1*				
Disputed Invoices / Certificates	*None*	*None*	*None*				

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PROJECT MANAGER:	*G.W Hermanus*		**PROJECT CHAMPION:**	*Joel Rasekgala*			
	Corporate Services					***Funding Source***	
Complete Tender No. & Description	*CB 04/2024/25 – SUPPLY AND INSTALL OF FIBRE INTERNET BUSINESS LINES AT THEEWATERSKLOOF MUNICIPALITY, CALEDON FROM 01 OCTOBER 2025 TO 28 FEBRUARY 2026.*					***Own X***	***Other***
Service Provider	**Wispernet**						
Commencement Date	*01/07/2025*	**Total Contract Amount**	*R 617,500.00*	**Value of VO's Approved**		*None*	
Completion Date	*28/02/2026*						
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*			**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***10***	***11***	***12***
Overall performance including, quility of work to date	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and	*None*	*None*	*None*
Actual Amount Paid to Date	*R 10,177.50*	*R 10,177.50*	*R10,177.50*
Number of Invoices /Certificates	*1*	*1*	*1*
Disputed Invoices / Certificates	*None*	*None*	*None*

PROJECT MANAGER:	*G.W Hermanus*		**PROJECT CHAMPION:**	*Joel Rasekgala*		
	Corporate Services				***Funding Source***	
Complete Tender No. & Description	***COR 04/2024/25 – THE APPOINTMENT OF AN INTERNET SERVICE PROVIDER FOR ALL THEEWATERSKLOOF MUNICIPAL SITES, AS AND WHEN REQUIRED, FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2028***				***Own X***	***Other***
Service Provider	**TWK Communications**					
Commencement Date	*01-Oct-25*	**Total Contract Amount**	*R 617,500.00*	**Value of VO's** Approv	*None*	
Completion Date	*30/06/2028*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*		**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***10***	***11***	***12***
Overall performance including, quility of work to date	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and	*None*	*None*	*None*
Actual Amount Paid to Date	*R40,060.02*	*R40,060.02*	*R40,060.02*
Number of Invoices /Certificates	*1*	*1*	*1*
Disputed Invoices / Certificates	*None*	*None*	*None*

PROJECT MANAGER:	*G.W Hermanus*		**PROJECT CHAMPION:**	*Joel Rasekgala*			
	Corporate Services					***Funding Source***	
Complete Tender No. & Description	*RT15 Transversal Contract - VOIP Services*					***Own X***	***Other***
Service Provider	**Cell C**						
Commencement Date	*05/10/2022*	**Total Contract Amount**	*R 1,000,000.00*	**Value of VO's Approved**		*None*	
Completion Date	*30/06/2026*						
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*			**Project on Time**	*N/A*

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***10***	***11***	***12***
Overall performance including, quility of work to date	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*	*Current performance is satisfactory. Service provider comply with SLA conditions*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and	*None*	*None*	*None*
Actual Amount Paid to Date	*R10,815.09*	*R10,815.09*	*R10,815.09*
Number of Invoices /Certificates	*1*	*1*	*1*
Disputed Invoices / Certificates	*None*	*None*	*None*

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PROJECT MANAGER:	*G.W Hermanus*		**PROJECT CHAMPION:**	*Joel Rasekgala*			
	Corporate Services					***Funding Source***	
Complete Tender No. & Description	*RT15 Transversal Contract -PBX & Hardware*					***Own X***	***Other***
Service Provider	**Cell C**						
Commencement Date	*05/10/2022*	**Total Contract Amount**	*R 1,000,000.00*	**Value of VO's Approved**		*None*	
Completion Date	*30/06/2026*						
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	*None*			**Project on Time**	*N/A*
Date of Report	**31 January 2026**		**28 February 2026**		**31 March 2026**		
Report Numbers	***10***		***11***		***12***		
Overall performance including, quility of work to date	*Current performance is satisfactory. Service provider comply with SLA conditions*		*Current performance is satisfactory. Service provider comply with SLA conditions*		*Current performance is satisfactory. Service provider comply with SLA conditions*		
Blockages and Problems	*None*		*None*		*None*		
Recommanded Action and	*None*		*None*		*None*		
Actual Amount Paid to Date	*R 59,457.20*		*R 59,457.20*		*R59,457.20*		
Number of Invoices /Certificates	*1*		*1*		*1*		
Disputed Invoices / Certificates	*None*		*None*		*None*		

ITEM HEADING

C120/2026 OFFICE OF THE SPEAKER / DIRECTORATE CORPORATE SERVICES: DEPARTMENT ADMINISTRATION: COUNCILLORS IN RECESS FROM 29 JUNE 2026 UNTIL 17 JULY 2026

[English version of the report is the original]

FILE NUMBER

3/2/1/R

PURPOSE/AIM OF REPORT

To grant approval for the full Council and EMC to take a recess from 29 June 2026 until 17 July 2026 during the school holidays.

BACKGROUND

Council and the EMC annually take a recess during the June / July school holiday period as it was found in the past that several councillors are not available during this period due to the school holidays.

DISCUSSION

In view of the above, the opinion is held that Council should consider approving that Council and the EMC take a recess for the period from Monday, 29 June 2026 until and including Friday, 17 July 2026.

LEGAL IMPLICATIONS

The functioning of the Municipality as well as service delivery will not be adversely affected during the recess period.

FINANCIAL IMPLICATIONS

None

RISK MANAGEMENT IMPLICATION

Not applicable.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended:

1. **That Council notes the above information.**

2. **That Council takes a recess during the June / July 2025 school holidays from Monday, 29 June 2026 until and including Friday, 17 July 2026 and that all activities of the full Council be resumed on Monday, 20 July 2026.**

3. **That urgent matters be dealt with by the Municipal Manager, as the delegated body, in consultation with the Executive Mayor and his Committee, within the applicable policies of Council to ensure that service delivery is not adversely affected during the recess period.**

4. **That in urgent cases, in which the Executive Mayor and his Committee do not have full powers, the Executive Mayor be mandated to consult with the caucus leaders of the parties concerning those matters.**

ITEM TITLE

C121/2026 DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES: UPDATED DRAFT WATER SERVICE DEVELOPMENT PLAN (WSDP) 2027

[English version of the report is the original]

FILE NUMBER

16/1/12/B

PURPOSE OF REPORT

The aim of this report is to present and obtain approval and adoption for the updated Water Services Development Plan (WSDP) for 2027 cycle for Theewaterskloof Municipality: draft documents.

BACKGROUND

Every WSA has a duty to all customers or potential customers in its area of jurisdiction to progressively ensure efficient, affordable, economical and sustainable access to water services that promote sustainable livelihoods and economic development. The plan encompasses all social, environmental and institutional aspects within our municipal boundaries.

The Consultants, GLS and IX Engineers, have been appointed through the Framework contract for the appointment of Professional Services (TECH01).

The 2017-2022 WSDP of Theewaterskloof Municipality consists of the following documents.

- WSDP-IDP Sector Input Report (Executive Summary)
- Administration, Information and Comprehensive Overview Report
- Water Master Plan: Future Demand and Functionality Requirements Report

DISCUSSION

The primary instrument of planning in the water services sector is the WSDP. The following principles apply to the WSDP, as taken from the Strategic Framework for Water Services (2003):

- All WSAs must develop a WSDP.
- A new plan must be developed every five years, and the plan should be updated as necessary and appropriate in the interim years.
- The WSDP must be integrated with the IDP of the municipality, as required in terms of the Municipal Systems Act.
- The WSDP must integrate water supply planning with sanitation planning.

- The WSDP must integrate technical planning with social, institutional, financial and environmental planning. The planning of capital expenditure must also be integrated with the associated operation and maintenance requirements and expenditures.
- The WSDP must be informed by the business plans developed by water services providers and with the plans of any regional water services providers, as relevant.
- The WSDP must integrate with the catchment management strategy.
- The planning process must take into account the views of all important stakeholders, including communities, through a consultative and participatory process. Every effort must be made to ensure the adequate and meaningful participation of women in consultation forums.
- The draft plan must be made available for public and stakeholder comments and all comments made must be considered when preparing the final plan.
- The contents of the WSDP must be communicated to all important stakeholders, including the DWS.
- A WSA must report annually and in a public way on progress in implementing the plan.

The purpose of this report is to provide relevant and summarised WSDP inputs for incorporation into Theewaterskloof Municipality's IDP process and is structured as follows:

Section A: Status Quo Overview: Provides a summarised overview of the water services status quo in terms of the water services functional business elements as aligned to the WSDP framework.

Section B: State of Water Services Planning: Presents the status of- and references the water services planning within Theewaterskloof Municipality.

Section C: Water Services Existing Needs Perspective: Gives an overview of Theewaterskloof Municipality's assessment and interpretation of its water services, with specific focus on problem definition statements.

Section D: Water Services Objectives and Strategies: Outlines the 5-year water services objectives and strategies as developed through the WSDP process for incorporation in terms of the IDP and aligned to the water services functional business elements.

Section E: Water Services MTEF Projects: The agreed water services projects for the medium-term expenditure framework and inclusive of funding sources.

Section F: WSDP Projects: Presents the projects identified during the WSDP process in order to meet the water services strategies of Theewaterskloof Municipality, as aligned to the outflow from the situation analysis per water services business element.

COMMENTS: OFFICE OF THE MUNICIPAL MANAGER

Noted. For further discussion during Management Meeting.

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

Noted. For further discussion during Management Meeting.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Recommendation is supported.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Noted.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Project was funded out of the OPEX budget.
The Updated WSDP is compulsory in applying for grant funding pertaining to Water and Sanitation Services with respect to the Water Services Infrastructure Grant, MIG, DLG and DWS.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Sections 12 and 13 of the Water Services Act (Act No 108 of 1997) place a duty on WSAs to prepare and maintain WSDP. DWS has developed a new WSDP website (Rolled-out to all WSAs during 2017) to assist WSAs with their WSDP process and to provide a framework for the capturing of the data. The topics included in the guidelines and addressed in detail in Theewaterskloof Municipality's WSDP are as follows:

- Settlements and Demographics
- Service Levels
- Water Services Infrastructure Management (Infrastructure)
- Water Services Infrastructure Management (O&M)
- Conservation and Demand Management
- Water Resources
- Financial
- Institutional Arrangements and Customer Care

COMMENTS FROM INTERNAL AUDIT

No comments.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

COMMENTS FROM RISK MANAGEMENT

Item content noted.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. **That note be taken of the Updated Draft WSDP for the Theewaterskloof Municipal Jurisdiction.**

2. **That Management provides comments/input on the Draft WSDP.**

3. **That the Updated Draft WSDP Sector Report be referred to Council for comments/inputs.**

4. **That the Draft WSDP, after comments from Council, be made available for Public Participation and that the Draft, with comments, be referred back to Council for final approval.**

RECOMMENDATION BY MANAGEMENT TO THE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE: 09 APRIL 2026

It is recommended:

1. **That note be taken of the Updated Draft WSDP for the Theewaterskloof Municipal Jurisdiction.**

2. **That the Portfolio Committee provides comments/input on the Draft WSDP.**

3. **That the Updated Draft WSDP Sector Report be referred to Council for comments/inputs.**

4. **That the Draft WSDP, after comments from Council, be made available for Public Participation and that the Draft, with comments, be referred back to Council for final approval.**

RECOMMENDATION BY THE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE TO THE EMC: 05 MAY 2026

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 C Clayton it was recommended as follows:

1. **That note be taken of the Updated Draft WSDP for the Theewaterskloof Municipal Jurisdiction.**

2. **That the EMC provides comments/input on the Draft WSDP.**

3. **That the Updated Draft WSDP Sector Report be referred to Council for comments/inputs.**

4. **That the Draft WSDP, after comments from Council, be made available for Public Participation and that the Draft, with comments, be referred back to Council for final approval.**

RECOMMENDATION BY THE EMC TO COUNCIL: 19 MAY 2026

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 C Clayton it was recommended as follows:

1. **That note be taken of the Updated Draft WSDP for the Theewaterskloof Municipal Jurisdiction.**

2. **That the Updated Draft WSDP Sector Report be referred to Council for comments/inputs.**

3. **That the Draft WSDP, after comments from Council, be made available for Public Participation and that the Draft, with comments, be referred to a Council Workshop and to Council thereafter for final approval.**

RECOMMENDATION TO COUNCIL:

It is recommended:

1. **That note be taken of the Updated Draft WSDP for the Theewaterskloof Municipal Jurisdiction.**

2. **That the Updated Draft WSDP Sector Report be referred to Council for comments/inputs.**

3. **That the Draft WSDP, after comments from Council, be made available for Public Participation and that the Draft, with comments, be referred to a Council Workshop and to Council thereafter for final approval.**

ITEM TITLE

C122/2026 DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES: WATER MANAGEMENT REPORT THIRD QUARTER PERFORMANCE REPORT (JANUARY 2026) FINANCIAL YEAR 2025/26

[English version of the report is the original]

FILE NUMBER

16/1/7

PURPOSE OF REPORT

To present the Third Quarter (Q3) performance results relating to water loss management for the 2025/26 financial year, provide a technical assessment of Non-Revenue Water (NRW) trends and contributing risk factors, and outline corrective and preventative interventions implemented to ensure sustainable water demand management and infrastructure efficiency

BACKGROUND

Water losses within Water Distribution Networks (WDNs) are defined as the variance between the total volume of potable water introduced into the system (as measured at treatment works and bulk supply points) and the volume of verified, metered consumption billed to end-users.

These losses are collectively referred to as Non-Revenue Water (NRW), which consists of the following components:

1. Authorised Unbilled Consumption – Legitimate but unbilled water use, including firefighting, street cleaning, system flushing, and standpipe consumption in unmetered areas.
2. Apparent Losses – Commercial or administrative losses resulting from inaccurate or malfunctioning customer meters, data capture and billing errors, and unauthorised connections.
3. Real Losses – Physical losses through leaks, bursts, overflows, and other infrastructure failures, typically the most significant contributor to NRW.

DISCUSSION

HISTORICAL PERFORMANCE TREND

Financial Year	Water Loss (%)
2019/20	34.9%

2020/21	37.3%
2021/22	37.5%
2022/23	43.0%
2023/24	21.7%
2024/25	16.2%
2025/26 (Q3)	22.0%

4. THIRD QUARTER TECHNICAL PERFORMANCE ANALYSIS

- Increased burst frequency on ageing asbestos cement and steel pipelines.
- Pressure transients in high-elevation zones and limited PRV coverage.
- Bulk meter under-registration and delayed calibration cycles.
- Illegal connections and unmetered consumption in high-density areas.
- Operational flushing and maintenance-related water usage.

5. IMPLEMENTED INTERVENTIONS – Q3

- Deployment of dedicated leak detection and repair teams.
- Calibration and optimisation of pressure reducing valves (PRVs).
- Replacement and verification of defective bulk meters.
- Strengthened enforcement against illegal connections.
- Community water conservation awareness campaigns.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Report content is noted.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Take note of the report. Since October 2025 a bulk water meter- and water meter audit was conducted and will end by middle March 2026. The information that is collected from business to business and household to household will be compared with the current data on the billing system. This will indicate how accurate our water meter data is on the billing system and will be corrected to ensure correct billing. The audit will have a positive impact on the integrity of our water meter data, the integrity of the billing system for water, and the integrity of the calculations for water losses.

There have been no water meters replacements for the past three years, which need to be done annually as an integrated effort to reduce water losses. The replacement of the old pre-paid water meters needs to be treated as a high priority, whenever new water meters become available, as well as households in low-cost housing areas that is still without water meters.

For the past three years we have put in place many interventions and efforts to reduce water losses from 43% to 22%. There are some interventions that can be done on a low budget, but most of the interventions still need a sufficient budget to support our efforts to reduce water losses to 15%. Currently we do not have a sufficient budget that can support our efforts to reduce water losses.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Current NRW levels equate to an estimated annual financial loss of approximately R16 million, inclusive of treatment, energy, and distribution costs. Achieving the strategic target of below 15% NRW could yield annual savings exceeding R2 million

LEGAL IMPLICATIONS (ITEM AUTHOR)

All activities are aligned with the Water Loss Reduction and Control Plan, Water Demand and Conservation Management Plan, Municipal Water Loss Policy, Water Services By-Law, and the National Water Act (Act 36 of 1998).

Compulsory National Water Sanitation Service Standards Revised June 2025.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Elevated NRW levels present financial, operational, infrastructure, and reputational risks. Ongoing mitigation measures focus on predictive maintenance, improved data integrity, and enhanced enforcement.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. **That the Third Quarter Water Management Performance Report be noted.**
2. **That Directorate-level coordination be strengthened to accelerate NRW reduction initiatives.**
3. **That capital prioritisation focusses on metering upgrades, PRV expansion, pipeline replacement and SCADA/Telemetry enhancement.**
4. **That enforcement and public awareness interventions be intensified during Q4.**

RECOMMENDATION BY MANAGEMENT TO TECHNICAL- INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE: 09 APRIL 2026

1. **That the Third Quarter Water Management Performance Report be noted.**
2. **That Directorate-level coordination be strengthened to accelerate NRW reduction initiatives.**

3. **That capital prioritisation focusses on metering upgrades, PRV expansion, pipeline replacement and SCADA/Telemetry enhancement.**
4. **That enforcement and public awareness interventions be intensified during Q4.**

RECOMMENDATION BY THE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE TO THE EMC: 05 MAY 2026

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

1. **That the Third Quarter Water Management Performance Report be noted.**
2. **That Directorate-level coordination be strengthened to accelerate NRW reduction initiatives.**
3. **That capital prioritisation focusses on metering upgrades, PRV expansion, pipeline replacement and SCADA/Telemetry enhancement.**
4. **That enforcement and public awareness interventions be intensified during Q4.**

RECOMMENDATION BY THE EMC TO COUNCIL: 19 MAY 2026

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 H Linnerts it was recommended as follows:

1. **That the Third Quarter Water Management Performance Report be noted.**
2. **That Directorate-level coordination be strengthened to accelerate NRW reduction initiatives.**
3. **That capital prioritisation focusses on metering upgrades, PRV expansion, pipeline replacement and SCADA/Telemetry enhancement.**
4. **That enforcement and public awareness interventions be intensified during Q4.**

RECOMMENDATION TO COUNCIL:

It is recommended:

1. **That the Third Quarter Water Management Performance Report be noted.**
2. **That Directorate-level coordination be strengthened to accelerate NRW reduction initiatives.**

3. **That capital prioritisation focusses on metering upgrades, PRV expansion, pipeline replacement and SCADA/Telemetry enhancement.**

4. **That enforcement and public awareness interventions be intensified during Q4.**

ITEM TITLE

C123/2026 DIRECTORATE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES: REPORTING ON PERFORMANCE OF CONTRACTORS: JANUARY - MARCH 2026

[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 January - March 2026 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-

a) 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;
b) monitor on an monthly basis the performance of the contract under the contract of agreement;
c) 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

d) 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:	January 2026	February 2026	March 2026
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

Recommendation supported.

COMMENTS FROM THE DEPARTMENT ELECTRICAL SERVICES

None.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

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

LEGAL IMPLICATIONS (ITEM AUTHOR)

Chapter 8 Municipal Finance Management Act. 56 of 2003.

COMMENTS FROM INTERNAL AUDIT

No comments.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the Technical- and Infrastructure Implementation Services Committee takes cognisance of the report.

DISCUSSION DURING THE MEETING:

Alderman M Plato-Mentoor requested that the rocks at the Taxi Rank in Grabouw be removed and that the Deputy Mayor must address the matter with her department to obtain a solution for the placement of the pegs.

RECOMMENDATION BY THE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES COMMITTEE TO THE EMC: 05 MAY 2026

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

That Council takes cognisance of the report.

RECOMMENDATION BY THE EMC TO COUNCIL: 19 MAY 2026

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.

PMU

1. TECH0/2022/23: Provision of professional services: Eradication of septic tanks at Botrivier: ROMH *Consulting Engineers.*

2. TECH01/2022/23: Provision of professional services: Greyton water & sewer upgrades: *UDS Africa*

3. TECH01/2022/23: Provision of professional services: Grabouw Bulk water phase 5.3: Lukhozi *Consulting Engineers*

4. TECH01/2022/23: Provision of professional services: Gypsey Queen bulk water pipeline: Engineering *Advice & Services*

5. TECH01/2022/23: Provision of professional services: Tesselaarsdal water pipeline: DELTA *BEC*

6. TECH01/2022/23: Provision of professional services: Gypsey Queen bulk sewer pipeline: Engineering *Advice & Services*

7. TECH01/2022/23: Botrivier WWTW PH 2 provision of professional Services: *Water & Wastewater Engineering*

8. ENG 11/2024/25: Upgrading of Botrivier WWTW Phase 2: JVZ Construction

9. ENG03/2024/25: Gypsy Queen bulk water & sewer service provision: *Asla Construction*

COMPLETED

10. LP03/2025/26: Leasing of a 1 ton excavator to Pineview park: *Nicaud Trading 12*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*		
Mar-26	**Technical Services**				***Funding Source***	
Complete Tender No. & Description	*TECH 01/2022/23: Botrivier septic tank eradication*				***Own***	***Other***
SDBIP REF					***x***	
Service Provider	***ROMH Consulting Engineers***					
Commencement Date	04/06/2024	**Total Contract Amount (Excl VAT)**	R321 365,00	**Value of VO's Approved**	***Not applicable***	
Completion Date	30/06/2026					
Adjusted Contract Amount (Excl VAT)	*R 321 365,00*	**Adjusted Completion Date**		*30/06/2026*	**Project on Time**	no

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*17-19*	***17***	***18***	***19***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall performance including Rand Value in terms of the Empowerment Goals		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall Performance incl. quality of work to date		*ROMH consulting has completed the tender documentation and design stage. No further work has been completed*	*ROMH consulting has completed the tender documentation and design stage. No further work has been completed*	*ROMH consulting has completed the tender documentation and design stage. No further work has been completed*
Blockages and Problems		*The Municipal Manager instructed that own funded projects be suspended.*	*The Municipal Manager instructed that own funded projects be suspended.*	*The Municipal Manager instructed that own funded projects be suspended.*
Recommended Action and Resolutions required to unblock blockages & problems		*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*
Actual Amount Paid to Date (Excl VAT)		*R 159 744,00*	*R 159 744,00*	*R 159 744,00*
Number of Invoices /Certificates		*1*	*1*	*1*
VOTE NUMBERS		076012700900	076012700900	076012700900
Disputed Invoices / Certificates		*None*	*None*	*none*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*	
Mar-26	**Technical Services**			***Funding Source***	
Complete Tender No. & Description	*TECH 01/2022/23: Greyton water & sewer upgrading*			***Own***	***Other***
SDBIP REF				***x***	
Service Provider	*UDS AFRICA*				
Commencement Date	25/04/2024	**Total Contract Amount (Excl VAT)**	R778 225,00	**Value of VO's Approved**	*Not applicable*
Completion Date	30/06/2026				
Adjusted Contract Amount (Excl VAT)	*R 778 225,00*	**Adjusted Completion Date**	*Undetermined at this stage*	**Project on Time**	*no*

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*19-21*	***19***	***20***	***21***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall performance including Rand Value in terms of the Empowerment Goals		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall Performance Incl. quality of work to date		*UDS Africa consulting has completed the tender documentation and design stage. No further work has been completed*	*UDS Africa consulting has completed the tender documentation and design stage. No further work has been completed*	*UDS Africa consulting has completed the tender documentation and design stage. No further work has been completed*
Blockages and Problems		*The Municipal Manager instructed that own funded projects be suspended.*	*The Municipal Manager instructed that own funded projects be suspended.*	*The Municipal Manager instructed that own funded projects be suspended.*
Recommended Action and Resolutions required to unblock blockages & problems		*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*
Actual Amount Paid to Date (Excl VAT)		*R 223 938,00*	*R 223 938,00*	*R 223 938,00*
Number of Invoices /Certificates		*1*	*1*	*1*
VOTE NUMBERS		077010500323 077010500324	077010500323 077010500324	077010500323 077010500324
Disputed Invoices / Certificates		*None*	*None*	*none*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*		
Mar-26	**Technical Services**				***Funding Source***	
Complete Tender No. & Description	*TECH 01/2022/23: Grabouw bulk water pipeline*				***Own***	***Other***
SDBIP REF					***x***	
Service Provider	***Lukhozi Consulting Engineers***					
Commencement Date	25/04/2024	**Total Contract Amount (Excl VAT)**	R354 123,13	**Value of VO's Approved**	***Not applicable***	
Completion Date	30/06/2026					
Adjusted Contract Amount (Excl VAT)	*R 354 123,13*	**Adjusted Completion Date**	*Undetermined at this stage*		**Project on Time**	no

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*19-21*	***19***	***20***	***21***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall performance including Rand Value in terms of the Empowerment Goals		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall Performance Incl. quality of work to date		*The engineers have completed the tender documentation and design stage. No further work has been completed*	*The engineers have completed the tender documentation and design stage. No further work has been completed*	*The engineers have completed the tender documentation and design stage. No further work has been completed*
Blockages and Problems		*The Municipal Manager instructed that own funded projects be suspended*	*The Municipal Manager instructed that own funded projects be suspended*	*The Municipal Manager instructed that own funded projects be suspended*
Recommended Action and Resolutions required to unblock blockages & problems		*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*
Actual Amount Paid to Date (Excl VAT)		*R 0,00*	*R 0,00*	*R0,00*
Number of Invoices /Certificates		*0*	*0*	*0*
VOTE NUMBERS		077010200330 077010200333	077010200330 077010200333	077010200330 077010200333
Disputed Invoices / Certificates		*None*	*None*	*none*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*	
Mar-26	**Technical Services**			***Funding Source***	
Complete Tender No. & Description	*TECH 01/2022/23 Gypsy Queen bulk water provision*			***Own***	***Other***
SDBIP REF KPI D1424				***MIG***	
Service Provider	***Engineering Advice & Services***				
Commencement Date	10/04/2024	**Total Contract Amount (Excl VAT)**	R654 478,00	**Value of VO's Approved**	***Not applicable***
Completion Date	30/06/2026				
Adjusted Contract Amount (Excl VAT)	*R 654 478,00*	**Adjusted Completion Date**	*30/06/2026*	**Project on Time**	no

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*19-21*	***19***	***20***	***21***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall performance including Rand Value in terms of the Empowerment Goals		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall Performance Incl. quality of work to date		*The performance of the engineers has been exemplory to date*	*EAS Consulting Engineers have performed well throughout the duration of their contract*	*Overall performance and quality of work to date has been of a good standard*
Blockages and Problems		*None to report for January. The contractor reached practical completion stage in December*	*None to report for February. The contractor reached practical completion stage in December*	*None to report for March. The contractor reached practical completion stage in December*
Recommended Action and Resolutions required to unblock blockages & problems		*None to report for January. The contractor reached practical completion stage in December*	*None to report for February. The contractor reached practical completion stage in December*	*None to report for March. The contractor reached practical completion stage in December*
Actual Amount Paid to Date (Excl VAT)		*R 619 543,25*	*R 619 543,25*	*R 619 543,25*
Number of Invoices /Certificates		*5*	*5*	*5*
VOTE NUMBERS		076010200091	076010200091	076010200091
Disputed Invoices / Certificates		*None*	*None*	*none*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*		
Mar-26	**Technical Services**				***Funding Source***	
Complete Tender No. & Description	*TECH 01/2022/23: Tesselaarsdal water pipeline*				***Own***	***Other***
SDBIP REF					***x***	
Service Provider	***Delta BEC***					
Commencement Date	07/06/2024	**Total Contract Amount (Excl VAT)**	R410 747,00	**Value of VO's Approved**	***Not applicable***	
Completion Date	30/06/2026					
Adjusted Contract Amount (Excl VAT)	*R 410 747,00*	**Adjusted Completion Date**	*Undetermined at this stage*		**Project on Time**	no

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*17-19*	***17***	***18***	***19***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall performance including Rand Value in terms of the Empowerment Goals		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall Performance Incl. quality of work to date		*Delta BEC has completed the design and tender stage. No further work has been undertaken*	*Delta BEC has completed the design and tender stage. No further work has been undertaken*	*Delta BEC has completed the design and tender stage. No further work has been undertaken*
Blockages and Problems		*The Municipal Manager instructed that own funded projects be suspended*	*The Municipal Manager instructed that own funded projects be suspended*	*The Municipal Manager instructed that own funded projects be suspended*
Recommended Action and Resolutions required to unblock blockages & problems		*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*	*Project suspended. Awaiting funding to proceed*
Actual Amount Paid to Date (Excl VAT)		*R 200 778,00*	*R 200 778,00*	*R200 778,00*
Number of Invoices /Certificates		*2*	*2*	*2*
VOTE NUMBERS		077010100321 077010100322 077010100323	077010100321 077010100322 077010100323	077010100321 077010100322
Disputed Invoices / Certificates		*None*		

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*			
Mar-26	**Technical Services**					***Funding Source***	
Complete Tender No. & Description	*TECH 01/2022/23 Gypsy Queen bulk sewer provision*					***Own***	***Other***
SDBIP REF	**KPI D1424**					***MIG***	
Service Provider	***Engineering Advice & Services***						
Commencement Date	10/04/2024	**Total Contract Amount (Excl VAT)**	R1 428 007,00	**Value of VO's Approved**	***Not applicable***		
Completion Date	30/06/2026						
Adjusted Contract Amount (Excl VAT)	*R 1 428 007,00*	**Adjusted Completion Date**		*Undetermined at this stage*		**Project on Time**	no

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*19-21*	***19***	***20***	***21***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall performance including Rand Value in terms of the Empowerment Goals		***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***	***Not applicable to TECH 01/2022/23***
Overall Performance Incl. quality of work to date		*The performance of the engineers has been exemplory to date*	*EAS Consulting Engineers have performed well throughout the duration of their contract*	*Overall performance and quality of work to date has been of a good standard*
Blockages and Problems		*None to report for January*	*None to report for February. The contractor reached practical completion stage in December*	*None to report for March. The contractor reached practical completion stage in December*
Recommended Action and Resolutions required to unblock blockages & problems		*None required*	*None to report for February. The contractor reached practical completion stage in December*	*None to report for March. The contractor reached practical completion stage in December*
Actual Amount Paid to Date (Excl VAT)		*R 1 413 651,65*	*R 1 413 651,65*	*R 1 413 651,65*
Number of Invoices /Certificates		*5*	*5*	*5*
VOTE NUMBERS		076010200091	076010200091	076010200091
Disputed Invoices / Certificates		*None*	*None*	*none*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*	
Mar-26	**Technical Services**			**Funding Source**	
Complete Tender No. & Description	*TECH 01/2022/23: BOTRIVIER WWTW PH 2 PROVISION OF PROFESSIONAL SERVICES*			***Own***	***Other***
SDBIP REF **KPI D1422**				***x***	***x***
Service Provider	***Water & Wastewater Engineering***				
Commencement Date	30/06/2025	**Total Contract Amount (Excl VAT)**	R5 361 305,00	**Value of VO's Approved**	***Not applicable***
Completion Date	30/06/2028				
Adjusted Contract Amount (Excl VAT)	*R 5 361 305,00*	**Adjusted Completion Date**	*Undetermined at this stage*	**Project on Time**	Yes

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*8-10*	***8***	***9***	***10***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***Not applicable***	***Not applicable***	***Not applicable***
Overall performance including Rand Value in terms of the Empowerment Goals		***Not applicable***	***Not applicable***	***Not applicable***
Overall Performance Incl. quality of work to date		*The engineers have performed well to date*	*Water & Wastewater Engineering have performed well throughout the duration of their contract*	*The consulting engineers have performed well to date*
Blockages and Problems		*None to report for January*	*None to report for February*	*None to report for March*
Recommended Action and Resolutions required to unblock blockages & problems		*None required*	*None required*	*None required*
Actual Amount Paid to Date (Excl VAT)		*R 3 454 549,68*	*R 3 659 546,67*	*R 3 794 415,67*
Number of Invoices /Certificates		*7*	*8*	*9*
VOTE NUMBERS		76010700900	76010700900	76010700900
Disputed Invoices / Certificates		*none*	*none*	*none*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*		
Mar-26	**Technical Services**				***Funding Source***	
Complete Tender No. & Description	*ENG 11/2024/26: Botrivier WWTW Upgrading, Phase 2*				***Own***	***Other***
SDBIP REF **KPI D1422**					***x***	***x***
Service Provider	*JVZ Construction*					
Commencement Date	11/08/2025	**Total Contract Amount (Excl VAT)**	R33 072 043,00	**Value of VO's Approved**	***17733,26***	
Completion Date	25/11/2026					
Adjusted Contract Amount (Excl VAT)	*R 33 072 043,00*	**Adjusted Completion Date**	*Undetermined at this stage*		**Project on Time**	Yes

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*6-8*	***6***	***7***	***8***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***As per contract ENG 11/2024/25, special conditions of tender***	***As per contract ENG 11/2024/25, special conditions of tender***	***As per contract ENG 11/2024/25, special conditions of tender***
Overall performance including Rand Value in terms of the Empowerment Goals		***hly reporting in terms of special conditions of co***	***Monthly reporting in terms of special conditions of contract***	***Monthly reporting in terms of special conditions of contract***
Overall Performance Incl. quality of work to date		*The contractor has performed well thus far*	*JVZ Construction has performed well thus far*	*Th contractor has performed well to date*
Blockages and Problems		*None to report for January*	*None to report for February*	*None to report for March*
Recommended Action and Resolutions required to unblock blockages & problems		*None required*	*None required*	*None required*
Actual Amount Paid to Date (Excl VAT)		*R 5 756 349,49*	*R 7 261 913,95*	*R9 271 556,77*
Number of Invoices /Certificates		*5*	*6*	*7*
VOTE NUMBERS		76010700900	76010700900	76010700900
Disputed Invoices / Certificates		*none*	*none*	*none*

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*	
Mar-26	**Technical Services**			***Funding Source***	
Complete Tender No. & Description	*ENG 03/2024/25: Gypsy Queen bulk water & sewer service provision*			***Own***	***Other***
SDBIP REF **KPI D1424**				***MIG***	
Service Provider	***ASLA CONSTRUCTION***				
Commencement Date	02/04/2025	**Total Contract Amount (Excl VAT)**	R8 062 940,00	**Value of VO's Approved**	***444012,23***
Completion Date	02/10/2025				
Adjusted Contract Amount (Excl VAT)	*R 8 062 940,00*	**Adjusted Completion Date**	*Undetermined at this stage*	**Project on Time**	no

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*10-12*	***10***	***11***	***12***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		***As per contract ENG 03/2024/25, special conditions of tender***		
Overall performance including Rand Value in terms of the Empowerment Goals		***ying details related to the EPWP and job creation f***		
Overall Performance Incl. quality of work to date		*Construction completed. The contractor performed well in reach completion stage in December*		
Blockages and Problems		*None to report for January*		
Recommended Action and Resolutions required to unblock blockages & problems		*None required*		
Actual Amount Paid to Date (Excl VAT)		*R 7 589 285,95*		
Number of Invoices /Certificates		*9*		
VOTE NUMBERS		76010200091		
Disputed Invoices / Certificates		*None*		

PROJECT MANAGER:	*Nigel Kayser*		**PROJECT CHAMPION:**	*Denver Damons*		
Mar-26	**Technical Services**				***Funding Source***	
Complete Tender No. & Description	*LP 03/2025/26: Leasing of a 1 ton excavator to Pine View Park*				***Own***	***Other***
SDBIP REF					*x*	
Service Provider	***Nicaud Trading 12***					
Commencement Date	18/11/2025	**Total Contract Amount (Excl VAT)**	R174 950,00	**Value of VO's Approved**	*0*	
Completion Date	18/12/2025					
Adjusted Contract Amount (Excl VAT)	*R 174 950,00*	**Adjusted Completion Date**	*18/12/2025*		**Project on Time**	Yes

Date of Report	**31/03/2026**	**January**	**February**	**March**
Report Numbers	*1-3*	*1*	*2*	*3*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		*Not applicable to this contract*		
Overall performance including Rand Value in terms of the Empowerment Goals		*Not applicable to this contract*		
Overall Performance incl. quality of work to date		*Satisfied with the level of service received*		
Blockages and Problems		*None to report*		
Recommended Action and Resolutions required to unblock blockages & problems		*None to report*		
Actual Amount Paid to Date (Excl VAT)		*R 174 950,00*		
Number of Invoices /Certificates		*1*		
VOTE NUMBERS		73115200121		
Disputed Invoices / Certificates		*none*		

ELECTRICITY

1. ELEC01/2023/24: Tender for labour cost: Standby and maintenance in Theewaterskloof Area, electrical department: New contract: Greyton *area: Greyton Electrical*

2. ELEC01/2023/24: Tender for labour cost: Standby and maintenance in Theewaterskloof Area, electrical department: New contract: *Riviersonderend: Greyton Electrical*

3. ELEC02/2023/24: Tender for medium voltage switchgear maintenance and emergency repair work for Theewaterskloof Area, Electrical Department 3 Year contract TWK area: *De Kock & Cronje*

4. TECH01/2022/23: Electrification of informal houses Riemvasmaak Caledon: *Lyners Consulting Eng.*

5. ELEC04/2024/25: Electrification of informal houses Riemvasmaak, Caledon: Adenco Construction

Contract Manager	*M Theunissen*		**Contract Owner**	*Z Benjamin*		
Directorate	**Electrical Services**				***Funding Source***	
Complete Tender No. & Description	*ELEC 01/2023/24 Tender for Labour cost, Standby and Maintenance in TWK area (Greyton) Year 3*				***Own***	***Other***
Service Provider	***Greyton Electrical***				*OWN*	
Commencement Date	*10-Nov-23*	**Total Contract Amount (Vat excl.)**	***R 248 313 (25/26)***	**Value of Expansions Approved (Vat excl.)**	***R0,00***	
Completion Date	*30-Jun-26*					
Adjusted Contract Amount		**Adjusted Completion Date**			**Project on Time**	YES

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***27***	***28***	***29***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*Local Contractor*	*Local Contractor*	*Local Contractor*
Overall performance including Rand Value in terms of the Empowerment Goals	*Good*	*Good*	*Good*
Overall Performance incl. quality of work to date	*Good*	*Good*	*Good*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems			
Actual Amount Paid to Date (Vat excl.)	*R 333 556,41*	*R 366 078,25*	*R 402 867,50*
Number of Invoices /Certificates	*6*	*7*	*8*
Disputed Invoices / Certificates	*None*	*None*	***None***

Contract Manager	*M Theunissen*		**Contract Owner**	*Z Benjamin*		
Directorate	**Electrical Services**				**Funding Source**	
Complete Tender No. & Description	*ELEC 01/2023/24 Tender for Labour cost, Standby and Maintenance in TWK area (RSE) Year 3*				**Own**	**Other**
Service Provider	*Greyton Electrical*				*OWN*	
Commencement Date	*10-Nov-23*	**Total Contract Amount (Vat excl.)**	*R248 313 (25/26)*	**Value of Expansions Approved (Vat excl.)**	*R0,00*	
Completion Date	*30-Jun-26*					
Adjusted Contract Amount		**Adjusted Completion Date**			**Project on Time**	YES

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***27***	***28***	***29***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*Local Contractor*	*Local Contractor*	*Local Contractor*
Overall performance including Rand Value in terms of the Empowerment Goals	*Good*	*Good*	*Good*
Overall Performance Incl. quality of work to date	*Good*	*Good*	*Good*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems			
Actual Amount Paid to Date (Vat excl.)	*R 214 757,69*	*R 239 358,54*	*R 279 162,78*
Number of Invoices /Certificates	*6*	*7*	*8*
Disputed Invoices / Certificates	*None*	*None*	*None*

Contract Manager	*M Theunissen*		**Contract Owner**	*Z Benjamin*		
Directorate	**Electrical Services**				***Funding Source***	
Complete Tender No. & Description	*ELEC 02/2023/24 Medium Voltage Switchgear maintenance and Emergency repair work*				***Own***	***Other***
Service Provider	***De Kock & Cronje***				*OWN*	
Commencement Date	*01-Nov-23*	**Total Contract Amount (Vat excl.)**	***R360 000 (25/26)***	**Value of Expansions Approved (Vat excl.)**	***R0,00***	
Completion Date	*30-Jun-26*					
Adjusted Contract Amount		**Adjusted Completion Date**			**Project on Time**	YES

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***27***	***28***	***29***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*Specialized work ELEC 02/2023/24*	*Specialized work ELEC 02/2023/24*	*Specialized work ELEC 02/2023/24*
Overall performance including Rand Value in terms of the Empowerment Goals	*No Work Done*	*Good*	*Good*
Overall Performance Incl. quality of work to date	*No Work Done*	*Good*	*Good*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems			
Actual Amount Paid to Date (Vat excl.)	*R 145 236,13*	*R 145 236,13*	*R 145 236,13*
Number of Invoices /Certificates	*2*	*2*	*2*
Disputed Invoices / Certificates	*None*	*None*	*None*

Contract Manager	*M Theunissen*		**Contract Owner**	*Z Benjamin*		
Directorate	**Electrical Services**				**Funding Source**	
Complete Tender No. & Description	*TECH01/2022/23 Appointment of Consulting Eng for Tender ELEC 04/2024/25 Electrification Informal houses in Riemvasmaak Caledon*				***Own***	***Other***
Service Provider	***Lyners Consulting Eng***				*INEP*	
Commencement Date	*19-Jul-24*	**Total Contract Amount (Vat incl.)**	***R3 567 383,00***	**Value of Expansions Approved (Vat excl.)**	***R0,00***	
Completion Date	*30-Jun-27*					
Adjusted Contract Amount		**Adjusted Completion Date**	*30-Jun-26*		**Project on Time**	YES

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***17***	***18***	***19***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*In terms of TECH 01*	*In terms of TECH 01*	*In terms of TECH 01*
Overall performance including Rand Value in terms of the Empowerment Goals	*Good*	*Good*	*Good*
Overall Performance Incl. quality of work to date	*The Consultant's performance has been satisfactory to date*	*The Consultant's performance has been satisfactory to date*	*The Consultant's performance has been satisfactory to date*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems	*Subject to rollover approval and site readiness*	*housing civil tender to be implemented. DEV03/2025/26 before electrification funds can be further spent*	*housing civil tender to be implemented. DEV03/2025/26 before electrification funds can be further spent*
Actual Amount Paid to Date (Vat excl.)	*R 405 805,49*	*R 405 805,49*	*R 405 805,49*
Number of Invoices /Certificates	*2*	*2*	*2*
Disputed Invoices / Certificates	*None*	*None*	*None*

Contract Manager	*M Theunissen*		**Contract Owner**	*Z Benjamin*		
Directorate	**Electrical Services**				**Funding Source**	
Complete Tender No. & Description	*ELEC 04/2024/25 Electrification of informal houses Riemvasmaak Caledon*				**Own**	**Other**
Service Provider	***Adenco Construction***				*OWN*	
Commencement Date	*19-Mar-25*	**Total Contract Amount (Vat incl.)**	***R3 647 339,15***	**Value of Expansions Approved (Vat excl.)**	***R0,00***	
Completion Date	*30-Jun-26*					
Adjusted Contract Amount		**Adjusted Completion Date**	*30-Jun-26*		**Project on Time**	YES

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	***10***	***11***	***12***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*As per special conditions of ELEC 04/2024/25*	*As per special conditions of ELEC 04/2024/25*	*As per special conditions of ELEC 04/2024/25*
Overall performance including Rand Value in terms of the Empowerment Goals	*Good*	*Good*	*Good*
Overall Performance incl. quality of work to date	*The Consultant's performance has been satisfactory to date*	*The Consultant's performance has been satisfactory to date*	*The Consultant's performance has been satisfactory to date*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems	*Subject to rollover approval and riemvasmaak site readiness*	*housing civil tender to be implemented. DEV03/2025/26 before electrification funds can be further spent*	*housing civil tender to be implemented. DEV03/2025/26 before electrification funds can be further spent*
Actual Amount Paid to Date (Vat excl.)	*R 2 092 383,04*	*R 2 092 383,04*	*R 2 092 383,04*
Number of Invoices /Certificates	*3*	*3*	*3*
Disputed Invoices / Certificates	*None*	*None*	*None*

SOLID WASTE

1. ENG05/2023/24: Provision of recycling services in Grabouw and Villiersdorp until June 2026: *Enviro Care*

2. ENG06/2023/24: Provision of recycling services in Grabouw and Villiersdorp until June 2026: *TWK Recycling*

3. Waste Disposal Agreement between ODM, Overstrand and TWK: *Overberg District Municipality*

4. Transport of containerized municipal solid waste and chipping of garden waste for the period from 1 July 2024 till 30 June 2027: *Enviroserve*

5. ENG01/2025/26: Provision of D6 dozer until 30 January 2026: *XMOORE*

PROJECT MANAGER:	*Jeremy Prins*		PROJECT CHAMPION:	*Denver Damoms*			
SDBIP REF: NA	Financial Services					*Fnding Source*	
Complete Tender No. & Description	*ENG 05/2022/23: PROVISION OF RECYCLING SERVICE IN CALEDON, GREYTON & RIVIERSONDEREND FROM 1 MARCH 2024 TO 30 JUNE 2026*					*Own*	*Other*
						15510175690	
Service Provider	*ENVIROCARE*					*15510475690*	
Commencement Date	*01-Mar-24*	Total Contract Amount	*R 7 097 892,22*	Value of VO's Approved	0		
Completion Date	*30-Jun-26*						
Adjusted Contract Amount	*N/A*	Adjusted Completion Date	*N/A*			Project on Time: YES	

Date of Report	JAN	FEB	MAR
Report Numbers *22 23 24*	*Collaboration Number:*	*Collaboration Number:*	*Collaboration Number:*
Indicate the Empowerment Goals that were set for this contract in	*local labour*	*local labour*	*local labour*
Overall performance including			
Overall Performance Incl. quality	*GOOD*	*GOOD*	*GOOD*
Blockages and Problemes	*0*	*0*	*0*
Recommanded Action and	*0*	*0*	*0*
Actual Amount Paid to Date	R 1 675 858,90	R 1 753 384,00	R 1 828 029,12
Number of Invoices /Certificates	*21*	*23*	*24*
Disputed Invoices / Certificates	*0*	*0*	*0*

PROJECT MANAGER:		*Jeremy Prins*		PROJECT CHAMPION:	*Denver Damoms*			
SDBIP REF:NA NA		Financial Services					*Fnding Source*	
Complete Tender No. & Description		*ENG 05/2022/23: PROVISION OF RECYCLING SERVICE IN GRABOUW & VILLIERSDORP FROM 1 MARCH 2024 UNTIL 30 JUNE 2026*					*Own*	*Other*
Service Provider		*TWK RECYCLING*					*15510275690*	*15510375690*
Commencement Date		*01-Mar-24*	Total Contract Amount	*R 4 791 089,68*	Value of VO's Approved	0		
Completion Date		*30-Jun-26*						
Adjusted Contract Amount		*N/A*	Adjusted Completion Date	*N/A*			Project on Time: NO	

Date of Report		JAN	FEB	MAR
Report Numbers	*22 23 24*	*Collaboration Number:*	*Collaboration Number:*	*Collaboration Number:*
Indicate the Empowerment Goals that were set for this contract in				
Overall performance including				
Overall Performance Incl. quality		*GOOD*	*GOOD*	*GOOD*
Blockages and Problemes		*NONE*	*NONE*	*NONE*
Recommanded Action and		*NONE*	*NONE*	*NONE*
Actual Amount Paid to Date		R 1 322 572,74	R 1 365 731,99	R 1 408 891,24
Number of Invoices /Certificates		*22*	*23*	*24*
Disputed Invoices / Certificates		*0*	*0*	*0*

PROJECT MANAGER:	*Jeremy Prins*		PROJECT CHAMPION:	*Denver Damons*			
SDBIP REF: N/A	Financial Services					*Fnding Source*	
Complete Tender No. & Description	*Karwyderskraal Waste Disposal SLA*					*Own*	*Other*
						15611095550	
Service Provider	*ODM*						
Commencement Date	*#REF!*	Total Contract Amount	*R 3 400 000,00*	Value of VO's Approved	0		
Completion Date	*14-Apr-74*						
Adjusted Contract Amount		Adjusted Completion Date				Project on	Yes

Date of Report	JAN	FEB	MAR
Report Numbers *80 81 82*	*Collaboration Number:*	*Collaboration Number:*	*Collaboration Number:*
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	*Skills transfer for the operation of a Regional Landfill Site.*	*Skills transfer for the operation of a Regional Landfill Site.*	*Skills transfer for the operation of a Regional Landfill Site.*
Overall performance including Rand Value in terms of the Empowerment Goals	*Overall performance is good. A Regional Monitoring committee meeting was held to discuss the facilities compliance against external audit that was conducted.*	*Overall performance is good. A Regional Monitoring committee meeting was held to discuss the facilities compliance against external audit that was conducted.*	*Overall performance is good. A Regional Monitoring committee meeting was held to discuss the facilities compliance against external audit that was conducted.*
Overall Performance Incl. quality of work to date	*good*	*good*	*good*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and	*n/a*	*n/a*	*n/a*
Actual Amount Paid to Date	R 1 907 452,65	R 2 149 190,59	R 2 429 569,78
Number of Invoices /Certificates	*80*	*81*	*82*
Disputed Invoices / Certificates	*0*	*0*	*0*

PROJECT MANAGER:		*Jeremy Prins*		**PROJECT CHAMPION:**	*Denver Damoms*		
SDBIP REF: N/A		**Financial Services**					***Fnding Source***
Complete Tender No. & Description		***TRANSPORT OF CONTAINERISED MUNICIPAL SOLID WASTE AND CHIPPING OF GARDEN WASTE FOR THE PERIOD FROM 1 JULY 2024 TILL FURTHER NOTICE***					***Own*** / ***Other***
Service Provider		***Enviroserv Waste Management***					***015510175680, 015510275680,***
Commencement Date		*01-Feb-25*	**Total Contract Amount**	***R28 686 981,90 exl Vat***	**Value of VO's Approved**	0	
Completion Date		*30-Jun-27*					
Adjusted Contract Amount		*N/A*	**Adjusted Completion Date**	*N/A*			**Project on Tim: NO**
Date of Report		**JAN**		**FEB**		**MAR**	
Report Numbers	*12 13 14*	***Collaboration Number:***		***Collaboration Number:***		***Collaboration Number:***	
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy		*Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy*		*Teaching TWK employees/staff at Waste Facilities how to Separate Green Waste / how to Manage and Control to do proper seperation an chipping*		*Teaching TWK employees/staff at Waste Facilities how to Separate Green Waste / how to Manage and Control to do proper seperation an chipping*	
Overall performance including Rand Value in terms of the Empowerment				*Making use of Local Drivers as far as possible and available.*		*Making use of Local Drivers as far as possible and available.*	
Overall Performance Incl. quality of work to date		*Service was good*		*Service was good*		*Service was good*	
Blockages and Problemes		*None*		*None*		*None*	
Recommanded Action and				*None*		*None*	
Actual Amount Paid to Date		R 7 935 759,28		R 7 068 373,77		R 8 935 651,53	
Number of Invoices /Certificates		*12*		*13*		*14*	
Disputed Invoices / Certificates		*0*		*0*		*0*	

PROJECT MANAGER:	Jeremy Prins		PROJECT CHAMPION:	Denver Damons				
SDBIP REF: N/A								
Complete Tender No. & Description	Hiring of pland for caledon Landfill						Fnding Source	
Service Provider							Own	Other
Commencement Date	X Moore						15511158400	
	#REF!	Total Contract Amount	R 2 402 356,00	Value of VO's Approved	0			
Completion Date	30-Jun-26							
Adjusted Contract An		Adjusted Completion Date						
Date of Report						Project on	Yes	
Report Numbers 4 5 6	JAN		FEB		MAR			
	Collaboration Number:		Collaboration Number:		Collaboration Number:			
Indicate the Empowerment Goals	Skills transfer for the operation of a CaledonLandfill Site.		Skills transfer for the operation of a CaledonLandfill Site.		Skills transfer for the operation of a Caledon Landfill Site.			
Overall performance	0		0		0			
Overall Performance	good		good		good			
Blockages and	0		None		None			
Recommanded	0		n/a		n/a			
Actual Amount Paid t	R 155 724,00		R 354 513,00		R 390 117,00			
Number of Invoices	4		5		6			
Disputed Invoices / C	0		0		0			

1. 20 Year contract: Overberg Water: *Overberg Water Board*

2. ENG08/2024/25: The web based remote monitoring of all water and sewage infrastructure in the Theewaterskloof area for a three-year period: *Bigetron*

3. Three (3) year SLA: Groenland Water Users Association – Provision of baulk raw water to Grabouw: Groenland Water Users

4. TECH01/2022/23: Damaged pavilion at the Caledon Sport field*: Lukhozi*

5. ENG13/2025/26: Caledon roadway enhancement: Hoop & Plein Street upgrading: *Roadmac*

PROJECT MANAGER:	*Lester Parnell*		**PROJECT CHAMPION:**	*Denver Damons*		
	Technical Services				***Funding Source***	
Complete Tender No. & Description	*20 Year Contract: Overberg Water*				***Own***	***Other***
Service Provider	***Overberg Water***					
Commencement Date	*13-12-2010*	**Total Contract Amount**	*R 24 967 000,00*	**Value of VO's Approved**	***None***	
Completion Date	*n/a*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	None		**Project on Time**	yes

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers *7,8,9*	***Collaboration Number: 7***	***Collaboration Number: 8***	***Collaboration Number: 9***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	N/A	N/A	N/A
Overall performance including Rand Value in terms of the Empowerment Goals	N/A	N/A	N/A
Overall Performance incl. quality of work to date	*Overall performance and deliverables is gradually increasing with specific focus on communication and resource sharing*	*Overall performance and deliverables has been reached in terms of the contract with regards to quality and delivery. Overberg water is currently supplying Caledon, Myddleton with SANS 241 drinking water.*	*Overall performance and deliverables is gradually increasing with specific focus on communication and resource sharing. Invoice for March 2026 not yet recieved.*
Blockages and Problemes	*None*	*None*	*None*
Recommanded Action and Resolutions required to unblock blockages & problems	*Quarterly meeting held to discuss SLA and how to improve on the desired deliverables.*	*Quarterly meeting held to discuss SLA and how to improve on the desired deliverables.*	*None Required*
Actual Amount Paid to Date	R13 152 509,34	R15 797 333,99	*R 15 797 333,99*
Number of Invoices /Certificates	*10*	*12*	*12*
Disputed Invoices / Certificates	*no*	*no*	*no*

PROJECT MANAGER:	*Lester Parnell*		**PROJECT CHAMPION:**	*Denver Damons*		
	Technical Services				***Funding Source***	
Complete Tender No. & Description	*ENG08/2024/25 - THE WEB BASED REMOTE MONITORING OF ALL WATER AND SEWAGE INFRASTRUCTURE IN THE THEEWATERSKLOOF AREA FOR A THREE-YEAR PERIOD*				***Own***	***Other***
Service Provider	***FLOTRON***					
Commencement Date	*21/12/2021*	**Total Contract Amount**	***No direct budget allocated. Departments TECH and COMM SERV. make use of operational votes for water and sanitation.***	**Value of VO's Approved**	***None***	
Completion Date	*05-Jan-28*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	None		**Project on Time**	yes

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers *9,10,11*	***Collaboration Number: 9***	***Collaboration Number:10***	***Collaboration Number:11***
Indicate the Empowerment Goals that were set for this	N/A	N/A	N/A
Overall performance including Rand Value in terms of the	N/A	N/A	N/A
Overall Performance Incl. quality of work to date	*Although a lot of quotations have been requested from the different towns. Official orders need to be issued by the Municipality. Funding may be an issue*	*Although a lot of quotations have been requested from the different towns. Official orders need to be issued by the Municipality. Funding may be an issue*	*Although a lot of quotations have been requested from the different towns.*
Blockages and Problemes	*No work done*	*No work done*	*none to report on*
Recommanded Action and Resolutions required to unblock blockages & problems	*n/a*	*n/a*	*n/a*
Actual Amount Paid to Date	R228 714,00	R228 714,00	*R 228 714,00*
Number of Invoices /Certificates	*3*	*3*	*3*
Disputed Invoices / Certificates	*no*	*no*	*no*

PROJECT MANAGER:	*Lester Parnell*		**PROJECT CHAMPION:**	*Denver Damons*				
	Technical Services						***Funding Source***	
Complete Tender No. & Description	*Three Year SLA - Groenland Water Users Association - Provision of Bulk Raw Water to Grabouw*						***Own***	***Other***
Service Provider	***Overberg Water***							
Commencement Date	*12-Nov-24*	**Total Contract Amount**	***R 1 200 000,00***	**Value of VO's Approved**			***None***	
Completion Date	*12-Nov-27*							
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	None				**Project on Time**	yes
Date of Report	**31 January 2026**		**28 February 2026**		**31 March 2026**			
Report Numbers *7,8,9*	***Collaboration Number: 7***		***Collaboration Number: 8***		***Collaboration Number: 9***			
Indicate the Empowerment Goals that were set	N/A		N/A		N/A			
Overall performance including Rand Value in	N/A		N/A		N/A			
Overall Performance Incl. quality of work to date	*Overall performance and deliverables is gradually increasing with specific focus on*		*Overall performance and deliverables has been reached in terms of the contract with regards to quality and delivery.*		*Overall performance and deliverables is good.*			
Blockages and Problemes	*None*		*None*		*December invoice not yet received*			
Recommanded Action and Resolutions required	*Quarterly meeting held to discuss SLA and*		*Quarterly meeting held to discuss SLA and how to improve*		*None required*			
Actual Amount Paid to Date	R345 883,28		R400 656,14		*R 455 429,00*			
Number of Invoices /Certificates	*5*		*6*		*7*			
Disputed Invoices / Certificates	*no*		*no*		*no*			

PROJECT MANAGER:	*Lester Parnell*		**PROJECT CHAMPION:**	*Denver Damons*			
	Technical Services					***Funding Source***	
Complete Tender No. & Description	*LUKHOZI - DAMAGED PAVILLION AT THE CALEDON SPORTFIELD - TECH 01/2022/23*					***Own***	***Other***
Service Provider	***LUKHOZI***						
Commencement Date	*01-Jun-25*	**Total Contract Amount**	***R 169 916,00***	**Value of VO's Approved**		***None***	
Completion Date	*30-Jun-26*						
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	None			**Project on Time**	yes

Date of Report		**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers	*4,5,6*	***Collaboration Number:4***	***Collaboration Number:5***	***Collaboration Number:6***
Indicate the Empowerment Goals that were set for this		N/A	N/A	N/A
Overall performance including Rand Value in terms of the		N/A	N/A	N/A
Overall Performance Incl. quality of work to date		*Physical project is late due to tax compliance by preferred bidders*	*Physical project is late due to tax compliance by preferred bidders. Another bidder was approached due to TAX issues by the first*	*Tender have been awarded. Contract currenlty in appeal period.*
Blockages and Problemes		*Builders holiday was an aspect in the evaluation process. This contract does not*	*No work done. Awaiting physical contract to be awarded by the BAC*	*Physical contract awarded. Consultancy to continue*
Recommanded Action and Resolutions required to unblock		*n/a*	*n/a*	*n/a*
Actual Amount Paid to Date		R26 072,80	R26 072,80	*R 26 072,80*
Number of Invoices /Certificates		*1*	*1*	*1*
Disputed Invoices / Certificates		*no*	*no*	*no*

PROJECT MANAGER:	*Lester Parnell*		**PROJECT CHAMPION:**	*Denver Damons*		
	Technical Services				***Funding Source***	
Complete Tender No. & Description	*CALDON ROADWAY ENHANCEMENT - HOOP AND PLEIN STREET UPGRADING - ENG13/2025/26*				***Own***	***Other***
Service Provider	***ROADMAC***					
Commencement Date	*19/01/2026*	**Total Contract Amount**	*R 5 382 150,00*	**Value of VO's Approved**	*None*	
Completion Date	*30/04/2026*					
Adjusted Contract Amount	*None*	**Adjusted Completion Date**	13/03/2026		**Project on Time**	yes

Date of Report	**31 January 2026**	**28 February 2026**	**31 March 2026**
Report Numbers *1.2*	***Collaboration Number:1***	***Collaboration Number:2***	***Collaboration Number:3***
Indicate the Empowerment Goals that were set for this contract in terms of Clause 2(a) of the SCM Policy	N/A	We have not received the local spending and empowerment goals reached from the contractor due to the Snags list that needs to be completed.	
Overall performance including Rand Value in terms of the		N/A	
Overall Performance Incl. quality of work to date	*Overall performance is good*	*Overall performance is good*	
Blockages and Problemes	*No blockages*	*No bloackages*	
Recommanded Action and Resolutions required to unblock	*n/a*	*n/a*	
Actual Amount Paid to Date	R0,00	R4 760 070,46	
Number of Invoices /Certificates	*0*	*1*	
Disputed Invoices / Certificates	*no*	*no*	

ITEM HEADING

C124/2026 DIRECTORATE COMMUNITY SERVICES: DEPARTMENT ENVIRONMENTAL AND DISASTER MANAGEMENT: REVIEWED AND AMENDED DISASTER MANAGEMENT POLICY 2026

[English version of the report is the original]

FILE NUMBER

17/4/B

PURPOSE / AIM OF REPORT

To provide a coordinated and legally aligned framework that guides how Theewaterskloof Municipality and its stakeholders prevent, prepare for, respond to, and recover from disasters, while promoting resilience, effective risk management, and the protection of people, property, and the environment

BACKGROUND

The Disaster Management Policy highlights that disasters whether natural, technological, or human-induced pose significant risks to communities, infrastructure, and livelihoods. It emphasizes Theewaterskloof Municipality's responsibility to manage these risks through a proactive, integrated, and multi-sectoral approach. The policy is grounded in national legislation, particularly the Disaster Management Act, 2002, and aligned with provincial, district, and international frameworks such as the Sendai Framework. It establishes the need for coordinated planning, clear institutional structures, stakeholder collaboration, and continuous risk reduction efforts to ensure effective disaster management and build resilient communities.

DISCUSSION

This policy discusses the implementation of disaster management within Theewaterskloof Municipality through a structured and coordinated approach involving all municipal departments and relevant stakeholders. It discusses the importance of strong governance and institutional coordination, ensuring that disaster management is integrated into planning, budgeting, and decision-making processes.

The policy further discusses the need for regular risk assessments and proactive risk reduction measures across all sectors, as well as the establishment of effective preparedness and response systems, including early warning mechanisms and emergency planning. It also discusses the critical role of community awareness, participation, and inclusion of local knowledge in strengthening resilience.

In addition, the policy discusses the importance of ongoing training and capacity building for municipal officials and communities, as well as the development of partnerships to support resource mobilization and improved disaster response. It further discusses the role of monitoring, evaluation, and reporting in ensuring accountability and continuous improvement.

Overall, the policy discusses clearly defined roles and responsibilities to ensure effective implementation, coordination, and compliance, thereby enabling the municipality to manage disasters efficiently and build resilient communities.

COMMENTS FROM THE DIRECTORATE FINANCE

Recommendation supported.

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

Noted with thanks.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Take note of reviewed and amended policy.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The municipality must budget for disaster management every year. Money must be used properly for preparedness, response, and recovery, and all spending must be monitored and audited.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The municipality is legally required to implement disaster management in line with the Disaster Management Act, 2002 (Act 57 of 2002) and the Municipal Finance Management Act, 2003 (Act 56 of 2003). In terms of Sections 53–55 of the Disaster Management Act, the municipality must develop and implement a disaster management plan and policy. Sections 56–57 require the municipality to seek additional support when a disaster exceeds its capacity, while Section 59 obligates the allocation of resources for disaster management. Furthermore, Section 60 of the Act and Section 78 of the MFMA require that all disaster-related funds are managed transparently and are properly accounted for and audited.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

The municipality is required to proactively identify, assess, and manage disaster risks on a continuous basis. This includes conducting regular hazards, vulnerability, and risk assessments, and implementing measures to reduce identified risks across all sectors. All municipal departments must integrate risk reduction into their planning and operations, including screening development projects to avoid exposure to hazards. The policy also requires the maintenance of a Disaster Risk Register, the use of early warning systems, and ongoing monitoring and review to ensure that risks are effectively managed and reduced over time.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council notes the policy and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY MANAGEMENT TO COUNCIL WORKSHOP: 09 APRIL 2026

It is recommended that Council notes the policy and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY THE WORKSHOP TO COUNCIL: 23 APRIL 2026

It is recommended that Council notes the policy and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

Theewaterskloof
Municipality

THEEWATERSKLOOF
MUNICIPAL

DISASTER MANAGEMENT POLICY

1. INTRODUCTION

Disasters, whether natural, technological, or human-induced, have the potential to disrupt communities, damage infrastructure, and threaten the lives and livelihoods of residents. The Theewaterskloof Municipality, recognizes its responsibility to safeguard its communities and resources, is committed to a proactive, integrated, and sustainable approach to disaster management.

This Disaster Management Policy provides a framework for coordinated action across municipal departments, community structures, and external stakeholders. It aligns with the Disaster Management Act, 2002 (Act 57 of 2002), national and provincial frameworks, and international best practices, including the Sendai Framework for Disaster Risk Reduction (2015–2030).

The policy seeks to:

- Establish clear roles and responsibilities for disaster prevention, preparedness, response, and recovery.
- Promote a culture of risk awareness and resilience among municipal staff, communities, and stakeholders.
- Integrate technological innovations and early warning systems for improved risk assessment, monitoring, and response.
- Ensure sustainable and equitable recovery in the aftermath of disasters.
- By adopting this policy, Theewaterskloof Municipality affirms its commitment to protect life, property, the environment, and municipal infrastructure, while fostering resilient communities capable of anticipating, responding to, and recovering from disasters.

Disaster management is a continuous and integrated multi-sectoral and -disciplinary process of planning and implementation of measures aimed at prevention of, mitigation and preparedness for and recovery after a disaster. The Theewaterskloof Disaster Management Policy must be read in conjunction with the Act, National and Provincial Disaster Management Frameworks of 2005 respectively as well as the Overberg District Municipality Framework. The policy allows for the establishment of disaster management organizational structures and capability at municipal level.

2. POLICY STATEMENT

Theewaterskloof Municipality is committed to effective, integrated, and legally compliant disaster management by:

- Ensuring that all municipal disaster management activities comply with national, provincial, and municipal legislation, including the Disaster Management Act, 2002.
- Implementing measures to reduce risks and vulnerabilities across all sectors of the municipality.
- Enhancing municipal and community capacity to prepare for, respond to, and recover from disasters.
- Promoting sustainable, innovative, and environmentally responsible practices in all disaster management activities.
- Engaging communities, civil society, private sector, and other stakeholders to foster participation, awareness, and shared responsibility in disaster risk reduction.

This policy provides a legally compliant, strategic, and operationally relevant framework to guide municipal departments and stakeholders in all disaster management activities.

3. LEGAL AND POLICY FRAMEWORK

The Disaster Management Act, 2002 (Act No. 57 of 2002) and the National Disaster Management Framework (2005) are highly prescriptive regarding the establishment and execution of disaster management functions at all spheres of government. The Act places a clear obligation on municipalities to ensure that disaster management is implemented in a structured, coordinated, and integrated manner within their jurisdiction.

3.1. Municipal Obligations

In terms of the Disaster Management Act, 2002, every municipality is required to develop and maintain a comprehensive Disaster Management Plan for its area of jurisdiction. This plan must be coordinated with all relevant role-players and stakeholders to ensure effective implementation. The municipality is further obliged to review and update the plan on a regular basis to maintain its relevance and effectiveness. Active consultation with the local community must take place during the preparation or amendment of the plan to encourage participation and ensure that local knowledge and needs are incorporated. Additionally, the Disaster Management Plan must be fully integrated with the municipality's Integrated Development Plan (IDP) to promote coherence between disaster risk reduction and sustainable development planning.

3.2. Inter-Municipal Coordination

Local municipalities falling within the jurisdiction of a District Municipality must prepare their respective Disaster Management Plans in consultation with one another to ensure alignment and avoid duplication of efforts. This inter-municipal collaboration enhances regional disaster preparedness and response capacity.

3.3. Alignment with Higher Spheres of Government

The Theewaterskloof Municipality Disaster Management Plan shall be developed and implemented in full alignment with the:

- **Disaster Management Act, 2002 (Act 57 of 2002)** – Sections 53–55 mandate municipalities to adopt disaster management policies and plans.
- **National Disaster Management Framework (NDMF)** – Provides guiding principles, standards, and structures for disaster management across South Africa.
- **Western Cape Provincial Disaster Management Framework** – Outlines provincial coordination, support mechanisms, and minimum standards for municipal compliance.
- **Municipal Structures Act, 1998 (Act 117 of 1998) and Municipal Systems Act, 2000 (Act 32 of 2000)** – Support integration of disaster management into municipal governance and planning processes.
- Sendai Framework for Disaster Risk Reduction (2015–2030) – Provides international benchmarks for risk assessment, governance, investment, and community resilience.

This alignment ensures uniformity, consistency, and compliance across all levels of government in the disaster management continuum.

3.4. Submission and Record Keeping

A copy of the approved plan — including any amendments or updates — must be formally submitted to the Disaster Management Centers of both the Overberg District Municipality and the Western Cape Provincial Government for record, coordination, and compliance purposes.

4. **POLICY MANDATE** (Section 53 Compliance)

In compliance with Section 53 of the Disaster Management Act, the municipality shall:

- Develop and maintain a municipal disaster management policy and an associated operational plan.
- Define roles and responsibilities for municipal departments, community structures, and external partners to ensure accountability and coordination.
- Promote community awareness, participation, and preparedness, integrating local knowledge and risk insights.
- Ensure coordination and alignment with provincial and national disaster management frameworks.

- Review the policy periodically (minimum every three years, or after major disasters) to ensure it reflects evolving risks, technological advances, and lessons learned from past events.

5. POLICY PRINCIPLES

- The municipality's disaster management approach is guided by the following principles:
- Integrated Approach: Coordination across municipal departments, community organizations, district and provincial structures, NGOs, and private sector stakeholders.
- Risk Reduction & Mitigation: Proactive identification, assessment, and reduction of hazards using planning, environmental stewardship, and infrastructure adaptation.
- Preparedness: Training, simulations, early warning systems, and pre-positioned resources.
- Responsive Action: Timely, efficient, and coordinated disaster response.
- Recovery & Rehabilitation ("Build Back Better"): Sustainable restoration of affected areas, enhancing resilience and livelihood security.
- Community Participation: Engaging communities in planning, preparedness, and response initiatives.
- Sustainability: Environmentally responsible and climate-sensitive disaster management practices.
- Innovation & Technology: Use of GIS, AI, IoT, and predictive analytics to improve planning, monitoring, and operational decision-making.

6. POLICY OBJECTIVES

- Institutionalization of Disaster Management: Clear governance structures and accountability mechanisms.
- Alignment with National, Provincial, and International Frameworks: Compliance with legislation and best practices.
- Proactive Risk Reduction: Measures based on hazard mapping and vulnerability assessments.
- Capacity Building & Preparedness: Strengthen municipal and community readiness.
- Effective Response & Coordination: Rapid mobilization of resources and interdepartmental cooperation.
- Sustainable Recovery & Rehabilitation: Restore communities and infrastructure in a resilient manner.
- Use of Technology & Innovation: Integrate early warning systems and monitoring tools.
- Continuous Learning & Improvement: Incorporate lessons from disasters and best practices.

7. POLICY DIRECTIVES

To operate this policy, the following directives shall apply across all municipal departments and partners:

7.1. Governance and Institutional Coordination

- All municipal departments shall integrate disaster management principles into their annual operational plans and budgets.
- The Disaster Management Unit (DMU) shall coordinate all municipal disaster risk management initiatives and report quarterly to the Municipal Manager.
- A Municipal Disaster Management Advisory Forum shall be maintained to strengthen coordination among departments, communities, and external stakeholders.

7.2. Risk Assessment and Reduction

- The DMU shall conduct a comprehensive hazard, vulnerability, and risk assessment at least once every three years.
- Departments must identify and mitigate sector-specific risks (e.g., infrastructure, health, environment).
- Development projects must undergo risk screening before approval to minimize exposure to hazards.

7.3. Preparedness and Response

- The municipality shall maintain an early warning and communication system for timely alerts.
- Regular simulation exercises shall be conducted to test readiness across departments and communities.
- Emergency response plans and Standard Operating Procedures (SOPs) shall be updated annually.

7.4. Community Awareness and Participation

- Ward committees shall facilitate annual community disaster awareness programs.
- Schools, NGOs, and civic groups shall be encouraged to participate in risk education and volunteer programs.
- Local knowledge and traditional practices shall be incorporated into disaster planning.

7.5. Training and Capacity Building

- All municipal emergency and disaster management personnel shall undergo annual accredited training.
- Capacity-building programs shall target ward leaders, community volunteers, and municipal staff.

7.6. Partnerships and Resource Mobilization

- The municipality shall establish partnerships with the private sector, NGOs, and research institutions to enhance preparedness and response.
- A Municipal Disaster Relief Fund shall be maintained and used in accordance with applicable regulations.

7.7. Monitoring and Evaluation

- The DMU shall compile an annual Disaster Risk Reduction (DRR) report for submission to Council.
- Performance indicators shall measure preparedness levels, response times, and community engagement.
- Lessons learned from disasters shall inform continuous improvement of the policy and related plans.

8. ROLES AND RESPONSIBILITIES

Function / Activity	Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)	Notes / Key Responsibilities
Policy Implementation and Oversight	Disaster Management Unit (DMU)	Municipal Manager	Council, PDMC	All Departments	Ensure overall compliance with the Disaster Management Act and alignment with the IDP.
Governance and Coordination	DMU	Municipal Manager	Overberg District Municipality (ODM), PDMC	Council	Coordinate municipal disaster management forums and stakeholder structures.
Integration into IDP & SDF	Planning Department	Municipal Manager	DMU, Environmental Services	Council	Ensure disaster risk reduction is embedded into municipal planning

Function / Activity	Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)	Notes / Key Responsibilities
					and development processes.
Risk Assessment and Mapping	DMU	Municipal Manager	Infrastructure, Environmental Services, ODM	Ward Committees, Council	Conduct hazard, vulnerability, and risk assessments every three years.
Disaster Preparedness and Planning	DMU & Emergency Services	Municipal Manager	All Departments, PDMC	Council, Communities	Develop and test preparedness and response plans annually.
Early Warning and Communication	Communication Unit & DMU	Municipal Manager	SAPS, ODM, PDMC	Council, Public	Maintain early warning systems and ensure timely dissemination of alerts.
Community Awareness and Education	Community Services & DMU	Director: Community Services	NGOs, Ward Committees, Schools	Communities	Conduct awareness campaigns and community training.
Emergency Response Coordination	DMU & Emergency Services	Municipal Manager	SAPS, SANDF, Health, Infrastructure	Council, PDMC	Coordinate multi-agency response during emergencies.
Relief and Humanitarian Support	Community Services & NGOs	Municipal Manager	Finance, PDMC, ODM	Council, Communities	Manage relief distribution and humanitarian support to affected households.
Infrastructure Recovery and Rehabilitation	Infrastructure & Technical Services	Municipal Manager	DMU, Environmental Services	Council, Communities	Lead post-disaster reconstruction aligned with "build back better" principles.
Financial Management and Relief Fund Administration	Finance Department	CFO / Municipal Manager	DMU, PDMC	Council	Administer the Municipal Disaster Relief Fund and ensure transparent expenditure.

Function / Activity	Responsible (R)	Accountable (A)	Consulted (C)	Informed (I)	Notes / Key Responsibilities
Training and Capacity Building	HR Department & DMU	Municipal Manager	PDMC, Training Providers, NGOs	All Departments, Ward Committees	Coordinate accredited training for municipal and community personnel.
Monitoring, Evaluation, and Reporting	DMU	Municipal Manager	PDMC, Internal Audit	Council, All Departments	Produce annual disaster management performance reports and audits.
Policy Review and Amendment	DMU	Municipal Manager	Council, PDMC	All Departments, Public (as applicable)	Review and update the policy every three years or after major incidents.
Public Communication and Media Liaison	Communication Unit	Municipal Manager	DMU, Mayor's Office	Council, Communities	Ensure coordinated messaging and accurate information dissemination during disasters.
Partnerships and Stakeholder Engagement	DMU	Municipal Manager	Private Sector, NGOs, Academic Institutions	Council	Establish partnerships for joint training, resource sharing, and community resilience.
Compliance and Legal Oversight	DMU & Legal Services	Municipal Manager	PDMC, Council	All Departments	Ensure all municipal activities comply with legislative and policy requirements.

9. FUNDING AND RESOURCE ALLOCATION

Effective disaster management depends on the availability of adequate financial, human, and logistical resources to ensure preparedness, response, recovery, and rehabilitation. This section establishes the financial and resource management principles that guide Theewaterskloof Municipality's disaster management function.

9.1. Legislative Basis

In line with Section 59 of the Disaster Management Act (Act 57 of 2002) and the Municipal Finance Management Act (Act 56 of 2003), municipalities are required to allocate resources for disaster management within their annual budgets and planning processes.

9.2. Resource Mobilization

- The Municipality shall ensure that disaster management activities are budgeted for annually through its Integrated Development Plan (IDP) and Medium-Term Revenue and Expenditure Framework (MTREF).
- The Disaster Management Unit (DMU) shall maintain an inventory of available resources, including personnel, equipment, emergency facilities, vehicles, and supplies.
- Partnerships shall be fostered with provincial and national departments, the private sector, and non-governmental organizations (NGOs) to supplement resources during major incidents.
- In cases where the magnitude of a disaster exceeds municipal capacity, the Municipality shall request additional support in accordance with Sections 56–57 of the Act.

9.3. Funding Mechanisms

A dedicated Disaster Management Cost Centre shall be established within the municipal financial system to manage disaster-related expenses.

Funds shall be categorized under:

- Preparedness and Risk Reduction (training, awareness, mitigation projects).
- Response and Relief (emergency procurement, temporary accommodation, logistics).
- Recovery and Rehabilitation (infrastructure repair, livelihood support).

The Municipality shall access external funding through the Municipal Disaster Relief Grant, Provincial Disaster Fund, and other approved mechanisms as per Treasury regulations.

9.4. Accountability

The Chief Financial Officer (CFO) and Head: Disaster Management Unit shall jointly ensure that all funds are used transparently, audited annually, and comply with the principles of Section 78 of the MFMA and Section 60 of the Disaster Management Act.

10. MONITORING, EVALUATION, AND REVIEW

To ensure that disaster management practices remain effective, relevant, and aligned with evolving risks, Theewaterskloof Municipality will establish robust systems for monitoring, evaluation (M&E), and policy review.

10.1. Monitoring

- The Disaster Management Unit (DMU) shall maintain an updated Disaster Risk Register to track identified hazards, vulnerabilities, and ongoing mitigation efforts.
- All municipal departments shall report quarterly to the DMU on their disaster risk reduction and preparedness initiatives.
- The DMU shall monitor the implementation of this policy through performance indicators linked to the Municipal Performance Management System (PMS).

10.2. Evaluation

An annual evaluation report shall be prepared by the DMU assessing:

- Effectiveness of response operations.
- Adequacy of preparedness levels.
- Budget utilization and resource readiness.
- Stakeholder coordination and community participation.
- The evaluation shall be submitted to the Municipal Manager and the Overberg District Disaster Management Centre (ODM DC) for consolidation and feedback.

10.3. Policy Review

- This policy shall be reviewed every three (3) years or after any major disaster event, whichever occurs first.
- The review will be aligned with the annual IDP review process to ensure integration of updated risk profiles, community priorities, and developmental changes.
- Revisions shall be presented to Council for adoption following stakeholder consultation and alignment with the Provincial Disaster Management Framework.

10.4. Public Communication

- Once approved by Council, the policy shall be made publicly accessible through the municipal website, local libraries, and ward offices.
- A simplified community summary shall be developed for awareness campaigns, ensuring public understanding of disaster preparedness roles and responsibilities.
- Continuous engagement will occur through Ward Committees, Community Development Workers (CDWs), and Disaster Risk Awareness Programmes.

11. POLICY APPROVAL AND ADOPTION

This policy is prepared in accordance with the provisions of the Disaster Management Act, 2002 (Act 57 of 2002), and the Municipal Systems Act (Act 32 of 2000), which mandate municipalities to establish frameworks for disaster management and integrate these into municipal planning and operations.

11.1. Adoption

This Theewaterskloof Municipality Disaster Management Policy was tabled before the Municipal Council for consideration and adoption under Council Resolution No. ___ / 2025, at its sitting held on _____ 2025.

Upon adoption, this policy becomes an official guiding document for all disaster management activities within the jurisdiction of Theewaterskloof Municipality.

11.2. Implementation

- The Municipal Manager, as the Accounting Officer, is accountable for ensuring that this policy is implemented across all municipal directorates.
- The Head: Disaster Management Unit is responsible for operational coordination, reporting, and ensuring compliance with national and provincial frameworks.
- All municipal departments, external partners, and community stakeholders are expected to cooperate in fulfilling their assigned roles as outlined in the RACI Matrix (Section 8).

11.3. Endorsement

Designation	**Name**	**Signature**	**Date**
Municipal Manager			
Mayor			
Speaker			
Head: Disaster Management Unit			

ITEM HEADING

C125/2026 DIRECTORATE COMMUNITY SERVICES: DEPARTMENT ENVIRONMENTAL AND DISASTER MANAGEMENT: REVIEWED AND AMENDED DISASTER RISK MANAGEMENT FRAMEWORK 2026

[English version of the report is the original]

FILE NUMBER

17/4/B

PURPOSE / AIM OF REPORT

To provide clear guidance to the Disaster Risk Management Centre (DRMC) and all responsible stakeholders on how to manage disaster risks within the municipality, in line with the Disaster Management Act, 2002, the National Disaster Management Framework, 2005, and relevant provincial policies. It ensures that disaster risk management is done in a structured, consistent, and coordinated way by setting out how policies, plans, and strategies must be developed, implemented, monitored, and reviewed.

BACKGROUND

Theewaterskloof Municipality (TWKMUN) aims to build a disaster-resilient and safe environment through inclusive and integrated disaster risk management (DRM) programs. Local government is responsible for DRM to protect communities, especially those vulnerable due to poverty and historical inequalities. The TWKMUN Disaster Risk Management Policy Framework aligns with national, provincial, and local legislation, guiding coordinated efforts in risk assessment, risk reduction, response, and recovery. It is supported by information management, public awareness, and funding to ensure effective and uniform disaster management across the municipality.

DISCUSSION

The Theewaterskloof Municipal Council, under the Disaster Management Act, 2002, ensures the establishment and coordination of the Municipal Disaster Management Centre (DRMC) to manage disaster risks across all departments, stakeholders, and communities. The DRMC conducts systematic risk assessments to identify hazards, inform planning, and prioritize risk reduction strategies. Integrated DRM plans are developed and implemented in line with national, provincial, and district frameworks, with responsibilities clearly assigned to departments, NGOs, and the private sector.

To support effective disaster management, three performance enablers are applied across all Key Performance Areas: information management and communication, education, training, public awareness, and research, and funding arrangements. These enablers ensure that planning, response, and recovery activities are coordinated, well-resourced, transparent, and inclusive, enabling the municipality to proactively reduce vulnerability, build resilience, and protect communities, infrastructure, and the environment.

COMMENTS FROM THE DIRECTORATE FINANCE

Recommendation supported.

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

Noted

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Take note of the reviewed and amended Disaster Risk Framework.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Financial implications involve ensuring sufficient budgeting for DRM structures, personnel, risk reduction initiatives, compliance reporting, intergovernmental cooperation, and emergency response. Without adequate funding, TWKMUN cannot effectively prevent, respond to, or recover from disasters, which could increase both human and economic losses.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Disaster Management Act, 2002 (Act No. 57 of 2002):

- Section 42: Mandates municipalities to establish an integrated Disaster Risk Management Framework (DRMF).
- Section 43: Requires the establishment of a Municipal Disaster Management Centre (DRMC).
- Section 44: Obligates coordination between municipal departments and stakeholders.
- Sections 45–48: Require community awareness, risk identification, prevention measures, and development of disaster management plans.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

TWKMUN's Disaster Risk Management Framework ensures that risks are systematically identified, assessed, and reduced through prevention, mitigation, and preparedness measures. Integrated planning and coordination across municipal departments, stakeholders, and communities improve the municipality's ability to respond effectively to disasters. Regular risk assessments, monitoring, and reporting enable proactive decision-making, reducing vulnerability and building resilience. The framework also ensures alignment with national and provincial standards, supporting consistent and uniform risk management practices.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council notes the Disaster Risk Management Framework and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY MANAGEMENT TO A COUNCIL WORKSHOP: 09 APRIL 2026

It is recommended that Council notes the Disaster Risk Management Framework and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 23 APRIL 2026

It is recommended that Council notes the Disaster Risk Management Framework and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

THE DISASTER RISK MANAGEMENT FRAMEWORK FOR THEEWATERSKLOOF MUNICIPALITY (TWKMUN)

Theewaterskloof Municipality

PREAMBLE:

Section 42(1) of the Disaster Management Act, 2002 mandates Council to establish and implement a policy framework that **ensures an *integrated* and *uniform* approach to disaster risk management** in its area. In addition, Section 3.1.3 of the National Disaster Management Framework (NDMF) requires the regular review and updating of all Disaster Risk Management Frameworks.

In order to comply with the aforesaid statutory requirements and to promote consistency and joint standards of practice between the Theewaterskloof Municipality (TWKMUN) and the other spheres of government, a generic template for municipal disaster risk management frameworks need to be comply with.

The TWKMUN Disaster Risk Management Framework (DRMF) were aligned itself with the Western Cape DRMF and the Overberg District Municipality DRMF. This reviewed and realigned draft DRMPF for the TWKMUN will follow the public participation process before final submission to Council for adoption.

A NOTE ON TERMINOLOGY

Disaster Risk Management:

The term 'disaster risk management' refers to integrated, multisectoral and multidisciplinary administrative, organizational, and operational planning processes and capacities aimed at lessening the impacts of natural hazards and related environmental, technological, and biological disasters. This broad definition encompasses the definition of 'disaster management' as it is used in the Disaster Management Act, 2002 (Act No. 57 of 2002). However, where appropriate, the more updated term 'disaster risk management' is preferred in this policy framework because it is consistent with the use of the term internationally.

Disaster Risk Reduction:

Similarly, the preferred term 'disaster risk reduction' is used throughout the policy framework. It refers to all the elements that are necessary to minimize vulnerabilities and disaster risk throughout society. It includes the core risk reduction principles of prevention, mitigation, and preparedness.

ACRONYMS AND ABBREVIATIONS

CBO	Community Based Organization
CCC	Central Communications Centre
DM Act	Disaster Management Act, No. 57 of 2002
DMISA	Disaster Management Institute of Southern Africa
DOC	Disaster Operations Centre
DRA	Disaster Risk Assessment
DRM	Disaster Risk Management
DRMAF	Disaster Risk Management Advisory Forum
DRMC	Disaster Risk Management Centre
ECN	Emergency Communication Network
FOP	Field Operations Plan
GIS	Geographical Information Systems
HoC	Head of Centre
IDP	Integrated Development Plan
IDRM	Interdepartmental Disaster Risk Management Committee
IMS	Information Management System
IMDRP	Indicative Municipal Disaster Risk Profile
KPA	Key Performance Area
KPI	Key Performance Indicator
MAA	Mutual Assistance Agreement
MOU	Memorandum of Understanding
NDMC	National Disaster Management Centre
NDMF	National Disaster Management Framework
NGO	Non-Governmental Organization
PDART	Provincial Disaster Assistance Response Teams
PE	Performance Enabler
RDP	Reconstruction and Development Programme
SALGA	South African Local Government Association
SMS	Short Message Service
SP	Supporting Policy

TWKMUN	Theewaterskloof Municipality
TWKDMC	Theewaterskloof Municipality Disaster Management Centre
TWKMUN DRMF	Theewaterskloof Municipality Disaster Risk Management Framework
TAC	Technical Advisory Committee
ToR	Terms of Reference
WC DMC	Western Cape Disaster Management Centre

GLOSSARY:

CAPACITY:

A combination of all strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster.

CAPACITY BUILDING:

Efforts aimed at developing human skills or societal infrastructures within a community or organization needed to reduce the level of risk.

COPING CAPACITY:

The means by which people or organizations use available resources to face adverse consequences that could lead to a disaster.

DISASTER RISK:

Disaster risk refers specifically to the likelihood of harm or loss due to the action of hazards or other external threats on vulnerable structures, services, areas, communities, and households. It refers to the chance that there will be harmful impact of some kind due to the interaction between natural or other hazards and conditions of vulnerability.

DISASTER RISK MANAGEMENT:

The systematic process of using administrative decisions, organization, operational skills, and capacities to implement policies, strategies and coping capacities of the society and community to lessen he impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities including structural and nonstructural measures to avoid (prevention) or to limit (mitigation) adverse effects of hazards.

(DISASTER) RISK ASSESSMENT:

A methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend.

DISASTER RISK REDUCTION (DISASTER REDUCTION):

The conceptual framework of elements considered with the possibilities to minimize vulnerabilities and disaster risks throughout a society to avoid (prevention) or to limit (mitigation and preparedness) the adverse impact of hazards within the broad context of sustainable development.

HAZARD:

A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation.

HAZARD ANALYSIS:

Identification, studies, and monitoring of any hazard to determine it potential, origin, characteristics, and behaviors.

VULNERABILITY:

The conditions determined by physical social economic and environmental factors or processes which increase the susceptibility of a community to the impact of hazards.

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1. INTRODUCTION:

The way disaster risk is approached in South Africa has undergone major reform since 1994 when government took the decision to move away from the customary perception that disasters were inevitable and therefore could only be dealt with once they had occurred. As early as 1990 South Africa had aligned itself with global developments which focused on risk reduction strategies to build resilience and promote sustainable livelihoods amongst 'at risk' individuals, households, communities, and environments. A wide process of consultation was embarked on which culminated in the publication firstly of the Green Paper in 1998 and then in 1999 the **White Paper on Disaster Management** was Gazette.

The **White Paper** served to consolidate the reform process in disaster management in South Africa by setting out the **following seven key policy proposals:**

- **The urgent integration of risk reduction strategies into development initiatives.**
- **The development of a strategy to reduce the vulnerability of South Africans especially poor and disadvantaged communities to disasters.**
- **The establishment of a National Disaster Management Centre to:**
  - Ensure that an effective disaster management strategy is established and implemented.
  - Co-ordinate disaster management at various levels of government.
  - Promote and assist the implementation of disaster management activities in all sectors of society.
- **The introduction of a new disaster management funding system which:**
  - Ensures that risk reduction measures are taken.
  - Builds sufficient capacity to respond to disasters.
  - Provides for adequate post-disaster recovery.
- **The introduction and implementation of a new Disaster Management Act which:**
  - brings about a uniform approach to disaster management.
  - seeks to eliminate the confusion created by current legislation regarding declarations of disasters.

- addresses legislative shortcomings by implementing key policy objectives outlined in this White Paper.

- **The establishment of a framework to enable communities to be informed, alert and self-reliant and capable of supporting and co-operating with government in disaster prevention and mitigation.**
- **The establishment of a framework for coordination and strengthening the current fragmented training and community awareness initiatives.**

The seven policy proposals became the essence of the Disaster Management Act which was the promulgated in 2002 (hereinafter referred to as 'the Act').

In giving effect to the fact that Disaster Risk Management (DRM) is the responsibility of a wide and diverse range of role players and stakeholders, the Act emphasizes the need for uniformity in approach and the application of the principles of cooperative governance. In this regard it calls for integrated and coordinated DRM policy which focuses on risk reduction as its core philosophy; and on the establishment of Disaster Risk Management Centre's (DRMs) in the three spheres of government to pursue the direction and execution of the DRM legislation and policy in South Africa. It places particular emphasis on the engagement of communities and on the recruitment, training, and participation of volunteers in DRM.

In terms of a proclamation in Government Gazette No. 26228 of 31 March 2004, the President proclaimed 01 April 2004 as the date of commencement of the Act in the national and provincial spheres and 01 July 2004 in the municipal sphere.

In order to achieve consistency in approach and uniformity in its application, section 6 of the Act mandates the Minister to prescribe a national disaster management framework (NDMF) and in accordance with this mandate the National Disaster Management Framework was gazette in April 2005.

In pursuance of the national objective each municipality is, in terms of Sections 42 of the Act, mandated to **"establish and implement a framework for DRM aimed at ensuring an integrated**

and uniform approach to DRM" in its jurisdiction by the municipality and statutory functionaries of the municipality, all municipal entities operating in its area, all non-governmental organizations involved in DRM, and by the private sector. Municipal policy frameworks must be consistent with the Act and with the NDMF.

The Disaster Risk Management Framework of the TWKMUN is thus the instrument which gives effect to these legislative imperatives.

2. THE CONTEXT OF DRM IN THE TWKMUN:

The Theewaterskloof Municipality (TWKMUN) includes the towns of Grabouw, Villiersdorp, Caledon, Botrivier, Greyton, Genadendal, Riviersonderend and the rural settlement of Tesselaarsdal.

Theewaterskloof Local Municipality is the largest local authority in the Overberg District Region with an area of approximately 3258km^2. The municipality consists of 14 Wards. It is the most populous municipality in the Overberg district with 42% of the total district population. It is one of four municipalities in the district, making up a third of the Overberg region geographical area. Theewaterskloof Municipality can be categorized as a rural area with open spaces and farming activities as it is clear from the land and areas occupied by agriculture, small holdings, and other land uses.

Theewaterskloof Local Municipality is a Category B Municipality, and it is the gateway to the Overberg region and is surrounded by unique natural assets such as the Theewaterskloof Dam, Kogelberg Biosphere, beautiful mountain areas, illustrious vineyards, grain fields and fruit orchards, a wide variety of fynbos and wildflowers, and the famous blue crane birds, that is reflected in the logo of the Municipality.

Theewaterskloof Dam is an earth-fill type dam located on the Sonderend River catchment area near Villiersdorp. It was built in 1978 and is the largest dam in the Western Cape Water Supply System with a capacity of 480 million cubic meters, about 41% of the water storage capacity

available to Cape Town, which is the main source of water supply to a population of over 4 million people. Despite a relatively poor community and a narrow rate base capacity and income generation, the municipality is constantly improving infrastructure for service and product delivery.

The area of the TWKMUN is constantly threatened by hazards of natural, technological, and environmental origin. It is increasingly exposed to the devastating effects of a range of severe hydro meteorological events including severe storms; floods; severe winds; and veld fires. The incidence of epidemic diseases of biological origin affecting humans has also shown an increase in recent years. Due to all the economic activity which takes place in the municipal area, industrial hazards including hazardous materials spillages; explosions; industrial fires; as well as the ensuing risk of air and water pollution continue to pose major challenges. The effects of global warming posed a threat to the agricultural sector and cannot be ignored. The risk of major road traffic through the N2 route and the risk of accidents cannot be ruled out due to the fact that the N2 runs through the biggest part of the municipal area. The extensive export activities from the TWK region to the Cape town harbor pose very specific threats to both the economic and environmental well-being of the TWK Municipal area.

Despite ongoing efforts to reduce the high levels of poverty and to accelerate the provision of infrastructure and access to services, large numbers of people continue to migrate to TWK areas in search of employment. In most instances they have no alternative but to settle in unsafe environments in extremely vulnerable conditions where they are repeatedly exposed to a range of threats including floods, waterborne diseases and domestic fires. The increasing demands on critical lifeline infrastructure such as water and electricity as well as the increased use of road infrastructure pose particular risk reduction planning challenges to ensure a balance between demand and availability. Changes in social behaviors in the rural areas of the municipality also impact poverty and sustainable livelihoods, increasing the vulnerability of rural communities in terms of food security and sustainable dwellings.

Even though municipalities were only legally obliged to commence the implementation of the Act on 01 July 2004, and that funding arrangements were not yet defined, the TWKMUN

- ever mindful of the context of its disaster risk profile - did not lag behind in adopting a more proactive approach.

It is in the context of the disaster risk profile of the TWKMUN that this policy framework pursues the core philosophy of risk reduction through vulnerability reduction and resilience building, by placing priority on developmental initiatives.

3 THE TWKMUN DRMF:

3.1 PURPOSE OT THE DRMF:

The purpose of this framework is to provide those with statutory DRMC responsibilities in terms of the:

- Disaster Management Act, 2002 (DM Act).
- National Disaster Management Framework, 2005 (NDMF)
- Policy Framework of the Province of the Western Cape and
- other applicable legislation) within the TWKMUN.

with a written mandate which is coherent, transparent and inclusive; which provides the criteria for the systematic management of administrative decisions; stakeholder participation; operational skills; and capacities and achieves uniformity in the:

- development
- implementation
- maintenance
- monitoring and
- assessing of

all policies, plans, strategies, programmers, projects and practice which are aimed at achieving the vision and mission statement; goals; strategic objectives; and key performance indicators for DRM in the municipality.

This framework also serves to guide the development and implementation of uniform and integrated DRM policy throughout the TWKMUN area of jurisdiction.

3.2 VISION: 164

Our vision is for TWKMUN is one that understands and embraces DRM practices for a disaster resilient and safe environment.

3.3 MISSION STATEMENT:

Our mission is to establish and maintain an all-inclusive integrated and effective DRM programs to the benefit of all communities in the TWKMUN.

3.4 LEGISLATION AND POLICIES:

The ultimate responsibility for DRM in South Africa rests with Government. In terms of Section 41(1)(b) of the Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996), all spheres of government are required to "secure the well-being of the people of the Republic". According to Part A, Schedule 4, disaster management is a functional area of concurrent national and provincial legislative competence.

However, Section 156(4) of the Constitution does provide for the assignment of the administration of any matter listed in Part A Schedule 4 which necessarily relates to Local Government, if that matter would most effectively be administered locally and if the municipality has the capacity to administer it. The assignment of the function must however be by agreement and subject to any conditions.

In this context Schedules 4 and 5 of Part B of the Constitution require local government to provide for functions which are closely allied to DRM and in particular, Section 152(1)(d) requires local government to 'ensure a safe and healthy environment'.

Due to high levels of unemployment, poverty remains the pivotal factor which contributes towards individuals, households and communities lacking resilience to the impact of hazards in the TWKMUN. This is of particular relevance in the South African scenario, with the huge legacy left by the Apartheid government of desperately impoverished and disadvantaged communities who as a result, are subject to high levels of disaster risk. It is also within these local communities where the smaller but much more frequent disasters occur and where the costs in terms of loss

of lives and property and the financial burden are painfully borne (White Paper on Disaster Management, 1999).

Globally there is consensus that for the effective implementation of integrated and coordinated disaster risk reduction (which includes emergency preparedness and disaster response and recovery activities), the administration of the DRM function must be focused on the local government sphere.

Clearly it is in this context then that the Minister has elected to assign the function, by way of national legislation, to Local Municipalities and District Municipalities.

This policy framework, which establishes the policy of the council of the TWKMUN for the management of disaster risk in its jurisdiction, is constituted in terms of the Disaster Management Act, 2002; is consistent with the National Disaster Management Framework, 2005; with the Policy Framework of the Province of the Eastern Cape; and is compliant with all applicable legislation, regulations, standards, codes, and practices for DRM in the TWKMUN.

3.5 SCOPE AND STRUCTURE OF THE TWKMUN DRMPF:

In support of the core concepts of integration and uniformity the DRMPF is structured in components consistent with those of the NDMF, the Western Cape Disaster Management Framework and the Disaster Management Framework of the Overberg District Municipality – namely into **four key performance areas (KPA's)** supported by **three performance enablers (PE's)** to achieve the objectives set out in the KPA's.

The National Disaster Management Framework makes provision for **four performance areas (KPA's)** to guide coherent and uniform approach to disaster management in South Africa and to direct disaster management efforts in all spheres of Government.

The four key performance areas in the national framework are:

KPA 1: Integrated Institutional Capacity for Disaster Management

KPA 2: Disaster Risk Assessment

KPA 3: Disaster Risk Reduction

KPA 4: Disaster Response and Recovery

Although each area of performance is dealt with in a separate chapter there is total interdependence amongst all the KPAs.

The three **performance enablers** facilitate and support the achievement of the objectives of each KPA and are detailed similarly as follows:

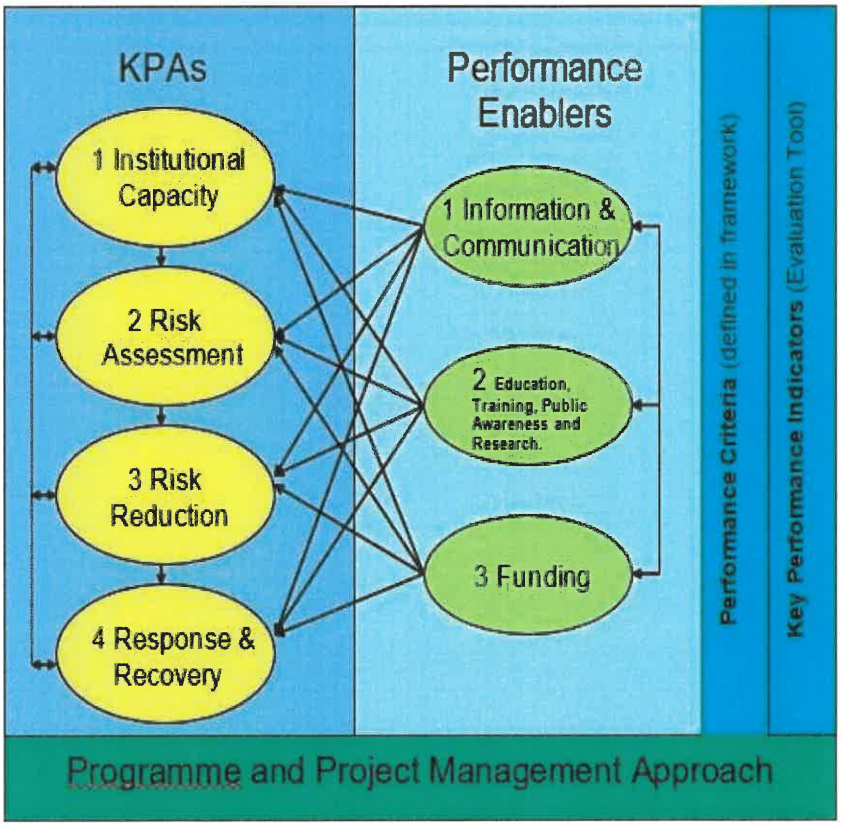
PE 1: Information Management and Communication

PE 2: Disaster Risk Management Education, Training, Public Awareness and Research

PE 3: Funding Arrangements

Clearly whilst each performance enabler is applicable to each KPA there are also inextricable interdependencies between the performance enablers themselves.

Diagram 1: The diagram overleaf illustrates the interdependencies between the 4 KPA's and 3 PE's in the TWKMUN DRMF:



The framework is structured with the aim of facilitating easy reference and promoting user friendliness by confining the body of the policy framework to mandatory provisions for giving effect to the Act. The body of the policy framework is then amplified by specific supporting policy which is separated from the main body in cross referenced and hyperlinked sections.

In the policy framework the word ***"must"*** is used to convey statutory imperatives written in a form that will ensure clear interpretation and will eliminate any ambiguity as to ***'what'*** must be done in the execution of each imperative for the relevant KPA or PE.

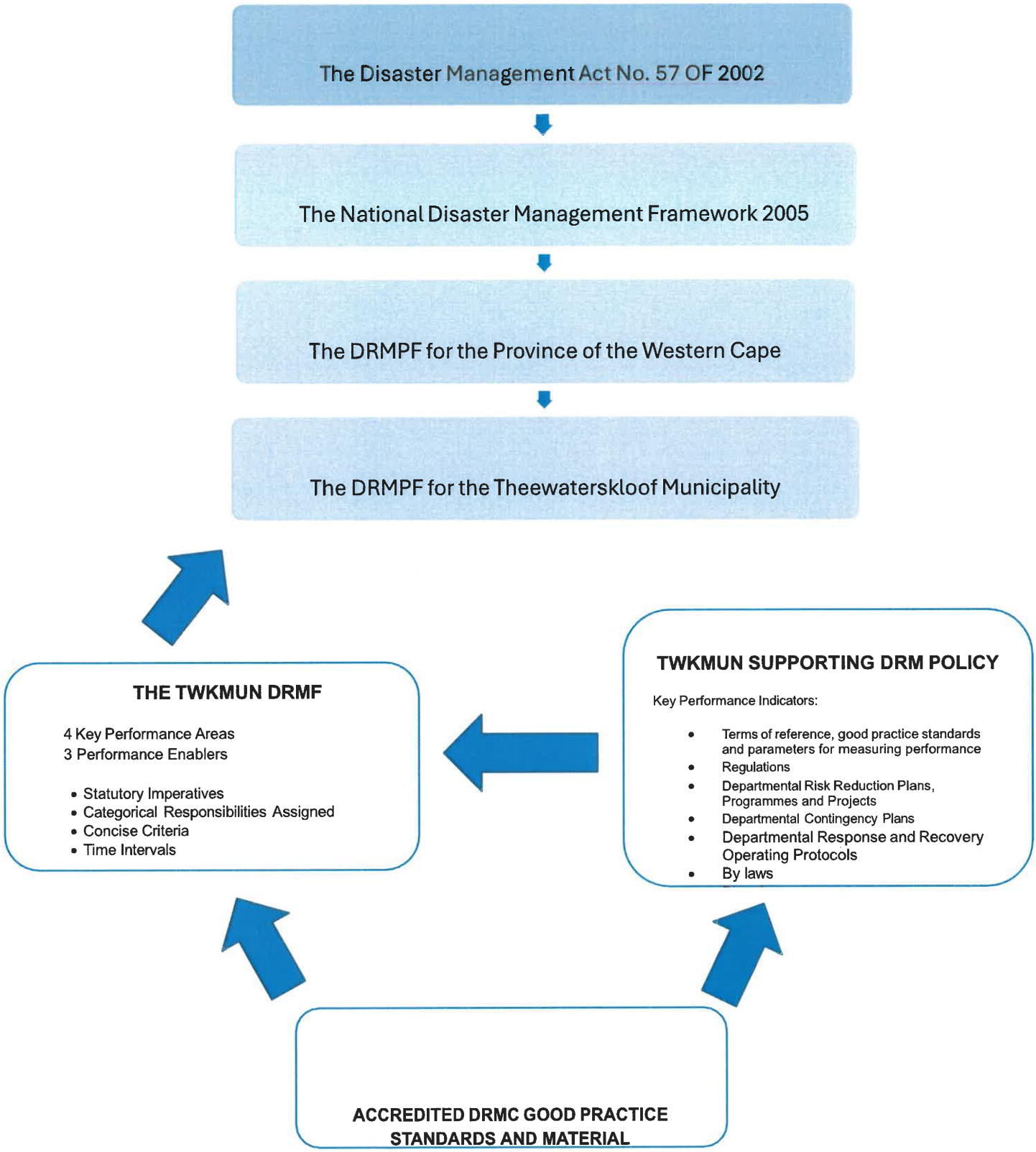
The body of the policy framework assigns categorical responsibilities to ensure clarity as to ***'who'*** must execute the imperative; concise criteria are defined to provide clear parameters as to ***'how', 'why' and 'where'*** the imperative must be executed; and where relevant, time intervals are provided to define ***'when'*** and/or how frequently it must be done.

The supporting policy establishes specific parameters for complying with the relevant imperatives of each KPA or PE. These parameters include a range of components and mechanisms such as terms of reference; organizational and administrative arrangements; the scope of responsibilities and/or activities; operating protocols; templates and good practice standards.

Furthermore, in compliance with the Act, Key Performance Indicators (KPI's) are included in the supporting policy for each KPA or PE, to provide the mechanisms against which the application of legislation and policy can be evaluated.

The supporting policy is thus the legal instrument aimed at ensuring that the national objective of uniformity and integration in the execution of DRM legislation and policy in the municipality is achieved, and therefore *carries equal statutory obligation and status* as does that of the body of the policy framework.

Diagram 2: The scope and structure of the TWKMUN DRMF:



4 CUSTODIAN OF THE TWKMUN DRMF:

The Council of the TWKMUN is the custodian of the TWKMUN DRMF.

The Head of the TWKMUN DRMC is responsible for:

- Establishing mechanisms for the development and implementation of the DRMPF.
- Ensuring the regular review and updating of the DRMPF.
- Ensuring that the DRMPF and any amendments thereto, as prescribed by Section 42 of the Act are executed, and
- That copies of the policy framework as well as any amendments thereto are submitted to:
  - The National Disaster Management Centre (NDMC)
  - The DRM of the Province of the Western Cape
  - The DRMs of the Overberg District Municipality
  - All relevant role players and stakeholders

5 KEY PERFORMANCE AREA 1:
Integrated Institutional Capacity for DRMC in the TWKMUN:

5.1 THE COUNCIL:

Section 54 of the Disaster Management Act 57 of 2002 – Responsibilities of Municipal Council.

As far back as Chapter 5 of the Disaster Management Act is concerned, it is within the jurisdiction of a municipal council to ensure that disaster management structures and contingency plans are established by processes in the municipality. These responsibilities include the following:

- Section 43: The municipal council must ensure that a Municipal Disaster Management Centre is established to manage and coordinate disaster management activities within the TWK municipality.
- Section 44: The council must support a coordinated and integrated approach to disaster management by ensuring that different municipal departments and relevant stakeholders work together in planning for and responding to disasters.

- Section 45: The municipality must promote community awareness, education and participation in disaster management so that residents understand possible risks and know how to respond during emergencies.
- Section 47: The council must ensure that disaster risks are identified, assessed and reduced through prevention and mitigation measures such as proper planning, environmental management and risk reduction strategies.
- Section 48: The municipal council must ensure that a Municipal Disaster Management Plan is developed, implemented and regularly reviewed to guide the municipality in preparing for, responding to and recovering from disasters.
- Section 56: The municipality must cooperate and coordinate with provincial and national disaster management structures to ensure that disaster management efforts are aligned and effective.

These responsibilities ensure that the municipality is properly prepared to prevent disasters where possible, respond effectively when they occur, and support communities during recovery.

5.2 DRMC REPORTS TO COUNCIL:

In order for Council to continuously monitor the implementation of the requirements of the DM Act and the execution of Council's DRM Framework all municipal departments and any other municipal entities must include performance reports on their DRM activities in their reports to Council.

5.2.1 *Annual Report*:

In terms of Section 50 of the DM Act, the TWKMUN DRMC must within 30 days of the end of the financial year, submit a report to Council on its activities during the year. The TWKMUN DRM must at the same time that it submits the report to Council, submit a copy of the report to the National Disaster Management Centre and to the Disaster Risk Management Centre of the Province of the Western Cape.

5.2.2 *Reports on Priority Risk Reduction Planning:*

The TWKMUN DRMC must submit a report to Council before the end of March each year on disaster risks which have been identified in the disaster risk assessment report as priorities for the development and implementation of risk reduction initiatives, strategies, plans and actions for inclusion by municipal departments and other municipal entities in Council's Integrated Development Planning for the ensuing year (Section 3.2.4 of the NDMF).

5.3 DEVELOPMENT AND ADOPTION OF AN INTEGRATED DRM FRAMEWORK (DRMF) FOR THE TWKMUN:

The municipal council is responsible for developing and establishing an Integrated Disaster Risk Management Framework (DRMF) which makes provision for an **integrated, coordinated, and uniform approach to disaster risk management by all municipal departments and entities, statutory functionaries, non-governmental organizations (NGOs)** involved in disaster risk management, the private sector and individuals (section 42 of the DM Act).

The Mayoral Committee must provide for:

- Advising and making recommendations to Council on issues relating to disaster risk management in the municipality.
- Establishing mechanisms for the development and adoption of an TWKMUN Integrated DRMF and for any amendments thereto.
- Ensuring uniformity in disaster risk management policy between municipal departments or any other municipal entities.
- Reporting to Council on the coordination of disaster risk management in the TWKMUN including the application of joint standards of practice.
- Making recommendations to Council on the declaration of a local state of disaster.

5.4 INTEGRATED DIRECTION AND EXECUTION OF POLICY:

The Executive Mayor shall designate the appropriate municipal department within which the TWKMUN DRMC will be located, ensuring its effective administration, coordination, and integration within the municipal framework.

5.4.1 TWKMUN DRMC:

In compliance with Section 43(2) of the Disaster Management Act, it was resolved that the TWKMUN DRMC be formally established and physically situated in Caledon.

To ensure the TWKMUN DRMC can properly carry out its legal responsibilities for coordinating and implementing the DRMF within the municipality, it must be sufficiently resourced with the necessary personnel, systems, and infrastructure. These resources must meet minimum standards aligned with national and provincial requirements and be approved by Council. The minimum standards must be set out in a supporting policy to this framework.

THE HEAD OF THE TWKMUN DRMC:

In terms of Section 45(1) of the DM Act, Council must appoint a suitably qualified person as Head of the TWKMUN DRM. The appointment is subject to the applicable provisions of the Municipal Systems Act, 2000.

The Head of the TWKMUN DRMC is accountable for ensuring that the Centre carries out its powers and duties in line with Section 44 of the Act. The Head is responsible for making all decisions related to these functions, unless such decision-making authority has been formally delegated to another official.

THE HEAD OF THE TWKMUN DRMC PERFORMS THE FUNCTIONS OF OFFICE:

- within the National Disaster Management Policy Framework and the key responsibilities prescribed in the NDMPF.
- within the DRMPF of the Province of the Western Cape.
- within the DRMF of the Overberg District Municipality.
- within the DRMF of the TWKMUN and
- subject to Council's Integrated Development Plan and other directions of Council, and in accordance with the administrative instructions of the Municipal Manager

The Head of the TWKMUN DRMC must establish mechanisms to ensure integration and joint standards of practice in the execution of DRM policy throughout the TWKMUN.

The mechanisms must be clearly defined and documented as supporting policy to this framework.

5.4.2 *INTEGRATED EXECUTION OF DRM POLICY AMONGST MUNICIPAL DEPARTMENTS AND OTHER MUNICIPAL ENTITIES IN THE TWKMUN:*

In terms of the Act, the DRMPF of the Province of the Western Cape and the DMF of each municipal department:

- must determine its role and responsibilities in relation to DRMC.
- must assess its capacity to fulfill those responsibilities.
- and must develop and implement policy that is relevant for its functional area for the purposes of executing its DRM responsibilities.

Where a department's capacity is insufficient, it shall be augmented through the sharing of resources among departments and by enlisting support from the private sector and non-governmental organizations. The scope, conditions, and modalities of such support must be explicitly defined in implementation protocols developed in terms of Section 35 of the Intergovernmental Relations Framework Act, 2005, and these protocols must be incorporated into the DRMF of the relevant municipal department.

DRMC responsibilities must be integrated into the routine activities of the various sectors and disciplines within the relevant municipal departments and their substructures.

The Head of each Municipal Department must identify and appoint a person to serve as the focal point for DRMC for the department. The responsibilities of DRMC focal points must be executed in accordance with the responsibilities detailed in the relevant supporting policy to this framework.

In order to give effect to the principles of cooperative governance and to ensure integration and uniformity amongst municipal departments for the execution of DRMF, the TWKMUN DRM must establish an Interdepartmental DRM Committee (IDRM) for the municipality.

The purpose of the IDRM is to provide a technical forum to ensure the integration of internal planning and the participation of all key departmental functionaries who have statutory

responsibilities for DRM or for any other national or provincial legislation aimed at dealing with an occurrence defined as a disaster in terms of Section 1 of the DM Act. The IDRM must function in accordance with approved and adopted Terms of Reference, which define the composition and the scope of the committee's operations. The ToR must be documented as supporting policy to this framework.

5.5 STAKEHOLDER PARTICIPATION AND TECHNICAL ADVICE IN THE TWKMUN:

The Head of the TWKMUN DRMC shall establish structured mechanisms to ensure active stakeholder participation and the integration of technical expertise in all disaster risk management planning, coordination, and implementation within the municipality.

Arrangements to enable stakeholder participation and the engagement of technical advice in the municipality must include but need not be confined to:

- The establishment and tasking of technical task teams for the development and the implementation of plans for DRMC based on the findings of disaster risk assessments. Plans to be developed by technical task teams must include:
  - hazard specific contingency plans for known priority risks.
  - for response and recovery operations.
  - for vulnerability reduction; and
  - for specific priority risk reduction programs and projects for high-risk groups, communities, areas, and developments with multiple vulnerabilities; including any projects and programmers originating from the strategic planning process, and for any other relevant DRMC programs and operations in the municipality. Technical task teams must develop their own ToR which define the minimum composition, the scope of operations, responsibilities, reporting, budgeting, and time frames for each project.
- The management of all DRMC projects undertaken in the municipality must be methodologically and technologically compliant with the specifications approved and adopted by the National Disaster Management Centre.
- The development, adoption, and implementation of a program for the recruitment, training, and participation of volunteers in DRMC in the municipality.

5.6 COOPERATION WITH THE NATIONAL AND PROVINCIAL SPHERES, NEIGHBOURING MUNICIPALITIES, AND INTERNATIONAL ROLE PLAYERS:

The TWKMUN DRMC must establish mechanisms through the establishment of relevant inter municipality forum/s to ensure the application of the principles of cooperative governance and to establish links with all neighboring municipalities for the purposes of integrating and coordinating DRMC initiatives, planning and operations, and for establishing joint standards of practice.

In order to keep abreast of, as well as to contribute to, global developments in the field of DRM the TWKMUN DRM must foster cooperation with international role players in DRM.

5.6.1 COOPERATIVE GOVERNANCE:

The TWKMUN DRMC must establish and maintain mechanisms to ensure that effect is given to the principles of cooperative governance which must include but need not be confined to:

- The development of mechanisms to strengthen capacity by facilitating and fostering partnerships between existing structures, organizations and institutions and engaging existing skills and expertise within the municipality, across municipal boundaries, with institutions of higher learning, the private sector, NGOs and with communities.
- Concluding implementation protocols, mutual assistance agreements (MAA's) and memoranda of understanding (MOU's) with such alliance partners.
- Developing and adopting minimum criteria for Implementation Protocols, MAA's and MOU's which are included as supporting policy to this framework and which are in accordance with the national guideline which provide the legal framework and include the necessary details relating to financial arrangements, reimbursements, and liability.

5.6.2 COOPERATION WITH THE NATIONAL AND PROVINCIAL AND DISTRICT SPHERES:

The TWKMUN DRM must establish and maintain mechanisms to facilitate cooperation with the national, provincial and district spheres of government for the purposes of disaster risk management which must include but need not be confined to:

- Participation of the Executive Mayor in discussions and consulting on disaster risk management matters at the Premier's Intergovernmental Forum of the Province of the Western Cape (Section 18 of the Intergovernmental Relations Framework Act, 2005).
- Participation of the Head of the TWKMUN DRMC in the DRMAF of the Province of the Western Cape.
- Participation of the Head of the TWKMUN DRMC and other key municipal role players in relevant Intergovernmental Technical Support Structures (Section 18 of the Intergovernmental Relations Framework Act, 2005).
- Participation by the Head of the TWKMUN DRMC in the meetings of the Provincial DRMC with the Heads of MDRMC's in the province.
- Participation in Provincial Disaster Assistance Response Teams (PDART's).
- Participation by the Head of the TWKMUN DRMC in the DRMAF of the neighboring Municipalities as well as in planning/technical task teams and inter municipal technical support structures for specific identified priority cross boundary risks, and other relevant disaster risk management matters.
- Inviting participation of the heads of the neighboring municipalities and in planning by technical task teams for specific identified priority cross boundary risks.
- Participation by the Head of the TWMUN DRMC in the IDP and other developmental planning structures.
- Developing and implementing mechanisms for:
    - information sharing,
    - standards for information management systems and for strategic communication links,
    - compiling directories of institutional role players and resource databases,
    - submission of DRM plans, reports, and reviews to other spheres and to neighboring DRMC's.

5.6.3 INTERNATIONAL COOPERATION:

The TWKMUN DRMC must identify and establish mechanisms to enable the municipality to participate internationally in DRM activities. Mechanisms must include procedures for engaging with expertise and accessing resources available from international relief and humanitarian organizations, seeking membership of international bodies and professional institutes, and establishing links with disaster risk management centers, entities and professionals performing similar function in other countries.

6 KEY PERFORMANCE AREA 2: Disaster Risk Assessment:

6.1 INTRODUCTION:

The TWKMUN DRMC must conduct a comprehensive risk assessment for council's area in accordance with national and provincial standards and the supporting guidelines for:

- disaster risk assessment, and
- must implement mechanisms for the ongoing monitoring of disaster risk in council's area as well as for risks prevailing in neighboring jurisdictions which may pose risk to council's area.

The assessment must inform DRMC planning in council's area the:

- development and application of disaster risk reduction policies; and
- priority setting for risk reduction programming undertaken by municipal departments and other role players in council's jurisdiction.

6.2 METHODOLOGY:

The TWKMUN DRMC must ensure that the methodology used in all disaster risk assessments undertaken in the council's area is in accordance with predetermined specifications (terms of reference) based on national and provincial minimum criteria which must be included as

supporting policy to this policy framework. 179

The Terms of Reference must establish the criteria for, but need not be confined to, the following elements:

- Assessing disaster risk.
- Generating an Indicative Municipal Disaster Risk Profile (IMDRP) for the municipality and
  - Risk and hazard mapping.

6.3 INTERFACING DISASTER RISK ASSESSMENT FINDINGS WITH DISASTER RISK MANAGEMENT PLANNING:

The TWKMUN DRMC must implement mechanisms to ensure:

- The interfacing of disaster risk assessment findings with DRMC planning.
- The assignment of responsibilities for the monitoring, updating, and disseminating of disaster risk information.
- Development and implementation of mechanisms to apply quality control in the conduct of disaster risk assessments and the application of findings.

The TWKMUN DRMC must ensure that all departments in council that have DRM responsibilities:

- execute systematic disaster risk assessments prior to the implementation of any risk reduction programs.
- that disaster risk assessments are an integral component of the planning phase of all developments of municipal significance and of any significant initiatives that affect the natural environment in council's area and
- that disaster risk assessments are undertaken when indicators suggest changing patterns of risk that could increase the risk of significant disaster impacts in council's area.

7.KEY PERFORMANCE AREA 3:

Disaster Risk Reduction:

Integrated DRM plans and risk reduction programs must be developed and implemented by all stakeholders with DRM responsibilities in the municipality in accordance with this policy framework.

7.1DRM FRAMEWORKS:

The Theewaterskloof Municipality Disaster Risk Management Centre (TWKMUN DRMC) is required to develop, implement, and maintain a Disaster Risk Management Framework (DRMF). This framework shall provide a coherent, transparent, and inclusive policy foundation for the municipality, ensuring uniformity and the application of joint standards of practice as fundamental principles. Furthermore, the DRMF must be aligned with the National and Provincial Disaster Risk Management Policy Frameworks.

In addition, Theewaterskloof Municipality (TWKMUN) shall develop and implement a Disaster Risk Management Plan Framework (DRMPF) that is consistent with the National Disaster Management Framework (NDMF), as well as the corresponding frameworks of the Western Cape Province and the Overberg District Municipality.

7.2 DRMC PLANS:

The TWKMUN DRMC must develop and implement a framework for DRM planning in the TWKMUN area, which is consistent with the national guidelines to ensure the adoption of uniform methodology to achieve integrated, holistic, and coordinated planning. The framework must define the minimum composition and scope of DRM plans in accordance with the levels of plans prescribed in the national disaster management framework for municipalities and must be included as supporting policy to this framework.

Every department in Council and any other municipal entity with DRM responsibilities must develop and submit DRM plans to the TWKMUN DRMC, NDMC the PDRMC and the DDMC.

The TWKMUN DRMC must identify primary and support agencies and must assign responsibilities

to the identified agencies for the development and implementation of each priority DRM plan, program, and project in the TWKMUN area.

The TWKMUN DRMC must prescribe deadlines for the submission of DRM plans by departments in council and other municipal entities.

7.3 REVIEW OF DRMF AND PLANS:

Council's DRMF and DRM plans must be reviewed at least every two years as evidenced in annual reports to the Executive Mayor, the NDMC and the DRM of the Province of the Western Cape. In addition, Council's DRMF and the relevant plan/s must be reviewed following any significant event and/or disaster.

7.4 MONITORING THE EFFECTIVENESS OF RISK REDUCTION INITIATIVES:

The TWKMUN DRM must facilitate the development and implementation of mechanisms and methodologies to monitor the effectiveness of risk reduction initiatives. Documented evidence of risk reduction programs and projects must be included in annual reports to the NDMC, and the DRM of the Province of the Western Cape as specified by the Act.

7.5 INTEGRATING RISK REDUCTION PLANNING INTO OTHER DEVELOPMENTAL PLANNING:

The TWKMUN DRMC must ensure that contingency plans and risk reduction plans, programs and projects are incorporated into Integrated Development Plans, Spatial Development Frameworks, Environmental Management Plans and other strategic development plans and initiatives taking place in the municipality.

8. KEY PERFORMANCE AREA 4: Disaster Response and Recovery

8.1 DISSEMINATION OF EARLY WARNINGS:

The TWKMUN Disaster Risk Management Centre (DRMC) must ensure the continuous monitoring, identification, and assessment of potential and prevailing hazards within the municipal area. Based on this, the DRMC must prepare and issue timely and accurate early warnings for hazards that may pose a risk to communities, infrastructure, and the environment.

The DRMC must develop, implement, and maintain effective communication systems and

strategies to ensure that early warnings are disseminated rapidly and efficiently to all at-risk communities, areas, and developments within the municipal jurisdiction. To enhance the effectiveness of early warning dissemination, the DRMC must:

- Establish and maintain integrated, multi-sectoral, multidisciplinary, and multi-agency communication mechanisms;
- Ensure that communication systems are accessible, inclusive, and appropriate, taking into account vulnerable groups, language diversity, and varying levels of access to technology;
- Utilize multiple communication platforms, including but not limited to SMS alerts, radio broadcasts, social media, sirens, loud-hailing, and community networks, to maximize reach and responsiveness.

Furthermore, the DRMC must facilitate the development and implementation of a comprehensive Early Warning Communication Plan for the municipal area. This plan must be formally documented and adopted as a supporting policy to this Disaster Management Framework.

8.2 DISASTER IMPACT ASSESSMENTS:

The TWKMUN DRMC must establish mechanisms for the application of standard disaster impact assessments using uniform methodologies in accordance with the national guideline to ensure the provision of immediate and appropriate response and relief measures; to facilitate the classification of events as disasters and for the declaration of states of disaster; to facilitate the prioritization and implementation of appropriate rehabilitation and reconstruction measures by municipal organs of state and other municipal entities in the municipality; and for the costing of disasters and significant events.

Standards for conducting disaster impact assessments in the Council's area which are consistent with the national and provincial guidelines must be documented and included as supporting policy to this framework.

8.3 CLASSIFICATION, DECLARATION AND CONDUCTING DISASTER REVIEWS:

The Head of the TWKMUN Disaster Risk Management Centre (DRMC) is responsible for the strategic coordination and management of response efforts relating to non-security-related incidents that are classified, or may be classified, as local disasters within the municipal area. In accordance with Sections 23 and 55 of the Disaster Management Act (Act 57 of 2002), the Head of the DRMC must:

- Assess and evaluate incidents to determine whether they meet the criteria for classification as a local disaster.
- Ensure that all relevant information, including disaster impact assessments and supporting evidence, is compiled and verified.
- Submit formal recommendations to the appropriate organ of state or statutory functionary regarding the declaration of a local state of disaster.
- Coordinate with relevant stakeholders to support the classification and declaration process.

Classification and Declaration Mechanisms

The TWKMUN DRMC must establish, implement, and maintain efficient and standardized mechanisms for the rapid classification and declaration of disasters, in alignment with national and provincial guidelines and prescribed templates.

These mechanisms must ensure:

- Timely and consistent decision-making processes.
- Proper documentation and record-keeping of all classification and declaration actions.
- Alignment with legislative and regulatory requirements.
- Clear roles and responsibilities for all relevant stakeholders.

Disaster Reviews and Reporting

The TWKMUN DRMC must develop, implement, and monitor mechanisms for conducting routine disaster reviews following significant incidents, disasters, or major events. Disaster reviews must:

- Evaluate the effectiveness of response, recovery, and coordination efforts;

- Identify gaps, challenges, and lessons learned; 185
- Inform improvements to policies, plans, and operational procedures;
- Contribute to ongoing risk reduction and preparedness planning.

Reporting and Dissemination

The TWKMUN DRMC must ensure that:

- Disaster review reports, research findings, and trend analyses relating to significant events are compiled and documented;
- These reports are submitted to the Provincial Disaster Management Centre (PDMC) of the Western Cape and the National Disaster Management Centre (NDMC) in accordance with reporting requirements;
- Relevant findings are communicated and disseminated to key stakeholders, including municipal departments, sector partners, and affected communities, where appropriate.

Standard Methodologies and Integration

The TWKMUN DRMC must develop and adopt standardised methodologies, tools, and procedures for:

- Disaster classification;
- Declaration processes;
- Disaster reviews and post-incident analysis.

These methodologies must:

- Be aligned with national guidelines;
- Be formally documented as supporting policy to this Disaster Management Framework;
- Be integrated into all contingency plans within the Council's area to ensure consistency and uniform application.

8.4 INTEGRATED RESPONSE AND RECOVERY OPERATIONS:

The TWKMUN Disaster Risk Management Centre (DRMC) must, through established coordination mechanisms, identify and assign primary responsibility to relevant organs of state for contingency planning in respect of each identified priority hazard within the municipal area. Supporting stakeholders must also be identified and assigned specific roles and responsibilities to ensure a coordinated and comprehensive approach.

The primary and supporting agencies designated for each priority hazard must be grouped into a technical task team. The organ of state assigned primary responsibility must facilitate the development of a contingency plan for the relevant priority hazard through this technical task team. The primary agency must further ensure that such contingency plans are reviewed and updated on an annual basis, as well as following any significant events or disasters.

The TWKMUN DRMC must also identify all agencies responsible for the various operational activities associated with disaster response and recovery. Lead agencies must be designated and assigned primary responsibility for each operational activity to facilitate the development of Field Operations Plans (FOPs), while supporting agencies must be identified and allocated complementary responsibilities.

For each operational activity, the assigned primary and supporting agencies must be constituted into a technical task team, with the lead agency responsible for facilitating the development of the relevant Field Operations Plan through this structure.

The TWKMUN DRMC must ensure that all Field Operations Plans are reviewed and updated in alignment with the review cycles of the corresponding contingency plans to maintain consistency and operational readiness.

All response and recovery stakeholders must develop and maintain standard operating procedures for their respective functional areas and must ensure that all operational personnel are adequately trained, informed, and familiar with these procedures.

Furthermore, the TWKMUN DRMC must facilitate the development and implementation of regulations and directives, aligned with national legislation and guidelines, to standardise and regulate the management of multi-agency disaster response and recovery operations within the municipal area. These regulations and directives must be formally documented and included as supporting policy to this Disaster Management Framework.

The TWKMUN DRMC must monitor the implementation of and compliance with these regulations and directives through structured mechanisms, including multi-agency debriefings conducted after each significant event or disaster, to ensure continuous improvement and accountability.

8.5 RELIEF MEASURES:

The TWKMUN Disaster Risk Management Centre (DRMC) must ensure the development, implementation, and maintenance of regulations and directives for the effective management of disaster relief operations within the municipal area. These regulations and directives must be aligned with applicable national legislation, frameworks, and guidelines, and must be formally adopted as supporting policy to this Disaster Management Framework.

The DRMC must further ensure that relief measures are coordinated, equitable, and responsive to the immediate needs of affected communities, including the provision of emergency shelter, food, water, basic services, and other essential humanitarian assistance, in collaboration with relevant stakeholders and sector departments.

The TWKMUN DRMC must establish mechanisms to coordinate and integrate the efforts of all role players involved in relief operations, including municipal departments, provincial and national organs of state, non-governmental organizations, community-based organizations, and the private sector, to ensure an efficient and unified response.

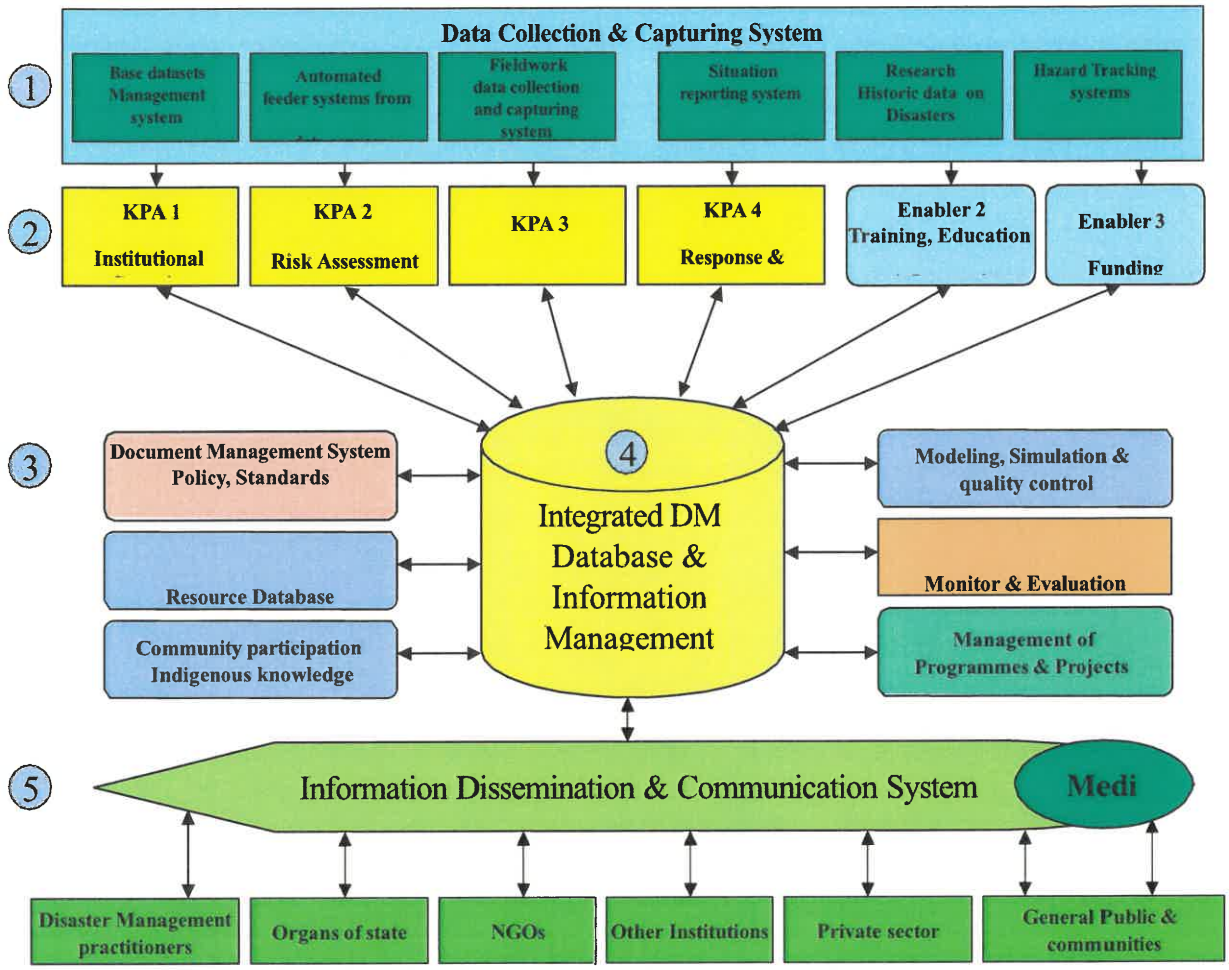
The TWKMUN DRMC must monitor and evaluate the implementation of relief operations and ensure compliance with the established regulations and directives. This must be achieved through structured debriefings, post-incident reviews, and reporting processes conducted after each significant event or disaster, with the aim of identifying gaps, improving response effectiveness, and strengthening future relief interventions.

8.6 INTEGRATED RECONSTRUCTION AND REHABILITATION MEASURES:

The TWKMUN DRMC must establish multidisciplinary technical task teams for post disaster rehabilitation and reconstruction projects and must identify a lead agency and assign primary responsibility to the lead agency for the management of each project using nationally adopted project management methodologies.

9 PERFORMANCE ENABLER 1:

Information Management and Communication:



An Information Management System (IMS) and an Integrated Emergency Communication network (ECN), which establishes communication links with all DRM role players and that complies with national standards, must be developed and implemented.

9.1 DATA REQUIREMENTS:

The TWKMUN DRMC must define data requirements for council's area and must identify data sources.

The TWKMUN DRMC must develop and implement methodologies for the collection and capturing of data, which are consistent with national standards.

The TWKMUN DRMC must define and assign responsibilities to the specific department for the custody of data relevant to their functional area and must identify and enter into agreements with other relevant custodians of data to ensure availability, quality, reliability and currency of data.

9.2 DESIGN OF INFORMATION MANAGEMENT SYSTEM AND EMERGENCY COMMUNICATION NETWORK:

The TWKMUN DRMC must ensure the design, development and implementation of an Information Management System and Emergency Communication Network in Council's area that has the capability to support the requirements for:

- Integrated institutional capacity.
- Disaster Risk Assessment.
- Disaster Risk Reduction plans, programmes, and projects.
- Response and Recovery Operations.
- Knowledge management.
- Funding mechanisms and financial controls.

9.2.1 KPA1: Integrated institutional capacity for Disaster Risk Management:

The information system must provide for the following:

- A directory of the names, contact details and roles and responsibilities of all key role players in the TWKMUN involved in disaster risk management must be developed and maintained.
- A directory of the names and contact details of all members of planning project teams initiated by the disaster risk management advisory forums (or similar forums at municipal level) must be established and maintained. Minutes of and records must also be recorded.
- A central communications centre, with a central 24-hour communications facility for reporting purposes as well as for managing the dissemination of early warnings, must be

established. A reflexive facility for confirming or acknowledging receipt of early warnings

should be part of the system. The centre must also allow for the coordination of response measures in the case of significant events and disasters.

- Cooperation, memoranda of understanding and mutual assistance agreements need to be recorded and updated.
- An accurate record-keeping system, incorporating disaster risk management, disaster risk reduction and contingency plans, plans for specific projects, minutes, reports, memoranda and correspondence, must be established and maintained.
- Comprehensive records of units of volunteers, including skill levels and capabilities, must be maintained.
- A directory of the names of community participation structures and the contact details of the participants must be established and maintained.
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9.2.2 KPA 2: Disaster Risk Assessment:

The disaster risk assessment component of the information management system must be able to produce electronic GIS-based risk profiles generated from standardised data inputs.

9.2.3 KPA 3: Disaster Risk Reduction:

Risk Reduction Planning Module:

Once the risk profiles have been developed, an integrated planning functionality would be required to assist in performing the planning function of different role players associated with the disaster risk management centers at all spheres of government.

This planning functionality would draw on the risk profiles and a detailed resource database as sources and would facilitate both risk reduction planning and contingency planning for response and recovery operations for multi-agency response.

Risk Reduction Module:

This module must facilitate the incorporation of risk reduction strategies in developmental initiatives and programmes and IDP's. It must contain features like tracking of the status of these initiatives, programmes and plans and storing of related documentation and correspondence. Planning templates must facilitate standardised planning and recording of programmes and plans and must be linked to the GIS for easy retrieval and updating.

9.2.4 KPA 4: Response and Recovery:

9.2.4.1 Response and Recovery Module:

This functionality is intended to facilitate incident management and operations, recording, retrieval and updating specific real-time information covering the following:

- Area affected (indicating the specific and surrounding affected areas and links to all the spatial and attribute data associated with the area).
- Type of event (classification by type, magnitude, and severity).
- Analysis of status of critical lifeline infrastructure.
- Analysis of reported impacts and monitoring of progress with recovery operations in accordance with standard assessment and situation report formats.
- Response and recovery resource
  - lead agency (contact details of the lead agency plus recommended response and recovery plans and SOPs applicable to the specific area event
  - resources and teams (contact details of the support team required plus recommended response and recovery plans and SOPs applicable to the specific area and event).
  - support services (listing of all other related support services that could be required to deal with such an event in a specific area).

The above requirements must be catered for through templates and drop-down menus that will make the information easily accessible for use during an event. Such functionality is also required for updating and maintaining the database and must allow for direct interaction with the communication system to populate the various fields required for mobilisation.

This functionality must be used during single and multiple significant events and/or disasters. Provision must be made for real-time manipulation of data related to the specific event or disaster based on the pre-planning already done in the planning phase. It must also be linked to the resource database in order to manage the allocation of resources or to record the allocation of resources per disaster- or event-affected area in dealing with specific disaster- or events. The Disaster Operations Centre must be able to access this information in order to track the deployment of resources and the progress of response teams.

Specialist GIS-based applications should be made available and linked to the information management system. Such applications must facilitate computer- aided management of response and recovery operations by allowing for simulated or real-time modelling, tracking and situational reporting in an affected area.

9.2.4.2 Mobilisation and communication functionality:

The system should be an on-site automated dialling and/or message delivery system that calls designated small or large groups of people, including community members, volunteers, response teams, etc, informs them of an emergency or other information, and/or receives information from contacted individuals.

The system must able to use standard landline telephones and cellular telephones connected to all available networks, plus telephony-enabled radio systems. It should relay digitally recorded voice messages and request responses from the contact. The contact must able to respond to questions by using the telephone keypad to send signals. All details of all calls must be logged and reports generated

from this information. The system must also be capable of sending messages to pagers (alpha and digital) and sending e-mails and faxes.

9.2.4.3 Event logging and tracking management module:

The system must allow for the recording and logging of all messages received and sent and decisions made, and instructions/directives communicated during a disaster.
Recording devices must record voice, pictures and documents that need to be stored and retrieved 'on the fly' for management and evaluation purposes.

9.2.5 KPA 5: Education, Training, Public Awareness, and Research:

To support the education, training, public awareness and research enabler the following functionality must be provided:

- Educational programmes must recorded and monitored for all spheres of the educational system.
- Content of training programmes as well as records of who (professionals, volunteers, communities, school kids) attended what training and education programmes must be recorded.
- A register and records of all accredited service providers as well as accredited facilitators must be kept ensuring that minimum standards set by SETA's are met.
- Research programmes and projects must be registered and monitored and the information disseminated to the relevant stakeholders.
- Initiatives related to an integrated awareness programme must be captured to minimise duplication and to ensure synergy between stakeholders.

9.2.6 KPA 6: Funding arrangements for Disaster Risk Management:

Provision must be made for a database that contains data of all funding-related matters. The funding mechanisms available for different types of disaster risk management funding must be defined to ensure correct usage by the parties involved in applying for funding. Budgets,

applications for funding, approvals, and spending must be recorded to ensure proper management of available funding.

9.3 SPECIALISED SYSTEM FUNCTIONALITIES REQUIRED:

9.3.1 Document Management System:

A comprehensive documentation management system must be incorporated to allow for classification, storage and retrieval of all documents pertaining to disaster risk management policies, standards, regulations and guidelines. This will ensure that standards and guidelines are easily retrievable for use by all users at all spheres of government as well as inclusion in training and information systems.

The document management system must also provide for the classification, storage, and retrieval of all documents pertaining to institutional capacity (minutes of meeting, agreements), disaster risk assessment (risk assessment reports), disaster risk reduction programmes, plans, operational activities (action plans, SOP's) which might be in text, video, digital, electronic and voice format.

9.3.2 Resource Database:

To support all the KPA's and enables a comprehensive, uniform and easily updateable resource and capacity database must be developed and implemented.

9.3.3 Modelling and simulations functionality:

The functionality to perform modelling and simulation of risks related to different scenarios and the probability of specific events occurring must be provided in order to have a continuous situational awareness and to ensure the effective allocation of resources during the planning phase. This can be done in collaboration of the Western Cape Disaster Management Centre.

Furthermore, simulations can also be used in training situations for developing and evaluating skills and competencies in particular roles. The effectiveness of specific causes of action to real-

world situations can also be determined through the use of simulation models, which can be used to ensure that policies and procedures follow the best practices to address specific situations or events.

9.3.4 Monitor and Evaluation:

The role to monitor, measuring performance and perform evaluations of the status of all disaster risk management activities the TWKMUN. To facilitate a uniform approach and to simplify reporting on the status of disaster risk management at all spheres of government in all organs of state, one integrated monitoring, reporting and evaluation system need to be developed and implemented. The NDMC is overall responsible for the development and implementation of such a system. All organs of state at all spheres of government must use the system to report on the status of their programmes, plans and operations.

The key performance indicators as defined in the National Disaster Management Framework must be used as basis for such an evaluation system. The requirements in the Act related to annual reports that need to be submitted by TWKMUN DRMC must also be included in this monitoring and evaluation system.

9.3.5 Management of programs and projects module:

An integrated portfolio (homogeneous grouping of programmes or projects and programmes per KPA, province or department), programme and project management system must be used to record and view information related to the respective programmes and projects. It must provide all users with secure access, allowing them to register new projects, update existing projects, view and track progress and cost information.

9.4 INTERGRATED DISASTER RISK MANAGEMENT DATABASE AND INFORMATION MANAGEMENT:

This section describes the requirements of the Integrated Disaster Risk Management database with the associated information management features necessary to accommodate all the requirements as described in the above sections in an integrated and manageable manner.

9.4.1 Quality Management:

A quality management system (QMS) that will form an integral part of the disaster risk management information system must be established. This can be done in collaboration with the Greater Overberg Fire Protection Agency. The purpose of the QMS will be to ensure the quality of the management and operations processes at all spheres of government, within each entity that forms part of the disaster risk management system. The quality management function will ensure the integrity and effectiveness of the total information and communication system on an ongoing basis in a planned systematic fashion.

Designated persons reporting directly to the Head of the Disaster Risk Management will be responsible for performing the quality management function.

The QMS must conform to ISO 9001 requirements and must cover all elements addressed in ISO 9001. The TWKMUN DRMC must establish, document, implement and maintain a QMS and continually improve its effectiveness in accordance with the requirements of ISO 9001.

The QMS (including records and actions taken to correct deficiencies) will be part of the integrated disaster risk management information system.

9.5 Information dissemination and display module:

Information is useless if it resides in a database. To ensure effective availability and use of all the data and information that will be available within the integrated disaster risk management information system, effective information dissemination system need to develop and implemented by the TWKMUN DRMC.

The key to an effective information dissemination system is the identification of information needs of all the role-players as well as the most appropriate channels of communication. The information needs of all the different role-players e.g disaster risk management practitioners, organs of state at all three spheres, NGOs, other institutions, private sector, general public and communities need to be defined.

A public information service which makes provision for two-way communication within communities and among individuals by providing information on disaster risk reduction, preparedness, response, recovery and all other aspects of disaster risk management is required. Such a service must also provide communities with the mechanisms for obtaining access to assistance in the event of an emergency and for reporting important local information to the relevant disaster risk management centre. A facility for the purposes of information dissemination to the media should be incorporated into the service.

This system must make provision for the dissemination of visual, electronic and hard copy information. Links should be established to all components in the information management and communication system to obtain the required information. Links should also be established with the receivers of the information to ensure an easy-to-use reporting and publishing function. The system must also allow for the visual display of GIS-related information and for functionality to connect to and publish information on the Internet.

10 ***PERFORMANCE ENABLER 2:***

EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH (ETPAR):

Comprehensive mechanisms for knowledge management (ETPAR) supported by scientific research must be developed and implemented to promote a culture of risk avoidance amongst stakeholders and role players.

10.1 Analysis of Disaster Risk Management knowledge management needs and resources in the TWKMUN:

The TWKMUN DRMC must conduct a scientific analysis of knowledge management needs and resources in council's area to serve as the basis for the development of a TWKMUN DRM education and training framework and to inform the development and implementation of appropriate knowledge management programs.

10.2 Municipal Knowledge Management framework for DRMC:

The TWKMUN DRMC must develop and implement a knowledge management framework for DRM in council's area based on the needs and resource analysis.

10.3 Municipal Knowledge Management Programmes:

The TWKMUN DRM must promote, support, and monitor the implementation of knowledge management programs for DRM in council's area in accordance with national and provincial standards.

10.4 Research Programmes, and Information and Advisory Service:

The TWKMUN DRM must establish a strategic research agenda for council's area and must promote the participation of research institutions in TWKMUN disaster risk management research programs.

The TWKMUN DRMC must ensure the correlation between scientific research and the TWKMUN DRM policy and that research contributes to the development of technology.

The TWKMUN DRMC must establish mechanisms to enable ongoing national, regional, international information exchange and networking.

The TWKMUN DRMC must ensure that all stakeholders have access to the research database and to a comprehensive DRM advisory service.

11 PERFORMANCE ENABLER :

Funding arrangements for DRMC:

The TWKMUN DRMC must determine funding arrangements for DRM in council's area, which must include but need not be confined to funding for:

- the establishment of institutional arrangements for DRMC,
- conducting Disaster Risk Assessments,
- planning and implementing Disaster Risk Reduction,

- Disaster Response and Recovery and
- knowledge management for DRM stakeholders.

The funding mechanisms for DRM in Council's area must be approved and adopted by the Council.

The DRMC funding arrangements must be included as supporting policy to this framework and must be reviewed annually.

KEY PERFORMANCE INDICATORS FOR MEASURING PERFORMANCE IN THE DIRECTION AND EXECUTION OF DISASTER RISK MANAGEMENT AND LEGISLATION OF THE TWKMUN

KEY PERFORMANCE AREA 1: ESTABLISH INTEGRATED INSTIUTIONAL CAPACITY	
IMPERATIVE **1.1 Establish functionally effective arrangements for the development and adoption of an integrated policy for Disaster Risk Management**	
Indicators	Mechanisms for developing and adopting Disaster Risk Management policy have been established and put into operation
	Every municipal department has developed a policy framework for its functional area which has been approved; adopted; incorporated into the TWKMUN DRMPF and is being implemented
	There is sufficient political support for disaster risk management in the TWKMUN.
IMPERATIVE **1.2 Establish functionally effective arrangements for integrated direction and implementation of the Disaster Management Act, 2002; the NDMF; the EC PDRMPF; and the TWKMUN DRMPF**	
Indicators	The job description and key performance indicators for the position of the Head of the DRM Centre need to be developed and approved
	The Head of the Disaster Risk Management Centre has been appointed by Council in accordance with the applicable legislation (written employment contract)
	A Service Level Agreement between TWKMUN Disaster Risk Management Centre and Overberg District Municipality Fire Protection Services has been established and resourced in accordance with the minimum requirements (structurally; infrastructurally and staffing) and is operating effectively in terms of predetermined operational protocols
	Disaster risk management identified by municipal departments and any other municipal entities and responsibilities for disaster risk management have been assigned and included in job descriptions
	Roles and responsibilities of municipal departments and any other municipal entities involved in disaster risk management have been identified, assigned and included in the job descriptions of key personnel and are being applied effectively in terms of predetermined operational protocols
	An organizational structure for the staffing of the TWKMUN DRMC (which takes into account skills necessary to manage known priority risks); and job descriptions linked to key performance indicators for the relevant posts need to be developed; approved and adopted.

IMPERATIVE **1.3 Establish functionally effective arrangements for stakeholder participation and the engagement of technical advice in disaster risk management planning and operations**	
Indicators	The TWKMUN DRMAF need to be formally constituted and operate effectively in accordance with predetermined terms of reference which also enables the opportunity for role players to communicate effectively with each other
	Engagements of relevant role players and stakeholders from relevant sectors and disciplines need to be established relative to the disaster risk profile for the purposes of risk reduction and response and recovery planning and operations. The relevant project teams need to be developed their terms of reference. Primary agencies/entities and support agencies/entities have been identified and responsibilities assigned; technical task teams have to br developed and submitted their project management programs to the DRMAF progress reports are submitted to the DRMAF according to predetermined protocols
	The Head of TWKMUN DRMC has full participation in integrated development planning and other relevant developmental planning processes and structures.
	Mechanisms for the recruitment, training and participation of volunteers in DRM have been developed and need to be implemented
	A current register of disaster risk management stakeholders and volunteers has been established and is maintained
	Local Disaster Risk Management Committees have need to be established in satellite areas and operate effectively in accordance with predetermined terms of reference
IMPERATIVE **1.4 Establish functionally effective arrangements for national, regional and international cooperation for disaster risk management.**	
Indicators	Mechanisms have been identified and implemented to ensure the application of the principles of cooperative governance
	Primary agencies/entities have assessed their capacity to fulfill their statutory responsibilities and where necessary have entered into partnerships which have been formally concluded through intergovernmental implementation protocols, memoranda of understanding and/or mutual assistance agreements which are consistent with the national guidelines
	Mechanisms have been identified; have been formally established; and are operating effectively according to predetermined protocols with the Overberg District Municipal authorities for the purposes of cooperation and the adoption of joint standards of practice for the purpose's disaster risk management
	The Head of the TWKMUN DRMC has established networks and implemented mechanisms to ensure that they remain abreast of current global trends in DRM; have established links with regional and international partners; and where applicable have sought membership of international bodies and professional institutes and participate internationally in DRM activities
Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing integrated institutional capacity	
Indicators **PE 1**	Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of establishing and maintaining institutional capacity
PE 1	Mechanisms for safe-keeping of accurate records of meetings, disaster risk management plans and strategies, reports, memoranda, correspondence, policies and legislation with regard to disaster risk management are established and maintained
PE 2	A specific communication directive has been included in the DRMC policy framework for the TWKMUN
PE 2	Specific provision has been made to ensure that stakeholders are able to participate in the communication strategy
PE 2	A specific media directive for DRM has been developed and implemented and has positive support and operates effectively
PE 2	Education, training, public awareness, and research needs in respect of institutional capacity have been analyzed and appropriate mechanisms have been identified and implemented to address the relevant needs
PE 3	A budget has been prepared, submitted, and approved for DRM for the current/ensuing financial year
PE 2	There is political support; buy in; and commitment to the success of disaster risk management in the TWKMUN
PE 2	There is support; buy in; and commitment of external role players and stakeholders to the success of disaster risk management in the TWKMUN
PE 3	Effective mechanisms are established to ensure sound financial management

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KEY PERFORMANCE AREA 2: CONDUCT DISASTER RISK ASSESSMENTS AND MONITOR DISASTER RISK TO INFORM DISASTER RISK MANAGEMENT PLANNING AND DISASTER RISK REDUCTION UNDERTAKEN BY ORGANS OF STATE AND OTHER ROLE PLAYERS WHICH IS IN FULL COMPLIANCE WITH THE REQUIREMENTS OF THE DM ACT;THE NDMF; THE EC PDRMPF; AND THE TWKMUN DRMPF	
IMPERATIVE **2.1 Conduct comprehensive disaster risk assessments to inform disaster risk management and risk reduction policies, planning and programming**	
Indicators	Comprehensive disaster risk assessments consistent with the terms of reference and methodology prescribed in the national guidelines and the supporting policy to the TWKMUN DRMF have been conducted
	Disaster risks in the TWKMUN have been assessed and prioritized according to the national standard generated by the NDMC and the WC PDRMF
	Municipal departments and any other municipal entities have developed and applied risk assessment legislation, policies, standards and the implementation of guidelines for their functional area
	Risk assessments have been progressively integrated into the development plans of municipal departments and any other municipal entities; and other role players and are evidenced in IDP's and in annual reports submitted to the NDMC and the WC PDRMC
IMPERATIVE **2.2 Generate an Indicative Disaster Risk Profile for the TWKMUN**	
Indicators	Mechanisms have been developed established and documented to consolidate, map and make accessible information on the priority disaster risks in the TWKMUN DRMP
	Priority disaster risks of significance to the TWKMUN as a whole have been identified and mapped by the TWKMUN DRM
	The methodology and technical systems used for the collection, recording, documentation and mapping of disaster risk data is consistent with the national standard and system specifications
IMPERATIVE **2.3 Identify and establish effective mechanisms to monitor, update and disseminate disaster risk information**	
Indicators	Municipal departments with responsibilities for reducing and managing disaster risks specific to their functional areas have established clear and documented mechanisms for rapid accessing and updating of relevant hazard and vulnerability information and for rapidly making this information available to the TWKMUN DRMC
	The TWKMUN DRMC as well as all municipal departments have established and documented clear mechanisms for accessing, consolidating and updating relevant information on hazards, vulnerability and disaster occurrences from partners responsible for monitoring specific risks
	The TWKMUN DRMC as well as all municipal departments have established and documented clear mechanisms for disseminating risk assessment and monitoring information for ongoing planning, as well as for managing conditions of heightened risk
	The TWKMUN DRM established and documented clear procedures for accessing, interpreting and disseminating early warnings of both rapid- and slow-onset hazards
IMPERATIVE	

2.4 identify and apply mechanisms to conduct quality control	
Indicators	Disaster risk assessments undertaken show documented evidence of: • capacity building, • consultation with appropriate governmental and other stakeholders about the design and/or implementation of the disaster risk assessment and the interpretation of the findings
	The methodology and results of the disaster risk assessments have been subjected to an independent technical review process and external validation prior to: • the publication or dissemination of hazard, vulnerability, or risk maps and/or reports for planning purposes • the implementation of disaster risk reduction or other initiatives based on the risk assessment results.
	Disaster risk assessments undertaken show documented evidence of technical consultation with the appropriate disaster risk management center(s) prior to implementation.
Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing a uniform approach to assessing and monitoring disaster risks	
Indicators **PE 1**	Mechanisms have been identified to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of conducting, monitoring, and updating comprehensive disaster risk assessments.
PE 2	Education, training, public awareness, and research needs in respect of assessing disaster risk have been analyzed and appropriate mechanisms have been identified and implemented to address the relevant needs.
PE 3	A budget has been prepared, submitted, and approved for conducting a comprehensive disaster risk assessment; for monitoring disaster risk and for updating disaster risk information for the current/ensuing financial year.

KEY PERFORMANCE AREA 3: DEVELOP AND IMPLEMENT INTEGRATED AND RELEVANT DISASTER RISK MANAGEMENT PLANS AND RISK REDUCTION PROGRAMMES IN ACCORDANCE WITH APPROVED FRAMEWORKS	
IMPERATIVE **3.1 Compile and implement integrated and relevant disaster risk management frameworks and plans**	
Indicators	A TWKMUN DRMF has been developed to be consistent with the NDMF and the WC PDRMPF
	A framework for the design and scope of disaster risk management plans that is consistent with the national guidelines has been developed and adopted by all relevant municipal departments and any other municipal entities.
	Mechanisms to ensure the revision of TWKMUN DRMF and plans at least two-yearly have been developed and applied.
IMPERATIVE **3.2 Determine municipal priority disaster risks and priority areas, communities and households**	
Indicators	Specific municipal priority disaster risks have been identified and mapped by the TWKMUN DRM
	Contingency plans for known priority risks have been developed; submitted to the TWKMUN, the NDMC and WC PDMC; to be implemented
	Specific priority areas, communities and households within the TWKMUN have been identified and mapped
	Focused initiatives to reduce priority disaster risks have been identified by municipal departments
	Disaster risk management planning frameworks have been developed and submitted.
IMPERATIVE **3.3 Scope and develop disaster risk reduction plans, projects and programs.**	
Indicators	Documentation, which is accessible to key stakeholders, demonstrates the effectiveness of disaster risk reduction measures for different risk scenarios
	Guidelines for incorporating disaster risk management programs and initiatives into the activities of other provincial and municipal organs of state and key institutional role players have been consultatively developed and implemented
	The effectiveness of disaster risk reduction initiatives is monitored by the TWKMUN DRMC
IMPERATIVE **3.4 Incorporate disaster risk reduction efforts into strategic integrating structures and processes**	
Indicators	Mechanisms to disseminate experience from pilot and research projects that explore the vulnerability reduction potential, appropriateness, cost-effectiveness and sustainability of specific disaster risk reduction initiatives have been established
	Risk-related information has been incorporated into spatial development and environmental management frameworks

	Regulations, standards, by-laws, and other legal instruments that encourage risk-avoidance behavior have been enforced by provincial and municipal organs of state and documented in annual reports to the TWKMUN DRMC.
	Disaster risk reduction programmers, projects and initiatives have been implemented by municipal departments
Devise and implement key supportive mechanisms to enable the achievement of the objective of ensuring that all disaster risk management stakeholders develop and implement integrated risk management plans and risk reduction programs in accordance with approved frameworks.	
Indicators **PE 1**	Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of developing and implementing disaster risk management plans and risk reduction programs.
PE 2	Education, training, public awareness, and research needs in respect of disaster risk reduction planning and implementation have been analyzed and appropriate mechanisms have been identified and implemented to address the relevant needs
PE 3	A budget has been prepared, submitted, and approved for the development and implementation of disaster risk management plans and risk reduction programs for the current/ensuing financial year.

KEY PERFORMANCE AREA 4: **DEVELOP AND IMPLEMENT MECHANISMS TO ENSURE APPROPRIATE AND EFFECTIVE DISASTER RESPONSE AND RECOVERY IN ACCORDANCE WITH STATUTORY REQUIREMENTS**	
IMPERATIVE **4.1 Identify and implement mechanisms for the dissemination of early warnings**	
Indicators	Effective and appropriate early warning strategies have been developed and implemented and the information communicated to stakeholders to enable appropriate responses
	Strategic emergency communication links have been established in high risk areas and communities
IMPERATIVE **4.2 Develop and implement mechanisms for the assessment of significant events and/or disasters for the purposes of classification and declarations of a state of disaster to ensure rapid and effective response**	
Indicators	Uniform methods for the assessment and costing of significant events or disasters which are consistent with national standards have been developed and adopted
	Mechanisms for the rapid and effective classification of a disaster and the declaration of a state of disaster have been established
	Mechanisms for conducting disaster reviews and reporting, including mechanisms to enable assessments that will comply with the provisions of sections 56 and 57 of the Act have been developed and implemented
	Research reports on significant events and trends are routinely submitted to the TWKMUN DRM, the NDMC and WC DMC and disseminated to stakeholders
	Review report on actual disasters is routinely submitted to the TWKMUN DRM, the NDMC and WC DMC and disseminated to stakeholders
IMPERATIVE **4.3 Develop and implemented mechanisms to ensure integrated response and recovery efforts**	
Indicators	The municipal departments that must bear primary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility
	Stakeholders that must bear secondary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility
	Contingency plans for known hazards have been developed and implemented by all municipal departments
	Response and recovery plans are reviewed and updated annually
	Multi agency responses are managed in accordance with the national standard system and the WC DMC and are reviewed and updated annually
	Standard operating protocols or procedures and checklists have been developed and are understood by all stakeholders in their respective fields of responsibilities
	Regulations and directives for the management of disaster response and recovery operations have been developed and promulgate.
IMPERATIVE	

4.4 Develop and adopt mechanisms for the management and distribution of disaster relief in accordance with national regulations and directives and the WC DMC	
Indicators	Disaster relief measures are managed in accordance with national regulations and directives and are progressively monitored; reviewed annually and recommendations made to the TWKMUN DRM, the NDMC and/or WC DMC on any adjustments according to lessons learnt
IMPERATIVE **4.5 Develop and implement mechanisms to ensure that integrated rehabilitation and reconstruction activities are conducted in a developmental manner**	
Indicators	Post-disaster assessments for rehabilitation and reconstruction projects have been established and operate effectively
	Mechanisms for the monitoring of rehabilitation and reconstruction projects have been established and regular progress reports are submitted to the TWKMUN DRM, the WC DMC and NDMC
Devise and implement key supportive mechanisms to enable the achievement of the objective of ensuring that all disaster risk management stakeholders develop and implement integrated risk management plans and risk reduction programs in accordance with approved frameworks	
Indicators **PE 1**	Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of developing and implementing response and recovery operations
PE 2	Education, training, public awareness, and research needs in respect of response and recovery planning and operations have been analyzed and appropriate mechanisms have been identified and implemented to address the relevant needs
PE 3	A budget has been prepared, submitted, and approved for the development and implementation of response and recovery operational plans for the current/ensuing financial year

ITEM HEADING

C126/2026 DIRECTORATE COMMUNITY SERVICES: DEPARTMENT ENVIRONMENTAL AND DISASTER MANAGEMENT: REVIEWED DISASTER MANAGEMENT PLAN 2026

[English version of the report is the original]

FILE NUMBER

17/4/B

PURPOSE / AIM OF REPORT

The disaster management plan for Theewaterskloof Municipality defines the roles of the Municipality and Council in managing disasters. It guides proactive measures, risk reduction, preparedness, response, and recovery, integrating these into municipal planning and development. The plan ensures vulnerable communities are protected, addressing both hazards and the societal vulnerabilities that turn them into disasters, in line with the Disaster Management Act, 2002.

BACKGROUND

Theewaterskloof Municipality (TWKMUN) is the largest municipality in the Overberg District, encompassing towns like Grabouw, Villiersdorp, Caledon, Botrivier, Greyton, Genadendal, Riviersonderend, and the rural settlement of Tesselaarsdal. The area is predominantly rural, with farming, small holdings, and open spaces, and is home to 42% of the district's population. TWKMUN faces a wide range of hazards, including floods, storms, veld fires, industrial accidents, and the effects of climate change, while vulnerable communities often settle in high-risk areas. The municipality aims to build disaster resilience through proactive planning, risk reduction, and coordinated disaster management aligned with national and provincial legislation.

DISCUSSION

The disaster management plan is an ongoing, integrated process involving all municipal departments and town structures to prevent, prepare for, respond to, and recover from disasters. Departments must identify responsibilities, address training gaps, and ensure new developments consider disaster risks. The municipality coordinates closely with the Overberg District Municipality, NGOs, and other agencies for effective response. Key hazards include fires, floods, droughts, wind, road accidents, protests, and industrial risks, which are addressed through risk reduction, maintenance, and early warning systems. Preparedness and response rely on internal capacity for minor incidents, with major events escalating to district or provincial coordination through the Incident Command Post. Recovery focuses on restoring communities and infrastructure while reducing future risks, supported by regular monitoring, reviews, and reporting.

COMMENTS FROM THE DIRECTORATE FINANCE

Recommendation supported.

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

Noted

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The municipality must ensure funds are allocated to cover all disaster management activities: risk reduction, preparedness, response, recovery, and rehabilitation.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Disaster Management Act 57 of 2002

- Section 55(1): The municipal council may declare a local state of disaster when the municipality cannot manage a disaster on its own.
- Section 55(2)(b): The municipality must coordinate disaster management with the district municipality (here, Overberg District) and use available infrastructure and resources.
- Sections 56–57: After a disaster, the municipality must review, report, and evaluate disaster management actions to ensure lessons are learned and plans are updated.
- Section 23(4)–(5): Defines what constitutes a local disaster and clarifies that responsibility lies primarily with the local municipality.

Local Government: Municipal Structures Act 117 of 1998

- Section 90(3)(a): Provides the legal framework for cross-boundary municipal coordination, if a disaster affects more than one local municipality.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

The Disaster Management Plan ensures the municipality identifies hazards, assesses risks, and reduces vulnerabilities in communities and infrastructure. It strengthens preparedness through training, early warning systems, and resource coordination. By involving communities and continuously reviewing responses, the plan enhances resilience and ensures an effective, coordinated approach to disasters.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council notes the Disaster Management Plan and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY MANAGEMENT TO A COUNCIL WORKSHOP: 09 APRIL 2026

It is recommended that Council notes the Disaster Management Plan and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 23 APRIL 2026

It is recommended that Council notes the Disaster Management Plan and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

DISASTER MANAGEMENT PLAN 2020/21

THEEWATERSKLOOF MUNICIPALITY

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Figure 1:
Figure 2: Map

1. PURPOSE OF THE PLAN

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The disaster management plan for the Theewaterskloof Municipality describes the role of the Municipality during a disaster and the role Council should play in taking part in disaster management.

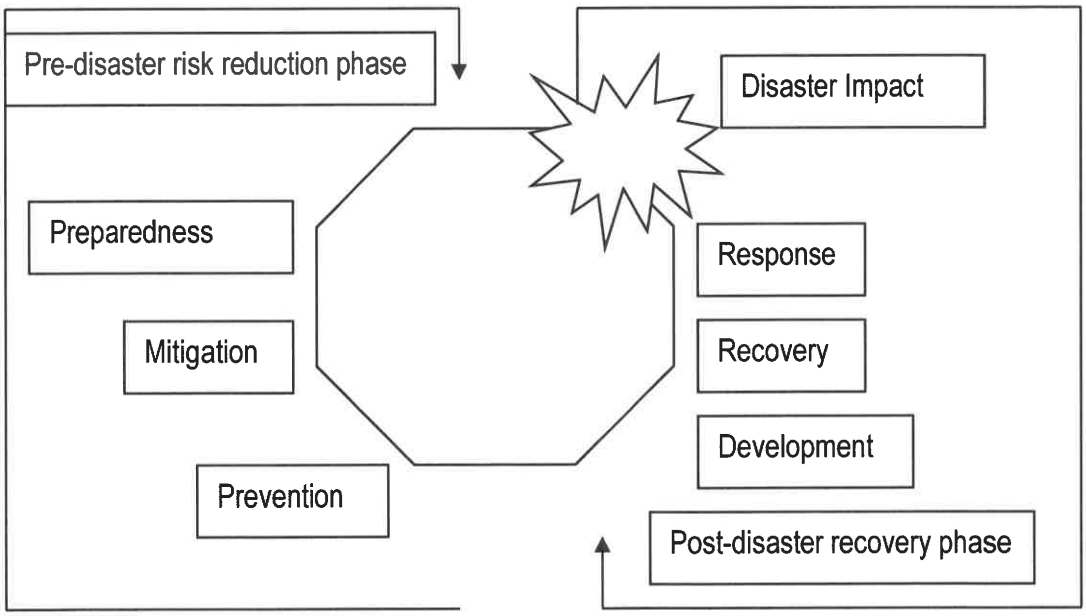
Disaster management does not only apply when an occurrence or incident happens but is also to manage all relevant pre-development projects and all risk specific prevention measures that are taken by line-functions to prevent disasters from occurring.

The Disaster Management Act 57 of 2002 provides that each municipality must within their applicable disaster management framework prepare a disaster management plan for its area according to the circumstances prevailing in the area. The disaster management plan must form an integral part of municipalities integrated development plan. The plan must speaks to institutional capacity, risk reduction, preparedness and response as well as recovery.

Disaster Management therefore refers to programmes and measures designed to prevent, mitigate, prepare for, respond to and recover from the effects of all disasters.

Disasters stem from the fact that certain communities or groups, especially the poor, are for example, forced to settle in areas susceptible to the impact of a raging river. It is essential to make a distinction between hazards and disasters, and to recognize that the effect of the former upon the latter is essentially a measure of the society's vulnerability.

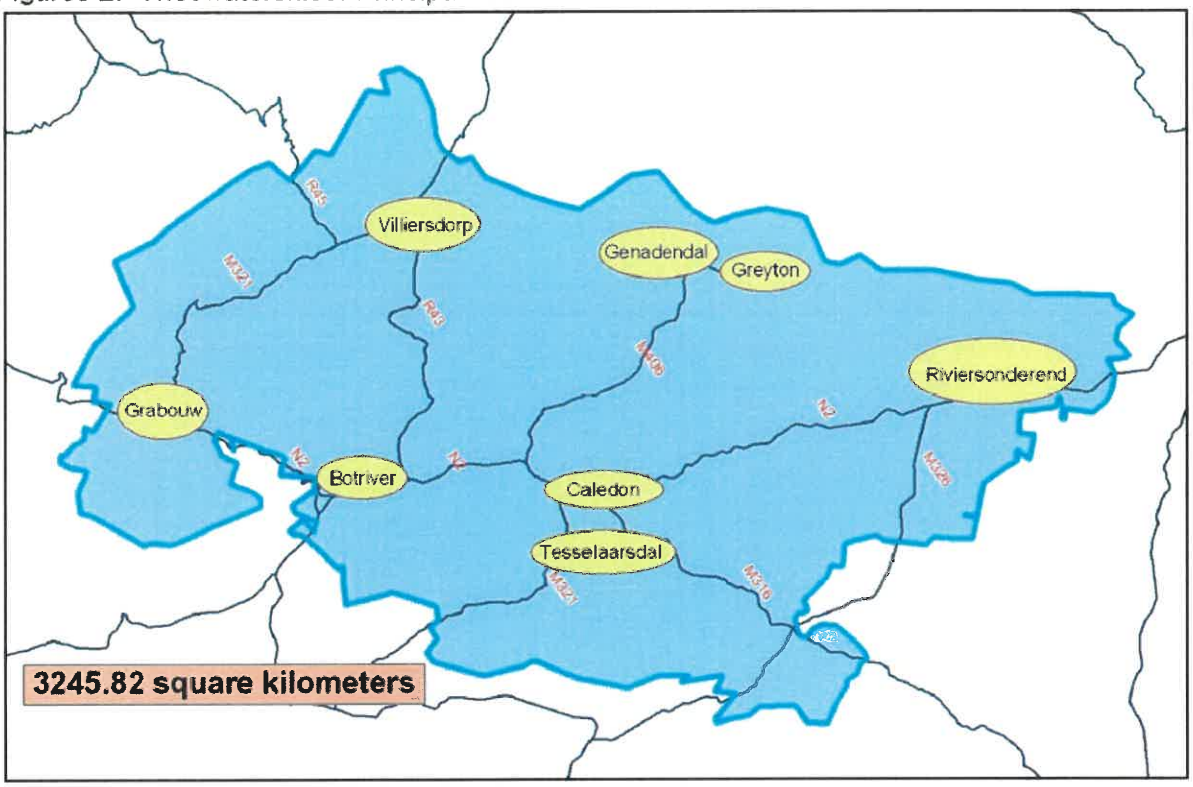
Figure 1: Disaster Management Continuum



2. BACKGROUND

Theewaterskloof Municipality consists of the following towns Caledon, Grabouw, Villiersdorp, Riviersonderend, Botrivier, Tesselaarsdal, Greyton and Genandendal. Each of these towns has its own characteristics wine farms, hot springs and grain fields, apple country, farming produce including the Theewaterskloof Dam.

Figures 2: Theewaterskloof Principal Towns



(Theewaterskloof Tourism Strategy)

3. LEGISLATION AND POLICY MANDATES

This plan has taken into consideration existing legislation:

- The Constitution of the Republic of South Africa, 1996
- The Disaster Management Act (Act 57 of 2002)
- Municipal Structures Act 117, 1998
- Municipal Finance Act 56,2003
- Municipal Systems Act, 32 of 2000
- The National Disaster Management Framework, 2005
- The Western Cape Disaster Management Framework, 2010
- The Overberg Disaster Management Framework, 2015
- The Disaster Management Plan of the Overberg, 2015
- All risk specific plans that already exist in the District, Province and National spheres.

4. DEFINITIONS

"disaster management" means a continuous and integrated multi-sectoral, multi-disciplinary process of planning, and implementation of measures, aimed at -

a) preventing or reducing the risk of disasters;

b) mitigating the severity or consequences of disasters;

c) emergency preparedness;

d) a rapid and effective response to disasters; and

e) post-disaster recovery and rehabilitation;

"disaster" means a progressive of sudden, widespread or localized, natural or human-caused occurrence which –

a) causes or threatens to cause -

   (i) death, injury or disease;

   (ii) damage to property, infrastructure or the environment; or

   (iii) disruption of a community; and

b) is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources;

"Hazard" means a potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterised by its location, intensity, frequency and probability.

"Risk" is the probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.

"Vulnerability" is the conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

5. INSTITUTIONAL ARRANGEMENTS

The Overberg District Municipality has established a disaster management advisory forum as prescribed by Section 51 of the Disaster Management A.ct no 57 pf 2002. The Theewaterskloof is actively represented on this forum whereby disaster related issues are discussed.

5.1. MANAGEMENT AND CO-ORDINATION OF DISASTER MANAGEMENT

In terms of section 55(b) of the Disaster Management Act, Theewaterskloof Municipality works in conjunction with the Overberg District Municipality and making use of their infrastructure in cases of disaster management.

5.2 DISASTER MANAGEMENT PLANNING FOR THEEWATERSKLOOF MUNICIPAL DEPARTMENTS AND TOWN STRUCTURES

Relevant departments and town management structures shall participate in disaster management activities. Management of disasters must be seen as an ongoing process and cannot be an add-on, chaotic set of actions during a disaster. Therefore it is important to identify primary and secondary responsibilities for dealing with disaster management activities.

The primary and secondary roles and responsibilities are attached as annexure B

It is vital that any shortcomings be identified by the municipal departments and town managers and be addressed in conjunction with disaster management (e.g. additional training needs to manage an emergency housing centre).

New developments need to take all risks into account with regard to possible disasters. Furthermore Town Managers must prevent the development of informal settlements in areas which may create additional risks.

The disaster management centre will be maintained by the District Municipality in terms of legislation responsible for identifying alternative locations in conjunction with the municipality for the Incident Command Post to cater for all eventualities.

Theewaterskloof Municipal Disaster Management will plan for and identify disaster risks and mitigation measures in accordance with community-identified needs and with community participation.

Theewaterskloof Municipal Disaster Management shall maintain a close liaison and coordination function with NGO's and other relief agencies.

The District Disaster Management and Theewaterskloof Municipal Management shall endeavor through research, local liaison and national and international networking, ensure that they remain abreast of trends, developments in mitigating disasters.

Theewaterskloof Municipal Council must maintain disaster agreements or contracts with any local government or organization with regard to mutual aid or assistance regarding relief.

Any relief actions, which may occur from an incident which is not declared a local disaster, will be decided on by the disaster manager of Theewaterskloof Municipality in conjunction with the Municipal Manager.

On recommendation of the Municipal Manager with assistance from Theewaterskloof Municipal Disaster Manager, the Executive Mayor will declare any affected areas as previously described as disaster areas.

The Incident Command Post will determine whether any assistance with regard to the provision of the restoration of essential services is required from Provincial or National agencies and supply such agencies with appropriate motivation.

6. RISK ANALYSIS

$$\text{Disaster Risk} = \frac{\text{Hazard X Vulnerability}}{\text{Capacity}}$$

Taking into consideration the risk assessment as completed by Overberg District Municipality in 2015 where risks for Theewaterskloof were highlighted the following has been identified as priority hazards prevalent in the Theewaterskloof Municipal area:

- Fire / Veldt and structural incl informal settlement fires
- Floods
- Droughts
- Earthquakes
- Wind
- Airline accidents
- Protest
- Road Accidents
- South African Maltsters (Silo)

The necessary risks emanating from the above hazards must be addressed in contingency plans.

7. RISK REDUCTION

Disaster risk management should involve the following:

- Well planned developments, not in floodplain areas
- Before developing areas a risk assessment needs to be conducted
- Regular maintenance of critical areas by town municipal structures must take place which amongst others include:
  - Storm water systems including rivers, canals, catch pits, intakes, etc.
  - River systems
  - Firebreaks

8. MITIGATION

- Line function training and awareness takes place through the different external line function organizations e.g.:

- Overberg District Municipality Fire Department
- Overberg District Municipality Disaster management

- Provincial Department of Health

Early Warnings

The Theewaterskloof Municipal Disaster Manager receives early warnings from South African Weather Services which is further disseminated to all town managers for their further preparedness.

Fire danger Index is also disseminated to relevant role-players.

Furthermore the disaster manager is also part of the Department Water Affairs and Sanitation early warning system that provides information pertaining to Theewaterskloof dam.

9. PREPAREDNESS AND RESPONSE

Any organization such as Theewaterskloof Municipality is only capable to cater for occurrences within the capacity of resources and infrastructure. Incidents/ disasters which cannot be dealt with utilizing the internal capacity, triggers the District Disaster Management process.

Should an incident escalate to a major incident where further coordination from disaster management is required the Disaster Manager from Theewaterskloof and the affected town manager is to be contacted. The Theewaterskloof Municipal Manager as well as the Assistant Director Community services must be informed.

In the absence of the disaster manager the Town Managers will support the Assistant Director Cominity services and if he is not available the Municipal Manager.The Disaster Manager will log such incidents with Overberg District Municipality.

9.1 INCIDENT REPORTING

	TWK Minor Incident	ICP Major Incident
1.	Incident low impact	Disaster Event
2.	No external help needed. (Internal department assists e.g. Technical, Housing, Traffic Departments.	Help needed (in case of a major incident or disaster). External help is required from Overberg District Municipality.
3.	No ICP is activated.	An ICP is activated with relevant staff.
4.	ODM Fire & Disaster assist in low capacity e.g. small fire or shack/ house fire	ODM Fire & Disaster will activate all relevant external roll players as and when necessary.
5.	De-briefing	De-briefing
6.	Closure	Closure

9.2 Memorandum of Understanding/Agreements

Disasters know no boundaries therefore it is vital for cross border planning to take place. The municipality has entered into agreements with neighboring municipalities as well as with OVERBERG District Municipality

These agreements provide for better level of preparedness when responding and dealing with disasters which may require cross boundary coordination and/or assistance.

10. RECOVERY AND REHABILITATION

Legal & Administrative Disaster Recovery Process

Disaster recovery (including rehabilitation and reconstruction) focusses on the decisions and actions in the aftermath of a disaster to restore lives and livelihoods, services, infrastructure and the natural environment to the pre-disaster living conditions of the stricken community. In addition, by developing and applying risk reduction measures at the same time, the likelihood of a repeated disaster event should be reduced or mitigated. Disaster recovery includes:

- rehabilitation of the affected areas, communities and households;
- reconstruction of damaged and destroyed infrastructure; and

• recovery of losses sustained (including humanitarian support) during the disaster event, combined with the development of increased resistance and resilience to similar occurrences in the future.

A step-by-step process needs to be followed as indicated:

A) Damage Assessment

As soon as possible after the disaster incident/event has occurred (in some cases even as it happens, e.g. prolonged rain and floods), preliminary rapid assessments should be undertaken by the affected municipalities and/or national/provincial departments to ascertain the severity and magnitude of the event, as well as the likely losses and damage that could be suffered. Each affected organ of state should conduct its own assessment in accordance with their line and core functions. The PDMC also provides a standard template for initial assessments, attached to this document. As a major disaster incident occurs, it is expected that the local municipality coordinates such an incident until it exceeds their capacity, or spills over into two or more municipalities, then the Municipal Disaster Management Centre (MDMC) must establish a Joint Operations Centre (JOC) or a Forward Command Post (FCP) in line with the Incident Command System (ICS). Various situational reports are produced (about two per day) and submitted to the PDMC. The PDMC might also decide to activate its disaster centre as an Emergency Operating Centre (EOC) in accordance with the Incident Management System (IMS) to co-ordinate emergency operations at a level away from the actual on-the-ground incident. It needs to be emphasised that disaster risk planning leads to disaster response in cases of emergencies or disaster incidents. Flowing out of the emergency response, the disaster recovery processes should be implemented. This is normally a long and slow process, and also touches on disaster mitigation and disaster risk reduction initiatives.

Depending on the duration of the activation and response to the disaster, many situational reports might be produced. For the purpose of the declaration, classification and funding request, only one summarised situational report should be produced by the PDMC and attached to the cabinet submission, as well as later included in the

funding application package sent to the NDMC. The minimum requirements for disaster assessments must include:

• a co-ordinated response and consideration of disaster management plans to identify/determine the areas, communities, households and individuals that have been damaged, affected or destroyed;

• a determination of immediate response and relief priorities for search and rescue, evacuation, emergency shelter, food, medical care, water and sanitation, trauma and/or bereavement counselling, as well as emergency livelihood support and protection;

• a determination of local resources and capabilities available for immediate response so as to minimise the severity of impacts by considering mitigation and disaster risk reduction initiatives, including human resources and facilities, as well as logistical, communications and organisational capabilities; and

• determine/identify possible/potential future risks both to those immediately affected as well as other areas, communities, households, individuals, infrastructure and services to 'knock-on' or indirect impacts However, a standard assessment template regarding initial assessments and costing of infrastructure damage is also provided in order for all to populate and send to the PDMC, preferably within the first week following the incident. This assessment must be updated in the few weeks following the initial rapid assessment. This damage assessment must also indicate any items covered by insurance or not, as well as own contributions. If losses are not covered by insurance, reasons should be provided. There will be disaster incidents on a relatively small scale, localised to a particular geographical area. In such incidents it might **NOT** be necessary to proceed to the declaration of a local disaster, as it could be contained and addressed by the local municipality and/or relevant line department. For example: damage to a few RDP housing dwellings (such as roofs blown off or windows broken). The line department (Human Settlements), in conjunction with the local municipality, can conduct the damage assessment and recoup the losses from the Emergency Housing Programme (EHP) Fund, which is also a conditional grant. The necessary EHP applications and administrative forms need to be completed in order for the EHP fund to be accessed. In other incidents, vulnerable and affected communities could be

supported with social relief provisions directly from the resources of the Department of Social Development (DSD) and the South African Social Security Agency (SASSA).

B) Damage Verification

Information provided in preliminary assessments and damage assessments must be verified at various levels to check accuracy, quality, quantity, estimated cost of damages, progress and risks. In terms of infrastructure damage (for example, municipal buildings, road networks, bridges, agricultural assets, river systems, dams, raw water pipelines, sewerage pump stations and reticulation networks, schools, informal housing units, etc.), it is expected that expertise is sought from specific engineers and relevant professionals to assist in the assessments and verification process using universally accepted standards an d measures.

The PDMC will also co-ordinate a team of experts to assist with verification visits to affected areas. The PDMC relies heavily on guidance and advice from provincial engineers within the Head Office of the Provincial Department of

Disaster recovery guidelines

Local Government (MIG Engineers), as well as experts from the Department of Environmental Affairs (DEA&DP) and the Department of Water and Sanitation (DWS) with whom a cl ose working relationship exists. The damage assessment/verification sessions will be conducted after municipalities and/or provincial departments

have submitted their preliminary damage and loss reports. The purpose of these sessions and site visits to the affected areas will be to verify the extent of the damage, as well as to determine the validity of a possible classification of either a local or provincial disaster. The NDMC will also arrange to either conduct verification

visits directly (in cases of emergency relief applications) or commission independent service providers to conduct independent verification assessments or evaluations as the last phase of verifications.

C) Cabinet Resolution Supporting a Declaration

The affected local municipality will take a council resolution with regards to the declaration of a local disaster. This process can be for ALL hazards (including fire).

The affected local municipality will submit the council resolution to their District Disaster Management Centre (DDMC) and District Municipality Council. If the DDMC and District Municipality support the decision, they will forward their district council resolution, together with that of the local municipality, to the PDMC. The PDMC will assess/appraise the situation in order to support or not support the request for a declaration. The PDMC will recommend or oppose the declaration process in a detailed submission for consideration to the Provincial Cabinet. Depending on the scale and magnitude of a disaster incident, the PDMC can decide to request a provincial disaster declaration without waiting for council resolutions from local or district municipalities; although it is expected that supporting signed letters from affected municipal managers are received. In such cases, the disaster incident could spread over a wide geographical area involving two or more municipal districts. The PDMC will submit the signed Provincial Cabinet Resolution (endorsement), as well as the comprehensive submission, to the NDMC for classification of either a local or provincial disaster.

D) Classification

Once the NDMC has received all the necessary documentation and familiarised itself with the request, it will be decided to issue a disaster classification. Only the NDMC in terms of section 23 (1) (b) of the Act is authorised to classify a disaster as a local, provincial or national disaster. The NDMC will communicate the decision of the disaster classification (i.e. local or provincial) with the PDMC in a signed letter. The PDMC will communicate the classification outcome to the relevant District and Local Municipalities and/or relevant provincial departments. If it is classified as a local disaster, the Local Municipality must take responsibility to publish the declaration in the Provincial Gazette. If it is classified as a provincial disaster, the PDMC will take the responsibility of publishing in the Provincial Gazette.

In terms of the Act section 23 (4) and (5), a disaster is a local disaster if:

(a) It affects a single metropolitan, district or local municipality only

(b) The municipality concerned or, if it is a district or local municipality, that municipality either alone or with the assistance of local municipalities in the area of the district municipality is unable to deal with it effectively.

A disaster is a provincial disaster if:

(a) It affects

i. More than one metropolitan or district municipality in the same province

ii. A single metropolitan or district municipality in the province and that metropolitan municipality, or that district municipality, or that district municipality with the assistance of the local municipalities within its area, is unable to deal with it effectively

iii. A cross-boundary municipality in respect of which only one province exercises executive authority as envisaged by section 90 (3) (a) of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), and (b) The province concerned is able to deal with it effectively. Until a disaster is classified in terms of the Act, the disaster must be regarded as a local disaster. The classification of a disaster in terms of the Act designates primary responsibility to a particular sphere of government for the co-ordination and management of the disaster, but an organ of state in another sphere may assist in dealing with the disaster and its consequences.

E) Declared State of Disaster

In the event of a local disaster, the council of a municipality, having primary responsibility for the co-ordination and management of the disaster, may, by notice in the Provincial Gazette, declare a local state of disaster in terms of section 55 (1) of the Act. If a local state of disaster has been declared, the municipal council may make by-laws or issue directions to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster amongst others. A municipal state of disaster that has been duly declared lapses three months after it has so been declared, together with any by-laws attached thereto. It may also be extended one month at a time by notice in the Provincial Gazette.

In the event of a provincial disaster, the Premier of a province, after consultation with Cabinet, may declare a provincial state of disaster by notice in the Provincial Gazette in terms of section 41 (1) of the Act. If a provincial state of disaster has been declared, the Premier may make regulations or authorise the issue of directions concerning

the release of resources or other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster amongst others. A provincial state of disaster that has been duly declared

lapses three months after it has so been declared, together with all regulations or directions attached thereto. It may also be extended one month at a time, by notice in the Provincial Gazette.

F) Reviews & Reporting

Comprehensive reviews (or debriefings) must be conducted routinely after all significant events and/or disasters. The reviews will provide the information against which to assess the application of the principles of sections 56 and 57 of the Act. The findings will directly influence the review and update of disaster risk management plans and will also serve as valuable training aids. Once either emergency funds (MDG or PDG) or recovery funds have been allocated to beneficiary organs of state, it is expected that regular monthly financial expenditure, as well as quarterly progress reports, be sent to the NDMC via the relevant PDMC until all the allocated funds have been spent. The PDMC is also expected to conduct regular site visits to the identified projects and could be joined by officials from the NDMC. In this regard, it is also recommended that the MDMCs assist in the monitoring process. Regular in-house project team meetings must also be conducted by beneficiary organs of state to monitor the progress of projects. Besides this, the PDMC will also conduct recovery meetings and workshops with all provincial beneficiaries from time to time or with dedicated regional beneficiaries, depending on the need.

11. MONITORING AND EVALUATION

The municipality will be responsible to regularly review and update this plan annually.

12. THEEWATERSKLOOF MUNICIPALITY'S DISASTER AND RISK ASSESMENT 2018

THEEWATERSKLOOF MUNICIPALITY'S DISASTER RISK ASSESSMENT 2018
- A SUMMARISED REPORT -

ABOUT THIS SUMMARISED REPORT

This is Theewaterskloof Municipality's first Disaster Risk Assessment in summarised report format. This report summarises a large amount of data, according to a predetermined suite of indicators, to deliver a concise report.

JMStrauss Consulting has exercised due care and attention in compiling this summarised report. This work has been undertaken in accordance with the Western Cape Provincial Disaster Management Centre's Standardised Disaster Risk Assessment Methodology. Although all efforts are made to identify all relevant hazards in the Theewaterskloof Municipality during the assessment, the nature of risks are such that it is possible that certain features of hazards, vulnerability and capacity could be overlooked. JMStrauss Consulting disclaims any liability for any loss, oversights, damage, cost or expense incurred as a result thereof or from any person acting in reliance upon the contents of this report. Furthermore, any opinions or findings stated in this report are based on circumstances and facts as they existed at the time JMStrauss Consulting conducted the work.

Any changes in such circumstances and facts, upon which this summarised report is based, may adversely affect the opinions or findings contained in this report. This summarised report is not intended to replace the formal and comprehensive Disaster Risk Assessment Report.

ACKNOWLEDGEMENTS

JMStrauss Consulting would like to acknowledge the collaboration with the Western Cape Disaster Management Centre and the Theewaterskloof Municipality. We are grateful to the stakeholders from the Western Cape Government, private sector and other partner organisations who have contributed to the development of this report. In particular the valuable input from Mister Johan Viljoen, every community member and ward councillor who attended the workshops.

THE FUTURE OF THIS SUMMARISED REPORT

This summarised report aims to give governmental stakeholders and interested parties an overview of the methodology applied to conduct the Disaster Risk Assessment; to indicate the risk rating for each hazard; to highlight the areas, communities or households exposed to each hazard; and to indicate Disaster Risk Reduction plans for each hazard. The timeframe and budget for each disaster risk reduction plan has been left out and should be agreed upon and completed by the Theewaterskloof Municipality.

It is strongly recommended to continually and annually review the risk profile to provide an ongoing analysis of trends within the municipality, and an indication of the success or failures of Disaster Risk Reduction efforts to assist decision makers to make more informed decisions for sustainable development. These changes to the risk profile should be reflected in both the summarised and formal reports.

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ABBREVIATIONS

ACRONYM	EXPLANATION
ABI	Agulhas Biodiversity Initiative
CBRA	Community Based Risk Assessment
CCA	Climate Change Adaptation
CDW	Community Development Worker
CGS	Council for Geosciences
CSAG	Climate Systems Analysis Group
DAFF	Department of Agriculture, Forestry and Fisheries
DEA&DP	Department of Environmental Affairs & Development Planning
DMAF	Disaster Management Advisory Forum
DM	District Municipality
DMC	Disaster Management Centre
DMP	Disaster Management Plan
DoA	Department of Agriculture
DoH	Department of Health
DRA	Disaster Risk Assessment
DRR	Disaster Risk Reduction
DSO	Dam Safety Office
DWS	Department of Water Affairs and Sanitation
EMS	Emergency Medical Services
EPWP	Expanded Public Works Programme
FPA	Fire Protection Association
GHG	Greenhouse Gases
GIS	Geographic Information System
goFPA	Greater Overberg Fire Protection Association
HVC	Hazard Vulnerability Capacity
IAP	Invasive Alien Plants
IDP	Integrated Development Plan
MIG	Municipal Infrastructure Grant
NICD	National Institute for Communicable Diseases
ODM	Overberg District Municipality
ODM DMC	Overberg District Municipality Disaster Management Centre
PGWC	Provincial Government of the Western Cape
SANBI	South African National Biodiversity Institute
SAPS	South African Police Service
SAWS	South African Weather Service
WCDMC	Western Cape Disaster Management Centre
WFW	Working for Water
WoF	Working on Fire
WUA	Water User Association
WWF	World Wildlife Fund
WWTW	Waste Water Treatment Works

EXECUTIVE SUMMARY

The Western Cape Provincial Disaster Management Centre (WCDMC) in collaboration with the Overberg District Municipality (ODM) supported the Theewaterskloof Municipality (TWKM) in the compilation of a current Disaster Risk Assessment (DRA), previously conducted in 2014 as part of the wider Overberg District DRA.

PURPOSE

This summarised report was compiled with the aim of providing disaster risk management and role-players with a user-friendly summary to assist them in legislating Disaster Risk Reduction (DRR) by focusing on pertinent risks, high risk areas and implementing agents of DRR in the TWKM.

APPROACH

The Disaster Management Act, 2002 (Act No. 57 of 2002), as amended by the Disaster Management Amendment Act of 2016, and National Disaster Management Framework assigns responsibility for hazard monitoring and risk mapping to all spheres of government and all relevant organs of state. The Act recognizes the wide-ranging opportunities in South Africa to avoid and reduce disaster losses through the concerted energies and efforts of all spheres of government, civil society and the private sector. However, it also acknowledges the crucial need for uniformity in the approach taken by such a diversity of role players and partners.

There are four hazard categories applied in this report: Natural, Anthropogenic, Technological, and Environmental. For a concise overview of each hazard category see the table on page 6.

The Hazard, Vulnerability, Capacity (HVC) Assessment was applied as a diagnostic tool to identify and understand specific risks and their underlying causes. It is the local government that is the first responder, and the one responsible for community development and sustainable Disaster Risk Reduction (DRR).

The HVC assessment tool assists advocacy for local level DRR and the empowerment of local governments and relevant stakeholders to actively collaborate and contribute to solving global issues while providing a space for stakeholders to work together. See a description of the HVC assessment on page 7 to 8.

By using GIS, each identified hazard was quantified and captured separately. Spatial overlays strengthen the risk profile in providing reasons why particular communities, areas or infrastructure may be affected differently. To view the community-based and scientific spatial maps please refer to *the formal DRA report.*

USERS OF THIS SUMMARISED REPORT

The Act requires local municipalities to take the necessary remedial steps to prevent and/or mitigate the occurrence or re-occurrence of disasters in its area of jurisdiction. Therefore, this report is primarily meant for the government sector, for all the disaster risk management practitioners and decision makers in the TWKM, as they are responsible for managing disaster risks and reducing losses during disaster incidents.

DRR should be targeted interventions implemented through multi-disciplinary action in order to be comprehensive and sustainable. In addition to this report's purpose in catalysing new DRR projects, the second user category of this report is local role-players such as regional departments, private citizens', conservation authorities, and landowners. They can use this summarised report to update their projects by monitoring whether they are sustainable and climate resilient, as well as identifying where their projects may already be responding to disaster risks.

HAZARDS A potentially damaging physical event, phenomenon or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.		
NATURAL HAZARDS These are natural processes or phenomena occurring in the biosphere that may constitute a damaging event. Natural Hazards are typically classified into:		
Geological Hazards Geological hazards include internal earth processes, such as earthquakes and related geophysical processes such as mass movements, landslides, rockslides, surface collapses, debris or mud flows.	Earthquake-related Cosmic-related Rock falls	Seismic Events: Earthquakes
Hydro-Meteorological Hazards: Natural processes or phenomena of atmospheric, hydrological or oceanographic nature.	Atmosphere-related Water-related	Severe Weather Drought Floods
Biological Hazards: Processes of organic origin or those conveyed by biological vectors, including exposure to pathogenic micro-organisms, toxins and bioactive substances.	Disease Epidemics Wildfire risk	Animal Diseases Human Diseases Pest Infestation Wildfires
TECHNOLOGICAL HAZARDS Technological hazards are defined as danger originating from technological or industrial accidents, dangerous procedures or certain human activities, which may cause the loss of life or injury, property damage, social and economic degradation.	Transport Incidents Urban and Industrial incidents Critical infrastructure disruption National Key Points Socio-economic disruption	Disruption: Electricity Disruption: Water Supply Disruption: Sanitation (Sewerage and Drainage) Dam Failure Civil Unrest Air Incidents Major Hazardous Installations Road and Rail Incidents HAZMAT Spills: Road and Rail Structural Fires Potential Nuclear Event Air Pollution
ENVIRONMENTAL HAZARDS These are processes induced by human behaviour and activities (sometimes combined with natural hazards), that damage the natural resource base or adversely alter natural processes or ecosystems[1].		Loss of biodiversity Predation

METHODOLOGY

The WCDMC developed a provincial standard for conducting comprehensive DRAs, including guidelines for the application of a uniform DRA methodology and approach, as well as the standardisation of reporting formats for disaster risk assessments.

RATIONALE: A TWO STEP PROCESS

Firstly, the scientific-based research method comprised desktop research, reviewing and analysing relevant and existing studies, and consultation with relevant stakeholders and hazard specialists. This first phase provided a lens for the second phase.

Secondly, the community-based research method was facilitated in the form of five (5) comprehensive focus-group workshops as a structured process of quantifying the relevant risks in the municipal area. The last phase involved the preparation of the DRA report and the spatial maps and geo-database. The data sets collected from these two methods was integrated to consolidate the results.

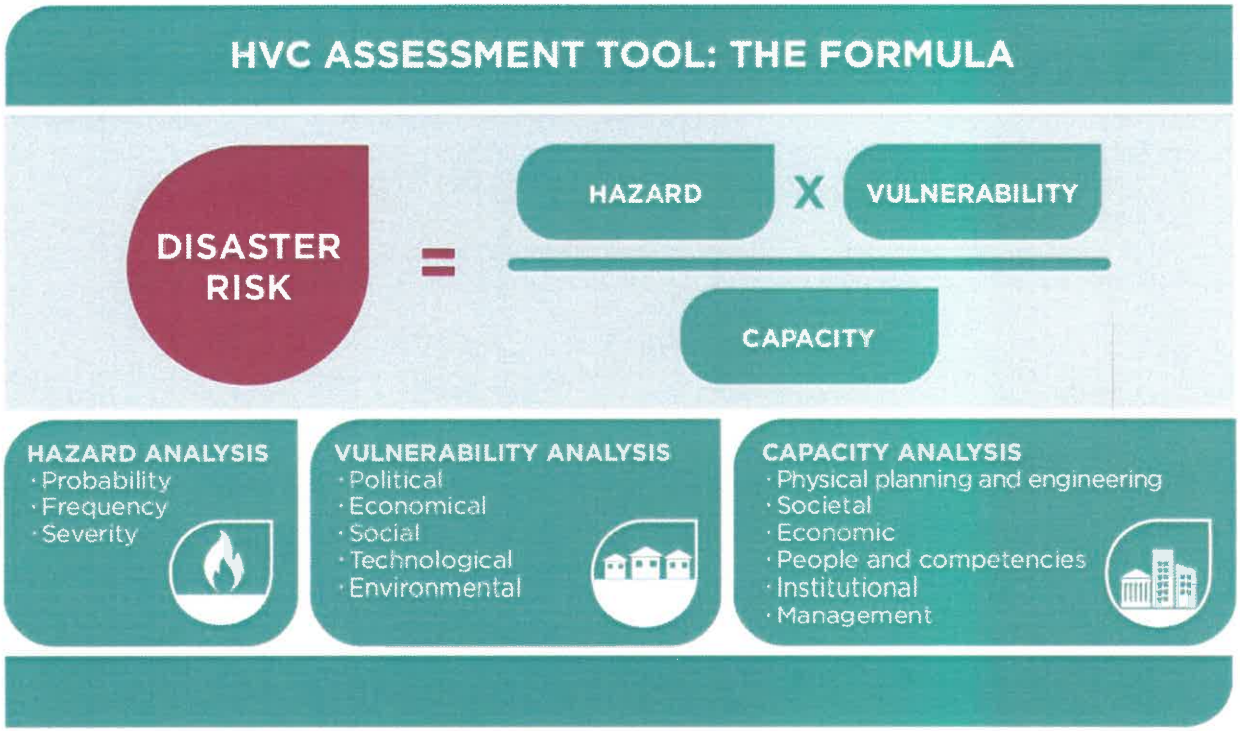
PROCESS: HVC ASSESSMENT

Hazards in themselves do not constitute disasters. Put simply disaster risk is the function of the combination of three elements – vulnerability, coping capacity, and hazard. The relationship of these elements can be expressed as a simple formula that is not mathematical in nature - the Hazard, Vulnerability, Capacity (HVC) assessment (see the figure below).

This formula was applied to determine disaster risk by assessing potential impact of a hazard on a community, as a means of quantifying the root causes of vulnerability and identifying the available capacity to cope.

This interaction also forms the basis for DRR planning. The aim of DRR planning will be to facilitate one, two, or all three of the following:

- Reduce the **hazard** level, by changing either the magnitude of the hazard, or the probability of the hazard occurring;
- Decrease the **vulnerability** of the receiving entity by changing the physical, social, economic or environmental characteristics of the receiving entity; and
- Increase the **capacity** of the affected community, society or organisation by



increasing the physical, institutional, social or economic means as well as skilled personnel or collective attributes such as leadership and management.

The probable risk analysis framework in its pure form is nonetheless important. Its conceptual simplicity aids understanding, by making assumptions explicit, and because it is solid theoretical foundations and vast empirical evidence which examines its application in specific cases, makes it an important point of comparison for formal evaluations of the effectiveness of efforts to manage disaster risk.

Key variables quantified in the HVC assessment are summarised in the image above. For more detailed steps in the application of the HVC Assessment please refer to *the formal DRA report*.

RISK ASSESSMENT: 4 X 4 MATRIX

The assessment of the likelihood of occurrence of a specific risk evaluates the probability of a specific risk occurring. In this DRA report a basic 4 x 4 risk matrix was used for undertaking the rating and classification of identified hazard events, the existing vulnerabilities, and capacity available to mitigate or respond to the hazard. The HVC Assessment tool finally allocates a relative risk priority to each hazard.

The final disaster risk is assessed and classified into one of four categories:

DISASTER RISK PROFILE		
Rating	**Total**	**Description**
Low	≤ 3.5	Low risk indicating a prepared community, but on-going preparedness is still required
Medium	3.6 - 4	Very little risk for a largely prepared community. This combination equates to a tolerable moderate risk and preparedness plans for these risks must be prepared.
High	4.1 – 9.9	The risks to which these communities are exposed are potentially destructive, but the community is modestly prepared for the hazard event occurrence. This combination equates to a high risk and a combination of risk reduction interventions and preparedness plans must be initiated for these risks.
Extreme	≥ 10	Potentially destructive risk with a high probability of occurrence with a high level of unpreparedness. This combination equates to an intolerably high risk and may be a disaster in the making. For these very high risks urgent risk reduction interventions are required.

INTRODUCTION

THE THEEWATERSKLOOF MUNICIPALITY

The Theewaterskloof Municipality (TWKM) is one of four local authorities in the Overberg District Municipality. This Category B municipality is located in the western interior of the Overberg District and encompasses one third of the District as it covers an area of 3259 kilometers^2. With an approximate population of 119 052 in 2018 and an estimated 5.4% population growth based on a five-year projection (e.g. estimated population of 125 505 by 2023), the TWKM houses 42% of the Overberg District population.

Geographic features are distinct - the TWKM's is cradled by the Riviersonderend Mountains (North), Kogelberg Mountains and Kleinrivier Mountains (South), and the Hottentots-Holland Mountains (West). This municipality is structured into 14 wards and services the Bot River, Caledon, Dennehof, Elgin, Genadendal, Grabouw, Greyton, Middleton, Pineview, Riviersonderend, Villiersdorp, and Vleiview communities. As a result, the geographical area and the population residing in the Municipality; it impacts on municipal planning, information management and community participation practices.

The main **access routes** to the TWKM's area is along the N2 (national road), with most towns within the 70 to 160 kilometer range from Cape Town. Furthermore, it is well situated between the established tourism areas of Cape Town, the Cape Winelands region, and the Garden Route. The TWKM has a lot to offer to the tourism industry and its unique natural assets include: seven dams of which the most prominent is the Theewaterskloof Dam; the Cape Floral Kingdom and Kogelberg International Biosphere Reserve; six mountain ranges with four scenic mountain passes to travel through; and world class hiking and mountain bike trails.

The TWKM is categorised as a **rural domain** due to its characteristically open spaces and areas that are occupied by agriculture, small holdings and other land uses. Primary farming activities include: dairy, deciduous fruit, flowers, grain, olives, poultry, and wine. Additionally, this area is a recognised white wine producing region, the largest apple producing region and the third largest pear producing region in South Africa, and is home to the largest malting plant in the Southern hemisphere and the Barley Breeding Institute of South Africa.

WARD	TOWN
1	Riviersonderend
2	Greyton Genadendal
3	Caledon (Tesselaarsdal and Myddleton)
4	Caledon
5 & 6	Villiersdorp
7	Botrivier
9	Vyeboom (Villiersdorp)
8; 10-14	Grabouw

Table 1: Wards in the TWKM

For an infographic summarizing the **socioeconomic profile** of the TWKM please refer to *the formal DRA report*.

DISASTER MANAGEMENT IN THE THEEWATERSKLOOF MUNICIPALITY

The Theewaterskloof Municipality does not have a municipal **Disaster Management Centre (DMC)**. It is heavily dependent on the Overberg Disaster Management Centre, which is in Bredasdorp. The Overberg DMC was established as a result of government's commitment to provide a comprehensive safety service to the community of the district. DMCs provide the physical environment where all disaster management activities can be managed in a coordinated and integrated approach.

The Overberg DMC provides a 24-hour call taking and dispatch facility. An organisational facility is also available that is used as a Joint Operation Centre (JOC) during disasters and it hosts a venue for planning sessions outside disaster periods. A tactical facility is available as well as offices for various emergency services.[2]

In terms of the Disaster Management Act of 2002 (as amended) section 51, each District and metropolitan may establish a **Disaster Management Advisory Forum (DMAF)**. The Overberg Disaster Management Centre has an active Advisory forum on which the TWKM participates. The TWKM is not required by the Act to have its own DMAF.

The **Disaster Management Amendment Act** No. 16 of 2015 includes the strengthening of reporting on implementation of policy and legislation relating to disaster risk reduction and management of allocated funding to municipal and provincial intergovernmental forums established in terms of the Intergovernmental Relations Act of 2005; expanding the contents of Disaster Management Plans (DMPs) to include conducting DRAs for functional areas, mapping of risk, areas and communities vulnerable to disasters; to provide measures to reduce the risk of disaster through adaptation to climate change and developing of early warning mechanisms.

Pertinent to the Theewaterskloof Municipality is where section 43 of the principal Disaster Management Act is amended by the addition of the following subsections: (3) A local municipality must establish capacity for the development and co-ordination of a **Disaster Management Plan (DMP)** and the implementation of a disaster management function for the municipality which forms part of the disaster management plan as approved by the relevant municipal disaster management centre.

The **Key Outcomes of a DMP** is as follows:

- Integration of Disaster Risk Management into the strategic and operational planning and Project implementation of all line functions and role players within the municipality.
- Resilient communities.
- An integrated, fast and efficient response to emergencies and disasters by all role players. Please refer to Addenda 6 for a list of legislative documents that are relevant to Disaster Risk Management in South Africa and within the TWKM.

The Theewaterskloof Municipality's DMP confirms the arrangements for managing disaster risk and for preparing for and responding to disasters within the TWKM. It also provides officials, and other role players, with an effective guide as to what their roles and responsibilities are in the event of a disaster and also focuses on prevention of disasters and minimising the impact of hazards which cannot be avoided. The TWKM DMP is in its rudimentary form and it is recommended that it be tailored to address the responsibility of the hazard owners and community in accordance with the 2018 Risk Profile of the municipality.

In Section 26(g) of the Local Government: Municipal Systems Act of 2000 (No 32 of 2000) it is a requirement that the IDPs of all

municipalities should have a relevant DMP and DRA as core components of such IDP's. The formal DRA report can be considered as an annexure to TWKM IDP.

For the 2014 Overberg DRA some slow onset hazards were not viewed as pressing including air pollution and climate change, subsequently these hazards have been included in the TWKM DRA report.

In the comprehensive and in this summarised report **climate change** is analysed as a single hazard. In addition, this report evaluates how climate change affects both the frequency and magnitude of certain hazards such as severe weather and human diseases, as well as the vulnerability of specific communities in terms of health conditions, economic viability and social stability.

CLIMATE CHANGE

Even without taking climate change into account, disaster risk will continue to increase in many African countries as more vulnerable people and assets are exposed to weather extremes. **Global climate change** is a threat to sustainable development and could undermine poverty alleviation efforts and have severe implications for food security, clean water, energy supply, environmental health and human settlements.[3]

South Africa experiences a wide variety of natural and human-induced hazards, however, the three that occur most frequently – floods, droughts and fires – are all associated with water, its excess or its lack. Infrastructure, basic resources (water, food and energy) and livelihoods will all be impacted on and these impacts will affect all sectors and stakeholders, with a particular impact on the poor and vulnerable sectors of our community.

The impacts associated with certain hazards are increasing in severity because of **changing societal vulnerabilities**. Certain factors compound the vulnerability of particular groups in South Africa – their ability to anticipate, cope with, resist, and recover from a natural threat. This in turn increases the risk of a natural hazard occurring - culminating in physical, financial, and social losses. The question of identifying those most vulnerable or most at risk, and finding appropriate frameworks to understand vulnerability, is a dynamic process and is often better articulated at a local scale.[4]

The **Western Cape Province** has been identified as particularly vulnerable to climate change because of its coastal location and tidal influence of rising sea temperatures on the weather patterns. Observed climate trends for the Western Cape Province, over the last five decades, provide evidence towards an increased frequency of high temperature extremes. Between 2003 and 2008, direct damage costs associated with climate-related extreme events amounted to over R3 billion.[5]

Due to its physical location, topography and climatic conditions the **Theewaterskloof Municipality** is particularly vulnerable to the impact of CC. Vulnerability is exacerbated by: an influx of people; a reduced recovery time due to the increased frequency of extreme events; limited access to, and affordability of, disaster insurance that would assist in absorbing losses; delayed and inadequate disaster relief and post-disaster recovery assistance from government, together with inadequate attention to disaster preparedness and prevention; and/or low productivity due to loss of soil fertility as a result of poor land management practices in the past.

While the **National Disaster Management Forum** stresses the need for continual monitoring and improving capacity to predict, mitigate and respond to natural disasters, it does not engage with the added level of uncertainty brought on by CC. In South Africa and the Western Cape there are a number of initiatives and resources available to manage the risk of climate change, these include: the

National Climate Change Response Policy; the Western Cape's Climate Change Strategy and Action Plan; and the Western Cape Sustainable Energy Plan Development Facilitation Unit (DFU) of PGWC. There is a district climate change plan, the Overberg Climate Change Response Framework (2017). This **ODMs Climate Change Response Framework** (CCRF) is meant to give a strategic overview of climate change responses that is relevant for the Overberg region. The TWKM is advised to have its own Climate Change Plan and adopt the framework within their council chambers for implementation.

CLIMATE CHANGE AND DISASTER RISK

Disaster Risk Reduction (DRR) and **Climate Change Adaptation** (CCA) represent policy goals, one concerned with an ongoing problem (disasters) and the other with an emerging issue (climate change). While these concerns have different origins, they overlap a great deal through the common factor of weather and climate and the similar tools used to monitor, analyse and address adverse consequences.

Figure 1 highlights the areas of overlap between disaster risk and CC. The risk of climate-related impacts results from the interaction of climate-related hazards (including hazardous events and trends) with the vulnerability and exposure of human and natural systems.

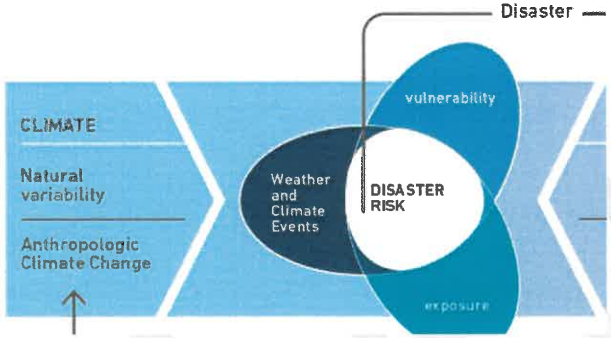


Figure 1: CCA and DRR

Changes in both the climate system (left of the figure) and socio-economic processes, including adaptation and mitigation (right of the figure) are drivers of hazards, exposure, and vulnerability.[6]

Nationally, one of the most significant recent developments in South Africa has been the promulgation of the **Disaster Management Amendment Act No.16 of 2015**. This Amendment Act refers to climate change and the responsibility of national, provincial and local government to "*provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches; develop early warning mechanisms and procedures for risks identified in its functional area; and regularly review and update its plan*". This new legislation is important in terms of supporting adaptation through the requirement for providing measures and investment in ecosystem and community-based adaptation for DRR.

Responding to climate-related risks involves decision making in a changing world, with continuing uncertainty about the magnitude and timing of climate change impacts and with limits to the effectiveness of adaptation. It makes sense, therefore, to consider them and implement them in a systematic and integrated manner. For example, risk assessments, flood management systems, and building code enforcement contribute to both DRR and CCA policy goals. At the same time there are areas of non-overlap, such as in earthquake risk engineering for DRR and agricultural or trade policy initiatives for adaptation. There are also linkages with other policies, most notably poverty eradication and planning for sustainable development, and education and science.

The impacts of climate change will play out at a **local level** – floods, droughts, changes in rainfall patterns and temperature will all have serious implications for local communities and local municipalities such as TWKM. Municipalities such as Theewaterskloof will be the first point of impact and response to natural disasters and the economic and social impact of these as well as slow-onset disasters such as long-term changes in temperature or rainfall.

In terms of mitigation response, the TWKM should implement responses to reduce their own Greenhouse Gas Emissions, but they also have a major role to play as an enabler of mitigation responses in the private sector. The TWKM is already playing a major role in investigating and encouraging the development of **renewable energy** opportunities, which contributes to reducing the carbon footprint of the national electricity grid.

DISASTER RISK REDUCTION PLANS

A focused and comprehensive Disaster Risk Assessment (DRA) aims to identify and analyse potential hazards and/or threats, assess the conditions of vulnerability, determine the level of risk for different situations and conditions and helps to set priorities for action. Furthermore, it raises the public's awareness of

HAZARD RATING	HIGH RISK AREAS	DRR PLAN	IMPLEMENTING AGENTS
LOW MEDIUM HIGH EXTREME	Areas, communities, or households most at risk	Primary project objective	Lead departments or agencies

hazards, vulnerabilities and capacities and the risk taken by society.

Many DRR programmes are already taking place in the Theewaterskloof Municipality and this DRA is the first step towards an integrated, municipal-led response that identifies potential disaster risk impacts and how to respond to these.

To further ensure broader transparency the DRR plans should be co-ordinated and monitored by the TWKM and aligned with other relevant strategies such as the Water Services Development Plans, the Integrated Waste Management Strategy, the SDF and the Integrated Transport Plan.

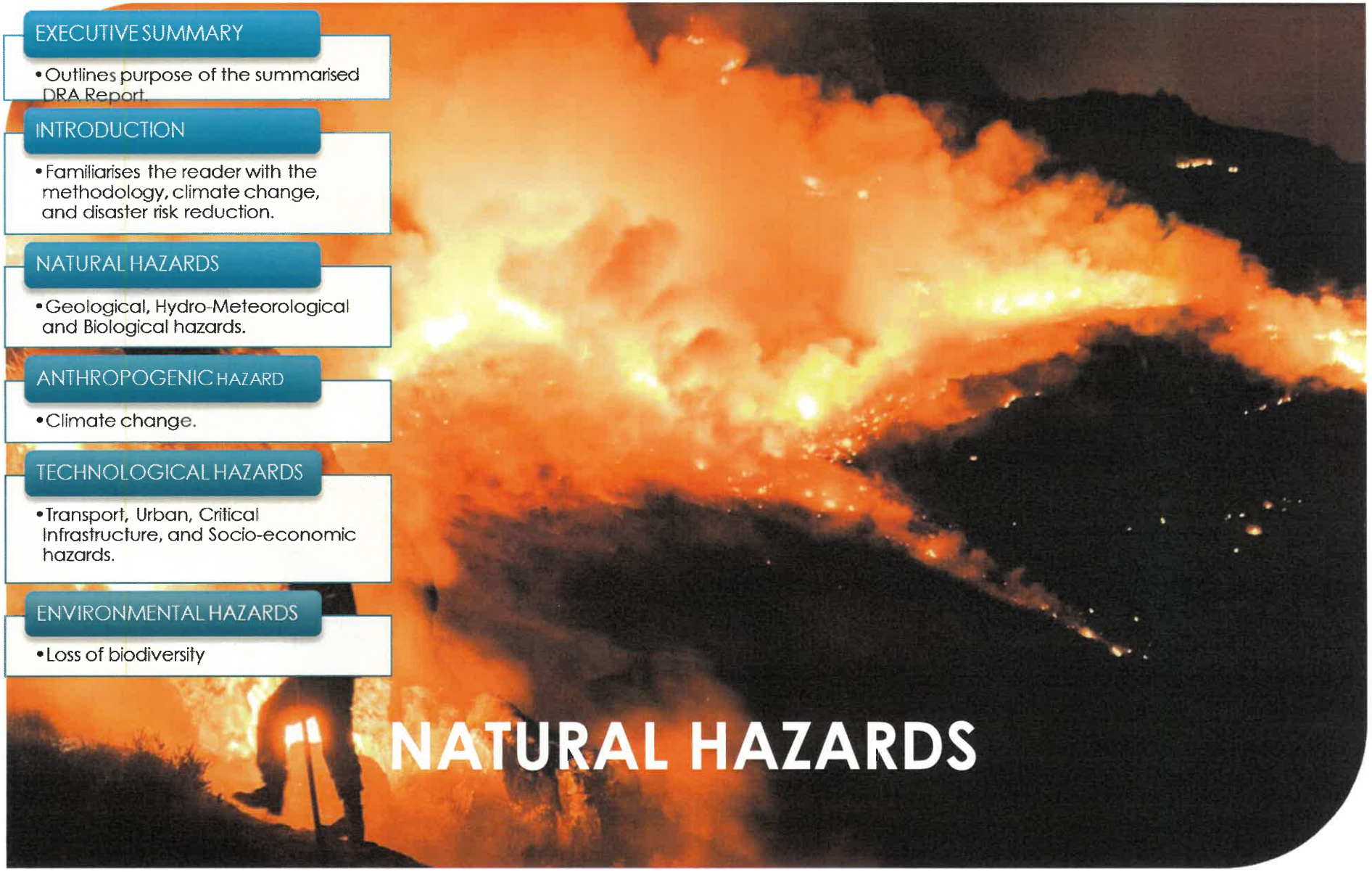
In this summarised report each hazard has been highlighted with the corresponding risk rating colour (refer to the table on page 8).

The four columns summarizing the risk rating, high risk areas, recommended DRR plan and implementing agents are as follows:

Please refer to *the formal DRA report* to see each recommended DRR Plan's exhaustive list of performance indicators - with which to measure the success of the various recommended DRR plans.

SUMMARISED REPORT STRUCTURE

This report has been organised so that readers can choose to focus on the four hazard categories - natural, anthropogenic, technological, and environmental:


EXECUTIVE SUMMARY
• Outlines purpose of the summarised DRA Report.
INTRODUCTION
• Familiarises the reader with the methodology, climate change, and disaster risk reduction.
NATURAL HAZARDS
• Geological, Hydro-Meteorological and Biological hazards.
ANTHROPOGENIC HAZARD
• Climate change.
TECHNOLOGICAL HAZARDS
• Transport, Urban, Critical Infrastructure, and Socio-economic hazards.
ENVIRONMENTAL HAZARDS
• Loss of biodiversity
NATURAL HAZARDS

The TWKM is a major tourist attraction and due to its geographic location - the natural hazard category scores the risks of pest infestation, wildfire and floods high. For that reason, the natural assets should be protected and enhanced to the greatest extent possible. Some issues and challenges are immense in complexity, and broad in the scope of their origin and potential impacts. Managing both the causes and impacts of these challenges require the TWKM to continue working with other spheres of government and agencies to combat the impacts of these complex challenges.

See recommended DRR plans listed in the table below:

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
WILDFIRES	• During the workshop the following areas were highlighted: - All communities located on the wildland/urban interface; - Farms located close to mountains; - The Riviersonderend Golf Club; - Mountain bike trails; - Landfill site in Caledon; and - All areas along the N2. • Nature reserves and other areas with high endemism. These include Babilonstoring; Caledon; Fernkloof; Greyton Local; Groenlandberg; Haweqwa; Hottentots Holland; Houwhoek; Kogelberg; Maanschynkop; Riviersonderend; Salmonsdam; Theewaters; and Villiersdorp. • Mountain Catchment Areas: Hawequas; Hottentots Holland; and Riviersonderend. • Critical Biodiversity Areas (CBAs) where fire incidents elevate the vulnerability of endemic species. • Biodiverse areas with a high prevalence of invasive alien plants. • The water catchments, the wetlands and their tourism infrastructure. • Agricultural areas and communities. • Deforested areas, e.g. Grabouw. • Cape Nature Hotspots, e.g. Villiersdorp, Botrivier, Greyton. • High voltage power supply lines. • Communities living in valleys or mountainous terrain. • Areas and communities near high voltage power supply lines. • Holiday resorts, tourist rest camps, and recreational lodges. • Recreational areas, e.g. braai and/or picnic areas. • Roadsides and rest stops on roads.	Ensure that District fire fighting responsibilities are aligned.	DoA; GoFPA; ODMC; and WCDMC
		Standardize fire fighting tariffs.	DoA; GoFPA; Organised Agriculture; ODM; WCDMC and WoF
		Compile a provincial and/or district standard of permits and database for prescribed burning.	CSIR; DEA&DP; GoFPA; ODMC; SAWS; and WCDMC
		Plan for high risk periods.	ESKOM; GoFPA; ODMC; and WDMC
		Adhere to building codes and bylaws.	FynbosFire; GoFPA; ODMC; and TWKM
		Facilitate a bi-annual wildfire indaba.	Consultants; DoA; Organised Agriculture; ODM; TWKM; WCDMC; and WoF
		Optimise GoFPA's investments in constructing and maintaining firebreaks.	DoA; GoFPA; Organised Agriculture; ODMC; TWKM and WCDMC
		Improve IAP removal.	CapeNature; DEA&DP; DLG; EPWP; Insurance sector; ODM; TWKM; and WCDMC
		Improve stack burning methods.	CapeNature; Consultants; DoA; DEA&DP; EPWP; FynbosFire; and GoFPA
		Improve awareness and training of	DoA; GoFPA; Organised

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HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	• Rural areas that are extensive distances from urban areas and/or fire services.	landowners and agri-workers.	Agriculture; ODMC; and WCDMC
		Incentivize or motivate farmers to join FPAs.	DoA; GoFPA; and WCDMC
		Accelerate access to spatial information.	DEA&DP; DoA; CSIR; ODMC; and WCDMC
		Ensure that competent WoF managers are employed.	DEA&DP; and WoF
		Ensure stringent authoritative application of by-laws during high-risk periods.	GoFPA; ODMC; SAPS; and TWKM
		Educate local high-risk communities.	GoFPA; ODMC; and TWKM
FLOODS	• The urban poor. • Road users, to outdoor recreationists and other members of the community. • Seasonal/migrant workers. • Rural communities with insufficient infrastructure. • Low economic status households. • Outdoor recreationists • Low-lying areas with insufficient drainage. • Floodplains of watercourses or areas above major underground infrastructure. • Areas situated next to stormwater detention/retention ponds.[7] • Low lying mountainous areas that have recently burned, results in higher runoff and higher possibility for mudflows. • All the bridge areas where the rivers below are overgrown with trees and natural vegetation of the area increases the risk of stranding in case of a flood. • The Western Cape is prone to winter storms and experiences heavy flooding almost every year and catchments that have become saturated rapidly produce higher storm flow peaks. Land use is an additional modified of flood peaks. • The following areas, communities, and households were identified as vulnerable during the workshop: - Areas surrounding the Theewaterskloof Dam; - Helderstroom Prison; - Tygerkloof Experimental Research Farm in the Riviersonderend area; - Streets and areas in town close to rivers;	Strengthen management and institutional measures.	DWS; ODM; and TWKM
		Improve non-structural measures.	Consultants; DoA; DEA&DP; Organised Agriculture; and TWKM
		Improve physical planning measures.	TWKM; and DWS
		Implement a comprehensive Storm Water Management Plan.	EPWP; and TWKM
		Improve awareness raising.	DWS; Neighbourhood Watch; ODMC; Technical services; Ward counsellors; TWKM; and WCDMC
		Improve disaster preparedness.	Consultants; DWS; ODMC; SAWS; TWKM; and WCDMC
		Increase ecological infrastructure to slow, spread and sink water run-off.	BGCMA; Organised Agriculture; and Overberg Water

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	- Tesselaarsdal with the confluence of two rivers; - New developments in close proximity to rivers; - Greyton Retirement Village; - Pineview pump stations; and - Marikana and Thusong informal settlements.		
PEST INFESTATION	• During the workshop various natural areas and catchments in the TWKM were highlighted as vulnerable. • Vacant and poorly managed public and privately-owned land. • Areas along water channels and river beds. • Agricultural land. • Wetlands.	Improve early warning system.	Consultants; DoA; Organised Agriculture; ODMC; and WWF-SA
		Delineate riparian zones according to the DWS policy.	DoA; DEA&DP; DWS; Organised Agriculture; and WWF-SA
		Ensure WfW teams are trained to carry out stack, prescribed, and fuel reduction burns.	Consultants; GoFPA; ODMC; and WfW
		Fund targeted alien clearing projects.	DEA&DP; DoA; DWS; and EPWP
		Prevent new IAPs establishing or spreading.	CapeNature; Consultants; DEA&DP; DoA; DWS; EPWP; and ODMC
		Remove alien fish and monitor the responses by macro-invertebrates and fish.	DEA&DP; CapeNature; and SANBI
SEVERE WEATHER	• During the workshop the following areas, communities, and households were identified: - Franschhoek pass; - Sandblasting of fruit orchards located next to dam on R321; - Bridge over the Theewaterskloof dam on R321; - Greyton and Tesselaarsdal experience flash floods due to geographical location; - The Gobos river; and - Formal residential areas with trees.	Improve engineering and construction measures.	ODMC; Private Contractors; and TWKM
		Institute and enforce fines for non-adherence to building codes.	ODMC; Private Contractors; and TWKM
		Strengthen climate data and services.	CSAG; CSIR; DEA&DP; SAWS; and WCDMC

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	• Backyard dwellers. • Individuals that engage in paragliding and micro-lighting. • Gravel roads and municipal infrastructure. • Landing strips and helipads located in the TWKM. • Farming communities. • Rural and/or informal settlement communities. • Gravel roads and municipal infrastructure. • Fragile ecological zones in river valleys and mountain catchments. • The agricultural sector.	Develop and provide awareness training and workshops in high risk areas.	DoE; ODMC; and WCDMC
DROUGHT	• The urban poor's vulnerability will increase due to rising food prices. • Drought could mean casual farm labourers could potentially face longer periods of unemployment. • Farmers (smallholders and commercial) especially in the orchard areas and vineyards of the Elgin-Grabouw-Vyeboom-Villiersdorp area comprise some of most intensely farmed land in South Africa. The rural population densities are extremely high in these areas due to the labour-intensive nature of fruit farming although employment is declining as farms are changing over to wine production. • Emerging farmers may have limited capacity, resources and skills to adapt to and withstand economic pressures (high debt levels). • During the workshop the following TWKM areas, communities, and households were identified: Ward 5 and 6; nurseries; clinics; schools; rivers, dams, and boreholes; the Helderstroom prison; parks and recreational clubs; and Bereaville. • While agriculture is highly sensitive to climatic fluctuations, the impacts of future climate change will differ widely from place to place. Farmers (smallholders and commercial) will be affected as low rainfall and soil moisture conditions will reduce fruit, crops and	Revise policies that hamper the construction of new catchment dams.	Consultants; DEA&DP; DoA; DSO; DWS; Overberg Water; ODM; and TWKM
		Develop a Drought Management Plan for urban and peri-urban farming.	DoA; and TWKM
		Diversify farming activities.	DoA; DEDT; DAFF; ODMC; and TWKM
		Foster and strengthen community participation.	DoA; DWS; Organised Agriculture; and TWKM
		Augment agricultural water supplies.	DoA; DEA&DP; DWS; Farmer Associations; Overberg Water; and TWKM
		Encourage conservation agriculture.	DoA; Farmer Associations; and TWKM
		Improve overall community nutrition practices and strengthen nutrition systems.	Consultants; DoH; and TWKM
		Promote urban water conservation.	Consultants; and TWKM

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	grazing capacity. • Those that are already under economic stress economically as a result of land degradation, loss of biodiversity, and those at (or close to) the threshold of their climate tolerance. • Agri-businesses which are dependent on the export market. • The deciduous fruit industries are particularly at risk due to climate change. • Businesses such as abattoirs and guesthouses in the TWKM are exposed to experience financial loss during periods of drought.	Protect water sources.	DAFF; DWS; and TWKM
HUMAN DISEASES	• During the workshop the following areas were highlighted: - Informal settlements and farming communities surrounding ward 6; - Elandskloof river; - Riviersonderend river; - Protea Avenue and the surrounding neighbourhood in Riversonderend; - Genadendal; - Heuwelkroon; - Voorstekraal; - Informal settlements in Grabouw; - Blikkiesdorp informal settlement; - Vleiview; - Uitsig; and - Informal settlements of Caledon, Myddleton and Tesselaarsdal. • Due to their low economic profile, communities in informal settlements are vulnerable to malnutrition and outbreaks of diseases, e.g. HIV/Aids and TB. • Pastoralists (emerging farmers, small-scale farmers etc.). • Rural communities that are considerable distances from medical facilities. • Rural wage labourers. • Children who are not vaccinated against childhood diseases. • The communities of Grabouw and Villiersdorp are more at risk when exposed to human diseases as there is high HIV prevalence amongst the age group of 25 - 34 years in these areas.[8] • Caledon has the highest percentage of an aged population. This may impact on the kind of services needed to be rendered, e.g. more chronic care or preventative/promotive.	Identify high risk areas subject to the outbreak of epidemics.	DoH; Department of Social Development; SASSA; TWKM; and Thusong
		Research intersectoral strategies for interpersonal violence.	DoH; DEDT; DoE; SAPS; TWKM; and Ward councillors
		Strengthen disaster mitigation in hospital facilities.	Consultant; DoH; Health Care Practitioners; ODMC; TWKM; and WCDMC
		Increase youth access to contraceptive and reproductive health care services.	DoE; DoH; Community Development Workers; Ward counsellors; and TWKM
		Identify and train first aid emergency responders.	DoH; Community Development Workers; Ward counsellors; and TWKM
		Establish Mobile Clinic Services to conduct monthly visits to identified rural communities.	DoH; and TWKM

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	• The highest HIV prevalence estimates remain amongst the age groups of 25 - 34 years. • Children, adults and the elderly are all vulnerable to the risk factors that contribute to no communicable diseases, whether from unhealthy diets, physical inactivity, exposure to tobacco smoke or the effects of the harmful use of alcohol.		
SEISMIC HAZARDS	• The damage to a building constructed on solid rock and those constructed on sand differs considerably. Solid rock usually shakes less than sand, therefore a building built on top of solid rock should not sustain as much damage as those constructed on a sandy soil. Ground motion is amplified on sand, increasing low-lying sandy areas in the TWKM's vulnerability to be affected by seismic movements. • The potential for slope instability – which could be either earthquake-, rainstorm- or flood-triggered - exists in parts of the TWKM. • The poor and socially disadvantaged groups of society are most vulnerable to, and affected by, earthquakes. • Poorly built structures as found in informal structures, as well as critical infrastructure e.g. hospitals, dams, main roads, fuel pipelines, chemical storage facilities (in towns and on farms), bridges and water mains are at risk.[9] • Earthquakes are a difficult societal problem because they have a low annual probability of occurrence, but a high probability of causing adverse societal consequences.	Update the Provincial Seismic Hazard Preparedness Plan.	CGS; DoE; DoH; TWKM; WCDMC
		Compile a context-specific Seismic Hazard Preparedness Plan for all health care facilities in TWKM.	Consultants; DoH; NICD; ODMC; and TWKM
		Conduct risk assessment and awareness raising of high-risk areas.	DoE; DoH; ODMC; and WCDMC
		Compile and implement bylaws for seismic resilient construction.	ODM; and TWKM
ANIMAL DISEASES	• During the workshop the following areas were highlighted: - The Schoongezicht farm, and sheep farms in the Villiersdorp area; - Farms between Caledon/Greyton/Riviersonderend; - Horse farms in Tesselaarsdal; - Extensive dairy farms in the Greyton and Genadendal area; - Informal settlements in Grabouw and Botrivier; - Elgin Free Range Chickens; - The Greyton Farm Animal Sanctuary; - Informal settlements in the Greyton and Genadendal area where illegal animals breeding takes place; and - The area North of the Riviersonderend informal settlement - between the settlement and the landfill site. • A higher population density means that communities in large towns are more vulnerable, e.g. Caledon.	Improve early warning system.	Animal Anti-Cruelty League; DoA; NICD; SPCA; TWKM; and WCVS.
		Improve awareness during Thusong mobile visits.	Thusong; and DOA.
		Compile a TWKM Animal Disease Disaster Preparedness Plan.	Animal Anti-Cruelty League; Consultants; DoA; NICD; SPCA; TWKM; and WCVS.
		Provide bio-security training and support to communities.	DoA; DoH; NICD; TWKM; and WCVS.

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)

	• Smallholding farms.
	• The agricultural sector.
	• For zoonotic diseases high risk groups include: [10]
	  - Farmers and farm workers;
	  - Abattoir staff members;
	  - Veterinarians and animal health care workers;
	  - Medical personnel in hospitals working with suspect cases;
	  - Persons who enjoy hiking and doing outdoor activities; and
	  - Persons who live in rural areas.
	• People with low socio-economic status.
	• Human Immunodeficiency Virus (HIV) immune-compromised individuals.
	• Informal settlements and areas where there is no potable water are exposed where young children, the elderly, and the immune-compromised.
	• Broiler chicken farms are susceptible to AI. However, the AI strain (H5N8) is unlikely to affect human health		

FINAL

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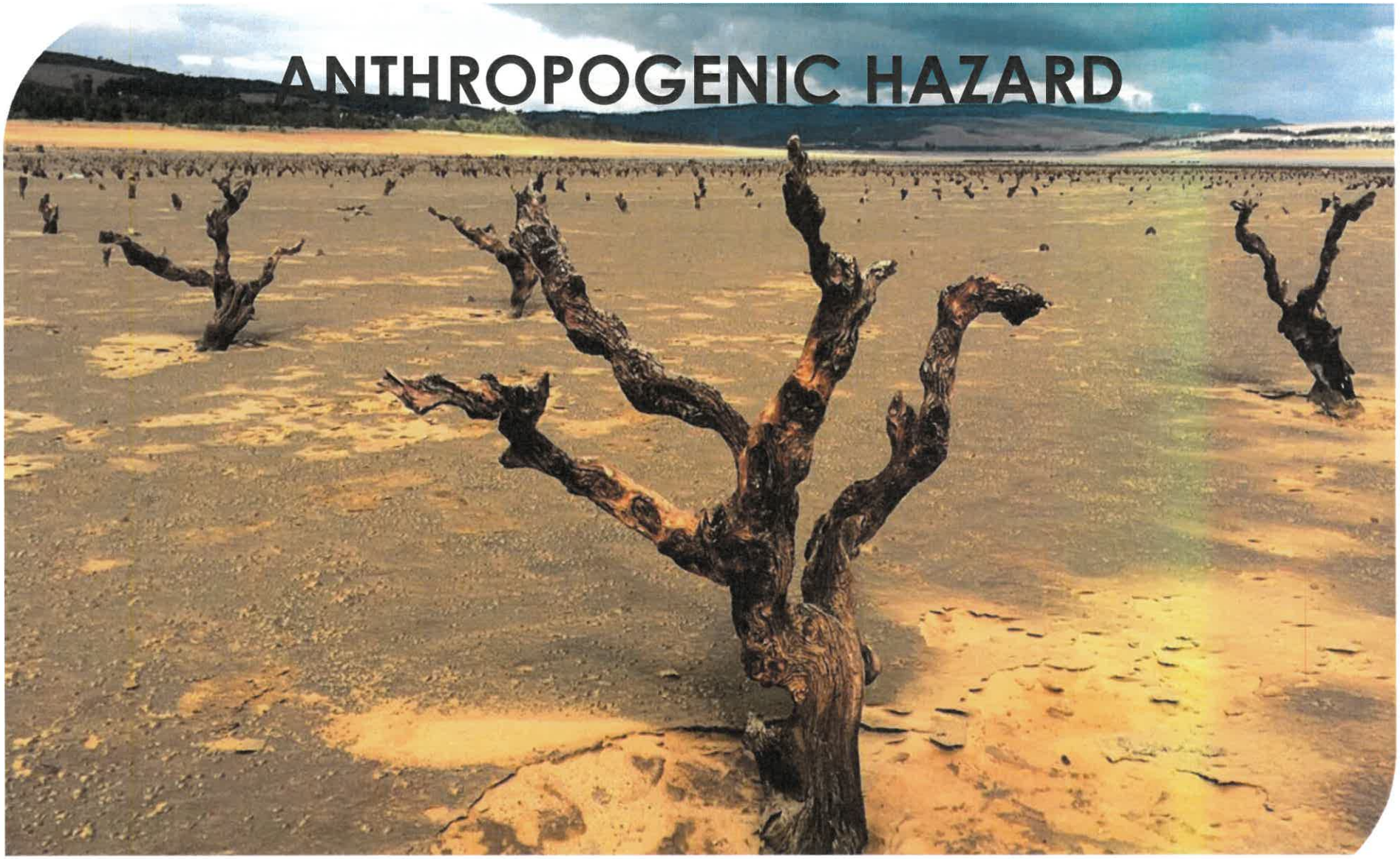
ANTHROPOGENIC HAZARD

It remains imperative that the TWKM moves beyond viewing climate change as an "environmental" problem that is limited to environmental management solutions, and instead start focusing on how it will impact service delivery on all levels, and what adjustments must be made in all sectors to respond. To mainstream climate change into the TWKM's daily municipal tasks it is important that climate change response be pro-actively incorporated into high-level strategic planning documents, especially the IDP and SDF. The recommended DRR plans doesn't have to take the form of massive projects requiring significant budgets in all instances. See the recommended DRR plans in the table below:

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
CLIMATE CHANGE	• Fynbos. • Areas already prone to flooding, wildfires and areas with emerging flood and/or fire risk. • Riparian land. • Agricultural areas. • Subsistence farmers. • Urban poor and for rural-urban transition zones such as informal settlements. • The greatest temperature increases are likely to be inland. • Marginalized groups.	Raise adequate finance for climate change response projects.	Donors; and TWKM
		Mainstream climate change into municipal planning, departmental level and existing local and district platforms.	ODM; TWKM; District DMAF; Regional Waste Forum; and Air Quality Forum
		Lead strategic research partnerships.	DEA&DP; DoA; GreenCape; WWF-SA; DEDAT; and Consultants
		Strengthen spatial information on climate change.	WCDMC; DEA&DP; TWKM; and Consultants
		Strengthen renewable energy sector.	WCDMC; DEA&DP; Sector Depts.; DoA; and TWKM
		Update infrastructure specifications for climate resilience.	TWKM; DEA&DP; DoA; DWS; GreenCape; and ODM
		Relocate infrastructure and improve open space management.	TWKM
		Replace/retrofit /upgrade infrastructure.	TWKM: Road and stormwater; and Engineering
		Improve public awareness.	TWKM; and Libraries
		Integrate climate change into joint disaster planning and strengthen disaster relief mechanisms.	SAWS; DEA&DP; WCDMC; Provincial Treasury; Insurance companies; TWKM; Overberg DMAF; DOA; GreenCape; WWF-SA; and DoH
		Improve water security and disaster preparedness.	TWKM; BGCMA; and Overberg Water
		Promote and expand conservation agriculture (CA).	DoA; DAFF; and Organised Agriculture
		Improve public health management.	TWKM; DoH; and DoA
		Focus on improving environmental conservation and management.	TWKM; DEA&DP; and CapeNature
		Approach local companies with possible Climate change adaptation CSI project options.	Consultants; GreenCape; ODM DMC; and TWKM
		Promote urban farming and establish local farmers markets.	TWKM; DoA; DoE; Ward Counsellors; and Organised Agriculture

		Utilise the Let's Respond Toolkit at the LM level.	TWKM; Ward councillors; ODM DMC; and DEA
		Integrate climate change into all municipal plans.	TWKM; ODM DMC; and Consultants

The current global and domestic economic pressures highlight the fundamental need for careful planning and tough decision making on a local level, active economic transformation and appropriate policy responses which creates both economic and human development. One of the key challenges for the Theewaterskloof Municipality is to ensure that the necessary bulk infrastructure is in place and by-laws maintained in order to meet the future demands so as to curb the possibility of civil unrest. Civil unrest was rated as an extremely high risk within the TWKM.

See recommended DRR projects listed in the table below:

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
CIVIL UNREST	• Farming communities. • Informal settlement areas. • Farm labourers residing on farmland. • Local businesses. • Small businesses owned by foreign nationals in townships. • Agricultural areas. • N2 road users. • At risk areas, where unrest originate and communities that are targeted, were identified during the CBRA workshops: - Joe Slovo Square in Riviersonderend; - The TWKM office, church, library, and court in Caledon; - Madiba park in Heuwelkroon; - Greyton; - Botrivier; - Bereaville; - Bosmanskloof; - Voorstekraal; - Grabouw (e.g. Schools, Usave, Oak Valley, Appletizer SA Factory, Elgin Free Range Chickens); and - Blikkiesdorp informal settlement on mountainous area.	Improve strategies for interpersonal violence and drug use.	Consultants; DoE; DoH; SAPS; and TWKM
		Provide development support to the vulnerable.	DoE; Thusong; and TWKM
		Strengthen settlement policies.	DHS; and TWKM
		Acquire funding and support for SAPS.	SAPS
		Create a skills database.	CDW; Dept Internal Affairs; EPWP; MQA SETA; Thusong; and TWKM
		Identify areas to cluster public facilities.	TWKM

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HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
STRUCTURAL FIRES	• Shopping centres, Liquid Petroleum Gas outlets, electrical transformer stations, hotels, guest lodges, holiday resorts, thatched dwellings. • Susceptible sub-populations include the very young or pregnant, the elderly, those having pre-existing respiratory and/or decreased lung function, and those with cardiac disease or people with physical disabilities. • Occupational exposure of outdoor workers such as fire fighters and emergency response workers. • In terms of accessibility, households that are located far from access roads, in rugged terrain or far from the Fire Station are at greater risk, since this is an obstacle in effective response time. • Industrial areas where extensive use is being made of heat-sources or flammable liquids and gases. • Footpaths are critical areas since fires are caused by unextinguished cigarette butts thrown by pedestrians. • Areas with illegal electrical connections are more susceptible to structural fires. • Informal settlements adjacent to public open spaces are at risk. • In most case informal structures do not comply with building regulations and are typically constructed with any available material which makes these structures a substantial fuel source. • Buildings in informal settlements are often built in close proximity, which leads to a concentration of flammable material. • High risk areas for structural fires were highlighted in the workshop: - High rise buildings in Caledon and Grabouw; - Thatch roofed houses;	Implement an awareness and education programme.	GoFPA; ODM DMC; and WKM
		Prepare a policy for the densification of settlements.	Eskom; ODM; and TWKM
		Address staff and skills shortages.	EPWP; ODM DMC; and WCDMC
		Improve physical planning measures.	ODM DMC; TWKM; and WCDMC
		Strengthen engineering and construction measures.	GoFPA; ODM; and TWKM
		Improve access to funding.	WCDMC; TWKM; and ODM

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	- Tyre dealers; - Liquid Petroleum Gas outlets; - High Schools; - Informal settlements on mountainous terrain (Ward 6); and - All formal and informal housing.		
DISRUPTION: SANITATION (SEWERAGE AND DRAINAGE)	• Fires, sharp objects, and hazardous waste pose a threat to anyone that may be working near the dump site, or to children who may play in or near the debris. • Landfill sites and treatment plants occur in close proximity to rivers and water bodies. • Informal settlements are more densely populate resulting in higher service demands which affects the function of the infrastructure. • Health care facilities. • Areas in close proximity to WTW facilities, e.g. Botriver, Riviersonderend, Tesselaarsdal, and Villiersdorp.[11] • Areas where illegal dumping occurs. • The declining state of municipal wastewater and sewage treatment infrastructure is one of the largest contributing factors to the numerous pollution problems and a major contributor to health problems in poor communities. • There are two informal areas in Villiersdorp without any basic water or sanitation services (communal taps and ablution facilities).[12] • During the workshop the following exposed areas were identified: - Downstream users are vulnerable to effluent in the Elandsriver; - Informal settlement located on mountainous area; - Areas in proximity to the landfill sites; - Bereaville, Voorstekraal, Genadendal, and Greyton;	Improve Physical Planning Measures.	Consultants; DoA; DEA&DP; DMC; DWS; and TWKM
		Conduct a feasibility study of a post collection composting facility.	Consultant; TWKM; Ward 2 Forum
		Conduct feasibility study into landfill site lifespan expansion.	Consultants; and TWKM
		Capacitate management and strengthen institutional measures.	Consultants; DWS; SAPS; and TWKM
		Improve waste reporting and data management.	TWKM
		Develop and implement a comprehensive Stormwater Master Plan (SMP).	Consultants; ODM; and TWKM
		Promote and provide guidance on various recycling methods.	Consultants; DoA; DEA&DP; EPWP; GreenCape; and TWKM
		Develop a densification plan.	TWKM
		Improve Waste Management facilities at informal settlements.	TWKM
		Implement a Public Awareness and Education campaign.	DoE; and TWKM
		Establish the Ward 2 Material Recovery facility.	DEA&DP; DWS; GreenCape; TWKM; and Ward 2 Forum
		Rehabilitate landfill sites.	DWS; and TWKM
		Manage tyres.	TWKM
		Conduct Public Sanitation Assessments in informal settlements on a regular basis.	Consultants; DWS; TWKM; and Ward Counsellors
		Establish a working committee between TWKM and Ward 2 Forum.	TWKM

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	- RDP areas of Pineview and Rooidakke in the Grabouw/Botriver areas; and - Area close to the WWTW in Grabouw - specifically the pipeline south of Industria street and north of Granny Smith road.		Ward 2 Forum
		Refurbish the Greyton oxidation pan system.	Consultants; DWS; ODM; Ward 2 Forum; and TWKM
DISRUPTION: ELECTRICITY SUPPLY	• During the workshop the following areas were highlighted: various substations; informal settlements and Blikkiesdorp in Grabouw; and Greyton (which receives electricity directly from Eskom), Bereaville, and Voorstekraal. • Farming communities with no cell phone reception. • Abattoirs and businesses with no generators. • Commerce and industry reliant on electricity as an energy source. • Hospitals and frail-care facilities.	Research climate change projections.	Consultants; DEA&DP; DoE; Eskom; GreenCape; and TWKM
		Strengthen societal measures.	Consumers; DMC; DoE; Eskom; and TWKM
		Address TWKM's energy consumption and management.	Eskom; and TWKM
		Reduce risks associated with energy supply.	DMC; DoE; Eskom; and TWKM
		Encourage energy diversification and efficiency.	Consultants; DEA&DP; DoE; Eskom; GreenCape; and TWKM
		Incentivize the adoption of alternative electricity supply methods.	Eskom; Business owners; and TWKM
		Revise bylaws and building codes.	DEA&DP; and TWKM
ROAD AND RAIL INCIDENTS	• Workshop participants identified the following areas of risk: - N2 (national road), which links some of the major towns in the TWKM area (Grabouw, Botrivier, Caledon, and Riviersonderend); - R43, and R45 arterial roads; - R316, R320, and R321 main roads; - R406 secondary road; - Railway, which links some of the main towns (Grabouw, Botrivier, and Caledon); - Ou Kaapse Way in Grabouw; - Boontjieskraal Road; - Gravel roads in Tesselaarsdal; - Main Street, Buitenkant Street, and Ham Street (Villiersdorp); and - Usave (Muller Street) in Riviersonderend.	Improve landscaping.	EWPW; and TWKM
		Improve engineering and construction measures.	ODM; and TWKM
		Research impact of climate change on road infrastructure.	Consultants; DTPW; ODM; and TWKM
		Improve pedestrian safety.	Consultants; ChildSafe & IRAP; LeadSA; MIG; ODM; Safely Home; and TWKM
		Address operational development priorities.	ODM; and TWKM
		Source funds to improve Law Enforcement divisions.	ODM; and TWKM
		Improve understanding and mitigation of GHG emissions.	Consultant; ODM; and TWKM

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	• Pedestrians and public transport passengers. • Road construction workers and maintenance teams. • Train crew members, and railway maintenance teams. • Emergency services staff. • Children playing near roads and railways. • Tourists unfamiliar with the layout and standard of roads and railways. • The Grabouw and Botrivier areas due to service delivery protests that affect motorists and pedestrians.	Educate communities on railway safety measures.	Consultant; ODM; and TWKM
DISRUPTION: WATER SUPPLY	• During the workshop stakeholders highlighted the following areas/communities: - Riviersonderend has old asbestos pipes in formal settlements; - There is old infrastructure in Caledon - formal settlements with old pipes in Kuil -, Metcalf -, and Joubert street; - Greyton as a formal settlement has an old network; - The RDP area of Rooidakke in the Greyton/Genadendal areas; and - Informal settlements in Theewaterskloof where water loss is prevalent. • Pump stations located in low-lying areas. • The TWKM's primary water sources are:[13] - Botrivier (6x boreholes); - Caledon (RWWSS – Overberg Water, and 1x borehole); - Voorstekraal (mountain stream); - Bereaville (mountain stream); - Greyton and Bochmanskloof (Wolwekloof and Gobos River – Boesmanskloof, and Boschmanskloof mountain stream); - Grabouw (Eikenhof dam – Groenland WUA); - Riviersonderend (Riviersonderend River,	Improve physical planning measures.	BGCMA; DWS; MIG; Overberg Water; TWKM; and WUA
		Implement water conservation and demand management (WC/DM) at municipal level.	BGCMA; DWS; ODM; WUA; and TWKM
		Streamline Data Sharing.	DWS; and TWKM
		Monitor and prevent water resources pollution.	BGCMA; DWS; ODM; TWKM; and WUA
		Research and forecast the requirements for bulk infrastructure to meet future demands.	BGCMA; Consultants; DEA&DP; DOA; DWS; and WUA
		Create a centralised IAP reporting mechanism.	Consultant; DEA&DP; DWS; EPWP; and WfW
		Classify water resources and motivation the protection of the resources.	BGCMA; DWS; TWKM; and WUA
		Develop agricultural water demand management programmes.	BGCMA; DOA; DWS; Organised Agriculture; and WUA
		Strengthen integrated catchment management.	BGCMA; CapeNature; DEA&DP; DoA; Organised Agriculture; WUA; and WWF-SA
		Increase Station Density to Better Characterize Spatial Variability.	BGCMA; DWS; WRC; and WUA
		Protect and rehabilitate river systems and ground water recharge areas.	BGCMA; CapeNature; and TWKM
		Implement water resource protection based on a participatory approach.	BGCMA; DWS; TWKM; and WUA
		Update the Water Services Development Plan (WSDP)	DEA&DP; DoA; DWS; and TWKM

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	and Olifantsbos); - Tesselaarsdal (Tesselaarsdal mountain stream, Tesselaarsdal borehole, and Bethoeskloof borehole); and - Villiersdorp (Elandskloof Government Water Scheme, Kommissiekraal River, and 4x boreholes). • Informal settlements. • Commerce, industry and the agricultural sector is reliant on water. Primarily water demand is driven by domestic consumers.[14] • Hospitals and frail-care facilities.	with new climate change-related information.	
		Strengthen assurance of equitable water access that incorporates climate change considerations.	BGCMA; DAFF; DoA; DWS; WRC and WWF-SA
		Improve water demand management during drought periods.	BGCMA; DWS; ODM; TWKM; and WUA
AIR POLLUTION	• Workshop participants identified the following at risk areas: - Villiersdorp Quarries; - Tanqua Feeds (Riviersonderend); - Ocean Mushroom Farm (Botriver); - Elgin Fruit Juices (Grabouw); - Communities in close proximity to the N2; and - Landfill sites. • While everyone's health can be affected by air quality problems, certain people are especially at risk: • People with allergies or asthma. • People with lung diseases. • People with suppressed immune systems. • Children.	Improve town and transport planning.	Air Quality Officer; Consultants; DEA&DP; and TWKM
		Facilitate greater cooperation with agricultural authorities to address shared environmental priorities related to AQM.	Agricultural Union; Air Quality Officer; DEA&DP; DoA; TWKM; Local Agriculture Forum; TWKM; and Ward Councillors
		Strengthen institutional functions.	Consultants; DEA&DP; and TWKM
		Increase licensing of listed activities.	Air Quality Officer; DEA&DP; TWKM; and Industries
		Monitor ambient air quality data continuously.	Air Quality Officer; Consultants; DEA&DP; and TWKM
		Update the emissions inventory regularly.	Air Quality Officer; Consultants; DEA&DP; Dept Public Works; GreenCape; and TWKM
		Intensify efforts to manage trans-boundary air pollution.	Air Quality Officer; DEA&DP; and TWKM
		Develop and compile an emissions inventory and a AQM plan for TWKM.	Air Quality Officer; Consultants; and TWKM
DAM FAILURE	• The greatest threat from dam failure is to people and property in areas immediately below the dam since flood discharges decrease as the flood wave moves downstream.	Implement an early warning system.	Consultants; DMC; DWS; DSO; and TWKM
		Compile a dam safety plan.	Consultants; DMC; DWS; DSO; and TWKM
		Educate communities, volunteers, and response team members.	Consultants; DMC; DWS; DSO; and TWKM
AIRCRAFT INCIDENTS	• Caledon Airfield provides facilities for small aircrafts. • Areas below flight paths. • The helipad at the District hospital located in Caledon.	Conduct regular safety audit at all airfields.	Consultants; and TWKM
		Establish an early warning system.	ODMC; SAWS; and TWKM

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	• Private aerodromes. • Mountainous areas.	Maintain all landing areas.	Airfield owners; ODM; and TWKM
POTENTIAL NUCLEAR EVENT AND NATIONAL KEY POINT	• Communities and households in the 16 to 80 km radius to the Bantamsklip facility. • Other communities, households and areas through which the radioactive waste is transported might also be exposed to radioactive contamination. • Tesselaarsdal.	Collaborate with ESKOM and the Bantamsklip Nuclear Plant.	Bantamsklip Nuclear Plant; ESKOM; Consultants; ODMC; and TWKM
HAZMAT SPILLS: ROAD AND RAIL	HAZMAT SPILLS – ROAD • Transport routes, particularly the N2. • General public in close proximity to the N2. • Pedestrians. • Vehicle drivers. HAZMAT SPILLS – RAIL • Pedestrians and passengers, more so in cases of inebriation. • Rail transportation is associated with the occasional and unpredictable bulk transportation of mixed high risk and hazardous cargoes that increases the probability of a HAZMAT spill.	Develop HAZMAT spills response capacity for the TWKM area. Conduct roadblocks along the N2 in the TWKM area.	EMS; ODMC; SAPS; Traffic Department; and TWKM SAPS; Traffic Department; and TWKM
MAJOR	• Diesel, petrol, and gas depots.	Conduct annual safety audits at MHIs.	Consultants; MHI Stakeholders; ODMC; and TWKM

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HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
HAZARDOUS INSTALLATIONS	• The SAB Malting facility in Caledon. • Business areas located close the SAB Malting facility in Caledon. • SAB is situated next to the R316. • During the workshop the following facilities and their surround areas were identified as being at risk: - Groenland Meat Traders and Abattoir, Elgin Free Range Chickens and Elgin Fruit Juices (Grabouw); - Appletizer SA Factory (Grabouw); - Kromco (Grabouw); and - Tanqua Feeds (Riviersonderend).	Collaborate with SAB Malting in Caledon.	ODMC; SAB; and TWKM

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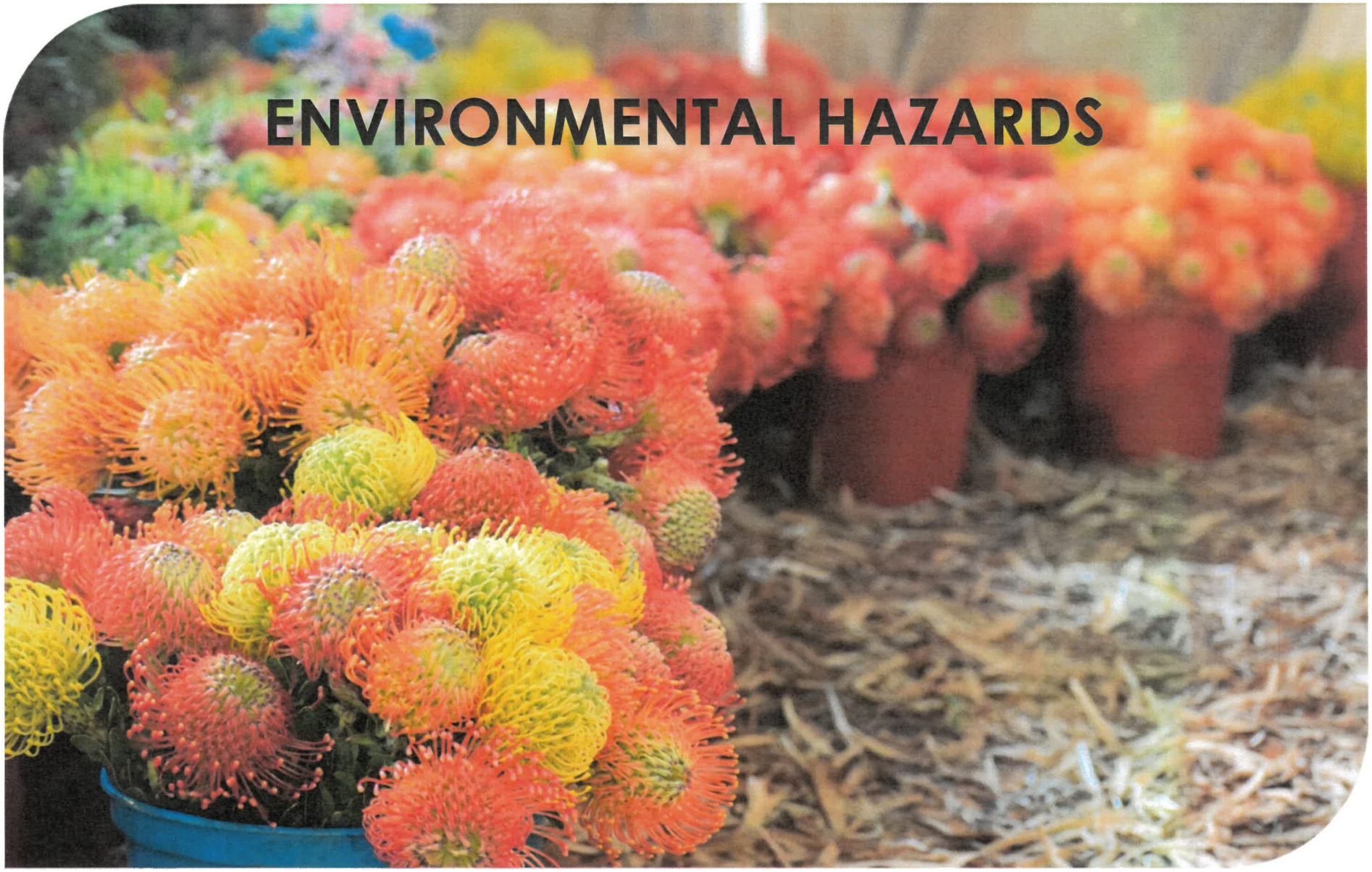
ENVIRONMENTAL HAZARDS

Within the Theewaterskloof Municipality there are natural ecosystems and habitats that are of global importance. The natural environment and its resources are sensitive and susceptible to over-exploitation or inappropriate use, which are undermining key conservation and agricultural values. The following problems are some of the issues of concern facing the TWKM: illegal harvesting of plants; habitat degradation; and the lack of dedicated environmental TWKM personnel.

See recommended DRR plans listed in the table below:

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
ENDEMISM: LOSS OF BIODIVERSITY	• During the workshop the following areas were highlighted: - Theewaters Nature Reserve; - Hottentots Holland Nature Reserve; - Witdraai Private Nature Reserve; - Gobas- and Riviersonderend river; - Loerkop hiking trail (Greyton); - Riviersonderend Mountain Catchment Area; and - Shaw's mountain pass (R320). • South Africa's honey bees are under threat. They face diminishing habitat and forage resources, attack by the *Varroa* mite pest and American Foulbrood disease (AFD), pollution from pesticides, and stress from being worked hard to provide a pollination service.[15] • Important Bird Areas. • Critical Biodiversity Areas (CBAs) include: - Remnant Renosterveld	Source funding for long-term climate change research projects.	Consultants; DEA&DP; ODM: Environmental Management; and TWKM
		Research climate change impacts on insects.	CapeNature; Consultants; and DEA&DP
		Include landowners in biodiversity protection.	ABI; Cape Nature; DoA; Farming Associations; TCCM; TWKM; and WfW
		Protect honey bee populations.	ABI; Consultants; CapeNature; DEA&DP; DoA; and Flowervalley
		Monitor avifauna.	CapeNature; DEA&DP; Overberg Crane Group; and SANParks
		Improve reptile conservation.	ABI; CapeNature DEA&DP; SANBI; and SANParks
		Develop a comprehensive fish conservation plan.	ABI; CapeNature; Consultants; DEA&DP; and ODM
		Improve CapeNature's institutional capacity.	CapeNature; and TWKM
		Apply indicators to assess and monitor ecosystem health.	CapeNature; and Consultants
		Apply unmanned aerial vehicle (UAV) in monitoring programmes.	CapeNature; DEA&DP; and SANParks
		Manage invasive alien species to lessen impacts on indigenous biodiversity.	ABI; CapeNature; Consultants; DEA&DP; DoA; EPWP; ODMC; TWKM; and WfW

HAZARD	AREAS, COMMUNITIES OR HOUSEHOLDS MOST AT RISK	RECOMMENDED DISASTER RISK REDUCTION PLANS	RESPONSIBILITY (IMPLEMENTING AGENT)
	patches.		
PREDATION	• Agricultural lands. • Informal settlements and rural towns where packs of stray dogs hunt together. • During the workshop the following at risk areas were identified: - Nature reserves, e.g. Hottentots Holland Nature Reserve; - Riviersonderend Mountain Catchment Area; - Farms in mountainous areas; - Fruit orchards; and - Rivers.	Improve spatial risk mapping of predation.	Consultants; DoA; Local agricultural communities; and TWKM
		Provide predator management training to farming communities.	Consultants; DAFF; DoA; NCC; NWGA; PMF; and TWKM
		Manage the implementation of legislation.	Consultants; DAFF; DoA; ODM; and TWKM
		Implement standarised baboon management plans.	Consultants; EPWP; NCC; NWGA; ODM; TWKM; and WCDMC

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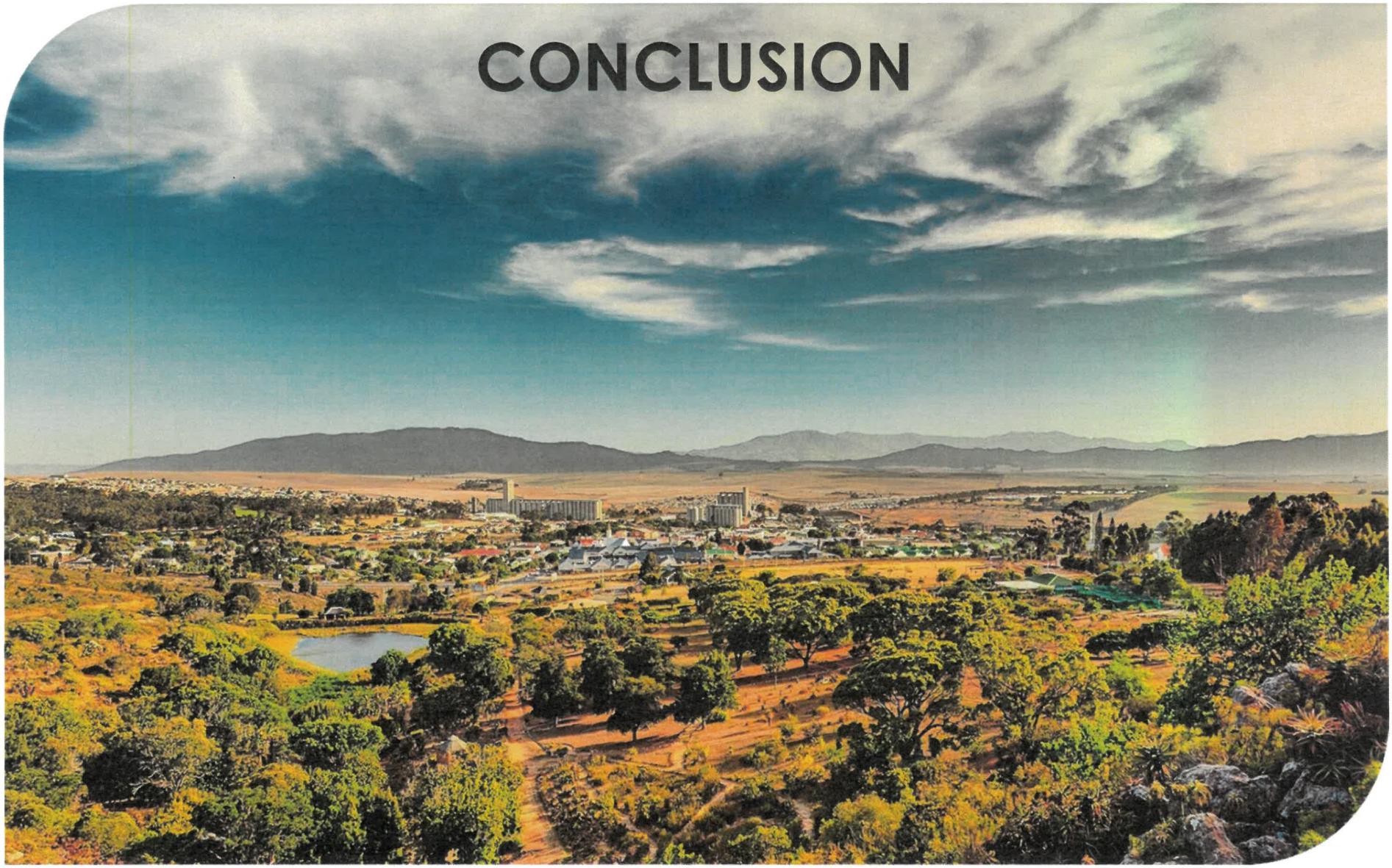
CONCLUSION

The TWKM is exposed to hazards and their negative consequences, and it remains vital to include policies and regulations in their IDP and SDF to reduce vulnerabilities and increase opportunities of adaptation. A deliberate focus on resilience building to recurrent weather shocks is fully consistent with both the National Development Plan and the Sendai Framework on Disaster Risk Reduction and Agenda 2030 for Sustainable Development.
The internationally accepted and proposed paradigm shift from disaster response to risk reduction is highlighted by the previous section, since many of the disaster risks can only be addressed via mitigation. It is imperative that the Theewaterskloof Municipality plays an active role in co-ordinating any efforts and therefore needs to be organisationally placed to be effective in risk reduction.

WEAKNESSES

DATA COLLECTION

Local governments such as the TWKM often lack sufficient knowledge about disaster risks and vulnerabilities of their communities as well as appropriate Disaster Risk Reduction measures. This leads to inadequate scenario planning and response strategies. Participation of local communities is crucial in understanding local needs and empowering people to address these and add value to the process. Despite efforts to ensure inclusive and holistic participation during the CBRA workshops, the absence of community leaders and ward councilors, particularly in Caledon, was alarming.

The differences in risk perception by stakeholders are clearly linked to their biases, socio-economic profile and/or informed participation. E.g. Greyton rated the disruption of sanitation (sewerage and drainage) as follows: Hazard rating 9 out of 12; Vulnerability rating 11 out of 20; and Capacity rating 10 out of 24. Caledon rated the disruption of sanitation (sewerage and drainage) as follows: Hazard rating 12 out of 12; Vulnerability rating 15 out of 20; and Capacity rating 17 out of 24. Although both Greyton and Caledon rated the disruption of sanitation (Sewerage and drainage) as an overall high risk, it is clear that the hazard, vulnerability, and capacity ratings were allocated differently.

As with any data, users need to be cautious when interpreting and analysing data as the captured data from the Community Based Risk Assessment could just be an indication of trends. An example of such a trend could be the extremely high risk rating allocated to civil unrest, which could be attributed to the upcoming 2019 elections and the unprecedented population growth in the lower economic classes.

In the compilation of the risk register for the Theewaterskloof Municipality discrepancies will exist as spatial data is not available for all of the risks and all the risks are not prevalent in each ward as certain wards are established neighbourhoods with well-maintained access roads and infrastructure.

Climate projections for the Theewaterskloof Municipality reveal that many challenges still exist for the climate community. A key challenge highlighted by this report is the need to better understand the regional climate system given limited observations, as well as unpack the varied messages of future changes derived from multiple climate models, downscaling methods, and analysis approaches. The report presents the current state of understanding in this area but points towards significant opportunities for further research feeding into better informed decision making and planning in the TWKM.

BUDGETARY CONSTRAINTS

The TWKM has no dedicated disaster management personnel as this is a shared function with that of the Environmental Manager and the Air Pollution Officer, and as such the TWKM also depends a great deal on ODMC. Generally, within the TWKM there is insufficient manpower to mobilize additional personnel resources. The operational budget constraints were emphasised during the workshop by all attendees as it affects service delivery from fire preparedness to housing shortages. A disaster situation becomes even more of a challenge to manage when existing staff are already over-utilised and do not have access to suitable resources.

Disaster risk management remains an unfunded mandate. Without adequate finances there is no way to fund the provisions of skilled and trained staff, capacity building programmes, resources, volunteers, risk reduction projects, adequate emergency relief supplies, post-disaster recovery and rehabilitation activities necessary for ensuring that disaster risk management is implemented to the levels recommended in the national legislation.

Current disaster funding approaches are insufficient and this was highlighted in the CBRA workshops. Disaster damaged critical infrastructure is often just replaced in its previous form due to constraints such as lack of finance, Environmental Impact Assessment (EIA) demands, lack of specialist studies and the lack of appetite to do things differently and the need to quickly resolve the problem. Long lead times in transferring the Municipal Infrastructure Grant (MIG) results in the delay in the release of funds (between when a disaster occurs and when funds are released). In order to respond effectively and responsibly to climate change all departments need to integrate climate change into infrastructure build and planning and to utilize standards appropriate for a changed climate regime.

POPULATION GROWTH AND SETTLEMENT DENSIFICATION

The ongoing increase of indigent households is placing ever increasing financial pressure on the TWKM to fulfil its obligations. The number of households registered for indigent support has grown from 5 022 in 2014 to 7 959 in 2016 (24% of total households). Poverty and the associated low-income levels manifests in a high number of indigent households who qualify for indigent support. The indigent grant which is financed from a portion of the equitable share in terms of the Division of Revenue Act is no longer adequate to cover actual service costs. This is being exacerbated by increased migration into the area as evidenced by the increase in population statistics. See the table below for the increasing number of households registered for indigent support.

INDIGENT HOUSEHOLDS	2014/15	2015/16	2016/17
Number of indigent households registered for indigent support	5 022	6 200	7 959

Table 2: Number of Indigent households in the TWKM

The number of individuals dependent on the environment inevitably places pressure on the resources offered by the environment and on the quality of the human living environment. Higher urbanisation rates and population growth will result in a continued increasing need for provision of basic services (such as waste removal, housing, water and sanitation). These represent supply-side pressures in the built environment. The capacity to provide these services in some instances is already limited due to the availability of resources. Inadequate access to services also has an impact on the receiving environment and may lead to problems like increased solid waste volumes and illegal dumping; contamination of groundwater reserves; poor water quality from pollution and effluent discharge. This is exemplified in all five CBRA workshops by the high-risk rating of the civil unrest which often stems from inadequate service delivery.

The spatial development policies also indicate increased densification, implying an increased risk (higher exposure to risk) in certain areas. Other driving factors in disaster risk relate to the patterns of human exposure (such as people building and living in exposed areas such as floodplains) and disaster preparedness (such as warning systems, equipment and capacity of those responsible for disaster management), which influence the vulnerability of people and infrastructure to extreme events and the consequences thereof.

SERVICE DELIVERY

The importance of key services has also become apparent. Loss or disruption of services, whether it be water, electricity, sewerage, solid waste disposal, or governmental and commercial service delivery (strikes, possible lack of basic provisions, etc.) is a major threat. Historic underinvestment in maintenance and rehabilitation of infrastructure has resulted in significant backlogs and deteriorating municipal infrastructure within the Theewaterskloof Municipality.

Existing infrastructure for energy, transportation and water is highly carbon intensive and much of the current municipal and government parastatal infrastructure is not well adapted to the potential impacts of climate change, such as flooding. The aforementioned socio-economic challenges, combined with the deteriorating environmental quality due to pollution, waste management and natural resource degradation, along with a changing climate, dysfunctional and fragmented settlements and ailing infrastructure places more responsibility on Theewaterskloof Municipality's limited personnel contingent.

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OPPORTUNITIES

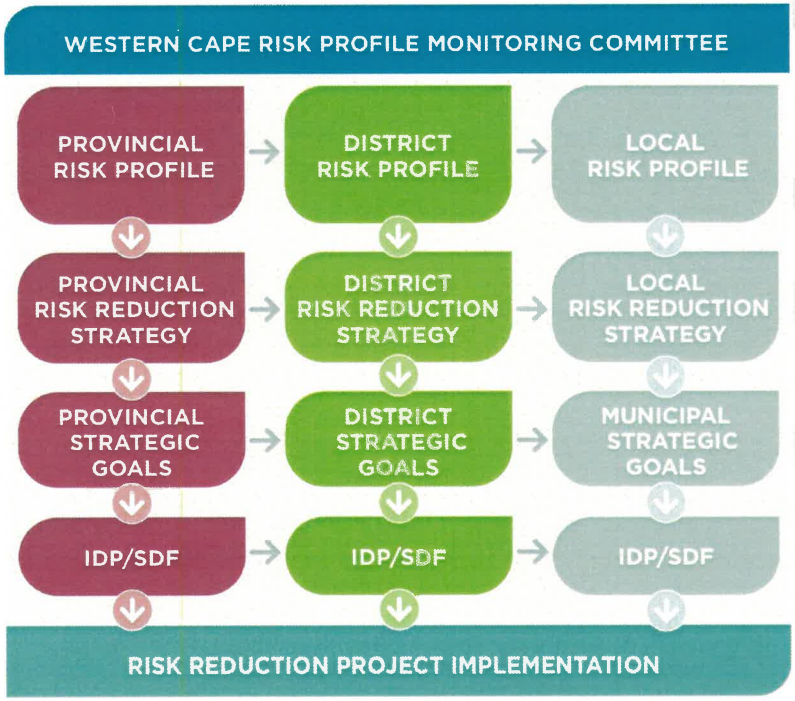
Theewaterskloof as a local authority may not be able to directly impact on macro climate trends, but a resilient community is well-placed to manage hazards and to minimize their effects and/or to recover quickly. This report considers that both communities and local authorities should be empowered to manage and reduce disaster risk by having access to the necessary information, resources and the authority to implement actions.

DISASTER RISK REDUCTION IN THE IDP AND SDF

There exists an opportunity for the development of the TWKM Spatial Development Framework (SDF) in conjunction with the existing *Theewaterskloof Municipality 4th Generation: Integrated Development Plan 2017-2022* (IDP). The SDF and its coordination of provincial planning and creation of a framework for planning-led budgeting, might have the potential to complement the objectives of the IDP interventions. Ideally the collectively the SDF coordination, IDP engagements, and LGMTEC engagements might collectively be able to facilitate aligned planning, budgeting, and implementation of the TWKM DRA (refer to the figure below).

The risk quantification of each hazard allowed the prioritisation of hazards (risks) that would assist the Theewaterskloof Municipality in prioritising budgets for the implementation of disaster risk reduction and preparedness programmes as part of the Integrated Development Plan (IDP) process. All departments and stakeholders submitting input to the content of the current and future IDP of the Theewaterskloof Municipality are urged to consider the inclusion and integration of disaster risk management into their strategies, operational planning and project implementation. The objective is the integration of disaster risk concerns into the Theewaterskloof Municipality's budget in order to ensure that levels of public expenditure on DRR are sufficient and that there are adequate financial arrangements to manage the residual risk.

Figure 2. Collaboration with the TWKM's DRA



DISASTER RISK REDUCTION CHAMPION

In order to implement the DRR plans it is recommended that a lead individual be appointed to drive the process and the Theewaterskloof Municipality should determine budgetary implications to perform this function. This individual could champion the various DRR projects by determining priorities and by engaging with lead departments and the Theewaterskloof Municipality IDP office. This champion can improve awareness and seek active media coverage for the Theewaterskloof Municipality by targeting local ward councillors, IDP representative forums and other community structures. This project leader should be capacitated with budget and power to ensure implementation and ongoing review and revision. Furthermore, the above process must be monitored by the Overberg District Disaster Management's Advisory forum on a quarterly basis.

WARD-BASED DISASTER RISK REDUCTION

Reducing disaster risk requires - and provides opportunities for - political leadership whereas multi-stakeholder participation is critical to durable results and minimising the duplication of effort and redundancies.

It is vital to promote a culture of participatory planning and implementation of DRR initiatives. A recommendation worth considering is that a disaster management steering committee needs to be established for each ward cluster of the Theewaterskloof Municipality. Such a development could potentially prove to be one of

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Theewaterskloof Municipality's most innovative and inclusive tools for DRR as it requires the ongoing consultation with different communities, their needs and their changing risk profiles. When successful, this builds on local, national government and civil society partnerships and cooperation in support of local initiatives to dramatically reduce the costs of risk reduction ensure local acceptance and enable empowerment.

The Theewaterskloof Municipality should implement a ward-based DRR process. This can be achieved by the Theewaterskloof Municipality fostering a ward-based partnership which focuses on proactive DRR rather than reactive disaster response (see the figure below). It is therefore recommended that the following actions be implemented:

- Communicate the existing information as reflected in the findings and have it verified in the wards with support of the local ward councillor.
- Translate it with the assistance of area representatives and other stakeholders into area-based DRR planning and implementation strategies.

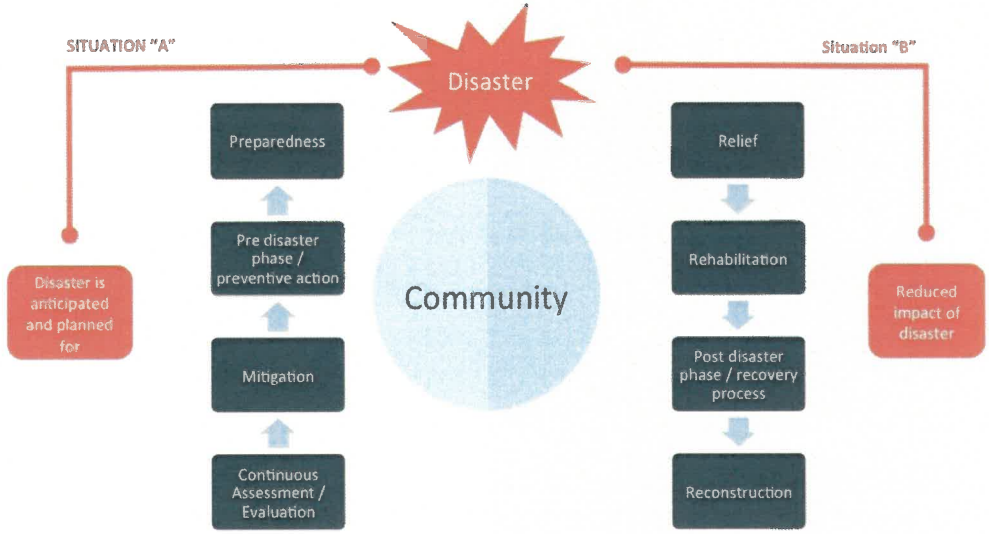

Figure 3. Proactive (situation A) versus Reactive (situation B) Disaster Risk Management

MUNICIPAL LEADERSHIP ON DRR AND CCA

In the TWKM the future climate is likely to be one will encompass a range of consequences that will affect the economy, the livelihoods of people and the ecological integrity of the region. Complex and broad-scale environmental challenges such as climate change and food insecurity cannot be effectively managed at the municipal scale. The challenge for the TWKM is to develop a strategy and develop infrastructure to ensure water surety which can facilitate sustainable tourist and agricultural activities and development initiatives for the area.

The Theewaterskloof Municipality has the opportunity to strengthen an inclusive approach by actively addressing DRR and CCA and coordinating ongoing sectoral planning and management. Responses should focus on adaptation, ensuring resource efficiency in building, including for affordable housing, by reducing energy use through building massing and configuration, and by exploiting passive energy design; compacting settlements (also enabling non-motorised transport); mainstreaming water conservation and demand management in settlement making and upgrading; management and control of alien invasive vegetation, particularly in catchment areas and protected areas; and protecting significant agricultural land with long term food security value from urban encroachment. This offers a triple win: Implementing DRR policies and programmes can limit the impacts of climate-related hazards, directly support adaptation to climate change and help alleviate poverty.

Furthermore, the Theewaterskloof Municipality should make every reasonable effort to convene DRR and CCA meetings at times and locations that maximize the coordination and integration opportunities, while also delivering the greatest environmental benefits in terms of minimizing GHG emissions. Joint initiatives to address immediate practical problems are a good way to make progress and learn how to integrate the concerns of climate change and disaster risk reduction. These may be new projects or the revision and strengthening of existing programmes. Adaptation programmes can be developed speedily based on existing DRR efforts, while DRR can be expanded through the increased capacity and resources becoming available for climate change adaptation.

DISASTER RISK ASSESSMENT MONITOR AND REVIEW

Like other risks, disaster risks are not static. They change seasonally and over time. To recognise such changes, and to strategically adjust programmes accordingly, all the Theewaterskloof Municipal departments and stakeholders must have monitoring systems in place that are relevant to their specific functional responsibilities. These systems form the basis for sounding timely warnings of, or alerts for, impending significant events or disasters. They are also essential for monitoring the effectiveness of ongoing disaster risk reduction efforts.

The purpose of spatially representing risks was to provide the TWKM with the means of identifying regional areas of high risk where the most vulnerable communities and areas are situated – these spatial risk maps should be amended as the risk profile changes. Refer to the *Comprehensive DRA Report of the TWKM* for the spatial maps and/or geo-database. An external validation process should be undertaken before any programmes are implemented or before any maps or reports for planning purposes are published or disseminated, where such programmes, maps or reports are based on this report's findings.

An internal and external monitoring of this report is required on an annual and ad hoc basis to secure a solid appreciation and understanding of the relevance of and stimulate greater accountability for disaster-related losses in the Theewaterskloof Municipality. The ultimate direction is to maintain a credible risk profile which ensures informed decision making.

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ITEM HEADING

C127/2026 DIRECTORATE COMMUNITY SERVICES: DEPARTMENT ENVIRONMENTAL AND DISASTER MANAGEMENT: REVIEWED DISASTER RISK MANAGEMENT ASSESSMENT 2026

[English version of the report is the original]

FILE NUMBER

17/4/B

PURPOSE / AIM OF REPORT

To identify and evaluate the hazards and vulnerabilities within its area. It allows the municipality to prioritize risks, implement preventative and mitigation measures, and prepare for effective response and recovery. This ensures that communities, infrastructure, and municipal services are protected, and that the municipality can make informed decisions to reduce the impact of disasters.

BACKGROUND

Theewaterskloof Municipality conducted a Disaster Risk Management Assessment to identify and quantify hazards affecting the municipal area. This assessment categorizes hazards into technological, natural, and environmental groups, and evaluates them based on probability, frequency, and severity. The purpose is to prioritize risks, understand vulnerabilities, and ensure effective disaster preparedness, response, mitigation, and recovery. It aligns with national disaster management legislation and municipal obligations under the Disaster Management Act, 57 of 2002.

DISCUSSION

The assessment shows that Theewaterskloof faces a wide range of risks:

- High-priority hazards (scores 10–11) include structural fires, sewage and drainage failures, social unrest/conflict, wildfires, severe weather, human diseases, and pest infestations. These hazards are both likely and have significant impact on the municipality's communities and infrastructure.
- Medium-priority hazards (scores 7–8) include floods, drought, road incidents, loss of endemic species, animal diseases, and water supply disruptions. While these may occur less frequently, they still require mitigation planning.
- Lower-priority hazards (scores 3–5) include seismic hazards, aircraft incidents, rail Hazmat incidents, nuclear events, and other industrial risks, which are less likely but could have severe consequences if they occur.

The assessment identifies the need for cross-departmental collaboration and the involvement of town management structures. It emphasizes prevention, mitigation, preparedness, and community participation, reflecting that disaster management is an ongoing municipal function, not just a response to incidents.

The hazard rating matrix also shows political and economic implications, helping prioritize resource allocation and municipal planning.

COMMENTS FROM THE DIRECTORATE FINANCE

Recommendation supported.

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

Noted

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Resources must be allocated for risk mitigation measures such as firebreaks, stormwater maintenance, and emergency infrastructure. High-risk hazards require budget prioritization for preparedness, emergency response, and recovery programs.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The municipality is required to prepare and maintain a disaster management plan under the Disaster Management Act 57 of 2002, Sections 53–55, integrating risk assessments into the municipal Integrated Development Plan (IDP). Cross-boundary coordination with Overberg District Municipality and adherence to legal reporting and declaration procedures are mandated. Ensures compliance with local government structures (Municipal Structures Act 117 of 1998) when activating disaster response and declaring local disaster areas.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Identification of high-probability and high-severity hazards allows the municipality to prioritize disaster risk reduction strategies. Supports community-based disaster preparedness, ensuring vulnerable areas and informal settlements are protected. Encourages ongoing monitoring, early warning systems, and training for municipal staff and local communities.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council notes the Disaster Risk Management Assessment and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY MANAGEMENT TO A COUNCIL WORKSHOP: 09 APRIL 2026

It is recommended that Council notes the Disaster Risk Management Assessment and to be workshopped and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

RECOMMENDATION BY WORKSHOP TO COUNCIL: 23 APRIL 2026

It is recommended that Council notes the Disaster Risk Management Assessment and that all line departments must provide their cooperation as part of their legal responsibilities as provided and prescribed for under the Disaster Management Act, No. 57 of 2002.

Risk Quantification: TWKM

HAZARD CATEGORY	HAZARD	HAZARD				Vulnerability						CAPACITY								
SCORE		Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare	Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years	Score: 4. Major 3. Serious 2. Minor 1. Negligible	Hazard Rating	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Vulnerability Rating	Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor						Capacity Rating	Relative Risk Rating	Relative Risk Priority
		Probability	Frequency	Severity		Political	Economical	Social	Technical	Environment		Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity	Institutional capacity			
Technological - Social	Social unrest/conflict	4	3	3	10	2	3	4	3	3	15	2	2	1	2	2	2	11	13.636	extremely high
Technological - Industrial/Urban	Structural fires	4	4	3	11	1	2	2	3	2	10	2	3	2	2	2	2	13	8.462	high
Technological - Critical infrastructure	Sewage and drainage	4	4	3	11	2	2	2	3	3	12	3	3	2	3	3	2	16	8.250	high
Natural - Biological	Wildfire	4	3	3	10	1	3	2	3	3	12	3	2	2	2	3	3	15	8.000	high
Natural - Hydrom. - Water	Floods	3	2	3	8	1	3	3	3	3	13	2	3	2	2	2	2	13	8.000	high
Natural - Biological	Pest infestation	4	3	3	10	1	2	2	2	3	10	2	2	2	3	2	2	13	7.692	high
Natural - Hydrom. - Atmosphere	Severe weather	4	3	3	10	1	3	2	2	2	10	2	2	2	3	3	3	15	6.667	tolerable
Technological - Critical infrastructure	Disruption of electricity	4	4	2	10	1	2	2	2	2	9	2	3	2	2	3	2	14	6.429	tolerable
Natural - Hydrom. - Atmosphere	Drought	3	2	2	7	1	3	2	2	3	11	2	2	2	2	2	2	12	6.417	tolerable
Natural - Biological	Human diseases	4	3	3	10	1	2	3	2	1	9	3	2	2	3	3	3	16	5.625	tolerable
Technological - Transport incidents	Road incident	3	3	2	8	1	2	2	1	2	8	2	2	2	2	2	2	12	5.333	tolerable
Environmental	Loss of endemic species	3	2	3	8	1	2	2	2	3	10	2	3	2	2	3	3	15	5.333	tolerable
Natural - Biological	Animal diseases	3	2	3	8	1	2	2	2	2	9	3	2	2	3	3	3	16	4.500	tolerable
Technological - Critical infrastructure	Water supply disruption	3	3	2	8	1	2	2	2	2	9	3	2	2	3	3	3	16	4.500	tolerable
Technological - Industrial/Urban	Air pollution	3	2	2	7	1	2	2	2	3	10	3	3	2	3	3	3	17	4.118	tolerable
Technological - Critical infrastructure	Dam failure	1	1	2	4	1	3	2	3	2	11	2	2	1	2	2	2	11	4.000	tolerable
Natural - Geological	Seismic Hazards	1	1	3	5	1	3	3	3	3	13	3	3	2	3	3	3	17	3.824	tolerable
Environmental	Predation	3	2	2	7	1	2	2	2	2	9	3	3	2	3	3	3	17	3.706	tolerable
Technological - Transport incidents	Aircraft incident	1	1	1	3	1	1	1	1	1	5	1	1	1	1	1	1	6	2.500	low
Technological - Transport incidents	Rail: Hazmat and incidents	1	1	1	3	1	1	1	1	1	5	1	1	1	1	1	1	6	2.500	low
Technological - Industrial/Urban	MHI: SAB	1	1	1	3	1	1	1	1	1	5	1	1	1	1	1	1	6	2.500	low
Technological - Industrial/Urban	Nuclear event	1	1	1	3	1	1	1	1	1	5	1	1	1	1	1	1	6	2.500	low
Technological - Industrial/Urban	HAZMAT: road	1	1	1	3	1	1	1	1	1	5	1	1	1	1	1	1	6	2.500	low
Technological - Industrial/Urban	Major Hazardous Installations	1	1	2	4	1	2	2	1	1	7	2	2	2	2	2	2	12	2.333	low

Risk Quantification

Villiersdorp

HAZARD CATEGORY	HAZARD	AFFECTED AREA	HAZARD				Vulnerability						CAPACITY							Relative Risk Rating	Relative Risk Priority
SCORE		Options: Whole area affected, various distributed pockets affected within area, several points affected within area, single pocket / point affected within area.	Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare	Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years	Score: 4. Major 3. Serious 2. Minor 1. Negligible	Hazard Rating	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Vulnerability Rating	Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor						Capacity Rating		
			Probability	Frequency	Severity		Political	Economical	Social	Technical	Environment		Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity	Institutional capacity			
Natural - Biological: Animal diseases	Animal diseases	sheep farms; schoongezicht farm; refer to Cape Farm Mapper (Elsenburg)	2	2	3	7	1	2	2	2	3	10	3	3	2	3	3	3	17	4.118	tolerable
Natural - Biological: Human diseases	Human diseases	ward 6, informal settlements, farming cmmunities surrounding ward 6, elandskloof river, riviersonderend river	4	4	3	11	1	3	4	4	1	13	2	2	1	2	3	3	13	11.000	extremely high
Natural - Biological: Pest	Pest infestation	sheep farms; schoongezicht farm; refer to Cape Farm Mapper (Elsenburg): theewaters nature reserve; witdraai private nature reserve; hottentots holland mountain catchment area; groenlandberg nature reserve; eagle rock nature reserve; klein ezeljagt nature reserve	3	2	3	8	1	3	2	2	3	11	2	3	2	3	3	3	16	5.500	tolerable
Natural - Biological: Wildfire	Wildfire	Theewaters Nature Reserve; schoongezicht farm; refer to Cape Farm Mapper (Elsenburg): farms located close to mountains	2	1	3	6	1	2	2	2	3	10	3	3	2	3	3	3	17	3.529	low
Geological	Seismic Hazards	Towns and highly populated areas	1	1	4	6	1	3	3	3	3	13	3	3	2	3	3	3	17	4.588	tolerable
Natural - Hydrom. - Atmosphere: Drought	Drought	ward 5 and ward 6, nurseries, clinics, schools, TWK dam, elandsrivier; fruit farms; schoongezicht; Theewaters Nature Reserve; pakstore soos wat dorp inkom; helderstroom prison; theewaterskloof golf club; theewaters sports club; riviersonderend river	4	3	3	10	2	3	3	3	3	14	3	3	3	3	3	3	18	7.778	high
Natural - Hydrom. - Atmosphere: Severe weather	Severe weather	roads, interlink trucks, franschhoek pass; sandblasting of fruit orchards located next to dam on R321; bridge over Theewaterskloof dam on R321	4	4	3	11	2	3	2	3	3	13	3	3	2	2	2	2	14	10.214	high
Natural - Hydrom. - Water: Floods	Floods	schoongezicht farm, oppad na kaaimansgat, elandskloof, riviersonderend river, farming areas surrounding TWK dam; helderstroom prison	1	1	3	5	1	3	3	2	2	11	3	3	2	3	3	3	17	3.235	low
Technological - Critical infrastructure: Dam Failure	Dam failure	theewaterskloofwill impact on City of Cape Town; Elandskloof dam	2	1	4	7	2	4	4	4	4	18	3	3	2	3	2	2	15	8.400	high
Technological - Critical infrastructure: Electricity	Disruption of electricity	Substations	3	3	3	9	2	2	2	2	3	11	3	3	3	2	3	3	17	5.824	tolerable
Technological - Critical infrastructure: Sewage	Sewage and drainage	elandskloof effluent, elandsriver, informal settlement on mountainous area	4	4	4	12	2	1	3	4	4	14	3	3	2	3	3	3	17	9.882	high
Technological - Critical infrastructure: Water supply	Water supply disruption	Water-users dependant on dams etc.	2	2	3	7	3	3	3	3	3	15	3	3	3	3	3	3	18	5.833	tolerable
Technological - Transport incidents: Aircraft	Aircraft incident	Mooiwater farm (Cape Farm Mapper, Elsenburg)				0						0							0	#DIV/0!	#DIV/0!
Technological - Transport incidents: Rail	Rail: Hazmat and incidents	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Social unrest	Social unrest/conflict	all communities;	4	4	4	12	2	4	4	4	4	18	2	3	1	2	2	2	12	18.000	extremely high
Technological - Transport incidents: Road	Road incident	buitenkant straat, hoofstraat, high school in ham street; R45; R43; R321	4	4	3	11	1	2	2	1	2	8	2	2	2	3	3	3	15	5.867	tolerable
Technological - Industrial/Urban: MHI	Major Hazardous Installations	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	MHI: SAB	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban: Nuclear	Nuclear event	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban: Hazmat road	HAZMAT: road	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban: Structural fire	Structural fires	informal settlements: Poekoen (ward 5), protea heights (ward 6), bergendal (ward 6), nkanini (Ward 6), goniwe park (ward 6), westside (ward 6), deswes (ward 6), lower westside; informal settlements on mountainous areas in ward 6; high school	4	4	3	11	3	3	3	3	3	15	3	3	2	3	3	3	17	9.706	high
Technological - Industrial/Urban: Air pollution	Air pollution	stone quarry of Argent Industrial Limited close to R43;	3	3	3	9	2	2	2	2	3	11	3	3	3	3	3	3	18	5.500	tolerable
Environmental: loss of endemic	Loss of endemic species	Theewaters Nature Reserve; Hottentots Holland Nature Reserve; Witdraai Private nature reserve	3	2	3	8	1	2	2	2	3	10	3	3	2	3	3	3	17	4.706	tolerable
Environmental: Predation	Predation	sheep farms; schoongezicht farm; fruit farms; refer to Cape Farm Mapper (Elsenburg)	3	2	2	7	1	2	2	2	3	10	3	3	2	3	3	3	17	4.118	tolerable
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Risk Quantification

Riviersonderend

HAZARD CATEGORY	HAZARD	AFFECTED AREA	HAZARD				Vulnerability						CAPACITY							Relative Risk Rating	Relative Risk Priority
SCORE		Options: Whole area affected, various distributed pockets affected within area, several points affected within area, single pocket / point affected within area.	Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare	Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years	Score: 4. Major 3. Serious 2. Minor 1. Negligible	Hazard Rating	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Vulnerability Rating	Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor						Capacity Rating		
			Probability	Frequency	Severity		Political	Economical	Social	Technical	Environment		Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity	Institutional capacity			
Natural - Biological	Animal diseases	North of informal settlement - between settlement and landfillsite	2	2	3	7	1	2	2	2	3	10	3	3	2	3	3	3	17	4.118	tolerable
Natural - Biological	Human diseases	HIV/Aids, TB, protea avenue and the surrounding neighbourhood	4	4	3	11	1	2	2	1	1	7	2	2	2	3	3	2	14	5.500	tolerable
Natural - Biological	Pest infestation	kleinbergie AIPs: riviersonderend mountain catchment area adjacent to the town of Riviersonderend; Riviersonderend Golf Club	4	4	3	11	1	2	2	2	3	10	2	2	1	2	1	1	9	12.222	extremely high
Natural - Biological	Wildfire	kleinbergie laps, Riviersonderend Golf Club; Riviersonderend Mountain Catchment area	3	3	2	8	1	2	2	2	3	10	3	2	1	2	2	2	12	6.667	tolerable
Natural - Geological	Seismic Hazards	Towns and areas close to mountains	1	1	3	5	1	2	2	3	3	11	3	3	3	3	3	3	18	3.056	low
Natural - Hydrom. - Atmosphere	Drought	boreholes, olifantsbergrivier, sonderendrivier, 1 borehole and 2 fountains				0						0							0	#DIV/0!	#DIV/0!
Natural - Hydrom. - Atmosphere	Severe weather	informal settlements; Joe slovo informal settlement	4	3	2	9	1	2	2	2	2	9	2	3	3	3	3	3	17	4.765	tolerable
Natural - Hydrom. - Water	Floods	proefplaas, main road, natural flow of riviersonderend river through hopestreet,	4	1	4	9	2	3	3	3	3	14	2	2	2	2	2	2	12	10.500	high
Technological - Critical infrastructure	Dam failure	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Critical infrastructure	Disruption of electricity	substation opposite Caltex on N2 (behind police station)	4	4	2	10	1	3	2	2	1	9	2	2	2	3	3	2	14	6.429	tolerable
Technological - Critical infrastructure	Sewage and drainage	Landfill site	4	4	2	10	1	3	2	2	1	9	2	2	2	3	3	2	14	6.429	tolerable
Technological - Critical infrastructure	Water supply disruption	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Transport incidents	Aircraft incident	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Transport incidents	Rail: Hazmat and incidents	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Social	Social unrest/conflict	Joe slovo square, informal settlements	4	2	2	8	2	3	3	2	2	12	2	3	1	3	3	1	13	7.385	high
Technological - Transport incidents	Road incident	N2; Usave	4	3	2	9	1	2	2	2	1	8	1	3	2	1	1	1	9	8.000	high
Technological - Industrial/Urban	Major Hazardous Installations	Tankwa/tanqua at corner of Riebeeck Avenue and De Kock Street	2	1	2	5	1	2	3	2	2	10	3	2	3	3	3	3	17	2.941	low
Technological - Industrial/Urban	MHI: SAB	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	Nuclear event	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	HAZMAT: road	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	Structural fires	informal settlements in Riviersonderend in Begonia Street/Muller street/Price street/Marais Street/Fullard Street; Joe Slovo informal settlement; riviersonderend mountain catchment area particularly adjacent to Riviersonderend; Caltex; Shell; parks	3	3	2	8	2	2	1	3	3	11	2	2	2	1	1	1	9	9.778	high
Technological - Industrial/Urban	Air pollution	N2 through Riviersonderend; Caltex; Shell	2	1	2	5	1	2	2	2	2	9	3	3	3	3	3	3	18	2.500	low
Environmental	Loss of endemic species	Riviersonderend Mountain Catchment Area	3	1	3	7	1	2	2	2	3	10	3	3	3	3	3	3	18	3.889	tolerable
Environmental	Predation	Riviersonderend Mountain Catchment Area	3	3	2	8	1	2	2	2	2	9	3	3	3	3	3	3	18	4.000	tolerable

Risk Quantification

CALEDON

HAZARD CATEGORY	HAZARD	AFFECTED AREA	HAZARD				Vulnerability						CAPACITY								
SCORE		Options: Whole area affected, various distributed pockets affected within area, several points affected within area, single pocket / point affected within area.	Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare	Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years	Score: 4. Major 3. Serious 2. Minor 1. Negligible	Hazard Rating	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Vulnerability Rating	Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor						Capacity Rating	Relative Risk Rating	Relative Risk Priority
			Probability	Frequency	Severity		Political	Economical	Social	Technical	Environment		Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity	Institutional capacity			
Natural - Biological	Animal diseases	johne's disease; farming between caledon/greyton/Riviersonderend - it forms a triangle; horse farming in Tesselaarsdal	3	2	2	7	1	2	3	1	1	8	3	2	2	3	3	3	16	3.500	low
Natural - Biological	Human diseases	vleiview, uitsig, diarrhoea, tb, hiv/aids, seasonal diarrhoea, informal settlements	3	4	2	9	1	1	1	1	1	5	3	2	2	3	3	3	16	2.813	low
Natural - Biological	Pest infestation	badsriver, commonage, myddleton, IAPs; Tesselaarsdal; Klein Swartberge; Kogelberg Biosphere; caledon nature reserve; Fynbosrand private nature reserve; In the Overstrand fires and pests can originate fro the mountains south of Tesselaarsdal; maanschynkop nature reserve	4	4	4	12	1	3	3	2	3	12	3	3	2	3	3	3	17	8.471	high
Natural - Biological	Wildfire	wildland urban interface, botrivier next to informal settlements close to N2, botrivier vilapi, grabouw bosbou en informal settlement Rooidakke en Slangpark; next to N2; Landfill site in Caledon; myddleton; voorstekraal; berea; wildland/urban interface next to uitsig and vleiview; In the Overstrand fires and pests can originate fro the mountains south of Tesselaarsdal; maanschynkop nature reserve	4	3	4	11	2	3	3	3	4	15	3	3	2	3	3	3	17	9.706	high
Natural - Geological	Seismic Hazards	Towns located close to mountains/hills	2	1	4	7	1	3	3	3	3	13	3	3	2	3	2	3	16	5.688	tolerable
Natural - Hydrom. - Atmosphere	Drought	boreholes, NR, parks and recreation,	4	4	3	11	2	3	3	3	4	15	3	3	2	3	3	3	17	9.706	high
Natural - Hydrom. - Atmosphere	Severe weather	greyton trees, villiersdorp trees, riviersonderend, trees in formal areas; Gobos river;	4	4	3	11	1	3	2	1	1	8	2	2	2	2	3	3	14	6.286	tolerable
Natural - Hydrom. - Water	Floods	badsrivier, kuilstreet, clinic; tesselaarsdal with the confluence of two rivers;	4	2	3	9	2	3	3	3	3	14	3	3	2	3	3	3	17	7.412	high
Technological - Critical infrastructure	Dam failure	basil newmark dam; swartrivier dam (both located north from Caledon); eikenhof dam, twk dam	2	1	4	7	2	3	4	4	4	17	3	3	3	3	3	3	18	6.611	tolerable
Technological - Critical infrastructure	Disruption of electricity	building at current substation close to uitsig	3	3	2	9	2	3	3	3	3	14	3	3	2	3	3	3	17	7.412	high
Technological - Critical infrastructure	Sewage and drainage	upgrading of bulkline occuring, next to badsriver, landfill site west of caledon,	4	4	4	12	2	3	3	3	4	15	3	3	2	3	3	3	17	10.588	high
Technological - Critical infrastructure	Water supply disruption	old infrastructure in Caledon, formal settlements with old pipes neighbourhoods in kuil, metcalf, joubert street	4	4	3	11	2	3	3	3	4	15	3	3	3	3	3	3	18	9.167	high
Technological - Transport incidents	Aircraft incident	aerodrome, caledon hospital, overberg areodrome in bredasdorp; caledon airfield south of Uitsig	2	1	3	6	1	3	2	3	3	12	3	3	2	3	3	3	17	4.235	tolerable
Technological - Transport incidents	Rail: Hazmat and incidents	Railwayline carrying grain/etc.	2	1	3	6	1	2	2	2	3	10	3	3	2	3	3	3	17	3.529	low
Technological - Social	Social unrest/conflict	caledon twk mun office church/pleinstreet, library, court; greyton, botrivier	4	3	3	10	3	3	3	3	3	15	3	2	2	3	3	3	16	9.375	high
Technological - Transport incidents	Road incident	N2 between caledon and botriver, high fatalities, boontjieskraal and at dassiesfontein; R406	4	4	3	11	1	2	2	2	3	10	3	3	2	3	3	3	17	6.471	tolerable
Technological - Industrial/Urban	Major Hazardous Installations	industry street in Caledon, industries, Overberg gas, Fuel Depots e.g. BP atlantic, silos	2	1	4	7	3	4	3	3	3	16	3	3	2	3	3	3	17	6.588	tolerable
Technological - Industrial/Urban	MHI: SAB	Industry street	3	1	4	8	2	3	3	3	3	14	3	3	2	3	3	3	17	6.588	tolerable
Technological - Industrial/Urban	Nuclear event	Koeberg RRR; Tesselaarsdal if Bantamsklip gets build.	1	1	4	6	2	3	3	3	3	14	3	2	2	3	3	3	16	5.250	tolerable
Technological - Industrial/Urban	HAZMAT: road	Boontjieskraal and N2	3	1	4	8	1	2	2	3	3	11	3	3	2	3	3	3	17	5.176	tolerable
Technological - Industrial/Urban	Structural fires	formal housing, informal settlements e.g. riemvasmaak, thatch roof houses	4	3	3	10	2	3	3	2	2	12	3	3	2	3	3	3	17	7.059	tolerable
Technological - Industrial/Urban	Air pollution	N2, minimal, landfill sites, fires	3	2	1	6	2	2	2	2	3	11	2	3	2	3	3	3	16	4.125	tolerable
Environmental	Loss of endemic species	NR, shawspass	4	2	3	9	2	2	2	2	3	10	2	3	2	3	3	3	16	5.625	tolerable
Environmental	Predation	baboons, rooikatte, swartriver,	4	3	1	8	3	2	2	1	2	8	2	3	2	2	3	2	14	4.571	tolerable
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Risk Quantification

GREYTON

HAZARD CATEGORY	HAZARD	AFFECTED AREA	HAZARD				Vulnerability						CAPACITY							Relative Risk Rating	Relative Risk Priority
SCORE		Options: Whole area affected, various distributed pockets affected within area, several points affected within area, single pocket / point affected within area.	Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare	Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years	Score: 4. Major 3. Serious 2. Minor 1. Negligible	Hazard Rating	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Vulnerability Rating	Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor						Capacity Rating		
			Probability	Frequency	Severity		Political	Economical	Social	Technical	Environment		Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity	Institutional capacity			
Natural - Biological	Animal diseases	commonage; diary farmers; Elsenburg cape farm mapper	3	1	4	8	1	2	2	2	3	10	3	3	2	3	3	3	17	4.706	tolerable
Natural - Biological	Human diseases	TB informal areas; genadendal	4	3	2	9	2	2	2	2	2	10	3	3	2	3	3	3	17	5.294	tolerable
Natural - Biological	Pest infestation	Greyton local nature reserve, Gobas river IAPs	4	4	2	10	2	2	2	2	3	11	4	2	1	2	1	1	11	10.000	high
Natural - Biological	Wildfire	berea, greyton local nature reserve, genadendal, voorstekraal, bosmanskloof; equastrian centre	4	4	3	11	1	4	2	3	4	14	2	2	2	1	2	2	11	14.000	extremely high
Natural - Geological	Seismic Hazards	Towns, areas close to mountains	1	1	1	3	1	2	3	3	3	12	3	3	2	3	3	3	17	2.118	low
Natural - Hydrom. - Atmosphere	Drought	berea more than other towns; greyton, genadendal, voorstekraal, bosmanskloof; equastrian centre	4	3	3	10	2	3	2	2	3	12	2	2	2	2	2	2	12	10.000	high
Natural - Hydrom. - Atmosphere	Severe weather	bosmanskloof	4	2	3	9	2	2	2	3	3	12	3	3	2	3	3	3	17	6.353	tolerable
Natural - Hydrom. - Water	Floods	greyton vlei street/buitenkant street; scholtz river; gobas river; heuwelkroon	4	2	3	9	2	3	3	2	2	12	2	2	1	1	1	1	8	13.500	extremely high
Technological - Critical infrastructure	Dam failure	Rusty Gate Farm Oliphantskop dam				0						0							0	#DIV/0!	#DIV/0!
Technological - Critical infrastructure	Disruption of electricity	Bereaville, Voorstekraal, substation in Greyton	4	4	1	9	1	2	2	2	1	8	2	2	3	2	2	2	13	5.538	tolerable
Technological - Critical infrastructure	Sewage and drainage	refer to SDP, rivers in GDB; genadendal; greyton in floodline	3	4	2	9	2	2	2	2	3	11	2	2	1	2	2	1	10	9.900	high
Technological - Critical infrastructure	Water supply disruption	Greyton as a formal settlement has an old network	3	4	2	9	1	2	2	3	2	1	1	3	1	2	1	1	9	1.000	low
Technological - Transport incidents	Aircraft incident	Not prevalant				0						0							0	#DIV/0!	#DIV/0!
Technological - Transport incidents	Rail: Hazmat and incidents	Not prevalant				0						0							0	#DIV/0!	#DIV/0!
Technological - Social	Social unrest/conflict	heuwelkroon (particularly madiba park) to bereaville, bosmanskloof, voorstekraal. Crime has increased in greyton.	4	3	3	10	2	3	3	3	3	14	1	2	2	2	2	1	10	14.000	extremely high
Technological - Transport incidents	Road incident	Not prevalant				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	Major Hazardous Installations	Not prevalant				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	MHI: SAB	Not prevalant																			
Technological - Industrial/Urban	Nuclear event	Not prevalant																			
Technological - Industrial/Urban	HAZMAT: road	Not prevalant				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	Structural fires	berea, greyton, genadendal, voorstekraal, bosmanskloof	4	3	2	9	1	2	2	3	2	10	2	2	1	2	2	2	11	8.182	high
Technological - Industrial/Urban	Air pollution	Limited to farms and structural fires	1	1	1	3	1	1	1	1	2	6	3	3	2	3	3	3	17	1.059	low
Environmental	Loss of endemic species	shale renosterveld being overgrazed and burned; crabs in the river being destroyed, decrease in otter sightings and droppings. Gobas river, riviersonderend river	3	3	3	9	1	3	3	1	3	11	2	2	1	3	2	2	12	8.250	high
Environmental	Predation	Livestock farms	3	1	2	6	1	2	2	2	2	9	3	3	2	3	3	3	17	3.176	low
						0						0							0	#DIV/0!	#DIV/0!

Risk Quantification

GRABOUW

HAZARD CATEGORY	HAZARD	AFFECTED AREA	HAZARD				Vulnerability						CAPACITY								
SCORE		Options: Whole area affected, various distributed pockets affected within area, several points affected within area, single pocket / point affected within area.	Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare	Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years	Score: 4. Major 3. Serious 2. Minor 1. Negligible	Hazard Rating	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Vulnerability Rating	Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor						Capacity Rating	Relative Risk Rating	Relative Risk Priority
			Probability	Frequency	Severity		Political	Economical	Social	Technical	Environment		Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity	Institutional capacity			
Natural - Biological	Animal diseases	Elgin free range chickens; farming areas according to Elsenburg Cape Farm Mapper; Informal settlements in Grabouw and Botrivier	3	2	3	8	1	3	3	1	1	9	3	1	1	3	3	3	14	5.143	tolerable
Natural - Biological	Human diseases	Informal settleeents in Grabouw; Blikkiesdorp informal settlement (*blikkiesdorp is in ward 8, north of the N2)	3	2	3	8	1	2	2	2	2	9	3	3	2	3	3	3	17	4.235	tolerable
Natural - Biological	Pest infestation	Oak valley; Hottentots Holland Nature Reserve	2	2	3	7	1	2	2	2	2	9	3	3	2	3	3	3	17	3.706	tolerable
Natural - Biological	Wildfire	Oak valley; Hottentots Holland Nature Reserve	4	3	3	10	1	3	3	3	3	13	3	3	2	3	3	3	17	7.647	high
Natural - Geological	Seismic Hazards	Populated towns	1	1	3	5	1	3	3	3	3	13	3	2	2	2	3	3	15	4.333	tolerable
Natural - Hydrom. - Atmosphere	Drought	Water users dependant of dams	2	1	3	6	1	3	3	2	3	12	3	2	2	3	3	3	16	4.500	tolerable
Natural - Hydrom. - Atmosphere	Severe weather	Informal settlements in Grabouw; Blikkiesdorp informal settlement (*blikkiesdorp is in ward 8, north of the N2)	3	2	3	8	1	3	3	3	3	13	3	3	2	3	3	3	17	6.118	tolerable
Natural - Hydrom. - Water	Floods	Pineview pumpstation; informal settlements of Thusong and Marikana.	2	2	3	7	1	3	3	3	3	13	2	3	2	3	3	3	16	5.688	tolerable
Technological - Critical infrastructure	Dam failure		2	1	3	6	1	3	3	3	3	13	2	3	2	3	3	3	16	4.875	tolerable
Technological - Critical infrastructure	Disruption of electricity	Informal settlements in Grabouw; Blikkiesdorp informal settlement (*blikkiesdorp is in ward 8, north of the N2)	4	4	3	11	2	2	2	2	2	10	3	3	1	3	3	3	16	6.875	tolerable
Technological - Critical infrastructure	Sewage and drainage	RDP areas of Pineview and Rooidakke; WWTW in Grabouw; pipeline south of industria street andnorth of granny smith road	4	3	3	10	1	3	2	3	3	12	3	3	2	3	3	3	17	7.059	tolerable
Technological - Critical infrastructure	Water supply disruption	RDP area of Rooidakke	4	3	3	10	2	2	1	3	2	12	3	3	2	3	3	3	17	7.059	tolerable
Technological - Transport incidents	Aircraft incident	Not prevalent	1	1	2	4	1	1	1	1	2	6	3	3	2	3	3	3	17	1.412	low
Technological - Transport incidents	Rail: Hazmat and incidents	Not prevalent	1	1	1	3	1	1	1	1	1	5	3	3	2	3	2	3	16	0.938	low
Technological - Social	Social unrest/conflict	Usave in Grabouw; Schools in Grabouw; Blikkiesdorp informal settlement on mountaineous area; oak valley; appletiser; elgin free range; Botrivier	4	4	2	10	3	3	2	3	1	12	2	1	1	1	1	1	7	17.143	extremely high
Technological - Transport incidents	Road incident	N2 ; Ou Kaapse Weg in Grabouw	4	4	4	12	1	2	3	2	2	10	3	3	2	3	3	3	17	7.059	tolerable
Technological - Industrial/Urban	Major Hazardous Installations	Abattoir groenland, elgin free range chickens, elgin fruitjuices, appletizer, kromco,	3	1	3	7	1	2	2	2	2	9	2	3	2	3	3	3	16	3.938	tolerable
Technological - Industrial/Urban	MHI: SAB	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	Nuclear event	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	HAZMAT: road	Not prevalent				0						0							0	#DIV/0!	#DIV/0!
Technological - Industrial/Urban	Structural fires	municipal offices was burnt down, roads, tyres in Grabouw at De Kock	4	4	3	11	2	2	3	2	2	11	2	3	2	3	3	3	16	7.563	high
Technological - Industrial/Urban	Air pollution	N2; mushroom farms in Grabouw and Botrivier	4	3	2	9	1	2	2	2	3	10	3	3	2	3	3	3	17	5.294	tolerable
Environmental	Loss of endemic species	Hottentots Holland Nature Reserve	3	1	3	7	1	2	2	2	3	10	2	3	2	2	3	3	15	4.667	tolerable
Environmental	Predation	Hottentots Holland Nature Reserve	3	2	2	7	1	2	1	1	2	7	2	3	2	2	3	3	15	3.267	low
						0						0							0	#DIV/0!	#DIV/0!

This document is a sample Hazard Vulnerability Capacity Assessment tool. It is not a substitute for a comprehensive Disaster Management Plan.
Individuals using this tool are solely responsible for any Disaster Risk Assessment and compliance with applicable laws and regulations.

INSTRUCTIONS:
Evaluate potential utlising the specific 4 X 4 scale and the indicators below.
Please note specific score criteria on each work sheet to ensure accurate recording.

HVC ASSESSMENT: INDICATORS

HAZARD				
Probability	**1**	**2**	**3**	**4**
	Rare	**Unlikely**	**Likely**	**Very likely**
	No chance.	Slight possibility.	Very good chance.	100% certainty.
Frequency	**1**	**2**	**3**	**4**
	Will happen every 5 to 10 years.	Will happen every 2 to 5 years.	Will occur every 1 to 2 years.	Will occur monthly or weekly.
Severity	**1**	**2**	**3**	**4**
	Negligible	**Minor**	**Serious**	**Major**
	Affects only a small part of a local municipality. No persons injured and/or displaced. Limited damage.	Affects a part of the local municipality. Some displacement of people. Some environmental damage to non-critical habitats and species. Short duration of impact.	Affects a part of the district. Fatalities and injuries. Displacement of whole communities. Environmental damage to endemism hotspots. Medium duration of impact.	Affects most of the area. Multiple deaths and injuries. Large displacement of people. National impact. Significant environmental damage, critical habitats or species affected. Extended period of impact. Extreme damage caused.

VULNERABILITY				
	1	**2**	**3**	**4**
	Not vulnerable	**Slightly vulnerable**	**Seriously vulnerable**	**Extremely vulnerable**
Political	Very stable political condition.	Limited cooperation between all political parties which is conducive to development which means there is limited political instability.	Disruptive political activities with uncertainty in the local community.	Dysfunctional political structures negatively influences the community life and could result in civil unrest.
Economic	Local economy of affected area is not susceptible, insignificant impact on national economy.	Local economy of affected area is slightly susceptible for a small number of families.	Serious financial and economical impact on the local community. Consequences for the district.	Local economy is seriously susceptible, will have significant negative impact on the district, provincial and/or national economy.
Social	The community is resilient, well prepared, mitigation / risk reduction in place.	Limited defence which could lead to slight injuries and discomfort of individuals and short-term displacement.	Mulitple and fatal injuries and/or displacement of a large number of families.	The community is highly susceptible and unprepared which could lead to multiple fatalities and injuries. Permanent displacement of the total community. Low perception of risk.
Technological	No impact or destruction of affected area, critical infrastructure and services. Good protection against hazard.	Limited damage to affected area, critical infrastructure and services. Moderate protection against hazard.	Serious damage to affecte area, infrastructure and services.	Total destruction of affected area, critical infrastructure and disruption of services. No or limited protection against hazard will take an extensive period of time to recover.
Environmental	Less important habitats and species within affected area. Effective environmental protection and resource management in place.	Limited impact on important habitats and species with affected area.	Serious impact on habitats and species particularly where there is high numbers of endemic species.	Impact is extreme on critical habitats and species within affected area. Limited environmental protection in place - period of rehabilitation will be extensive.

CAPACITY				
	1	**2**	**3**	**4**
	Very poor	**Poor**	**Good**	**Very good**
Physical planning and engineering	No resources and risk reduction in place in terms of land use planning, building codes, maintenance, preventative structures and environmental management. Risk reduction mostly ignored in development planning.	Limited application of land use planning, building codes, maintenance, preventative structures and enviromental management.	Well established application of land use planning, building codes, maintenance, preventative structures and environmental management.	Risk reduction is integrated into development planning through land use planning, building codes, maintenance, preventative structures and environmental management.
Societal capacity	There is no public participation or interest from public. Serious lack of tailored public awareness programmes, modules in school curricula or involvement during emergency response and/or evacuation drills.	There is limited public participation in hazard risk reduction, preparedness and response with some public awareness programmes and public participation in emergency response and/or evacuation drills.	Good implementation of public awareness programmes, risk reduction modules in school curricula, public participation in emergency response and/or evacuation drills.	There is wide public participation in hazard risk reduction, preparedness and response. This is facilitated through public awareness programmes, risk management groups/forums and modules in school curricula.
Economic capacity	No or limited budget in the form of emergency funds (district/national/international) and insurance.	Provincial and national departments have some resources or budget to respond to disasters in the form of emergency funds.	Good access to local/national/international emergency funds. Insurance in place.	Significant resources and budget to respond to the disasters in the form of local emergency funds. Insurance in place. Access to mitigation and reconstruction loans.
People capacity and competencies	No or limited training conducted for selected role-players.	Basic training conducted for all role-players.	Well-balanced training programme implemented to capacitate all role-players.	Integrated multi-disciplinary and multi-sectoral teams that are fully trained and operate at 100%.
Institutional capacity	No or limited programme capacity.	Level 1 DMP in place.	Full compliance with the DM Act and Framework.	100% demonstrated and tested DMPs and readiness plans in place. 100% understood and implemented by all role-players.
Management capacity	Insufficient service delivery due to limited institutional arrangements. Inadequate skills and experience. No or limited capability at municipal level for leadership directed at the DM function. No tailored DRA, DMP, risk maps, DMC or early warning system.	Limited capability which is increasing due to functional arrangements i.e. some staff exclusively allocated to Disaster Management. Disaster Management Centre established but not operating optimally / sufficiently equipped. Some degree of skills and experience. Limited communication and early warning system.	Well established institutional arrangements with leadership taking an active role in DM matters. Tailored DMP and DRA available. Established and fully-functional DMC, early warning system and communication centre.	High levels of skill and experience which leads to well balanced managerial capacity. Good continuity in management which leads to sufficient service delivery. Disaster Management Centre established, fully functional, well equipped and resourced. Staff allocated exclusively to Disaster Management. Hazard within mandate of municipality.

ITEM TITLE

C128/2026 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING: DEPARTMENTS PROPERTY MANAGEMENT AND LOCAL ECONOMIC DEVELOPMENT: ADOPTION OF THE THEEWATERSKLOOF MUNICIPAL INVESTMENT PROFILE, INVESTMENT DISPOSAL & MARKETING STRATEGY INCLUDING THE ESTABLISHMENT OF INVESTMENT STEERING UNIT

[English version of the report is the original]

FILE NUMBER

17/16/1/1

PURPOSE OF REPORT

To obtain Council approval for the adoption and implementation of the Municipal Property Investment Profile 2025 and the Investment Disposal & Marketing Strategy authored in July 2025, including the establishment of an Investment Steering Unit (ISU), as key instruments to advance the Municipal Economic Development and Land Disposal objectives.

BACKGROUND

Theewaterskloof Municipality holds an identified portfolio of immovable properties with significant potential for economic development, social impact, and revenue generation. Historically, the Municipal approach to property disposal for investment and development has been disjointed, generating delays and posing some degrees of uncertainty.

Following the Municipal participation in the Western Cape Government Growth for Jobs (G4J) Summit, a structured property investment methodology was adopted, requiring municipalities to identify, package, and prioritise land parcels for development.

To implement the envisioned investment methodology, two inter-related documents were subsequently prepared:

Theewaterskloof Municipal Investment Profile as a portfolio investment document categorised priority properties into the following categories:

- Category A : Investment-Ready Properties.
- Category B: Pipeline Properties, with a focus on catalytic sites in Caledon and Riviersonderend.

Investment Disposal & Marketing Strategy as a governance and operational framework ensures all disposals are compliant with the MFMA, MATR, and Theewaterskloof Municipal Policies. It further introduces the Investment Steering Unit (ISU) to strengthen internal inter-departmental coordination systems and investor engagement strategies and other external primary stakeholders' relations management showing interests in the municipal properties disposal and investment methodology.

DISCUSSION

The proposed initiatives demonstrate strong strategic alignment with the Municipal principal planning and development frameworks. Both the Investment Profile and the Investment Disposal & Marketing Strategy are directly linked to the objectives of the Spatial Development Framework (SDF) and the Integrated Development Plan (IDP) of the municipality, while also advancing the Western Cape Government's Growth for Jobs (G4J) Strategy. Together, these documents ensure that TWK's property management efforts are not playing out in isolation but forming an integral component of broader economic and spatial transformation agendas.

A further strength of the initiative lies in the categorisation of the property portfolio, which provides a structured and transparent method of distinguishing between land parcels that are ready for immediate disposal and those that require extended preparatory work.

This phased-in approach enables the Municipality to present to investors with a clear pipeline of opportunities while simultaneously guiding internal planning and seamless interdepartmental coordination. By separating investment-ready sites from those that are at concept design or pipeline stage, TWK is better positioned to manage expectations and prioritise resources accordingly.

Equally important is the emphasis on governance and compliance. The Strategy ensures that all property transactions are undertaken in a manner that is transparent, market-related, and fully compliant with the Municipal Finance Management Act (MFMA), the Municipal Asset Transfer Regulations (MATR), and TWK's own Administration of Immovable Property Policy. This would reinforce the Municipal reputation as a credible and accountable steward of public land, while also protecting community interests and inspires investor confidence.

Central to the implementation of the Strategy is the creation of an Investment Steering Unit (ISU). This cross cutting functional body will bring together key disciplines within the Municipality to oversee the entire lifecycle of property transactions. Its responsibilities will range from annual property audits and valuations to feasibility assessments, tender oversight, and monitoring of compliance once disposals have been finalised.

The ISU will serve as a single point of coordination, reducing duplication across departments and ensuring that Council decisions are implemented efficiently and consistently.

Finally, the initiatives introduce a suite of innovative marketing tools designed to enhance visibility and investor engagement. These include GIS-linked property dashboards that allow for live tracking of land parcels, well prepared digital tender packs, and branded investment brochures that present opportunities in a clear and attractive format.

An online investment portal will further expand access to information, ensuring that investors can easily access and obtain the data they need to make informed decisions. Collectively, these tools reinforce TWK's positioning as an investment-ready municipality committed to transparent processes, professional packaging, and long-term partnerships. This initiative would require a collective development and planning exercise in order to interlink all current platforms and systems.

By adopting this approach, represents a significant step forward in positioning Theewaterskloof Municipality as an investment-ready local authority. These documents collectively provide a structured framework that ensures municipal land is not only managed responsibly but also packaged in such a manner that attracts meaningful and sustainable investments.

By introducing clear systems of categorisation and phase-in properties release, the Municipality strengthens its ability to guide development in a way that is both orderly and responsive to market opportunities.

At the same time, the Strategy ensures that all disposals are undertaken in strict compliance with legislative requirements, thereby reinforcing transparency and public trust. This focus on lawful and market-related transactions reduces risk, maximises value, and creates a more predictable environment for investors.

COMMENTS: OFFICE OF THE MUNICIPAL MANAGER

Recommendations are supported.

COMMENTS FROM THE DIRECTORATE FINANCE

Before properties are disposed, it needs to be verified that the property is on the asset register. The land audit should also be made available to the Asset Department to update the asset register.

COMMENTS FROM THE DIRECTORATE CORPORATE SERVICES

For further discussion during Management meeting.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Technical Services supports the initiative; however, we must be very cautious when it comes to the Mandate given to the UNIT. The manager must take responsibility for the implementation after the committee has recommended it to management.

COMMENTS FROM THE DEPARTMENT ELECTRICAL SERVICES

Not applicable.

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

Item is supported.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Item supported.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Support the approval of the Municipal Property Investment Profile 2025 by Council.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (PUBLIC SAFETY)

Recommendations are supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

Advertisement cost of approximately R4000.00 for the account of the Municipality.

LEGAL IMPLICATIONS (ITEM AUTHOR)

The documents presented serve as strategic guidelines and operational frameworks that establish a mechanism to connect investors with municipal properties, while ensuring full compliance with all prescribed legislative requirements

- Section 40 of the TWK SCM Policy
- Section 14 of the MFMA (Act 56/2003)
- Section 90 of the MFMA (Act 56/2003)
- Municipal Asset Transfer Regulations (MFMA) (Act 56/2003)
- Theewaterskloof Municipal Administration of Immovable Property Policy

COMMENTS FROM INTERNAL AUDIT

It is recommended that the proposed Investment Steering Unit (ISU) should be clarified.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable as by adopting these Frameworks will limit and mitigate further risks within the Department.

COMMENTS FROM LEGAL SERVICES

The recommendation is supported.

COMMENTS FROM RISK MANAGEMENT

Noted the content of the item.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council:

1. **Adopts and endorses the TWK Investment Profile 2025 and the Investment Disposal & Marketing Strategy July 2025, inclusive of the Investment Steering Unit Framework.**

2. **Approves the establishment of the Investment Steering Unit (ISU) under the Directorate: Economic Development & Planning, with the mandate and composition as outlined in the Strategy.**

3. **Notes that the implementation of the Strategy will commence with the packaging and marketing of identified Category A investment-ready properties in Caledon during the 2025/26 financial year.**

4. **Notes the proposed Category B: Pipeline properties that will be advertised for Call for Proposals in order to seek the guidance of the industry developers and investors.**

RECOMMENDATION BY MANAGEMENT TO ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE: 08 DECEMBER 2025

It is recommended that Council:

1. **Adopts and endorses the TWK Investment Profile 2025 and the Investment Disposal & Marketing Strategy July 2025, inclusive of the Investment Steering Unit Framework.**

2. **Recommends the establishment of the Investment Steering Unit (ISU) under the Directorate: Economic Development & Planning, with the mandate and composition as outlined in the Strategy.**

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3. **Notes that the implementation of the Strategy will commence with the packaging and marketing of identified Category A investment-ready properties in Caledon during the 2025/26 financial year.**

4. **Notes the proposed Category B: Pipeline properties that will be advertised for Call for Proposals in order to seek the guidance of industry developers and investors.**

RECOMMENDATION BY ECONOMIC DEVELOPMENT COMMITTEE TO A COUNCIL WORKSHOP: 04 FEBRUARY 2026

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 CA Benjamin, it was recommended as follows:

1. **That the TWK Investment Profile 2025 and the Investment Disposal & Marketing Strategy July 2025, inclusive of the Investment Steering Unit Framework, be referred to a Workshop of Council.**

2. **That a designation be added to the Investment Steering Unit (ISU) composition during the Workshop.**

RECOMMENDATION BY THE WORKSHOP TO COUNCIL: 28 APRIL 2026

It is recommended:

1. **That Council adopts and endorses the TWK Investment Profile 2025 and the Investment Disposal & Marketing Strategy July 2025, inclusive of the Investment Steering Unit Framework.**

2. **That Council recommends the establishment of the Investment Steering Unit (ISU) under the Directorate: Economic Development & Planning, with the mandate and composition as outlined in the Strategy.**

3. **That Council notes that the implementation of the Strategy will commence with the packaging and marketing of identified Category A investment-ready properties in Caledon during the 2025/26 financial year.**

4. **That Council notes the proposed Category B: Pipeline properties that will be advertised for Call for Proposals in order to seek the guidance of industry developers and investors.**

5. **That the Public Open Space Policy, as adopted by Council, be presented to the Ward Committees for their cognizance.**

6. **That a Standard Operation Procedure (SOP) be developed in terms of the TWK Investment Profile 2025 and the Investment Disposal & Marketing Strategy July 2025.**

Theewaterskloof
Municipality

THEEWATERSKLOOF MUNICIPALITY INVESTMENT DISPOSAL & MARKETING STRATEGY AND INVESTMENT STEERING UNIT FRAMEWORK

Version: July 2025

Prepared by: Property Management, Directorate Economic Development & Planning

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Executive Summary

Theewaterskloof Municipality (TWK) has developed a comprehensive *Strategic Investment Property Disposal and Marketing Strategy* to guide the effective release, management, and promotion of municipal immovable property assets. This strategy serves as a foundational roadmap to attract high-impact investment, facilitate infrastructure-led growth, and promote spatial transformation within the region.

Rooted in the legal framework of the Municipal Finance Management Act (MFMA), the Municipal Asset Transfer Regulations (MATR), and TWK's internal Administration of Immovable Property Policy, the strategy ensures that all disposals of municipal land are transparent, compliant, and value driven. Properties are systematically classified into five categories, from investment-ready sites to non-viable parcels in order to support tailored interventions and prioritised development.

To operationalise this framework, TWK introduces the Investment Steering Unit (ISU) which is a cross-functional team mandated to coordinate property audits, feasibility assessments, compliance inputs, and investor engagement. The ISU acts as a central interface between departments and external stakeholders to ensure consistent execution and investor confidence.

Disposal mechanisms include open public tender, public auctions, long-term lease models, and provision for unsolicited proposals, as each aligned with TWK's Supply Chain Management (SCM) Policy and national procurement regulations. An emphasis is placed on transparency, strategic packaging, and alignment with municipal development objectives.

The marketing strategy outlines a strong set of tools, including GIS-linked digital platforms, branded property profiles, professional tender packs, and engagement through regional and national investment platforms. Strategic messaging reinforces TWK's identity as a credible, investment-ready municipality focused on clean governance and shared economic value.

A detailed monitoring and evaluation framework has also been adopted, featuring readiness scorecards, GIS-based dashboards, tender response analytics, and investor tracking systems to measure performance and guide continuous improvement.

In conclusion, this strategy positions Theewaterskloof Municipality as a proactive enabler of investment, fostering partnerships that drive local economic development, generate revenue, and uplift communities. Investors and developers are encouraged to explore TWK's diverse property portfolio and collaborate in unlocking the municipality's land-based potential.

SECTION 1: PURPOSE & SCOPE

This strategy provides a consolidated and systematic roadmap for how Theewaterskloof Municipality (TWK) will manage, release, market, and leverage its immovable property assets to drive local economic development, infrastructure-led growth, and spatial transformation. The objective is to improve TWK's investment readiness, ensure lawful and transparent property transactions, and position the municipality as a regional enabler of catalytic land development.

The strategy introduces the Investment Steering Unit (ISU), a dedicated internal mechanism for coordinating interdepartmental functions, ensuring compliance with legislation, and proactively aligning municipal property decisions with investor expectations and public value creation.

The document is aligned with TWK's Spatial Development Framework (SDF), Integrated Development Plan (IDP), and the Western Cape Government's Growth for Jobs (G4J) Strategy, particularly its goals of unlocking strategic land, boosting regional competitiveness, and using infrastructure to enable economic opportunity and employment.

SECTION 2: POLICY & LEGISLATIVE CONTEXT

2.1. TWK's strategic approach is rooted in the following core legislative and policy frameworks:

2.1.1 Municipal Finance Management Act (MFMA), Section 14: Governs the disposal of municipal capital assets. Requires Council determination that assets are not needed for minimum service levels and that fair value and public interest are achieved.

2.1.2. Municipal Asset Transfer Regulations (MATR): Provide prescriptive procedures for categorisation, valuation, public participation, Treasury consultation, and disposal. Key regulations: 7 (disposal considerations), 12 (alignment with disposal management systems), 20 (exemptions for public benefit transfers) and Chapter 4 (Granting of rights- Leasing).

2.1.3. TWK Administration of Immovable Property Policy: Provides a structured framework to classify municipal land into five defined groups:

2.1.3.1. Group A: Investment Property

Properties approved by Council for disposal or development due to high investment potential and strategic location.

2.1.3.2. Group B: Non-viable Property

Land portions too small or constrained for independent development; typically sold or leased to adjoining landowners.

2.1.3.3. Group C: Land for Municipal Use

Retained for current or future use by the municipality to deliver services (e.g., infrastructure, administration).

2.1.3.4. Group D: Land for Community Use

Allocated for clinics, schools, churches, NGOs, or other socio-economic amenities.

2.1.3.5. Group E: Strategic Land Parcels

Properties identified for strategic development, partnerships, or long-term catalytic projects.

The policy further outlines the required delegations, internal roles, and thresholds for approval in accordance with MFMA and MATR. It distinguishes between land meant for revenue generation, social impact, and non-developable reserves.

2.1.4. Western Cape G4J Strategy:

Positions municipalities as active investment facilitators. Encourages identification of high-impact projects, packaging of strategic nodes, and marketing to investors.

This framework provides both legal certainty and strategic direction for TWK to manage its property assets as a developmental tool.

SECTION 3: PROPERTY PORTFOLIO CLASSIFICATION

3.1. To ensure compliance and maximise value, TWK classifies its land portfolio into five categories:

3.1.1. Category A: Investment-Ready

Properties with Council approval for disposal or lease, where legal, zoning, valuation, and basic services are confirmed.

3.1.2. Category B: Concept-Stage Development Parcels

Properties earmarked for strategic projects but requiring planning, environmental clearance, or stakeholder alignment.

3.1.3. Category C: Pipeline Reserves

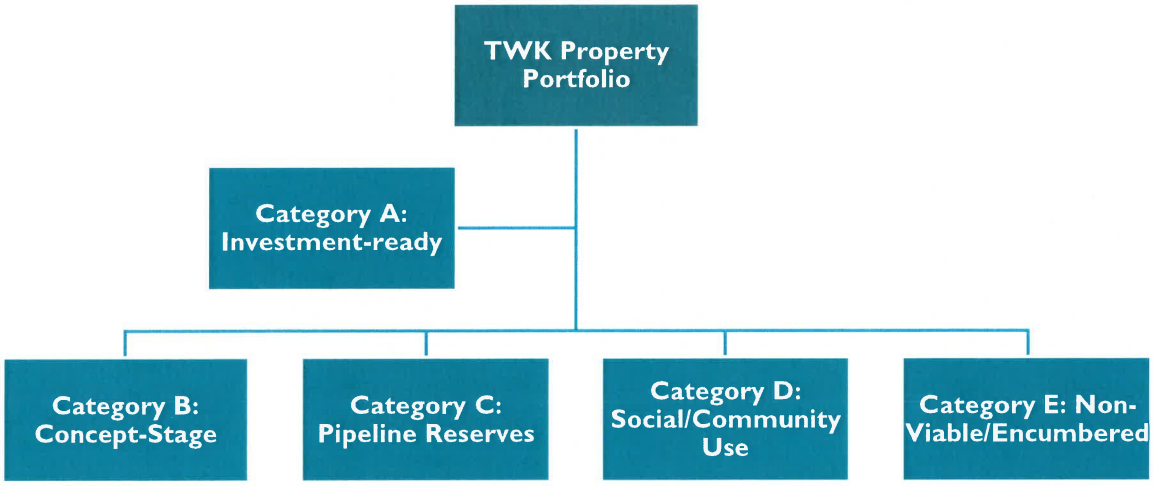
Medium-to-long-term development parcels needing land assembly, infrastructure investment, or future rezoning.

3.1.4. Category D: Social / Community Use

Land allocated or held for public infrastructure (e.g. schools, clinics, parks) in support of socio-economic rights.

3.1.5. Category E: Non-Viable / Encumbered Parcels

Small or constrained sites not suitable for development or disposal (e.g. servitude land, wetland areas).



SECTION 4: DISPOSAL CHANNELS

4.1. TWK applies a range of legally sound and strategically responsive disposal channels in line with the MFMA, MATR, Preferential Procurement Policy Framework Act (PPPFA), and TWK's Supply Chain Management (SCM) Policy:

4.1.1. Open Public Tender

Utilised for high-value or strategically significant land parcels. This channel ensures competitive bidding, maximises market value, and guarantees compliance with MFMA Section 14 and SCM Regulations. Preference points are awarded using the reverse scoring formula (as per Preferential Procurement Regulations 2022) to incentivise both financial return and empowerment outcomes. Property-specific tender packs are prepared, and procurement processes are overseen by the Bid Adjudication Committee.

4.1.2. Public Auction

Appropriate for residential, small commercial, or industrial properties where the market demand is predictable and fair value can be achieved through open

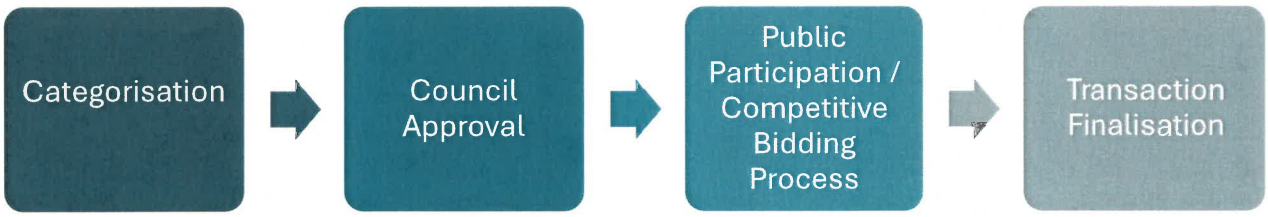
competitive bidding. Public auctions ensure transparency and speed, with processes governed by Section 40 of the SCM Policy. Auctions are advertised broadly, and reserve prices based on current market valuations are approved by Council.

4.1.3. Unsolicited Proposals

Considered in exceptional circumstances and must offer a unique value proposition to the municipality. Evaluated under strict governance criteria including public participation, a fair evaluation process, and Council resolution. SCM Policy provisions for unsolicited bids are followed, including the requirement for an open competitive process if the proposal triggers broader market interest.

4.1.4. Long-Term Lease (30+ years)

Suitable for complex developments such as tourism destinations, health facilities, energy infrastructure, and agri-processing hubs. These leases are structured to enable Public-Private Partnerships (PPPs), and typically include escalation clauses, reversionary rights, development milestones, and Council-imposed land use conditions. The SCM Policy allows lease agreements where Council determines that the asset is not needed for basic municipal services and where market-related rentals or developmental value can be realised.These disposal mechanisms are underpinned by a clear workflow that moves from property categorisation, through Council resolution, transparent advertisement, and concludes in contract execution (sale or lease).



SECTION 5: MARKETING STRATEGY

5.1.Key Marketing Tools

5.1.1. To successfully attract quality investors, developers, and strategic partners, TWK will deploy a suite of integrated marketing tools that maximise exposure, streamline access to information, and elevate the municipality's brand as an investment-ready authority:

5.1.1.1.Investment Property Profiles:

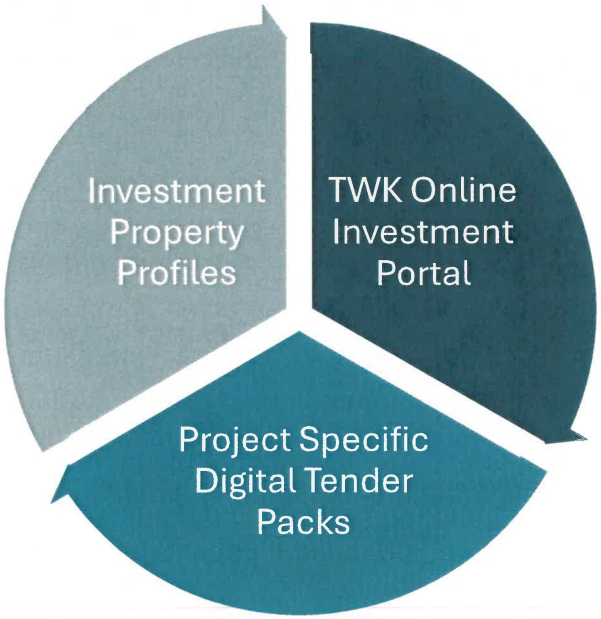
Professionally designed brochures with embedded GIS maps, zoning information, aerial imagery, title deed summaries, and infrastructure capacity reports tailored to each property or project.

5.1.1.2.TWK Online Investment Portal:

A central, GIS-linked digital interface integrated with TWK's website that provides real-time access to available properties, tender opportunities, interactive zoning overlays, and document downloads. This portal will feature search filters, application submission tools, and investor registration options.

5.1.1.3.Project-Specific Digital Tender Packs:

Comprehensive, downloadable tender packs containing zoning certificates, bulk service letters, planning overlays, valuation reports, and development potential analysis. These packs reduce due diligence time and increase investor confidence.



5.1.2. Strategic Showcasing at Key Investment Platforms:

5.1.2.1. Western Cape Government's G4J Summits

5.1.2.2. Provincial and National LED Forums

5.1.2.3. Municipal Infrastructure Investment Conferences

5.1.2.4. Property Development Expos (e.g., SAPOA, WCPDF events)

5.1.3. Social and Digital Media Campaigns:

5.1.3.1. Targeted campaigns across LinkedIn, Facebook, and relevant online developer networks to amplify reach. These will include animated infographics, success stories, and direct links to tender opportunities.

5.1.4. Publications and Print Inserts:

5.1.4.1. Features in local and national investment newsletters, government gazettes, and municipal publications.

TWK:Your Partner in Public Land Development

Positioning TWK as an enabling, transparent partner committed to shared success

Unlocking Strategic Land Nodes from Caledon to Villiersdorp

Emphasising TWK's competitive regional positioning and land availability across diverse economic sectors.

Investment-Ready Municipal Land with Clean Governance

- Highlighting TWK's legal compliance, pre-approved sites, and credible administration

Plan. Partner. Prosper – With TWK

- Reinforcing the message of collaborative development and long-term mutual benefit.

A Gateway to Renewable, Agricultural, Tourism and Industrial Zones

Drawing attention to sector-specific zones and projects primed for investment

Where Land Meets Opportunity

Framing TWK as a municipality that leverages land as a tool for inclusive economic growth.

SECTION 6: INVESTMENT STEERING UNIT FRAMEWORK

6.1. Purpose

The Investment Steering Unit (ISU) serves as a centralised, cross-departmental coordination platform to ensure the strategic management, lawful disposal, and investment-ready packaging of municipal immovable property. It facilitates evidence-based decision-making regarding the release of land, strengthens transparency and accountability across departments, and ensures that all property-related initiatives are aligned with Council resolutions, spatial plans, and economic development strategies.

The ISU also ensures continuity between planning, legal, financial, and SCM components of the disposal process, providing a single point of oversight and control for strategic land transactions.

6.2. Mandate

6.2.1. The ISU will carry out the following functions:

6.2.1.1. Review and Update Property Classifications: Conduct a full audit and categorisation of municipal immovable property at least once a year, ensuring current zoning, legal, infrastructure, and valuation information is available.

6.2.1.2. Coordinate Feasibility and Compliance Reports: Work with internal departments to compile comprehensive technical reports on selected parcels (zoning, bulk infrastructure, environmental status, etc.) for presentation to Council.

6.2.1.3. Recommend Strategic Land Releases: Develop submission packs with motivation, due diligence documentation, and investment rationale for the release or lease of Category A and B properties.

6.2.1.4. Synchronise Inputs Across Units: Ensure alignment between the legal office (deeds and title review), town planning (land use compatibility), SCM (procurement process), and budget office (valuation and revenue impact).

6.2.1.5. Oversee Tender Implementation and Contract Finalisation: Track the publication of tenders, evaluate submissions (with SCM), and monitor contract conclusion timelines.

6.2.1.6. Monitor Post-Disposal Compliance and Impact: Ensure that lessees or buyers comply with development obligations, building timeframes, or use restrictions, and report on economic and spatial outcomes to Council annually.

6.2.1.7. Act as Investor Interface: Serve as the first point of contact for investor enquiries, ensuring clear, consistent, and professional engagement.

6.3. Composition

The ISU will be comprised of both permanent and advisory members:

6.3.1. Chairperson: Deputy Director: Economic Development & Planning Provides overall leadership, chairs quarterly meetings, and reports to the Portfolio Committee and Council.

6.3.2. Core Members:

6.3.2.1. Head: Property Management (coordinator)

6.3.2.2. SCM Unit Representative (procedural compliance)

6.3.2.3. LED / Investment Officer (sector insights, investor liaison)

6.3.2.4. Finance & Budget Officer (valuation, revenue planning)

6.3.2.5. Advisory Members (as needed):

6.3.2.6. Town Planning and Land Use Management

6.3.2.7. Legal Services

6.3.2.8. Environmental Management

6.3.2.9. Civil Engineering Services (infrastructure readiness)

6.3.2.10. Housing and Human Settlements (where applicable)

SECTION 7: IMPLEMENTATION PLAN

Phase	Action	Timeline
1	Establish Investment Steering Unit & Terms of Reference	Q3 2025
2	Audit all municipal properties against Category A–E framework	Q4 2025
3	Package and market initial investment-ready land in Caledon	Q1 2026
4	Launch disposal of three sites via appropriate competitive process	Q2 2026
5	Submit annual ISU performance report to Council	Q3–Q4 annually

SECTION 8: MONITORING & EVALUATION

8.1. Strong monitoring and evaluation are critical to ensure transparency, accountability, and continuous improvement in TWK's property disposal and investment facilitation process. The following tools and performance indicators will form the backbone of the Municipality's oversight system:

8.1.1. GIS-Based Property Dashboard

8.1.1.1. An interactive, GIS-linked dashboard will provide a live visual of the full property portfolio across all categories (A–E), with layer-based information for zoning, services, title deed status, disposal stage, and development commitments. This dashboard will:

8.1.1.1.1. Track properties from identification to registration or lease finalisation

8.1.1.1.2. Integrate with TWK's existing GIS and Collaborator system.

8.1.1.1.3. Allow for custom reports and status-based filtering (e.g. "Tender Open", "Awarded", "Leased")

8.2. Quarterly Readiness Scorecard

8.2.1. Each quarter, the ISU will compile a scorecard that evaluates each investment-priority site based on:

8.2.1.1. Legal status (title deed clarity, servitudes, restrictions)

8.2.1.2. Town planning readiness (zoning, SPLUMA compliance)

8.2.1.3. Bulk service availability (water, sewer, electricity, road access)

8.2.1.4. Market interest (investor enquiries or proposals received)

8.2.1.5. Environmental or heritage constraints

This ensures that only technically and legally compliant land parcels are marketed.

8.3. Tender Uptake and Market Response Analysis

8.3.1. Tender processes and auction events will be monitored for:

8.3.1.1. Number of bids received

8.3.1.2. Range of bid values (vs. market valuation benchmarks)

8.3.1.3. Bidders' BBBEE profiles and industry type

8.3.1.4. Time-to-award and contract finalisation periods.

This analysis enables the refinement of future tender specifications and marketing strategies.

8.4. Investor Engagement Tracker

8.4.1. The ISU will maintain a dynamic Customer Relations Management (CRM) -style log of all investor engagements including:

8.4.1.1. Investor Profile Data:

8.4.1.2. Engagement Timeline:

8.4.1.3. Status Tracking:

8.4.1.4. Notes and Communication Log:

8.4.1.5. Dashboard Metrics:

This tool ensures follow-through, relationship continuity, and transparency in investor communications.

8.5. Annual Strategic Report to Council

8.5.1. All Monitoring & Evaluation data will be produced into an annual performance report presented to Council and or Delegated platform, containing:

8.5.1.1. Land releases concluded

8.5.1.2. Revenue or investment value realised

8.5.1.3. Social or economic impact achieved

8.5.1.4. Compliance challenges and policy recommendations

8.5.1.5. Investor satisfaction and pipeline indicators

CONCLUSION

Theewaterskloof Municipality stands ready to partner with visionary investors and responsible developers who share in our mission of inclusive, sustainable, and spatially just development. Through this comprehensive strategy, we offer a legally sound, procedurally transparent, and investment-oriented property environment underpinned by robust interdepartmental coordination and forward-looking planning. Our approach is not only about releasing land but also about unlocking opportunity, enabling economic mobility, and securing shared value for communities and investors alike.

TWK's commitment to excellence in governance, innovation in packaging, and responsiveness in investor engagement positions us as a trusted gateway for public land investment in the Western Cape. We invite all stakeholders, local and international, to

explore our portfolio, engage with our team, and become part of shaping the economic future of our region.

For tailored investment consultations or access to specific property packs, please contact the Property Management Office directly.

CONTACT FOR STRATEGIC LAND INVESTMENTS

Property Management Unit
Head: Property Management
Theewaterskloof Municipality
Directorate: Economic Development & Planning
6 Plein Street, Caledon, 7230
📧 ronaldwe@twk.gov.za | ☎️ 028 214 3325 | 📱 082 054 8784

ITEM TITLE

C129/2026 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING: DEPARTMENT PROPERTY MANAGEMENT: APPLICATION FOR THE DISPOSAL OF ERVEN 692 AND 693, CALEDON TO ADJOINING PROPERTY OWNER

[English version of the report is the original]

FILE NUMBER

7/2/3/2/1

PURPOSE OF REPORT

To obtain Council approval for the direct disposal of Erven 692 and 693, Caledon, to the adjoining property owner, at market-related value, based on the classification of these erven as non-viable municipal land.

BACKGROUND

An unsolicited bid was received from Caledon Toyota Owners to purchase Erven 692 and 693, Caledon. Following receipt of this request, the Municipality conducted an investigation into the status, functionality, and development potential of the two erven. The investigation confirmed that the erven are physically isolated and landlocked within a consolidated urban block and are not accessible or usable as independent municipal properties.

It was further established that, for a number of years, these erven have functioned in practice as parking and service areas associated with the adjacent Toyota dealership, despite not forming part of the formal cadastral boundaries of that property. Historic zoning and cadastral records do not correctly reflect the current physical reality of the erven, which has contributed to their long-standing functional integration with the adjoining commercial property.

Due to their physical configuration, lack of access, and constrained spatial positioning within the block, the erven cannot realistically be utilised, leased, or developed independently by the Municipality for any meaningful municipal, commercial, or community purpose. Their continued retention therefore does not contribute to municipal service delivery, revenue generation, or longer-term strategic land use planning objectives.

Based on the above, Erven 692 and 693 Caledon meet the definition of non-viable residual municipal land.

DISCUSSION

The combined extent of Erven 692 and 693, Caledon, measures approximately 134 square metres in total. An independent market valuation was obtained, which determined a market-related value of R350 per square metre, resulting in a total recommended purchase price of R47 000.00.

The current zoning of the erven is classified as "Undetermined". Due to their classification as non-viable residual municipal land, the valuation report specifically recommends that these two erven be consolidated with the adjoining property. This recommendation is aligned with the application received from the adjacent owners, who have already initiated town planning processes to consolidate these portions into their existing commercial property, subject to the approval of sale.

A competitive disposal process is not feasible in this instance. The physical characteristics and location of the erven render them usable only by the adjoining property owner, as no independent access can be created and no alternative municipal or third-party use exists. The erven have no stand-alone commercial, residential, or community development value and therefore cannot be viably marketed through an open bidding process. Any attempt to follow a competitive disposal process would be impractical and unlikely to yield any alternative purchasers. The proposed sale was advertised in the local newspaper, inviting any comments or objections from the local community or interested parties. It is further confirmed that no objections or alternative offers were received.

The direct disposal of these erven will provide a clear financial and operational benefit to the Municipality. It will generate immediate market-related revenue, eliminate ongoing maintenance and liability risks, and prevent continued unauthorised or informal use of municipal land. Furthermore, the consolidation of the erven into the adjoining commercial property will contribute positively to local economic activity and support the growth of the municipal rates base.

The proposed direct sale will be subject to specific conditions to ensure full legislative compliance and risk mitigation. These conditions will include the confirmation of an independent market valuation, full payment of the purchase price prior to transfer, and the requirement that the purchaser bears all costs related Town planning as well as transfer of the property. The registration of the consolidation will serve as a suspensive condition of sale, and the transfer of the properties will be finalised within the prescribed timeframes in terms of the Municipal Finance Management Act.

COMMENTS FROM THE DIRECTORATE FINANCE

Recommendations are supported as the properties are not needed for the provision of Municipal services, provided that all appropriate processes were followed.

COMMENTS FROM THE DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING

Item is supported to serve at Council Committee Meeting for scrutiny and approval.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

Support the recommendation. This property is not viable to be used for service delivery.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The proposed disposal of Erven 692 and 693, Caledon presents minimal strategic, financial, or operational risk to the Municipality. The erven have been identified as non-viable residual municipal land due to their physical configuration, lack of independent access, and their functional integration with the adjoining commercial property. The continued retention of these erven therefore offers limited strategic or operational benefit to the Municipality and may result in ongoing risks associated with informal use, maintenance responsibilities, and potential liability exposure.

The proposed disposal will mitigate these risks by formalising the ownership and consolidation of the erven with the adjoining property, thereby ensuring proper land administration and utilisation. The transaction is further subject to full legislative compliance with the Municipal Finance Management Act and the Municipal Asset Transfer Regulations, including Council determination that the land is not required for municipal service delivery and that the disposal will generate an economic benefit to the Municipality.

Additional safeguards are provided through the requirement that the purchaser bears all costs associated with the town planning processes, consolidation, surveying, and transfer of the properties, ensuring that the Municipality incurs no financial exposure in the implementation of the transaction. The consolidation requirement will also function as a risk mitigation measure, ensuring that the erven cannot remain as fragmented parcels within the municipal cadastral structure.

Overall, the disposal represents a low-risk transaction that contributes positively to municipal land management, reduces administrative and liability exposure, and converts dormant municipal land into a productive asset contributing to the municipal rates base.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Prescribed Legislative Requirement	**Action Taken / Compliance Achieved**
MFMA Section 14(2)(a): Council must determine that the asset is not required to provide a minimum level of	An investigation confirmed that Erven 692 and 693, Caledon are physically landlocked, lack independent access, and cannot reasonably be utilised for municipal service delivery purposes. The erven

basic municipal services.	therefore do not contribute to the provision of basic municipal services and may be considered for disposal.
MFMA Section 14(2)(b): The disposal must provide economic and financial benefit to the Municipality.	The disposal will generate market-related revenue, eliminate ongoing municipal maintenance and liability risks, and allow the land to be formally consolidated with the adjoining commercial property, thereby contributing to the municipal rates base.
MATR, 2008 – Regulation 7: Consideration of proposals to transfer or dispose of non-exempted capital assets.	Council has considered the factors listed in Regulation 7 as follows: (a) The erven are not required for future municipal use due to their landlocked configuration and inability to support municipal services. (b) The disposal will result in a financial gain through the receipt of market-related revenue and the removal of a non-performing municipal asset. (c) The compensation to be received represents the full market value of the land and therefore provides a financial benefit to the Municipality. (d) Retention of the asset presents minimal strategic reward and ongoing operational risk, including informal use and maintenance liabilities. Disposal mitigates these risks. (e) Due to the small scale of the asset and transaction value, the disposal will have no material impact on the Municipality's credit rating, borrowing capacity, financial position or cash flow. (f) No restrictive conditions have been identified that would prevent the disposal. The transfer will however be subject to consolidation with the adjoining property as a suspensive condition of sale. (g) The estimated cost of transfer will be borne entirely by the purchaser, resulting in no financial burden on the Municipality. (h) No liabilities or reserve funds are associated with the asset that would transfer as part of the disposal. (i) The proposed disposal was advertised in the local newspaper inviting public comments or objections. No objections or alternative proposals were received. (j) No comments or recommendations from National Treasury or Provincial Treasury were required due to the scale and nature of the transaction. (k) The disposal supports the Municipality's strategic interest in rationalising non-viable municipal land and promoting efficient urban land use while supporting local economic activity.

	(l) The proposed disposal complies with the Municipal Finance Management Act and the Municipal Asset Transfer Regulations governing municipal asset disposals.
MATR – Regulation 12: Direct disposal where a competitive process is not feasible.	Due to the physical characteristics of the erven and their integration with the adjoining property, no independent access or viable alternative use exists. The properties can only reasonably be utilised by the adjoining property owner, making a competitive disposal process impractical.
MATR – Regulation 20: Independent market valuation required.	An independent valuation confirmed a market-related value of R350 per m², resulting in a total purchase price of R47 000.00 for the combined extent of the erven.
MATR – Regulation 34: Proceeds must accrue to the Municipality.	All proceeds from the disposal will be accrued to the Municipality and will be accounted for in accordance with municipal financial management and reporting requirements.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

The proposed disposal of Erven 692 and 693, Caledon will result in a direct financial benefit to the Municipality through the receipt of market-related compensation for municipal land that currently has no viable independent municipal use.

An independent valuation determined a market-related value of R350 per square metre for the erven. Based on the combined extent of approximately 134 m², the recommended purchase price amounts to R47 000.00.

The transaction will therefore generate once-off revenue of R47 000.00, which will accrue directly to the Municipality and be recorded in accordance with the Municipality's financial management and reporting requirements.

Importantly, the disposal will not result in any financial burden to the Municipality, as all costs associated with the transaction will be borne by the purchaser. These costs include, but are not limited to:

- Town planning applications required for consolidation.
- Surveying and cadastral amendments were required.
- Conveyancing and transfer costs; and
- Any other statutory costs associated with the transaction.

In addition to the immediate capital revenue, the consolidation of the erven with the adjoining commercial property will contribute positively to the municipal rates base over the long term, thereby supporting the Municipality's broader financial sustainability and local economic development objectives.

The disposal therefore represents a financially prudent rationalisation of non-performing municipal land, converting dormant assets into immediate revenue while avoiding any associated transaction costs or future maintenance obligations.

COMMENTS FROM LEGAL SERVICES

The recommendation is supported. The municipality needs every cent at its disposal.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended:

1. **That Council takes note of all applicable legislative processes and legal compliance as provided for in the report.**

2. **That Council confirms, in accordance with Section 14(2)(a) of the Municipal Finance Management Act, that the Erf 692 and 693 Caledon is not required to provide the minimum level of basic municipal services.**

3. **That Council resolves that Erf 692 and 693 Caledon is considered as non-viable property and approves the direct disposal of Erven 692 and 693 being approximately 134m² in size, to the applicant at market-related value of R47 000.00 (Forty Thousand Seven Hundred Rand) (VAT included);**

4. **That Council authorises the concluding of a Deed of Sale in line with the prescribed provision and subject to the conditions above.**

5. **That 10% deposit is payable to the Municipality on the day of signature of the Deed of Sale and the remaining amount be paid on day of registration.**

6. **That the property be consolidated with the purchaser's adjacent property and that the cost thereof be for the account of the applicant.**

RECOMMENDATION BY MANAGEMENT TO ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE: 23 MARCH 2026

It is recommended:

1. **That Council takes note of all applicable legislative processes and legal compliance as provided for in the report.**

2. **That Council confirms, in accordance with Section 14(2)(a) of the Municipal Finance Management Act, that the Erf 692 and 693 Caledon is not required to provide the minimum level of basic municipal services.**

3. **That Council resolves that Erf 692 and 693 Caledon is considered as non-viable property and approves the direct disposal of Erven 692 and 693 being approximately 134m² in size, to the applicant at market-related value of R47 000.00 (Forty Thousand Seven Hundred Rand) (VAT included);**

4. **That Council authorises the concluding of a Deed of Sale in line with the prescribed provision and subject to the conditions above.**

5. **That 10% deposit is payable to the Municipality on the day of signature of the Deed of Sale and the remaining amount be paid on day of registration.**

6. **That the property be consolidated with the purchaser's adjacent property and that the cost thereof be for the account of the applicant.**

7. **Management resolved that the valuation report indicating the reserved price be attached as an annexure to the agenda-item.**

RECOMMENDATION BY THE ECONOMIC DEVELOPMENT COMMITTEE TO THE EMC: 06 MAY 2026

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 V Papier it was recommended as follows:

1. **That Council takes note of all applicable legislative processes and legal compliance as provided for in the report.**

2. **That Council confirms, in accordance with Section 14(2)(a) of the Municipal Finance Management Act, that the Erf 692 and 693 Caledon is not required to provide the minimum level of basic municipal services.**

3. **That Council resolves that Erf 692 and 693 Caledon is considered as non-viable property and approves the direct disposal of Erven 692 and 693 being approximately 134m² in size, to the applicant at market-related value of R47 000.00 (Forty Thousand Seven Hundred Rand) (VAT included);**

4. **That Council authorises the concluding of a Deed of Sale in line with the prescribed provision and subject to the conditions above.**

5. **That 10% deposit is payable to the Municipality on the day of signature of the Deed of Sale and the remaining amount be paid on day of registration.**

6. **That the property be consolidated with the purchaser's adjacent property and that the cost thereof be for the account of the applicant.**

RECOMMENDATION BY THE EMC TO COUNCIL: 19 MAY 2026

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

1. **That Council takes note of all applicable legislative processes and legal compliance as provided for in the report.**

2. That Council confirms, in accordance with Section 14(2)(a) of the Municipal Finance Management Act, that the Erf 692 and 693 Caledon is not required to provide the minimum level of basic municipal services.

3. That Council resolves that Erf 692 and 693 Caledon is considered as non-viable property and approves the direct disposal of Erven 692 and 693 being approximately 134m² in size, to the applicant at market-related value of R47 000.00 (Forty Thousand Seven Hundred Rand) (VAT included);

4. That Council authorises the concluding of a Deed of Sale in line with the prescribed provision and subject to the conditions above.

5. That 10% deposit is payable to the Municipality on the day of signature of the Deed of Sale and the remaining amount be paid on day of registration.

6. That the property be consolidated with the purchaser's adjacent property and that the cost thereof be for the account of the applicant.

RECOMMENDATION TO COUNCIL:

It is recommended:

1. That Council takes note of all applicable legislative processes and legal compliance as provided for in the report.

2. That Council confirms, in accordance with Section 14(2)(a) of the Municipal Finance Management Act, that the Erf 692 and 693 Caledon is not required to provide the minimum level of basic municipal services.

3. That Council resolves that Erf 692 and 693 Caledon is considered as non-viable property and approves the direct disposal of Erven 692 and 693 being approximately 134m² in size, to the applicant at market-related value of R47 000.00 (Forty Thousand Seven Hundred Rand) (VAT included);

4. That Council authorises the concluding of a Deed of Sale in line with the prescribed provision and subject to the conditions above.

5. That 10% deposit is payable to the Municipality on the day of signature of the Deed of Sale and the remaining amount be paid on day of registration.

6. That the property be consolidated with the purchaser's adjacent property and that the cost thereof be for the account of the applicant.

FUTURE PLAN
TOWN AND REGIONAL PLANNING

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TO: The Municipal Manager
Theewaterskloof Municipality
6 Plein Street
CALEDON, 7230

Date: 11-12-2024
Our Reference: E 692/3 CAM
Your Reference:

Send via: ronaldwe@twk.gov.za

Dear Mr Wessels,

UNSOLICITED BID TO PURCHASE ERVEN 692 & 693, CALEDON, FROM THE THEEWATERSKLOOF MUNICIPALITY

Our client, Caledon Toyota Owners, approached us to facilitate purchasing two (2) properties from the Theewaterskloof Municipality, namely erven 692 & 693, Caledon.

It is our submission that no other person would be able to purchase these erven and make use of them, and the reason for this is straightforward once you look at the Figures/Maps that will be provided herewith.

It is also our submission that for years, the land (erven 692 & 693) was used as the parking space for the adjacent owner without any contribution from the Council regarding infrastructure. Therefore, the land should be transferred to our client at a minimal cost.

The maps of the Theewaterskloof Municipality and other official maps indicate the properties as will be seen below-

Figure 1: Caledon Toyota and adjacent properties (TWK Zoning Map December 2024).

jan@futureplan.co.za
082 576 0901

jaco@futureplan.co.za
071 331 9337

Address: P.O Box 20, Postlink
21, 3rd Street, Kleinmond, 7195

Once the official diagrams of the area are compiled, the real situation is quite the opposite. This exercise was done with an application for the re-determination of the erven in the whole block between Prince Alfred, Dempers, Haw, and Cathcart Streets (except two properties within the block mentioned). It was then discovered that there are two additional properties within the block that are not displayed on any map.

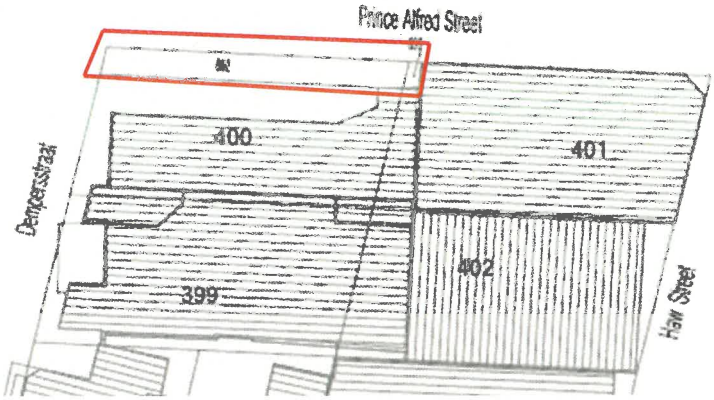

Figure 2 (Future Plan Town & Regional Planners – December 2024).

Our request for information determined that these erven are "normal" erven and not part of the erven that are deemed to be roads and that these erven belong to the Theewaterskloof Municipality.

We have informed the relevant officials of the situation before the submission of this unsolicited offer to purchase.

Our client offers to purchase the land from Council at a market related value, minus the cost of all improvements, and our client will bear the costs of rezoning and consolidation of these properties with that of Caledon Toyota.

The speed of the decision is of the utmost importance. Our client has already submitted town planning applications for the redetermination of other boundaries on adjacent erven and would like to conclude the process together with the intended purchase of these two erven, the rezoning and consolidation of these erven at the same time.

Your favourable consideration is appreciated.

We await your decision with anticipation.

Yours faithfully,

Jan A Visagie (Pr. Planner A/1080/1999)

jan@futureplan.co.za
082 576 0901

jaco@futureplan.co.za
071 331 9337

Address: P.O Box 66,
Botrivier, 7185

CDV Waardeerders (Pty) Ltd

Nationwide Professional Property Valuers

CDV WAARDEERDERS PTY LTD
PROFESSIONAL PROPERTY VALUERS

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10 St John`s Place
8 St John`s Street
George, 6530
P.O. Box 1869, George, 6529
Tel No: 082 832 6445
Fax No: 086 454 3801

The Municipal Manager
Theewaterskloof Municipality
No 6 Plein Street
Caledon
7230

Your ref: **E. Wessels**
Our Ref: **TWK 3**
Date : **4th June 2025**

Market Related Valuation of Erf 692 & 693 Caledon, Western Cape.

1. Request information.

- Situated : Caledon, Western Cape.
- Purpose of valuation : Market Related Valuation.
- Instruction received : 3rd June 2025.

2. Property – details.

a. Deeds office information – Erf 692 Caledon.

- Legal description : Erf 692 Caledon, Western Cape.
- Title deed number : T15258/2005.
- Area of land : ± 128 m².
- Purchase date : Unknown.
- Purchase price : Unknown.

b. Deeds office information – Erf 693 Caledon.

- Legal description : Erf 693 Caledon, Western Cape.
- Title deed number : T15258/2005.
- Area of land : ± 6 m².

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- Purchase date : Unknown.
- Purchase price : Unknown.

c. Registered Owner details.

Municipality Theewaterskloof – both erven.

d. Location of properties.

The subject properties are both situated in Prins Alfred Road, Caledon, Western Cape.

3. Local authority information.

a. Municipality.

Subject properties fall in area administered by the Theewaterskloof Municipality.

b. Zoning/Use.

Undetermined - Currently the erven are improved with interlocking brick paving and an advertising board.

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4. Improvements.

Properties are currently improved with and advertising board and brick paving.

5. Valuation method used.

a. Market Value.

Market value can be defined as the probable price that a willing and informed purchaser will pay a willing and informed seller in a normal open market transaction at the date of valuation, when neither party is under any anxiety or compulsion to sell or purchase, other than their normal desire to transact.

b. Direct comparable Method of Valuation.

This is the approach or method preferred by our courts and consists of finding suitable recent sales of comparable properties within the same area and using them to help arrive at a market related value for the subject property.

c. Depreciated replacement value - (International Valuation Standards – 7th Edition)

Depreciated replacement cost is an application of the cost approach used in accessing. The value of specialized assets for financial reporting purposes, where direct market evidence is limited or unavailable. This is the cost to replace the improvements over the property with comparable buildings less the depreciation of the buildings, plus the current land value of subject property.

6. Valuation:

Registered sales of improved commercial stands in Caledon area.

ERF	Area	Sales Date	Purchase Price	Land size	R per Sqm
415/0	Caledon	2023/12/12	R1 350 000	263	R5 133.07
2000/0	Caledon	2024/05/21	R935 000	193	R4 844.55

Given the limited extent and specialized nature of the subject properties, their utility is largely restricted to the current user. The properties' unique characteristics and limited market appeal result in a restricted buyer pool, leading to nominal value. Considering the average market rate for serviced commercial land is R 4,988.81/m², we've applied adjustments for zoning, current use, and highest and best use. Based on this analysis, we recommend a fair market value of ***R 350/m² for Erf 692 and Erf 693 Caledon***, totaling 134m².

We did not include any value for the paving and this valuation is only for land value. Furthermore, we suggest consolidating these properties with Erf 400 Caledon and Erf 401 Caledon into a single stand, with consolidation costs borne by the current occupier.

Valuation of subject property.

Market value – Erf 692 & 693 Caledon.

Erf 692 - 128 m^2 x R 350/m^2	R 44,800
Erf 693 – 6 m^2 x R 350/m^2	R 2,100
Value say	R 46,900
Value of land	**R 47,000**

7. Valuation Certificate.

I, M. J. Bosman declare that the subject property was inspected, and I am of the opinion that a fair Market Related value for **Erf 692 & 693 Caledon is R 47,000 (Forty-Seven Thousand Rand).**

I was not influenced by anybody concerning this valuation. This valuation was done to the best of my ability with information to my disposal. Thus, done and signed on this **4th day of June 2025** in George.

8. Caveats.

8.1 I do not have present or contemplated interest in this or any other properties or any other interests, which would affect the statements or values contained in this valuation report.

8.2 We have assumed that the property and its value are unaffected by any statutory notice, and that neither the property, nor its condition, nor its use, nor its intended use, is or will be unlawful.

8.3 This Certificate is issued without any changes/corrections.

8.4 This valuation certificate has been prepared on the basis that full disclosure of all information and factors which may affect the valuation should have been made to ourselves and we cannot accept any liability or responsibility whatsoever for the valuation, unless such full disclosure has been made.

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M. J. Bosman

Professional Valuer

SACPVP (5163)

NDip Real Estate

Annexure A – Photo of subject properties.

Erf 692

Erf 693

ITEM TITLE

C130/2026 DIRECTORATE ECONOMIC DEVELOPMENT AND PLANNING: DEPARTMENT HUMAN SETTLEMENTS: PROJECTS STATUS REPORT

[English version of the report is the original]

FILE NUMBER

17/7/4

PURPOSE OF REPORT

To report to the Council on the quarterly progress made on Human Settlement Projects for the second quarter from 01 January 2026 up to 31 March. (Q3)

BACKGROUND

The Human Settlements Department is mandated to plan, implement, and monitor housing development and related infrastructure projects aimed at addressing housing demand, upgrading informal settlements, and promoting sustainable and integrated human settlements within the Theewaterskloof Municipal area. The Human Settlements Project Status Report for Q3 provides a consolidated overview of the status of projects at various stages of implementation, including pre-planning, planning, engineering services installation, and construction of top structures.

Projects reported on during Q3 include Riemvasmaak Housing Project, Beaumont Temporary Residential Area, Greyton Erf 595, Joe Slovo Housing Project, Destiny Farm Housing Project, Hillside Phases 1 and 2, Rooidakke Phases 5 and 6, Greater Grabouw and Greater Villiersdorp pre-planning initiatives, Gypsy Queen (Grabouw), Oude Brug Farm, and Iraq informal settlement services. These projects contribute towards the municipality's strategic objective of providing adequate housing opportunities, improving living conditions, and advancing spatial transformation.

DISCUSSION

During the second quarter of the 2025/26 financial year, measurable progress was recorded across several Human Settlements projects, particularly within planning and implementation phases. A number of projects, including Greyton Erf 595, Gypsy Queen, and Beaumont IRDP Phase 2, have achieved key milestones such as the completion and approval of civil engineering designs, land use applications, and environmental authorisations, positioning them as implementation ready. In addition, implementation projects such as Destiny Farm (Phase 2 and 3) and Beaumont TRA have progressed to construction stages, with site establishment, practical completion of certain phases, and commencement of new works being realised.

However, procurement-related delays continue to significantly impact project timelines. Several projects, including Riemvasmaak, Hillside Phase 2, and Rooidakke Phase 6, remain delayed due to prolonged Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC) processes, as well as tender validity challenges. These delays have hindered the timely appointment of contractors and subsequent commencement of engineering services.

Contractor non-performance and terminations remain key risks affecting delivery. Projects such as Joe Slovo, Hillside Phase 1, and Iraq experienced disruptions due to contractor incapacity, resulting in terminations and the need to procure replacement contractors, thereby delaying completion and affecting expenditure performance.

Further constraints include regulatory dependencies and technical coordination challenges, such as delays in obtaining environmental feedback, electrical capacity confirmations from Eskom, and funding approvals for bulk infrastructure and social facilities. In some instances, on-site challenges, including relocation of existing structures and informal settlements, have also affected construction progress.

Despite these constraints, the Department continues to strengthen coordination with Supply Chain Management to expedite procurement processes, enhance contractor performance monitoring, and actively engage with provincial departments and statutory authorities to unlock stalled projects and improve overall delivery performance.

NB: Annexure A: Provides detailed report of each project

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 the Human Settlements and Planning Portfolio Committee takes note of the Human Settlements Q3 Progress Report (01 January 2026 – 31 March 2026) which outlines the current status of housing and infrastructure projects across the municipality, highlighting progress achieved as well as challenges impacting implementation.**

2. **The report serves to inform Council of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipality's 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 HUMAN SETTLEMENTS AND PLANNING COMMITTEE TO THE EMC: 05 MAY 2026

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

1. **The Human Settlements and Planning Portfolio Committee takes note of the Human Settlements Q3 Progress Report (01 January 2026 – 31 March 2026) which outlines the current status of housing and infrastructure projects across the municipality, highlighting progress achieved as well as challenges impacting implementation.**

It is recommended that:

2. **The report serves to inform Council of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipality's commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.**

3. **That the Housing Beneficiary Selection Policy be reviewed at a Council Workshop.**

RECOMMENDATION BY THE EMC TO COUNCIL: 19 MAY 2026

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 recommended as follows:

1. **The EMC takes note of the Human Settlements Q3 Progress Report (01 January 2026 – 31 March 2026) which outlines the current status of housing and infrastructure projects across the municipality, highlighting progress achieved as well as challenges impacting implementation.**

It is recommended that:

2. **The report serves to inform Council of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipality's commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.**

3. **That the Housing Beneficiary Selection Policy be reviewed at a Council Workshop.**

RECOMMENDATION TO COUNCIL:

It is recommended:

1. **That Council takes note of the Human Settlements Q3 Progress Report (01 January 2026 – 31 March 2026) which outlines the current status of housing and infrastructure projects across the municipality, highlighting progress achieved as well as challenges impacting implementation.**

2. **That the report serves to inform Council of ongoing efforts to address delays related to procurement, contractor performance, and regulatory processes, while reaffirming the municipality's commitment to accelerating delivery, improving coordination with key stakeholders, and ensuring the efficient utilisation of available funding to achieve sustainable human settlement development.**

3. **That the Housing Beneficiary Selection Policy be reviewed at a Council Workshop.**

HUMAN SETTLEMENT PROJECTS QUARTERLY REPORT: Q3 - 2025/26 (01 JAN 2026 - 31 MARCH 2026							
Project	**Location/Area**	**Phase**	**Scope**	**Current Status**	**Milestones Achieved**	**Challenges**	**Next Steps**
Riemvasmaak Housing Project	Caledon	Implementation	Installation of Engineering services for the Informal Settlements (Superblocking Approach) 450 Sites	The tender to appoint the contractor for the installation of engineering services is being evaluated by Supply Chain Management	Funds has been secured from the Department of Infrastructure for the Project and Gazetted to the business plan and adopted the Budget	Delay in the completion of the evaluation and serving on Bid Evaluation Committee (BEC) and Bid Adjudication (BAC) for award. It has been awarded, waiting for award letters to be sent out to bidders.	Wait for the completion of Bid Evaluation Committee, Bid Adjudication Committee (BAC). Supply Chain Management to send the letters out to bidders for the 21-day appeal period to start.
Beaumont Temporary Residential Area (TRA)	Botriver	Implementation	Upgrading of Civil Engineering Services (Roads & Stormwater) for the 168 sites in the Temporary Residential Area	The tender for the contractor has been awarded to Batsini Pty Ltd. The site has been handed over and the Contractor (Batsini Pty Ltd) established the site.	The project has been awarded to a contractor for construction	The relocation of the existing fencing of the yards, of existing TRA.	With the assistance of the informal settlements management facilitate the moving of the fencing lines to allow construction.
Beaumont Temporary Residential Area (IRDP)-Phase 2	Botriver	Planning	Planning for 691 IRDP Units	The preliminary civil engineering designs have been completed and aproved by Technical Department. The land use and rezoning application has been drafted and has been submitted to the municipality. The Environmental Authorisation processs has ben been initiated with the specialist studies and the appliaction will be submitted in March 2026.	The completion of the preliminary designs and obtaining approval	Environmental Authorisation approval	The Public Participation process has started for the Environmental Authorisation.
Greyton Erf 595	Greyton	Planning	Planning for 393 IRDP Units	The detailed civil engineering designs have been completed and approved by Technical Services The Land use, rezoning and subdivision has been approved The Environmental Authorisation has been granted. The Project Implementation Readiness Report (PIRR) has been submitted to Department of Infrastructure (DOI)	The project is Implementation ready	Conclusion of the FLISP beneficiary list	Compile a tender for the construction of Civil Engineering Services. To start in 2026/27 Financial Year.
Joe Slove Housing Project (48)	Riviersonderend	Implementation	Construction of 48 IRDP Units in Joe Slovo	The building contractor was appointed as Fanisa VC. The contractor requested mutual terminitation following financial constraints in to conclude the project. The municipality has appointed a new contractor (Vstate) to complete the project. A conveyancor is being appointed for the transfer and subsidy issueing of the 135 units, which is the full project.	Procuring a new contractor following the mutaul termination with the previous contractor.	Informal structures in the way of the units to be built	The municipality started a discussion with the affected structures and sent letters notifying them of the required movement.
Destiny Farm Housing Project	Villiersdorp	Implementation	Installation of the Civil engineering Services for the 1133 sites	Phase 2 (708 sites) has reached practical completion, the practical completion has been achieved with final completion set to be inspected in January 2026 Phase 3 (478 Sites) has commenced with Earthworks and the duration of the project is 15	The commencment of contsruction of Phase 3 of the project to yield 478 sites.	The existing houses where the stormwater ponds are to be constructed.	The contractor to procure the containers and relocate the households in the stormwater ponds way for construction.
Destiny Farm Housing Project	Villiersdorp	Implementation	Construction of 500 units of Top Structures in Phase 2	The top structure application has been approved by the Department of Infrastructure for 500 units in Phase 2. Contractor to prepare the construction and cashflow milestones	Obtaining the funding approval of top structures for the forst 500 units.	The existing houses where the stormwater ponds are to be constructed.	The contractor to procure the containers and relocate the households in the stormwater ponds way for construction.
Greater Villiersdorp	Villierdorp	Pre-planning	Pre-planning for 2600 opportunities using superblcoking approach	The conceptual layout has been compiled. The preliminary civil engineering designs is underway. The environmental authorisation process has been initiated by submission of the enquiry to the	The approval of the funding for pre- planning of the Project	Non-response from Department of Environment Affiars and Development Planning	The municipality to hold engagement with DEADP
Gypsy Queen	Grabouw	Planning	Planning for 610 IRDP Units	The detailed civil engineering designs have been completed and approved by Technical Services The Land use, rezoning and subdivision has been approved The Environmental Authorisation has been granted. The Project Implementation Readiness Report (PIRR) will be submitted to Department of Infrastructure (DOI)	The project is Implementation ready	conclusion of the FLISP beneficiary list	To advertise tender for the construction of the services.
Project 1: RE/9/313 Oude Brug Farm	Grabouw	Planning	Planning for 254 IRDP Units and Social Economic Facility (Sportfield, Combi Court and Ablution)	The civil engineering designs have been completed submitted and approved. The land use and rezoning application has been submitted and await environmental authorisation to be circulated for comments.	Obtaining the fund approval for the construction of the Social and Economic Facility (Sportsfield, Combi Court and Ablution)	Due to developable are and space, the sport facility has been reduced to the minimum allowed.	Submit the Project Implementation Readiness Report (PIRR)
Hillside Phase 2: 196 Sites	Grabouw	Implementation	Installation of Engineering Services 196 sites	The municipality has advertised the tender for the appointment of the contractor. The tender closed and awaits award.	The approval of revision of funding to include the demolishing of the hostels for the phase 2 project	Delay in the completion of the evaluation and serving on Bid Evaluation Committee (BEC) and Bid Adjudication (BAC) for award.	Wait for the completion of Bid Evaluation Committee, Bid Adjudication Committee (BAC)

Hillside Phase 1&2: 228 IRDP	Grabouw	Implementation	Construction of 32 IRDP units	The 32 units in Phase 1 has not been completed due to contractor non perfomance. The 196 units in phase 2 will only be constructed once the civil engineering services have been completed. A contractor was appointed for the completion of the 17 units that were half built.	16 units out of the 32 has been completed and occupation fully done.	Building contractor non-perfomance that resulted in termintation	Re-appoint a building contractor to complete the works.
Rooidakke Phase 6: 76 Sites	Grabouw	Implementation	Installation of Engineering Services 76 sites	The municipality has advertised the tender for the appointment of the contractor. The tender closed and awaits award.	The approval of the additional funds for the project	Getting approval from Bid Specification Committee (BSC) for advertisement	Tender subnitted for Bid Specification Committee
Rooidakke Phase5-6: 84	Grabouw	Implementation	Construction of 84 IRDP units	The project is waiting for the completion of the engineering services	None	Engineering services is delayed due to evaluation	Once engineering services completed, advertise tender for the construction of Top Structures.
Greater Grabouw	Grabouw	Pre-planning	Pre-planning of the superblocking approach of informal settlements	The conceptual layout has been compiled. The preliminary civil engineering designs is underway. The environmental authorisation process has been initiated by submission of the enquiry to the Department of Environmental Affirs and Development Planning.	The approval of the funding for pre- planning of the Project	Bulk infrastructure upgrade for the internal services to connenct	The municipality to sought funding to assist the bulk infrastructure upgrade.
Iraq	Grabouw	Implementation	Installation of Engineering services for the Informal Settlements (Service sites)	The project is managed by the department of Infrastructure. The appointed contractor was terminated based on non - conformance	None	Site Establishment	The Department of Infrastructure has appointed a contractor. The contrcator will establsh.

ITEM HEADING

C131/2026 DIRECTORATE FINANCE: DEPARTMENT SUPPLY CHAIN MANAGEMENT: DEVIATION REPORT FOR APRIL 2026

[English version of the report is the original]

FILE NUMBER

6/3/3/6

PURPOSE / AIM OF REPORT

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

BACKGROUND

(1) The Accounting Officer may –

a) dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –

(i) in an emergency; (An emergency is an unforeseeable sudden event with harmful or potential harmful consequences for the municipality which requires urgent action to address.)

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

a) the possibility of human injury or death,

b) the prevalence of human suffering or deprivation of rights,

c) the possibility of damage to property, or suffering and death of livestock and animals, the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole, the possibility of serious damage occurring to the natural environment,

d) the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service,

e) the possibility that the security of the state could be compromised.

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

(i) if such goods or services are produced or available from a single source or sole provider only (as per definition);

(ii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iii) acquisition of animals for zoos and/or nature and game reserves; or

(iv) in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

(v) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids; and

b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

DISCUSSION

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

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

As per attachment.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Regulation 36 of the Supply Chain Management Policy.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that Council takes cognisance of the report.

RECOMMENDATION BY THE FINANCE COMMITTEE TO EMC: 19 MAY 2026

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: 19 MAY 2026

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.

DEVIATION REPORT

REPORT ON PURCHASE DEVIATIONS APPROVED BY THE MUNICIPAL MANAGER IN TERMS OF SECTION 36 OF THE SUPPLY CHAIN MANAGEMENT POLICY/REGULATIONS /

For period from 01 April 2026 to 30 April 2026

No.	Reg. 45 Declaration	Related parties (if any)	Requested by	Recommended by Manager	Recommended by Dir. or Dep. Dir.	Motivation of Directorate	Approved by	Approval date	Order Date	Supplier	Details of goods or services supplied	Amount (R)	Town	Directorate	Reason for deviation	Complies with	Task ID
Deviations approved between R200,000.01 – and above																	
ICT																	
7374615	Not Applicable	Not Applicable	HANROSE	MARELIZEBE	GWHE	Deviation approved by the Acting Municipal Manager	GWHE	2026-04-30	2026-04-30	IGNITE ADVISORY SERVICES (PTY) LTD	Extension of Performance Management- Extension 01 May to 30 June 2026	237,160.16	CALEDON 1	Corporate Services	5. Any other exceptional case where it is impractical or impossible to follow the official procureme	MOTIVATION AND RATIONALE FOR DEVIATION Extension of Ignite Services – Performance Management System (PMS) 1. Purpose of the Deviation The purpose of this deviation is to temporarily extend the services of Ignite for a period of two (2) months, effective 1 May 2026, to ensure uninterrupted implementation and administration of the Municipality's Performance Management System (PMS). This deviation is requested on directive of the Acting Municipal Manager, following consultation with Provincial Treasury in their role on the Municipality's Cashflow Committee, and is guided by the Council approved PMS Business Plan. 2. Legislative and Regulatory Framework This deviation is motivated and submitted in terms of the following legislative provisions: • Section 112(1) of the MFMA, which permits SCM systems to provide for deviations in exceptional cases, provided such deviations are properly motivated and recorded. • Regulation 36 of the Municipal SCM Regulations (2005), which allows the Accounting Officer to dispense with competitive bidding processes in cases of emergency or other exceptional circumstances, provided that reasons are recorded and reported. 3. Background and Context The PMS is a core governance and compliance system required for organisational performance monitoring, reporting, and accountability. Any lapse in PMS support would expose the Municipality to: • Non compliance with statutory reporting requirements; • Reputational and governance risks; and • Operational disruption.Ignite is the current service provider, with its systems, processes, and institutional knowledge already embedded in the Municipality. The approved PMS Business Plan makes provision for continuity of services during transitional periods. 4. Motivation for the Deviation The deviation is justified on the following grounds: • Exceptional operational necessity: The continuation of Ignite's services is required to prevent disruption to a critical municipal function. • Continuity and stability: A change in service provision without proper transition would compromise PMS institutional memory and data integrity.• Short term and limited nature: The extension is strictly limited to two months and does not constitute a long term appointment. • Business Plan alignment: The extension is fully aligned with provisions contained in the approved PMS Business Plan, as confirmed through Provincial Treasury consultation.• Cost effectiveness: Utilising the existing service provider avoids duplication of costs and inefficiencies associated with onboarding an interim provider for a short duration. • A previous TWK 2 tender submitted for extension of this service was overlooked. 5. Justification for Deviation from Competitive Bidding In terms of SCM Regulation 36, a normal competitive bidding process is impractical and inappropriate in this instance due to: • The immediate need to maintain PMS continuity; • The short duration of the required service; • The high risk of system disruption should services be interrupted; and • The absence of any expansion of scope or additional services beyond what is already approved. Accordingly, this constitutes an exceptional circumstance as contemplated in Regulation 36.	5644800
SUB TOTAL	**237,160.16**																
GRAND TOTAL	**237,160.16**																

SUMMARY	
R200,000.01 – and above	237,160.16
GRAND TOTAL	237,160.16

ITEM TITLE

C132/2026 DIRECTORATE FINANCE: CONSIDERING THE DRAFT REVENUE ENHANCEMENT STRATEGY 2025/26 – 2027/28

[English version of the report is the original]

FILE NUMBER

5/B

PURPOSE OF REPORT

The purpose of this report is to submit the Draft Revenue Enhancement Strategy. The strategy is comprised of inter-related priority interventions aimed at protecting and growing the municipality's own revenue base, strengthening the integrity of the debtors book.

BACKGROUND

Theewaterskloof Municipality's own-revenue performance is under pressure from a combination of ageing infrastructure, data inaccuracies, weaknesses in the indigent register, and the impact of long-outstanding debt on the debtor's book. In response, a consolidated Revenue Enhancement Strategy has been compiled, bringing together priority interventions into a single, coordinated framework aimed at protecting and growing the municipality's own revenue base over the medium term

DISCUSSION

The Draft Revenue Enhancement Strategy is structured around five priorities, summarised below. The full detail of each priority, including the scope of work, town-by-town analysis, phased timelines, governance arrangements, costing and risk registers, is contained in the Draft Strategy attached as Annexure A.

Priority 1: Smart Water Meter Strategy – Phased replacement of obsolete prepaid and end-of-life water meters with smart utility meters to recover unbilled consumption, improve billing accuracy, enable real-time credit control and reduce non-revenue water.

Priority 2: Business Property Data Verification – Internal validation and correction on Phoenix of the business property dataset produced by the Delta physical audit, to eliminate ownership, zoning, tariff and service-connection discrepancies and recover historical business revenue.

Priority 3: Indigent Management and Vetting – Procurement of an external bulk indigent verification service to remove ineligible beneficiaries from the indigent register in response to AGSA COMAF 23 of 2024/25, supported by enhanced internal controls and an amendment to the Indigent Policy.

Priority 4: Steenbras Property Integration – Integration of the 89 residential units transferred from the City of Cape Town into the municipal billing system through account creation, bulk water mains upgrades and the installation of individual smart water meters.

Priority 5: Water Meter Audit and Verification – Deployment of dedicated field verification teams to each town to physically inspect, verify and document every water meter on the municipality's books, in order to establish a verified baseline for billing and for the Smart Water Meter Strategy.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The detailed financial implications of each of the five priorities, including the estimated capital and operating costs, the projected annual revenue uplift and subsidy savings, and the proposed funding sources, are set out in the Draft Revenue Enhancement Strategy. All expenditure flowing from the strategy remains subject to the approval of the relevant budget in terms of the Municipal Finance Management Act.

LEGAL IMPLICATIONS (ITEM AUTHOR)

None.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Risks are set out in the Strategy per priority.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended that Council approves the Draft Revenue Enhancement Strategy.

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Theewaterskloof
Municipality

THEEWATERSKLOOF MUNICIPALITY

DRAFT REVENUE ENHANCEMENT STRATEGY

2025/26 – 2027/28

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PRIORITY 1: SMART WATER METER STRATEGY

1. Strategic Purpose

To transition Theewaterskloof Municipality's aging and obsolete water metering infrastructure to smart utility meters, enhancing revenue collection, credit control, and water resource management while reducing unaccounted water.

2. Problem Statement

The municipality currently faces:

- 1,893 prepaid meters that are non-functional due to obsolete token technology.
- Revenue losses exceeding R8.56 million per annum due to unbilled consumption and data inaccuracies.
- Credit control inefficiencies, where 6KL restriction policies fail to recover arrears effectively.
- Operational constraints due to manual readings, limited data, and battery-driven meter failures.
- No available stock of smart meters, as the previous annual R5 million loan funding cycle ended.

These conditions undermine financial sustainability, billing accuracy, and service equity across towns.

3. Key Observations

Overall Meter Count

- The total number of water meters in Theewaterskloof Municipality is approximately 16,753.
- The largest contributor is Grabouw, with around 6,167 meters.

Prepaid Meters

- Grabouw has the highest number of prepaid meters (1,354).
- Genadendal follows with 391 prepaid meters.
- Other towns have comparatively fewer prepaid meters (e.g., Caledon has 83, Riviersonderend has 3, and some towns have none).
- The 1,893 prepaid meters do not function as prepaid meters anymore, the token technology is also obsolete. These meters need to be replaced as soon as stock is available.

Conventional Meters

- Caledon has the most conventional meters (2,195).
- Other towns with a significant number of conventional meters include Genadendal (602), Greyton (583), and Villiersdorp (595).
- In the towns of Caledon, Greyton and Villiersdorp the installation of a more cost-effective conventional meter remains viable since the municipality distributes electricity and can therefore implement an effective credit control measure.

Utility Meters

- Grabouw again leads with the highest number of utility meters (4,202) which was installed in phases for predominantly credit control purposes since Eskom distributes electricity in the town.
- Botrivier and Riviersonderend also rely heavily on utility meters, with 1,331 and 1,210 respectively.
- Caledon's 840 utility meters also represent a notable portion of its total.
- Utility meters were procured on tender with external funding (loans) annually worth 5 million.
- The municipality could not afford to take up any further loans therefore we currently have no smart meters in our storerooms and no active replacement projects.

Town-by-Town Highlights

- Caledon (3,118 total): Primarily uses conventional meters (70% of total).
- Grabouw (6,167 total): Most meters are utility (about 68%), with a substantial share of prepaid (22%).
- Villiersdorp (1,740 total): No prepaid meters, predominantly utility (66%).
- Riviersonderend (1,339 total): Utility meters form the bulk (90%).
- Greyton (930 total): Strongly oriented toward conventional meters (63%).
- Genadendal (1,742 total): Balanced mix of prepaid (22%), conventional (35%), and utility (43%).
- Botrivier (1,435 total): Almost all are utility meters (93%).
- Tesselaarsdal (282 total): Mostly conventional (55%) with 128 utility meters (45%).

Town	Prepaid	Conventional	Utility	Total
Caledon	83	2,195	840	**3,118**
Grabouw	1,354	611	4,202	**6,167**
Villiersdorp	0	595	1,145	**1,740**
Riviersonderend	3	126	1,210	**1,339**
Greyton	62	583	285	**930**
Genadendal	391	602	749	**1,742**
Botrivier	0	104	1,331	**1,435**
Tesselaarsdal	0	154	128	**282**
TOTAL	**1,893**	**4,970**	**9,890**	**16,753**

3. Strategic Objectives

- **Revenue Protection & Recovery** – Replace faulty and prepaid meters to recover R8.5 million annually.
- **Operational Efficiency** – Digitize water readings and automate billing cycles to reduce disputes.
- **Sustainability & Conservation** – Enable leak detection and data analytics to minimize losses.
- **Enhanced Credit Control** – Use real-time remote restrictions and reconnections to manage arrears.

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4. Project Scope

The municipality proposes replacing all 1,893 obsolete prepaid meters and selectively upgrading conventional meters in high-need areas. The focus will be on:

- Areas with the highest revenue losses.
- Locations with outdated prepaid meters.
- Regions where enhanced credit control will have the greatest impact.

4.2 Cost Analysis

Category	Number of Meters	Unit Cost (R)	Total Cost (R)
Prepaid/Non-functional Meters	1,893	2,700	5,111,100
Additional Conventional to Smart	4,916	2,700	13,272,000
Total Estimated Cost	**6,809**	**2,700**	**18,383,100**

Additional costs for installation, infrastructure upgrades, and staff training will require an estimated R2 million.

Total Meters and Replacement Cost

- Total number of meters in Theewaterskloof Municipality: 16,753
- Cost per new utility (smart) meter: R2,700

If every meter in the municipality were replaced with a new smart meter (regardless of whether some meters are already utility-type), the total replacement cost would be:

Total Cost = 16,753 × R2,700 ≈ R45,233,100

5. Implementation Strategy

5.1 Phased Implementation

- Phase 1: Replace 1,893 prepaid meters (high-revenue loss areas) within Year 1.
- Phase 2: Upgrade additional 4,916 meters in high-consumption areas over Years 2-3.
- Phase 3: Expand to cover all remaining conventional meters as funding allows.

5.2 Expected Timeline

Phase	Activities	Timeline
1	Prepaid meter replacement	Year 1
2	Conventional meter upgrades	Years 2-3
3	Full smart meter implementation	Year 4+

6. Benefits and Justification

6.1 Financial Benefits

- Revenue Recovery: Expected additional revenue of R8.5 million per year on Phase 1 implementation
- Reduced Non-Revenue Water: Minimized losses from faulty meters and leaks.

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- More Efficient Billing: Reduced billing disputes and improved collection rates.

7. Governance and Institutional Arrangements

Role Player	Responsibilities
CFO	Oversight, budget allocation, funding applications
Project Manager (Head: FO)	Coordination, reporting, stakeholder engagement
Community Services	Installation, maintenance
Finance & Revenue Branches	Data verification, billing integration
ICT Unit	System configuration and support

8. Funding and Partnerships

- Internal Funding: Loans
- External Grants: To be determined

9. Risk Management

Risk	Impact	Mitigation
Insufficient funding	High	Submit phased funding proposal
Community resistance	Medium	Awareness campaign on benefits and accuracy
Staff capacity	Medium	Include training in project cost and scope

10. Monitoring and Evaluation

- % of meters replaced (per phase)
- Reduction in unaccounted water

11. Expected Outcomes

- Reduction of non-revenue water and billing disputes.
- Strengthened credit control position.
- Improved customer satisfaction through transparent consumption data.

12. Conclusion

The Smart Water Meter Strategy provides a sustainable, revenue-enhancing, and technologically modern framework for Theewaterskloof Municipality. Through phased implementation, targeted funding, and strong governance, TWK will achieve financial resilience, operational efficiency, and equitable water service delivery.

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PRIORITY 2: BUSINESS PROPERTY DATA VERIFICATION

1. Introduction and Context

Theewaterskloof Municipality commissioned a comprehensive business property data cleansing and verification project, executed by Delta as the appointed service provider.

During this project, Delta conducted physical visits to all identified business properties across the municipal area, collecting and comparing information on ownership, zoning, services, and billing data between field observations and municipal systems (Phoenix, Valuation Roll, GIS, and Deeds).

The data obtained has now been compiled into a consolidated Excel dataset. This dataset represents the verified field baseline and now requires validation, correction, and adoption by municipal officials to ensure accuracy, completeness, and audit readiness.

This strategy outlines how the municipality will conduct Phase 2 – Internal Data Verification and Revenue Integrity Alignment across all towns.

2. Purpose

To establish a structured, auditable process through which all Delta-collected business property data is verified, corrected, and updated on the municipal systems to:

- Eliminate revenue leakages,
- Strengthen billing accuracy and audit credibility, and
- Support the municipality's broader Revenue Enhancement Strategy

3. Strategic Objectives

No.	Objective	Outcome
1	Validate and reconcile all Delta field data against Phoenix records.	Accurate, auditable billing data.
2	Correct all ownership, zoning, and service discrepancies.	Correct tariff billing and legal ownership.
3	Identify and activate unbilled or incorrectly billed properties.	Immediate revenue gain.
4	Build a sustainable audit trail for compliance.	Reduced audit findings and improved credibility.

4. Strategic Approach and Phased Implementation

Phase 1: Data Preparation and Distribution

- The Revenue Section will extract and distribute the relevant portion of the Delta dataset to each town (Grabouw, Caledon, Villiersdorp, Greyton, Genadendal, Botrivier, Tesselaarsdal, Riviersonderend).

Each extract will include:

  - Property details (ERF, zoning, ownership)
  - Service information (water, sanitation, refuse, electricity)

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- Discrepancy indicators (colour-coded fields: grey/orange)
- Field visit outcomes (access granted, faulty meters, etc.)

Phase 2: Town-Level Data Validation

Each branch must:

- Compare Delta data against current Phoenix system records.

Focus on:

- Ownership mismatches (Deeds vs Phoenix)
- Zoning/tariff inconsistencies (Business zone vs Residential billing)
- Service discrepancies (services provided but not billed)
- Meter conditions (faulty, missing, Eskom supply)

- Conduct physical verification for unclear or high-impact discrepancies.
- Record all findings in a Change Register (Excel log provided).

Phase 3: System Corrections and Owner Notifications

- Update Phoenix where discrepancies are confirmed and validated.
- Ensure owner notifications are issued before financial adjustments.
- Attach evidence (deeds, site photo, or inspection sheet) to each update.

Phase 4: Consolidation and Audit Trail

- Each town submits the updated Change Register to Revenue HQ by month-end.
- HQ consolidates all submissions into a Municipal Verification Master File.

Phase 5: Reporting and Revenue Monitoring

Progress indicators:

- % of properties verified
- Number of accounts corrected
- Estimated revenue recovery
- Outstanding discrepancies

5. Governance Structure

Level	Responsibility	Oversight
Town Verification Team	Validate property data and maintain Change Register.	Accountant / Controllers
Revenue HQ	Coordinate data distribution and consolidation.	Accountant Debtors HQ
Town Verification Team	Assist with physical service connection verification.	Accountant / Controllers
Revenue HQ	Approve billing corrections and tariff updates.	Manager Revenue

6. Key Roles and Responsibilities

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Role	Key Function
Accountants/Controllers	Lead property-by-property validation.
Accountants/Controllers	Conduct field inspections for metering/service verification.
Data Clerk (Revenue)	Capture validated data onto Phoenix.
Accountant Debtors HQ	Supervise process and approve local adjustments.
Manager: Revenue	Collate results, ensure deadlines, submit to CFO.

7. Risk Management and Mitigation

Risk	Impact	Mitigation
Staff non-compliance or delay	Incomplete dataset	Monthly monitoring by Revenue HQ
Unverified ownership data	Legal exposure and billing disputes	Deeds verification mandatory before update
Faulty meters not replaced	Continued under-billing	Escalate to Technical Services for priority repair
Inconsistent tariffs	Revenue loss and audit queries	Implement tariff validation checklist per erf
Missing audit trail	Audit qualification	Maintain signed Change Register per property

8. Monitoring, Evaluation, and Reporting Framework

- % of business properties validated
- Ownership accuracy
- Tariff correctness
- Revenue improvement (post-validation)

9. Deliverables

- Verified Town Datasets (per Delta extract).
- Change Registers with audit evidence.
- Updated Phoenix Billing Data.
- Consolidated Verification Report
- Improved Revenue Performance

10. Expected Benefits

Improved Revenue Accuracy and Collection

- Eliminates billing errors caused by outdated ownership, tariff, or service information.
- Ensures every business property is correctly billed according to its actual use and service level.
- Reduces unbilled or underbilled accounts, directly increasing municipal income.
- Enables recovery of historical revenue losses from misclassified or unlinked accounts.

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11. Conclusion

This strategy ensures that the extensive work done during the Delta physical audit is validated, institutionalised, and converted into sustainable revenue improvement and data integrity.

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PRIORITY 3: INDIGENT MANAGEMENT & VETTING

1. Introduction and Context

During the audit for the financial year ended 30 June 2025, the Auditor-General South Africa (AGSA) issued COMAF 23 of 2024-25, identifying significant control weaknesses in the administration of Theewaterskloof Municipality's indigent subsidy programme. The audit findings revealed multiple instances where beneficiary records exhibited inconsistencies affecting eligibility.

The estimated value of indigent services provided represents potential financial loss exposure resulting from control weaknesses. This amount results in an uncorrected misstatement affecting revenue and receivables.

This strategy outlines the municipality's comprehensive response to address the AGSA findings through the implementation of the Bureau Bulk Indigent Verification System and enhanced internal control measures.

2. Purpose

To establish a structured, auditable process through which all indigent beneficiary data is verified, corrected, and updated on municipal systems to:

- Eliminate revenue leakages from ineligible beneficiaries receiving subsidies
- Strengthen indigent register accuracy and audit credibility
- Ensure compliance with the Municipal Systems Act and AGSA CAAT requirements
- Support the municipality's broader Revenue Enhancement Strategy

3. Findings Summary

The following audit findings require remediation through this strategy:

No.	Finding Category	Description
1	Blank ID Numbers	Beneficiaries recorded with blank or incomplete ID numbers
2	Deceased Beneficiaries	ID numbers corresponding to deceased individuals per DHA database
3	Invalid ID Numbers	ID numbers not matching National Population Register records
4	Duplicate Beneficiaries	Same ID number appearing on multiple accounts
5	Employed Beneficiaries	Individuals employed in government/municipalities receiving benefits
6	Employed Spouses	Applicants with spouses employed in government receiving benefits
7	CIPC Directors	Company directors with business income receiving indigent benefits

4. Strategic Objectives

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No.	Objective	Expected Outcome
1	Implement Bureau Bulk Indigent Verification for all registered beneficiaries	CAAT-compliant verification against 12 authoritative data sources
2	Validate and correct all ID number discrepancies	Clean, verified indigent register with valid beneficiary identification
3	Identify and remove deceased and ineligible beneficiaries	Immediate revenue protection and subsidy savings
4	Verify employment status and business interests of all beneficiaries	Removal of government employees and company directors from register
5	Establish sustainable verification and monitoring controls	Reduced future audit findings and improved credibility

5. Strategic Approach and Phased Implementation

Phase 1: Procurement and Data Preparation

- Advertise RFQ for MAB Bureau Bulk Indigent Verification services in accordance with SCM policies
- Extract complete indigent register data from Phoenix municipal billing system
- Conduct preliminary data cleansing to address obvious formatting errors
- Secure data submission to MAB Bureau for processing

Phase 2: Comprehensive Verification (Bureau 12-Point Test)

The Bureau system will verify all indigent records against the following CAAT-aligned tests:

Test	Category	Description
CAAT 1	Blank IDs	Identify records with no ID on municipal record
CAAT 2	Deceased	Verify against Department of Home Affairs deceased database
CAAT 3	Invalid IDs	Validate ID numbers against National Population Register
CAAT 4	State Employment	Check if applicant is employed by State
CAAT 5	Directorships	Identify applicant company directorships via CIPC
CAAT 6	Duplicates	Detect duplicate IDs across multiple indigent records
CAAT 7	Child-Headed	Identify child-headed households requiring special attention
CAAT 8	Spouse at State	Check if spouses are employed by State
CAAT 9	Spouse Director	Identify spouse company directorships
Deeds	Property Ownership	Check ownership of properties via Deeds Office records
SACCRA	Credit Bureau	Predicted income and related financial indicators
Employ	Employment	Indicators of whether applicant appears to be employed

Phase 3: Analysis and Action Planning

- Receive detailed individual reports, consolidated Excel dataset, and narrative summary from MAB Bureau

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- Categorise findings: (a) Clearly disqualified, (b) Requires investigation, (c) Confirmed eligible
- Prepare account-specific action registers for each town
- Quantify potential revenue recovery and savings

Phase 4: System Corrections and Beneficiary Notifications

- Issue written notifications to affected beneficiaries before status changes
- Implement appeals process
- Update Phoenix billing system for confirmed disqualifications
- Remove deceased beneficiaries from active register
- Attach verification evidence to each account update

Phase 5: Enhanced Controls Implementation

- Require bank statements or account details during registration and annual review
- Implement quarterly or semi-annual beneficiary status reviews
- Establish periodic integration with verification databases
- Update Indigent Policy to strengthen verification requirements

6. Key Roles and Responsibilities

Role	Key Function
Accountants/Controllers	Lead beneficiary-by-beneficiary validation at town level
Data Clerk (Revenue)	Capture validated data onto Phoenix system
Accountant Debtors HQ	Supervise verification process and approve local adjustments

7. Financial Analysis

7.1 Investment Required

Description	Amount
Number of Indigent Records	6,000
Cost per Record (excl. VAT)	R16.50
Subtotal (excl. VAT)	R99,000.00
VAT (15%)	R14,850.00
TOTAL (incl. VAT)	**R113,850.00**

7.2 Cost-Benefit Analysis

Based on the AGSA findings and industry benchmarks, the following scenarios demonstrate potential return on investment:

Metric	Value
Average monthly indigent subsidy value	R1,000 per household
If 10% of records (600 households) found ineligible	600 × R1,000 × 12

Metric	Value
Potential Annual Savings	**R7,200,000**

8. Risk Management and Mitigation

Risk	Impact	Mitigation
False positive disqualifications	Genuine indigents incorrectly flagged	Appeals process
Community resistance to removals	Political and social backlash	Clear communication
Delays in implementation	Extended revenue leakage	Prioritise procurement and data preparation

9. Deliverables

- Verified Indigent Register with CAAT-compliant documentation
- Individual verification reports for each beneficiary
- Consolidated Excel dataset for analysis and action planning
- Change Registers with audit evidence per town
- Updated Phoenix Billing Data reflecting verified beneficiary status
- Enhanced Indigent Policy with strengthened verification procedures

10. Expected Benefits

Improved Revenue Protection

- Eliminates subsidies to ineligible recipients, directly increasing municipal income
- Recovers potential revenue losses from misclassified accounts
- Ensures resources reach genuinely indigent households

Enhanced Audit Compliance

- Verification aligned with Auditor-General CAAT testing requirements
- Defensible audit trail for indigent register management
- Reduced audit findings supporting clean audit outcomes

Data Integrity Improvement

- Clean, verified indigent register with accurate beneficiary identification
- Elimination of blank, invalid, and duplicate ID records
- Data-driven decision making for indigent programme management

11. Conclusion

This strategy provides a comprehensive response to COMAF 23 of 2024-25 by implementing the MAB Bureau Bulk Indigent Verification System, which has been successfully used by South African municipalities for over 20 years. The investment will deliver significant returns through the identification and removal of ineligible beneficiaries, with potential annual savings.

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By combining external verification with enhanced internal controls, the municipality will address the immediate audit findings while establishing sustainable processes to prevent future non-compliance. The strategy ensures that indigent support reaches genuinely deserving households while protecting municipal revenue and maintaining audit credibility.

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PRIORITY 4: STEENBRAS PROPERTY INTEGRATION 346

1. Strategic Purpose

To integrate the Steenbras property into Theewaterskloof Municipality's service delivery and revenue collection framework following its transfer from the City of Cape Town, ensuring full metering, billing, and sustainable revenue generation from 89 residential units.

2. Problem Statement

The municipality currently faces:

- 89 residential units without individual water metering, resulting in unbilled consumption and significant revenue leakage.
- Bulk water consumption of approximately 1,637 kl per month with no mechanism to recover costs from individual households.
- No active municipal accounts for property owners/beneficiaries following the transfer from the City of Cape Town.
- Infrastructure constraints requiring bulk water mains upgrades before individual metering can be implemented.
- Estimated annual revenue loss of R2,018,800.92 from uncollected service charges and property rates.

These conditions represent a substantial financial liability and undermine equitable service delivery across the municipality.

3. Key Observations

Property Overview

- Total residential units: 89
- Land area: Approximately 13.2 hectares
- Transfer terms: Zero cost from City of Cape Town
- Previous billing responsibility: City of Cape Town

Current Consumption Profile

- Bulk water consumption: 1,637 kl per month
- Average consumption per unit: Approximately 18.4 kl per month
- Metering status: No individual meters installed

Service Delivery Gap

- Water: No individual consumption measurement or billing
- Sewerage: Services provided but unbilled
- Refuse removal: Services provided but unbilled
- Property rates: Not currently levied

Revenue Impact

- Monthly revenue foregone: R165,483.41
- Annual revenue foregone: R1,985,800.92 (services) + R33,000.00 (rates)
- Per household monthly value: R1,859.36

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4. Strategic Objectives

- **Revenue Activation** – Establish billing mechanisms to recover an estimated R2 million annually from service charges and property rates.
- **Infrastructure Development** – Upgrade bulk water mains and install 89 smart water meters for accurate consumption measurement.
- **Account Regularisation** – Create municipal accounts for all property owners/beneficiaries and integrate them into the billing system.
- **Equitable Service Delivery** – Ensure Steenbras residents receive and pay for municipal services on the same basis as other ratepayers.

5. Project Scope

The municipality proposes a comprehensive integration project encompassing infrastructure upgrades, smart meter installation, and full billing system integration for all 89 residential units.

5.1 Scope of Work

- Upgrade bulk water mains infrastructure
- Install 89 smart water meters
- Create individual municipal accounts
- Integrate properties into billing and credit control systems
- Implement indigent verification where applicable

5.2 Cost Analysis

Item	Estimated Cost	Notes
Smart water meters (89 units @ R3,000)	R267,000	
Bulk water mains upgrade	R3,300,000	
Project management and labour costs	R188,500 – R388,500	
TOTAL CAPITAL INVESTMENT	**R3.5 – R5 million**	

5.3 Revenue Projection

Monthly Service Revenue (89 Units)

Service	Monthly Amount
Water (basic fee)	R20,540.62
Water (consumption – estimation)	R95,352.29
Sewerage	R23,410.21
Refuse Removal	R26,180.29
TOTAL MONTHLY REVENUE	**R165,483.41**

Annual Revenue Projection

Revenue Stream	Annual Amount
Service charges (R165,483.41 × 12)	R1,985,800.92

Revenue Stream	Annual Amount
Property rates	R33,000.00
TOTAL ANNUAL REVENUE	**R2,018,800.92**

Per Household Breakdown

- Monthly average per unit: R1,859.36
- Annual per unit: R22,312.37

6. Implementation Strategy

6.1 Phased Implementation

- Phase 1: Stakeholder engagement, property transfer finalisation, and account creation
- Phase 2: Infrastructure procurement and bulk water mains upgrades
- Phase 3: Smart meter installation and system integration
- Phase 4: Billing activation and ongoing support

6.2 Expected Timeline (12 Months)

Phase	Activities	Timeline
1	Stakeholder engagement and awareness campaigns	Months 1-2
2	Procurement and technical planning	Month 3
3	Water mains infrastructure upgrades	Months 4-6
4	Install 89 smart water meters	Months 5-7
5	System integration and testing	Month 8
6	Customer account setup and household visits	Month 9
7	Transitional "practice" billing	Month 10
8	Go-live with full metered billing	Month 11
9	Evaluation and ongoing support	Month 12

6.3 Interim Solutions

As soon as owner/beneficiary status is determined, a municipal account must be opened and service billings added. Water consumption must be billed on average consumption basis in the absence of water meters until smart meters are installed.

7. Benefits and Justification

7.1 Financial Benefits

- Revenue Recovery: Expected additional revenue of R2,018,800.92 per year once fully implemented
- Return on Investment: Capital investment recovered within 2–2.5 years
- Reduced Non-Revenue Water: Individual metering enables accurate consumption tracking and leak detection

7.2 Operational Benefits

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- Integration of transferred property into municipal systems
- Accurate consumption data for planning and resource management
- Enhanced credit control through smart meter functionality

7.3 Service Delivery Benefits

- Equitable treatment of all municipal ratepayers
- Transparent billing based on actual consumption
- Access to indigent support programmes for qualifying households

8. Governance and Institutional Arrangements

Role Player	Responsibilities
E. Wessels	Property Management – Transfer and registration
J. Diergaardt	Accountant Grabouw – Billing setup and account creation
Lester Parnel	Technical Services – Bulk water infrastructure upgrades
Jan Barnard	Community Services – Stakeholder engagement and service delivery
Finance & Revenue Branches	Data verification, billing integration, credit control

9. Funding and Partnerships

- Internal Funding: To be determined
- External Grants: To be determined
- Phased Expenditure: Prioritise essential infrastructure within available budgets

10. Risk Management

Risk	Impact	Mitigation
Community resistance	High	Extensive engagement, fair enforcement, indigent relief, involve community leaders
Non-payment	High	Indigent verification, payment plans, water management device installation for chronic defaulters
Infrastructure delays	Medium	Parallel procurement processes, contingency timelines, phased implementation approach
Budget constraints	Medium	Apply for external funding, phase expenditure, prioritise essential infrastructure
Property transfer delays	Medium	Regular engagement with City of Cape Town, legal support for registration matters

11. Monitoring and Evaluation

Monthly Reporting

- Departmental progress updates
- Infrastructure milestone tracking
- Account creation progress

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Key Performance Indicators

- Percentage of properties with active municipal accounts
- Percentage of smart meters installed

12. Expected Outcomes

- Full integration of 89 Steenbras properties into municipal billing system
- Annual revenue generation of approximately R2 million
- Accurate consumption measurement through smart metering
- Equitable service delivery aligned with other municipal areas
- Enhanced water resource management and reduced losses

13. Conclusion

The Steenbras Property Integration project represents a significant opportunity for Theewaterskloof Municipality to recover substantial revenue from a transferred asset while ensuring equitable service delivery to 89 residential units. The estimated capital investment of R3.5–R4.5 million will be recovered within approximately two years through the projected annual revenue of R2 million. Through stakeholder engagement, phased infrastructure development, and systematic billing integration, the municipality will achieve financial sustainability and operational efficiency in this newly acquired area.

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PRIORITY 5: WATER METER AUDIT / VERIFICATION

1. Strategic Purpose

To conduct a comprehensive field verification audit of all 16,753 water meters across Theewaterskloof Municipality, deploying dedicated teams in each town to physically inspect, verify, and document the condition, accuracy, and billing alignment of every water meter installation.

2. Problem Statement

The municipality currently faces significant challenges with water meter data integrity and revenue assurance:

- Identify data discrepancies between physical meter installations and billing system records, resulting in inaccurate billing and revenue leakage.
- 1,893 obsolete prepaid meters that no longer function as prepaid devices due to obsolete token technology, requiring identification and prioritisation for replacement.
- Unknown meter conditions including faulty meters, stopped meters, bypassed connections, and tampered installations that contribute to non-revenue water.
- Incorrect meter classifications in the billing system affecting tariff application and consumption calculations.

Without accurate field-verified data, the municipality cannot effectively implement revenue protection measures, plan meter replacement programmes, or ensure equitable billing across all consumers.

3. Key Observations

3.1 Overall Meter Distribution

The total number of water meters in Theewaterskloof Municipality is approximately 16,753, distributed across eight towns with varying meter types and configurations.

Town	Prepaid	Conventional	Utility	Total
Caledon	83	2,195	840	**3,118**
Grabouw	1,354	611	4,202	**6,167**
Villiersdorp	0	595	1,145	**1,740**
Riviersonderend	3	126	1,210	**1,339**
Greyton	62	583	285	**930**
Genadendal	391	602	749	**1,742**
Botrivier	0	104	1,331	**1,435**
Tesselaarsdal	0	154	128	**282**
TOTAL	**1,893**	**4,970**	**9,890**	**16,753**

3.2 Critical Observations by Meter Type

Prepaid Meters

- Grabouw has the highest concentration with 1,354 prepaid meters (71% of total prepaid)

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- Genadendal follows with 391 prepaid meters
- All 1,893 prepaid meters have obsolete token technology and no longer function as prepaid devices
- These meters require priority identification for the Smart Water Meter replacement programme

Conventional Meters

- Caledon leads with 2,195 conventional meters (44% of total conventional)
- Conventional meters remain viable in Caledon, Greyton, and Villiersdorp where the municipality distributes electricity
- Effective credit control can be implemented through electricity disconnection in these areas

Utility Meters

- Grabouw has 4,202 utility meters (42% of total smart meters)
- Smart meters were installed primarily for credit control in areas where Eskom distributes electricity
- Botrivier (93%) and Riviersonderend (90%) rely heavily on utility meters

4. Strategic Objectives

- **Revenue Protection** – Identify faulty, bypassed, and tampered meters contributing to revenue leakage.
- **Billing Accuracy** – Ensure correct tariff application and meter classification across all consumer categories.

5. Project Scope

The project involves deploying dedicated verification teams to each town to conduct physical inspections of every water meter installation. Teams will work systematically through each area, capturing standardised data for integration into municipal systems.

5.1 Scope of Work per Meter

Each meter verification will include:

- Physical Location Verification – erf number, and physical address confirmation
- Meter Identification – Serial number, make, model, and meter type classification
- Meter Reading – Current reading
- Condition Assessment – Working/faulty/stopped status, visible damage, and accessibility
- Tampering Inspection – Evidence of bypasses, illegal connections, or meter manipulation

5.2 Team Structure

Each verification team will comprise:

- 1 x Team Leader – Supervision, quality control, and data validation
- 2 x Field Technicians – Meter inspection, reading capture, and photography
- 1 x Data Capturer – Real-time data entry and system updates (office-based)

5.3 Town-by-Town Deployment

353

Town	Meters	Teams	Duration
Grabouw	6,167	2	8 weeks
Caledon	3,118	1	8 weeks
Genadendal	1,742	1	5 weeks
Villiersdorp	1,740	1	5 weeks
Botrivier	1,435	1	4 weeks
Riviersonderend	1,339	1	4 weeks
Greyton	930	1	3 weeks
Tesselaarsdal	282	1	1 week

Note: Estimated verification rate of 40 meters per team per day, accounting for travel time, access challenges, and thorough inspections.

5.4 Cost Analysis

Personnel Costs (16-Week Project Duration)

Item	Rate	Quantity	Total
Team Leaders (2)	R800/day	80 days each	R128,000
Field Technicians (4)	R450/day	80 days each	R144,000
Data Capturers (2)	R350/day	80 days each	R56,000
Personnel Subtotal			**R328,000**

Equipment and Operational Costs

Item	Description	Cost
Tablets with GPS (4 units)	Data capture devices	R32,000
Vehicle running costs (2 vehicles)	R500/day × 80 days	R80,000
PPE and safety equipment	Vests, boots, first aid	R15,000
Data/connectivity	Mobile data for tablets	R8,000
Stationery and printing	Forms, reports, maps	R5,000
Equipment Subtotal		**R140,000**

Total Project Budget

Category	Amount
Personnel Costs	R328,000
Equipment and Operations	R140,000
Contingency (10%)	R46,800
TOTAL PROJECT COST	**R514,800**

354

7.3 Additional Benefits

- Meter Replacement Planning: Accurate data to prioritise meter replacements
- Billing Accuracy: Reduced customer complaints and billing disputes
- Credit Control: Enhanced ability to implement restrictions on correct meters
- Audit Compliance: Documented evidence for Auditor-General requirements

8. Governance and Institutional Arrangements

Role Player	Responsibilities
Community Services	Technical support, meter specifications, replacement coordination
Revenue Branch	Billing system reconciliation, account corrections, data updates
Team Leaders	Field supervision, daily reporting, data validation

9. Funding

- Internal Funding: To be determined
- External Funding: To be determined

10. Risk Management

Risk	Impact	Mitigation
Access challenges	Medium	Schedule return visits, coordinate with property owners
Community resistance	Medium	Prior communication, branded uniforms, identification cards, community engagement
Data quality issues	Medium	Standardised forms, daily validation
Staff safety	High	PPE provision, team work in pairs, avoid high-risk areas alone, emergency protocols
Weather delays	Low	Schedule flexibility, indoor data processing during inclement weather

11. Monitoring and Evaluation

Daily Reporting

- Number of meters verified per team
- Issues identified by category
- Access challenges and return visit requirements

Key Performance Indicators

- Percentage of total meters verified (target: 100%)
- Revenue recovered from identified issues

13. Conclusion

The Water Meter Verification Audit represents a critical investment in Theewaterskloof Municipality's revenue protection and data integrity framework. Beyond immediate financial

benefits, the project will establish a verified baseline for the Water Meter Strategy, enable accurate planning for meter replacements, and ensure equitable billing for all municipal water consumers. The deployment of dedicated teams to each town demonstrates the municipality's commitment to systematic revenue enhancement and service delivery excellence.

— End of Document —

DRAFT

ITEM TITLE

C133/2026 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: DIRECTORATE COMMUNITY SERVICES: IRREGULAR EXPENDITURE WITH REGARDS TO THE SUPPLY AND FIT NEW H/P HOSES WITH FITTINGS - KAI-MA SERVICES (PTY) LTD FOR CAM 34735

[English version of the report is the original]

FILE NUMBER

6/3/1/5/1

PURPOSE OF REPORT

The purpose of this report is to inform the MPAC committee on the irregular expenditure with regards to the Supply and fit new H/P Hoses with fittings - KAI-Ma Services (Pty) Ltd for CAM 34735.

BACKGROUND

2023/24 AG Findings: *This results in non-compliance with regulation 17(1) (a) and (c) as goods were procured without obtaining the required price quotations. Deviations were approved by the accounting officer even though it was not impractical to obtain price quotations in contravention with regulation 36(1) (a). This results in irregular expenditure of R60 832, 98. The non-compliance is not individually material but will be evaluated with other instances of non-compliance.*

Management Response

Management disagrees with the finding.

We observed a leak in the HP hoses. Normally this could be repaired hence we deviate from the normal procedure as the extent of the damage needs to be determined by a Service Provider.

Defects like this need to be striped and only after this can a quote be provided by the supplier

The Service Provider informed us that the hose needs to be replaced. That is the reason why it is Impractical to appoint another services provider.

It is not cost effective or practical to take and drive a vehicle to different suppliers to strip, do a diagnostic and give a quotation as no supplier will do this for free as there is time involved.

Service provider has proven track record with the municipality and therefore was approach for this procurement.

AG Response

Finding remains.

We take note of managements comments however the finding still remains for the following reasons:

1.) *Management has indicated that it is not cost effective or practical to take and drive a vehicle to different suppliers to strip, do a diagnostic and give a quotation, however the municipality could have obtained quotations from different suppliers on the strip and diagnostic services only prior to actual delivery of the vehicle for the stripping.*

2.) *We further take note that the service provider has proven track record with the municipality, however this is not a justifiable reason for deviating from a competitive bidding process.*

DISCUSSION

As per attachment.

COMMENTS FROM THE DIRECTORATE COMMUNITY SERVICES (OPERATIONAL)

That the matter be reported to MPAC as irregular expenses in accordance with Section 32 of the LG: MFMA. Council received value for money and did not suffer any losses or damage.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The irregular expenditure of R60 832.98 has been recorded in 2023/2024 financial statements. Management should ensure that recurrence is prevented.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Section 32 of the MFMA states that any official of a municipality who deliberately or negligently committed, made or authorized an irregular expenditure is liable for that expenditure. A municipality must recover such expenditure from the person liable for that expenditure, unless Council certifies the irregular expenditure as irrecoverable, after MPAC has investigated and recommended it. Irregular expenditure for the purpose of this item means expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality and which has not been condoned in terms of such policy.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Failing to manage irregular expenses in accordance with the MFMA could result in Council Losing money and not receiving value for money. However, in this case Council did not suffer any losses or damages and received value for money.

RECOMMENDATION BY ITEM AUTHOR:

It is therefore recommended that, in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R60 832.98 be written off for the financial year 2023/2024.

RECOMMENDATION BY MANAGEMENT TO MPAC: 12 FEBRUARY 2026

It is therefore recommended that, in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R60 832.98 be written off for the financial year 2023/2024.

DISCUSSION DURING MEETING:

Councillor S Stander – Supporting documents attached answered all the questions. Is Kai-Ma Services (Pty) Ltd the only company available to repair the compactor pipe?

Mr WSE Solomons-Johannes – No company in TWK to do the repair work. This is the only company that specializes in this vehicle.

Councillor S Stander – Price paid, is it market-related?

Mr WSE Solomons-Johannes – Prices are checked for market industry price. New tender in place to address deviations in future.

Mr E Lakey – To check for market-related prices become a problem especially with the specialized equipment within the municipality which might result into reoccurring findings.

RECOMMENDATION BY MPAC TO COUNCIL: 29 APRIL 2026

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

In the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R60 832.98 be written off for the financial year 2023/2024.

RECOMMENDATION TO COUNCIL:

It is therefore recommended that, in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R60 832.98 be written off for the financial year 2023/2024.

Status Report– Preferential Procurement Regulations 2022

In terms of SCM and MFMA requirements and remedial action required if necessary

1

What was the initial Purpose
COMAF 21 of 2023 CAM 34735 required a strip and quote process to determine the extent and cost of repairs.

2

Initial Scope of Contract and if uncertain please explain
A strip and quote repair procurement process was undertaken on CAM 34735 to repair the defects outlined in the quotation.

3

Initial Contract Value and if uncertain please explain
The quotation was R60 832.98 (ANNEXURE A)

4

Initial Expiry Date and if uncertain please explain
Quotation was valid for 30 days (ANNEXURE A)

5

Was normal SCM Process followed and complied with			
Yes	X	no	Uncertain
Explain of motivate your response			
Deviation process was followed on a strip and quote basis and was approved by the delegated official in the finance department – Annielle Martin – Email dated: Tuesday, 14 May, 2024 11:42am (ANNEXURE B)			

6

Has the purpose, scope or contract period been extended or expanded since the initial appointment of the service provider				
Yes		No	X	Uncertain
Explain or motivate your response				
N/A				

7

Was a formal contract or SLA initially entered into in terms of SCM and MFMA Requirements

Yes **X** | No | Uncertain

Explain or motivate your response

An official order was generated after the deviation approval. (ANNEXURE C)

8

Should a contract not have existed has it since been entered into and has all compliance requirements like as it applies in respect of the SCM process and or for purposes of deviations been complied with

N/A

Motivate or explain your response

All contractual compliances has been adhered to and administered.

9

Did Council because of this transaction received best value for money i.e. in spite of non-compliance, if any with SCM or MFMA requirements

Yes X | No | Uncertain

Please explain or motivate your response above

Can be confirmed that the most advantageous combination of cost, quality and sustainability was received.

10

Has the Municipality suffered any losses or damages as a result of non-compliance with any of the MFMA or SCM requirements

Yes | No X | Uncertain

Please explain or motivate your response above

Work was successfully completed.

11

Are you satisfied with the performance of the current service providers

Yes X No Uncertain

Please explain or motivate your response above

Work was executed in terms of the contractual condition and quotation obtained.

12

Has the director investigated and established whether or not there is not at this point a better service provider, price or product which would justify a new procurement process and a reconsideration of the current service provider, product or price

Please explain or motivate your response above

No investigation was needed as normal SCM/procurement process was followed as explained above.

14

Could any form of non-compliance have been prevented

Yes No X Uncertain

Explain or motivate your response above

No, as it was impractical and impossible to obtain quotations without conducting a strip and quote procurement process in order to accurately identify the extent of the defects.

15

What remedies have been put in place to prevent any non-compliance being repeated

Explain or motivate your response above

A tender was compiled within the Directorate: Community Services for the repair and maintenance of the fleet, which, once awarded, will eliminate the need to deviate from the normal SCM procurement process.

Tender COMM07-2023-2024 Repairs Maintenance Service Vehicles

- Advertised: 14.08.2025 – Closing Date: 19.09.2025 – 4 bids received.
- Fleet Management Branch completed technical evaluation and submitted report to SCM on 29.09.2025.
- BEC: 17.11.2025
- BAC: Approved Tender 27.11.2025
- Appeal letters sent Friday 16.01.2026 – 21 days appeal period.

ANNEXURE A

16

General or additional Comments of the Director Concerned

Mr. A. K. Adeomen - Acting Chief 22.01.2026

Signature of Director Concerned Date

17

General Comments/Findings and recommendations of the CFO

Value for money was obtained

Signature of CFO Date 22/01/2026

18

General Comments/Findings and or recommendations of the Chief Audit Executive

Signature of Chief Audit Executive Date 22/01/2026

19

Final response of the Director Concerned for consideration by the Municipal Manager

Value for money obtained

Mr. A. K. Adeomen - Acting Chief 22.01.2026

Signature of the Director concerned Date

20

General Comments and findings of the Municipal Manager

1.

Signature of the Municipal Manage Date 27/1/2026

AUDITOR-GENERAL
SOUTH AFRICA

The Accounting Officer
Theewaterskloof Municipality
PO Box 24
Caledon
7230

28 October 2024

Reference: Communication No.21 of 2023

Dear Mr. R Stevens

COMMUNICATION OF FINDINGS IDENTIFIED DURING THE AUDIT OF COMPLIANCE WITH LEGISLATION FOR THE YEAR ENDED 30 JUNE 2024

SCM: Reason for not following the official procurement processes (Deviation) not justifiable

Background

1. In performing the audit of compliance with legislation, we identified instances of non-compliance as described in the annexure. We have recorded the internal control deficiency that gave rise to the instances of non-compliance and our recommendation for correcting the instances of non-compliance for your consideration.
2. The finding will be included in the management report including your comments and our final response.

Required

3. You are requested to indicate whether you agree with the facts stated in the annexure including whether you agree with the identified internal control deficiency. Should you disagree, please provide us with documentary evidence to the contrary within 5 days from the date of this communication, as agreed in the engagement letter.
4. Should you agree, you are hereby requested to make the necessary corrections.
5. Should you choose not to make the necessary corrections, kindly communicate your reasons for this within 5 days from the date of this communication, as agreed in the engagement letter. The remaining uncorrected misstatement will then be evaluated for reporting purposes based on materiality.
6. Should you choose to make the necessary corrections, kindly refer the point(s) described below and provide us with the necessary information within 5 days from the date of this communication, as agreed in the engagement letter.
7. Please provide us with the reasons for the instances of non-compliance and the steps that will be taken to rectify the matter in future.

Yours sincerely

Unathi Mnqanqeni
Senior Manager: Western Cape

Enquiries: Henno Pretorius
Cell phone: 064 907 4146
Telephone: (021) 528 4100
Fax: (021) 528 4200
Email: hennop@agsa.co.za

Acknowledgement of receipt by management:

_____ _____

Received by Date

DETAILED AUDIT FINDING 366

Procurement and contract management

Unjustified deviations from normal Supply chain processes

In terms of section 2(1)(b) of the Supply Chain Management (SCM) regulations, *"each municipality and municipal entity must in terms of section 111 of the Act have and implement a supply chain management policy that –*

(b) is fair, equitable, transparent, competitive and cost effective;"

Section 19 of the Municipal Supply Chain Management Regulations on Competitive bids states *"A supply chain management policy must specify—*

a) *that goods or services above a transaction value of R200 000 (VAT included) and long-term contracts may be procured by the municipality or municipal entity only through a competitive bidding process, subject to regulation 11(2); and*
b) *that no requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process."*

Section 36 of the Municipal Supply Chain Management Regulations states that;

(1.) "A supply chain management policy may allow the accounting officer –

(a.) to dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –

(i) In the case an emergency;
(ii) If such goods or services are produced or available from a single provider only;
(iii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;
(iv) Acquisition of animals for zoos; or
(v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

(b.) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely technical.

(2.) The accounting officer must record the reasons for any deviations in terms of sub-regulation (1) (a) and (b) and report them to the next meeting of the council, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements

(3.) In terms of the Supply Chain Management (SCM) regulations 5: "An accounting officer may in terms of section 79 or 1 06 of the Act sub delegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of regulation 4(1), but any such sub delegation must be consistent with sub regulation (2) and regulation 4".

Furthermore, paragraph 37 of the municipality's supply chain policy states that:

"37. DEVIATION FROM, AND RATIFICATION OF MINOR BREACHES OF, PROCUREMENT PROCESSES

1. The Accounting Officer may –

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

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

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

2. *The Accounting Officer must record the reasons for any deviations in terms of subparagraphs 36(1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.*
3. *Subparagraph 36(2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy."*

During our testing of this deviation, we identified several instances where the justification for the deviation was inadequate.

Part A: Inadequate Justification for Procurement Deviations

No	Name of supplier and service provided	Category	Actual value of contract	Deviation date of approval	Auditor's comment	Management comments
1	**Supply and fit new H/P Hoses with fittings - KAI-Ma Services (Pty) Ltd**	Any other exceptional case where it is impractical or impossible to follow the official procurement processes.	R60 832,98	14 May 2024	The municipality deviated from SCM processes to procure repairs from Kai-Ma Services, as a waste compactor's hydraulic system failed. The municipality experienced a backlog of waste collection and personnel had to work after office hours to cover the backlog. Permission was granted from SCM to send the waste compactor for a strip and quote. Municipality sent the compactor to Kai-Ma Services as they are one of the service providers that specializes in the repairing of hydraulic mechanical failures. Despite the backlog in waste collection, the municipality had sufficient time to follow a quotations process for the repairs. **Impact:** This results in non-compliance with regulation 17(1)(a) and (c) as goods were procured without obtaining the required price quotations. Deviations were approved by the accounting officer even though it was not impractical obtain price quotations in contravention with regulation 36(1)(a). This results to irregular expenditure of R60 832,98. The non-compliance not individually material but will be evaluated with other instances of non-compliance.	
2	**Quotation to attend to defects on compactor CAM25570 - Trans Manufacturing (Pty) Ltd T/A TFM Transtech**	Any other exceptional case where it is impractical or impossible to follow the official	R31 524,31	26 March 2024	The municipality deviated from the SCM processes to procure vehicle repair services from the service provider, TFM Transtech as the bin picker was faulty and did not lift the bins. The driver did not identify any visible damages on the truck. The defect was of a nature that a mechanical institution had to check the hydraulics and chemical parts in order to find the fault. The municipality was sent to Transtech for strip and quote. The deviation	

No	Name of supplier and service provided	Category	Actual value of contract	Deviation date of approval	Auditor's comment	Management comments
		procurement processes.			is unjustifiable as alternative service providers were available, the motivation does not stipulate the specific reason for choosing the awarded supplier thus a quotations process could have been followed for the stripping and repairing of the trash picker. **Impact:** This results in non-compliance with regulation 17(1)(a) and (c) as goods were procured without obtaining the required price quotations. Deviations were approved by the accounting officer even though it was not impractical obtain price quotations in contravention with regulation 36(1)(a). This results to irregular expenditure of R31 524,31. The non-compliance not individually material but will be evaluated with other instances of non-compliance.	

Requisition

4785935, KAI - MA SERVICES (PTY) LTD - Caledon - General

View workflows with status: All Go

1737470 New Requisition

BP Ref	Task ID	Obj Ref	Date Allocated	Due Date	Date Completed	User	Task Title	% Compl	Actions
206-60	T3712830	4785935	2024-05-14 08:31	2024-05-15 08:31	2024-05-14 08:34	Enrico Theunissen	Register New Requisition for Goods or Services	100%	
206-52	T3712835	4785935	2024-05-14 08:34	2024-05-15 08:34	2024-05-14 10:13	Enrico Theunissen	Capture New Requisition Line Items	100%	
208-1	T3712934	4785977	2024-05-14 09:29	2024-05-14 09:29	2024-06-03 16:32	Enrico Theunissen	New Requisition Line Item	0%	
208-1	T3712939	4785980	2024-05-14 09:31	2024-05-14 09:31	2024-05-14 09:31	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712941	4785980	2024-05-14 09:31	2024-05-14 09:31	2024-05-14 09:36	Enrico Theunissen	Capture General Item Detail	100%	
208-1	T3712946	4785983	2024-05-14 09:33	2024-05-14 09:33	2024-05-14 09:33	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712947	4785983	2024-05-14 09:33	2024-05-14 09:33	2024-05-14 09:35	Enrico Theunissen	Capture General Item Detail	100%	
213-1	T3712919	4785972	2024-05-14 09:24	2024-05-15 09:24	2024-05-14 09:52	Enrico Theunissen	Index Quotation/Bid from Supplier	100%	
208-1	T3712907	4785970	2024-05-14 09:18	2024-05-14 09:18	2024-05-14 09:19	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712908	4785970	2024-05-14 09:19	2024-05-14 09:19	2024-06-03 16:32	Enrico Theunissen	Capture General Item Detail	0%	
208-1	T3712888	4785967	2024-05-14 09:16	2024-05-14 09:16	2024-05-14 09:17	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712902	4785967	2024-05-14 09:17	2024-05-14 09:17	2024-05-14 09:22	Enrico Theunissen	Capture General Item Detail	100%	
208-1	T3712884	4785966	2024-05-14 09:11	2024-05-14 09:11	2024-05-14 09:12	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712885	4785966	2024-05-14 09:12	2024-05-14 09:12	2024-05-14 09:15	Enrico Theunissen	Capture General Item Detail	100%	

208-1	T3712880	4785959	2024-05-14 09:08	2024-05-14 09:08	2024-05-14 09:09	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712881	4785959	2024-05-14 09:09	2024-05-14 09:09	2024-05-14 09:15	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712876	4785957	2024-05-14 09:06	2024-05-14 09:06	2024-05-14 09:06	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712877	4785957	2024-05-14 09:06	2024-05-14 09:06	2024-05-14 09:14	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712872	4785955	2024-05-14 09:04	2024-05-14 09:04	2024-05-14 09:05	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712874	4785955	2024-05-14 09:05	2024-05-14 09:05	2024-05-14 09:06	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712870	4785954	2024-05-14 09:02	2024-05-14 09:02	2024-05-14 09:02	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712871	4785954	2024-05-14 09:02	2024-05-14 09:02	2024-05-14 09:04	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712864	4785951	2024-05-14 09:00	2024-05-14 09:00	2024-05-14 09:01	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712867	4785951	2024-05-14 09:01	2024-05-14 09:01	2024-05-14 09:02	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712862	4785949	2024-05-14 08:58	2024-05-14 08:58	2024-05-14 08:59	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712863	4785949	2024-05-14 08:59	2024-05-14 08:59	2024-05-14 09:00	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712859	4785947	2024-05-14 08:56	2024-05-14 08:56	2024-05-14 08:56	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712860	4785947	2024-05-14 08:56	2024-05-14 08:56	2024-05-14 08:58	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712857	4785946	2024-05-14 08:54	2024-05-14 08:54	2024-05-14 08:54	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712858	4785946	2024-05-14 08:54	2024-05-14 08:54	2024-05-14 08:55	Enrico Theunissen	Capture General Item Detail	100%
208-1	T3712847	4785942	2024-05-14 08:41	2024-05-14 08:41	2024-05-14 08:42	Enrico Theunissen	New Requisition Line Item	100%
208-5	T3712848	4785942	2024-05-14 08:42	2024-05-14 08:42	2024-05-14 08:53	Enrico Theunissen	Capture General Item Detail	100%

208-1	T3712841	4785939	2024-05-14 08:39	2024-05-14 08:39	2024-05-14 08:39	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712844	4785939	2024-05-14 08:39	2024-05-14 08:39	2024-05-14 08:40	Enrico Theunissen	Capture General Item Detail	100%	
208-1	T3712839	4785938	2024-05-14 08:37	2024-05-14 08:37	2024-05-14 08:37	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712840	4785938	2024-05-14 08:37	2024-05-14 08:37	2024-05-14 08:38	Enrico Theunissen	Capture General Item Detail	100%	
208-1	T3712836	4785937	2024-05-14 08:34	2024-05-14 08:34	2024-05-14 08:35	Enrico Theunissen	New Requisition Line Item	100%	
208-5	T3712837	4785937	2024-05-14 08:35	2024-05-14 08:35	2024-05-14 08:36	Enrico Theunissen	Capture General Item Detail	100%	
206-8	T3713002	4785935	2024-05-14 10:13	2024-05-15 00:00	2024-05-14 10:18	Edwin Marthinus	Provisional Review of New Requisition	100%	
206-63	T3713010	4785935	2024-05-14 10:18	2024-05-15 00:00	2024-05-14 11:10	Ingram Loubser	Review Request for Fleet Items	100%	
206-24	T3713123	4785935	2024-05-14 11:10	2024-05-15 11:10	2024-05-14 12:10	Enrico Theunissen	Edit Requisition for Goods or Services	100%	
206-8	T3713288	4785935	2024-05-14 12:10	2024-05-15 00:00	2024-05-14 12:12	Edwin Marthinus	Provisional Review of New Requisition	100%	
206-63	T3713290	4785935	2024-05-14 12:12	2024-05-15 00:00	2024-05-14 12:37	Ingram Loubser	Review Request for Fleet Items	100%	
206-23	T3713323	4785935	2024-05-14 12:37	2024-05-15 00:00	2024-05-14 13:46	Jan Barnard	Director Review of Deviation Requisition	100%	
206-64	T3713399	4785935	2024-05-14 13:46	2024-05-15 00:00	2024-05-14 14:09	Annielle Martin	SCM Review of Deviation Requisition	100%	
206-4	T3713469	4785935	2024-05-14 14:09	2024-05-15 00:00	2024-05-14 14:22	Nthokozisi Paul Mabhena	MM Review of Deviation Requisition	100%	
206-13	T3713505	4785935	2024-05-14 14:57	2024-05-15 00:00	2024-05-17 09:00	Annielle Martin	Review the Procurement Process		Reallocated
206-13	T3713505	4785935	2024-05-14 14:57	2024-05-15 00:00	2024-05-17 09:00	Ingemar Jufuis	Review the Procurement Process		Reallocated
206-13	T3713505	4785935	2024-05-16 16:10	2024-05-15 00:00	2024-05-17 09:00	Annielle Martin	Review the Procurement Process		Reallocated
206-13	T3713505	4785935	2024-05-17 07:49	2024-05-15 00:00	2024-05-17 09:00	Zhane Parnell	Review the Procurement Process	100%	
206-59	T3716829	4785935	2024-05-17 09:00	2024-05-20 00:00	2024-05-17 09:01	Zhane Parnell	Confirm Order Detail for Phoenix	100%	
206-51	T3716830	4785935	2024-05-17 09:00	2024-05-18 09:00	2024-05-17 09:00	SYSTEM	Generate Order Detail for Phoenix	100%	
206-53	T3716831	4785935	2024-05-17 09:00	2024-05-17 09:00	2024-05-17 09:00	SYSTEM	Create Order in Phoenix	100%	
206-57	T3716832	4785935	2024-05-17 09:01	2024-05-20 00:00	2024-05-17 10:22	Zhane Parnell	Acknowledge Phoenix Order Outcome	100%	

206-14	T3716961	4785935	2024-05-17 10:22	2024-05-20 00:00	2024-05-20 14:01	Ingemar Juluis	Upload Scanned Purchase Order(s)	100%	
215-1	T3718439	4788373	2024-05-20 14:00	2024-05-21 14:00	2024-05-20 14:01	Ingemar Juluis	Upload Scanned Purchase Order	100%	
206-26	T3718440	4785935	2024-05-20 14:01	2024-05-21 14:01	2024-05-21 09:07	Enrico Theunissen	Acknowledge Purchase Order Issued	100%	

Close

Legend:

- Calling object instance tasks.
- An active task on this workflow.
- Completed tasks on this workflow.

Theewaterskloof Municipality

THEEWATERSKLOOF MUNISIPALITEIT : THEEWATERSKLOOF MUNICIPALITY

OFFICIAL ORDER

Order

G0004504

Billing Address:
PO Box 24
Caledon, 7230
Tel: 028 214 3300

Delivery : 6 PLEIN STREET
CALEDON
7230

VAT Registration number:4000846248

SUPPLIER NAME: KAI-MA SERVICES (PTY) LTD [K00002]
SUPPLIER TEL NO: 0219057472
SUPPLIER FAX NO: 0867740035
PHYSICAL ADDRESS: 13 SAXENBURG ROAD
BLACKHEATH
DATE: 20240517

DIRECTORATE: Waste Management
COST CENTRE: Refuse Removal
NAME: Theunissen E
REQ NO: 38661

DESCRIPTION	QUANTITY	UNIT PRICE EXCL.	AMOUNT EXCL.	AMOUNT INCL.
PACKER CYLINDER H/P HOSE & FITTINGS	6.00	2186.34	13118.04	15085.75
HD HOSE PIPE CLAMP	2.00	128.30	256.60	295.09
BINLIFTER QUICK COUPLERS	2.00	873.38	1746.76	2008.77
BINLIFTER VALVE H/P HOSE & FITTINGS	1.00	885.64	885.64	1018.49
VALVEBANK - ROOF H/P HOSE & FITTING	1.00	2847.55	2847.55	3274.68
FIT GASKET TO TENK OULET	1.00	275.00	275.00	316.25
PTO BEARINGS & SEAL KIT	1.00	2990.86	2990.86	3439.49
PTO GASKET	1.00	284.50	284.50	327.18
GEAR OIL	5.00	85.32	426.60	490.59
AIR PIPE FITTING	1.00	39.90	39.90	45.89
FIT PROPSHAFT TO VEHICLE	1.00	3982.50	3982.50	4579.88
ACTUATOR SEAL FIT	1.00	2039.95	2039.95	2345.94
SPACERS	8.00	85.64	685.12	787.89
RETAINING CLIP	2.00	30.25	60.50	69.58
HYDRAULIC OIL	90.00	67.93	6113.70	7030.76
W/S CONSUMABLES	1.00	825.00	825.00	948.75
LABOUR	32.00	510.00	16320.00	18768.00
		GRAND TOTAL	52898.22	60832.98

APPROVED BY: Signature: Parnell Name In Print: PARNELL Z Date: 2024/05/17

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This order is an official commitment.
The order number must be reflected on your delivery notes, correspondence and Invoices.
For all orders above R3 000, your VAT registration number must be reflected on the invoice.
Payments will be done within 30 days, from the date the invoice is received.

Order - Payment

G0004504

VAT Registration number:4000846248

SUPPLIER NAME: KAI-MA SERVICES (PTY) LTD [K00002]
SUPPLIER TEL NO: 0219057472 SUPPLIER FAX NO: 0867740035
VAT REGISTRATION NO: 4000046440259901 PHYSICAL ADDRESS: 13 SAXENBURG ROAD
DATE: 20240517 BLACKHEATH

DIRECTORATE: Waste Management
COST CENTRE: Refuse Removal
NAME: Theunissen E

mSCOA CONFIG	DESCRIPTION	QUANTITY	UNIT PRICE EXCL.	AMOUNT EXCL.	AMOUNT INCL.	DISCOUNT
015510175737	PACKER CYLINDER H/P HOSE & FITTINGS	6.00	2186.34	13118.04	15085.75	
015510175737	HD HOSE PIPE CLAMP	2.00	128.30	256.60	295.09	
015510175737	BINLIFTER QUICK COUPLERS	2.00	873.38	1746.76	2008.77	
015510175737	BINLIFTER VALVE H/P HOSE & FITTINGS	1.00	885.64	885.64	1018.49	
015510175737	VALVEBANK - ROOF H/P HOSE & FITTING	1.00	2847.55	2847.55	3274.68	
015510175737	FIT GASKET TO TENK OULET	1.00	275.00	275.00	316.25	
015510175737	PTO BEARINGS & SEAL KIT	1.00	2990.86	2990.86	3439.49	
015510175737	PTO GASKET	1.00	284.50	284.50	327.18	
015510175799	GEAR OIL	5.00	85.32	426.60	490.59	
015510175799	AIR PIPE FITTING	1.00	39.90	39.90	45.89	
013116275796	FIT PROPSHAFT TO VEHICLE	1.00	3982.50	3982.50	4579.88	
013116275796	ACTUATOR SEAL FIT	1.00	2039.95	2039.95	2345.94	
013116275796	SPACERS	8.00	85.64	685.12	787.89	
013116275796	RETAINING CLIP	2.00	30.25	60.50	69.58	
013121396600	HYDRAULIC OIL	90.00	67.93	6113.70	7030.76	
013121396600	W/S CONSUMABLES	1.00	825.00	825.00	948.75	
013121396600	LABOUR	32.00	510.00	16320.00	18768.00	
	GRAND TOTAL			52898.22	60832.98	

PAYMENT AUTHORIZATION	
DATE	2024/05/17
HEAD OF DEPARTMENT	PROCUREMENT OFFICER

GRAND TOTAL	60832.98
LESS DISCOUNT	0.00
NETT AMOUNT	60832.98

Quote Q07454

KAI-MA SERVICES (PTY)LTD

YOUR OPTIMUM SOLUTION

Company Reg No: 2011/118778/07 CSD no: MAAA0029295 Vat Reg No: 4640259901

Theewaterskloof Municipality
P.O.Box 24
Caledon

7230

Document Date: 2024/04/25
Account no: TWK
Vehicle Make: Nissan CW290
Reg No: CAM 34735
280547km
None

Quote No: Q07454

Job details:

Supply and fit 6x new H/P hoses with fittings to the sweep cylinders in hopper.
Secure hoses in hopper with 2x new clamps.
Remove l/side binlifter swing frame assembly (not closing correctly).
Refit swing frame assembly to correct position.
Supply and fit new quick couplers to l/side binlifter.
Make up and fit new h/p hose on l/side binlifter control valve.
Tighten steel pipe to l/side actuator.
Supply and fit new H/P hose and fittings from front valve bank to roof.
Drain hydraulic tank and repair oil leak with new gasket on suction outlet.
Check compactor operation speed and reset hydraulic pressures.
Remove PTO from vehicle and strip complete.
Overhaul PTO wit new bearings and seal kit.
Supply and fit new PTO gasket and fit PTO to gearbox
Top up gearbox with oil.
Supply and fit new air fitting to pipe
Test PTO function.
Remove PTO propshaft from vehicle.
Supply and fit new universal joints to propshaft.
Refit to vehicle and test.
Lubricate universals.
Overhaul leaking l/side actuator, fit new seals.
Machine and clean thread to actuator end cap.
Supply and fit new spacers and r clips to binlifter.
Fill hydraulic oil tank with new oil.
Steam clean vehicle and test.

Qty	Code	Description	Unit Price	Ext. Price
6		Packer cylinder h/p hose & fittings	2 186.34	13 118.04
2	HDSPC	HD hose pipe clamp	128.30	256.60
1		Remove swing frame assembly	0.00	0.00
1		Refit frame to correct postion	0.00	0.00
2	BINQC	Binlifter quick couplers	873.38	1 746.76
1		Binlifter valve H/P hose & fittings	685.64	685.64
1		Tighten actuator steel pipe	0.00	0.00
1		Valvebank - roof H/P hose & fitting	2 847.55	2 847.55
1		Drain hydraulic oil tank	0.00	0.00
1		Fit gasket to tank suction outlet	275.00	275.00
1		Check compaction speed	0.00	0.00
1		Reset hydraulic pressures	0.00	0.00
1		Remove & strip PTO	0.00	0.00
1		PTO bearings & seal kit	2 990.86	2 990.86
1		PTO gasket	284.50	284.50
5	GO	Gear oil	85.32	426.60
1		Air pipe fitting	39.90	39.90
1		Remove PTO propshaft	0.00	0.00
1		Fit propshaft to vehicle	3 982.50	3 982.50
1	BINLASK	Actuator seal kit	2 039.95	2 039.95
8		Spacers	85.64	685.12

Quote Q07454

KAI-MA SERVICES (PTY)LTD

YOUR OPTIMUM SOLUTION

Company Reg No: 2011/118778/07 CSD no: MAAA0029295 Vat Reg No: 4640259901

Theewaterskloof Municipality
P.O.Box 24
Caledon

7230

Document Date: 2024/04/25
Account no: TWK
Vehicle Make: Nissan CW290
Reg No: CAM 34735
280547km
None

Quote No: Q07454

Qty	Code	Description	Unit Price	Ext. Price
2		Retaining clip	30.25	60.50
90	HOILSS	Hydraulic oil	67.93	6 113.70
1		WS consumables	825.00	825.00
1	LS	Lubricate and steam clean vehicle	0.00	0.00
32	LAB	Labour	510.00	16 320.00

This quotation is valid for 30 days only.
Payment terms is 30 days from date of invoice.
Unforseen damages are not included in this quotation.
CCT Warranty as per Tender 318S/2020/21 and/or 77S/2022/23.
All other customers 3 Month warranty on faulty workmanship and parts.
All goods remain the property of Kai-Ma Services until fully paid for.

Prices Excl. VAT

Sub Total:	52 898.22
Total (Excl):	52 898.22
VAT Total:	7 934.76
Total (Incl):	60 832.98

Signature:

Kai-Ma Services (Pty)Ltd, 9 Trafford Road, Blackheath. Director: JWJ Swart. CSD no: MAAA0029295 CCT Vendor no: 1002275978
P.O. Box 5248, Tygervalley, 7530 Tel: 021 905 7472 Cell: 082 729 7827 Fax: 086 581 7922 e-mail: wilo@kai-ma.co.za BBEEE Status: Level 4

Ref Number	4785935
Meta Type	Requisition
Name	KAI - MA SERVICES (PTY) LTD - Caledon - General
Requisition Type	General
Area of Expenditure	Overberg Area
B-BBEE Status Level of Contributor	1
Local Supplier?	No
Created By	Enrico Theunissen (ENRICOTH)
Date Created	2024-05-14 08:33

Requisition Detail | Department Detail | Deviation Detail | SCM Detail | Outcome Detail | Order Detail | Asset Detail | Related Official | Stock Issue | Requisition Line | Quotation/Bid | Purchase Order

Deviation Item?	Yes
Motivate Reason for Deviation	CAM 34735 (Refuse Compactor – Solid Waste) is used by the Solid Waste Department for the daily collection of households- and business refuse in Caledon as well as in Botrivier.Myddleton and
Deviation Type (Section 36)	5. Any other exceptional case where it is impractical or impossible to follow the official procurement processes.
MM Deviation Review Outcome	Approve Deviation Requisition
MM Comment on Deviation	Approved
CFO Review Outcome	
CFO Review Comment	
SCM Deviation Review Outcome	Support Deviation
SCM Deviation Review Comments	SCM support
ICT Deviation	
ICT Deviation Review Outcome	
ICT Deviation Review Comments	
Fleet Manager Review Outcome	Approve
Fleet Manager Review Comments	Terug verwys, verkeerde goedkeuring aangeheg, vir regstelling asseblief....Fleet Approve.....Fleet

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Outlook

FW: CAM 34735 Kompakteerder - Goedkeuring

From Edwin Marthinus <EdwinMa@twk.gov.za>
Date Tue 14-May-24 11:44 AM
To Enrico Theunissen <enricoth@twk.gov.za>

SCM Approval

Kind Regards

Edwin Marthinus
Acting Town Manager: Caledon/ Myddleton/ Tesselaarsdal
Theewaterskloof Municipality
Tel: 028 214 4204 or 028 214 3300
Cell: 072 613 3580
E-mail: EdwinMa@twk.gov.za **Website:** www.twk.gov.za

Theewaterskloof
Municipality

From: Annielle Martin <anniellema@twk.gov.za>
Sent: Tuesday, May 14, 2024 11:42 AM
To: Melanie Fisher <melanieth@twk.gov.za>; Edwin Marthinus <EdwinMa@twk.gov.za>; Ingram Loubser <ingramlo@twk.gov.za>; Jan Barnard <janba@twk.gov.za>
Cc: Hendrik Windvogel <HendrikWi@twk.gov.za>
Subject: RE: CAM 34735 Kompakteerder - Goedkeuring

Good day

SCM is given approval to start the procurement process.

Please ensure that the deviation is loaded ASAP.

The invoice must be at Creditors on 31 May 2024.

Regards,

Annielle Martin
Supply Chain Management
Directorate: Financial Services

THEEWATERSKLOOF MUNICIPALITY

Head Office. 6 Plein Street, Caledon, 7230
Call Centre. 028 214 3300 | **Emergency.** 080 021 4730 | **Email.** anniellema@twk.gov.za
Website. www.twk.gov.za | **Follow us on Facebook, X, Instagram.** @twkmun

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Theewaterskloof
Municipality

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From: Melanie Fisher <melanieth@twk.gov.za>
Sent: Tuesday, May 14, 2024 11:36 AM
To: Annielle Martin <anniellema@twk.gov.za>; Edwin Marthinus <EdwinMa@twk.gov.za>; Ingram Loubser <ingramlo@twk.gov.za>; Jan Barnard <janba@twk.gov.za>
Cc: Hendrik Windvogel <HendrikWi@twk.gov.za>
Subject: CAM 34735 Kompakteerder - Goedkeuring

Goeiedag Annielle

Hiermee vra ons goedkeuring vir kompakteerder CAM 34735 vir herstel werk aan silinders by die hidroliese gedeelte van die trok . Die PTO is ook foutief en dus staan die voertuig . Caledon area moet gediens word en is daar nou 'n geval waar vullis ophoop.

Hoor graag spoedig van u in hierdie verband.

Regards,

Melanie Fisher
Principal Clerk: Caledon Town Office
Directorate: Community Services

THEEWATERSKLOOF MUNICIPALITY
Head Office. 22 Plein Street, Caledon, 7230
Call Centre. 028 214 3300 | **Emergency.** 080 021 4730 | **Email.** melanieth@twk.gov.za
Website. www.twk.gov.za | **Follow us on Facebook, X, Instagram.** @twkmun

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Municipality

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Outlook

FW: Request to use from Vote 01 3121 3 9610 0

From Edwin Marthinus <EdwinMa@twk.gov.za>
Date Tue 14-May-24 9:48 AM
To Enrico Theunissen <enricoth@twk.gov.za>

APPROVED

Kind Regards

Edwin Marthinus
Acting Town Manager: Caledon/ Myddleton/ Tesselaarsdal
Theewaterskloof Municipality
Tel: 028 214 4204 or 028 214 3300
Cell: 072 613 3580
E-mail: EdwinMa@twk.gov.za **Website:** www.twk.gov.za

Theewaterskloof
Municipality

From: Aydon Windvogel <AydonWi@twk.gov.za>
Sent: Tuesday, May 14, 2024 9:48 AM
To: Edwin Marthinus <EdwinMa@twk.gov.za>
Cc: Wilfred Schrevian Evan Solomons-Johannes <wilfredso@twk.gov.za>; Municipal Manager <mm@twk.gov.za>; Annette Swart <AnnetteSw@twk.gov.za>; Adri Plaatjies <adripl@twk.gov.za>
Subject: RE: Request to use from Vote 01 3121 3 9610 0

Dear Edwin:

APPROVED.

Kind Regards,

Aydon Windvogel
Office Manager
Directorate: Office of the Municipal Manager

THEEWATERSKLOOF MUNICIPALITY
Head Office. 6 Plein Street, Caledon, 7230
Cell. 068 676 2927
Call Centre. 028 214 3300 | **Emergency.** 080 021 4730 | **Email.** aydonwi@twk.gov.za
Website. www.twk.gov.za | **Follow us on Facebook, X, Instagram.** @twkmun

Theewaterskloof Municipality

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From: Edwin Marthinus <EdwinMa@twk.gov.za>
Sent: Tuesday, May 14, 2024 9:46 AM
To: Wilfred Schrevian Evan Solomons-Johannes <wilfredso@twk.gov.za>; Aydon Windvogel <AydonWi@twk.gov.za>
Subject: Request to use from Vote 01 3121 3 9610 0

Hello MM

Permission is herewith requested to use from **Vote Number Vote 01 3121 3 9610 0 (Sundry Hire — Machinery and Equipment)** the amount of **One Hundred Thousand Rand (R100 000.00)** for repair work on the Refuse Truck (Compactors).

Currently **NO** refuse removal can be taken place due to No Funding.

Edwin Marthinus
Acting Town Manager: Caledon/ Myddleton/ Tesselaarsdal
Theewaterskloof Municipality
Tel: 028 214 4204 or 028 214 3300
Cell: 072 613 3580
E-mail: EdwinMa@twk.gov.za Website: www.twk.gov.za

Theewaterskloof Municipality

ITEM HEADING

C134/2026 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: DIRECTORATE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES: IRREGULAR EXPENDITURE – NOT JUSTIFIABLE DEVIATION (ENVIROSERV WASTE MANAGEMENT (PTY) LTD)

[English version of the report is the original]

FILE NUMBER

6/3/1/5/1

PURPOSE / AIM OF REPORT

The purpose of this report is to inform the Municipal Public Accounts Committee on the irregular expenditure with regards to the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 July 2024 until 30 June 2027 – Enviroserv Waste Management (Pty) Ltd.

BACKGROUND

2024/25 AG Findings: "*The municipality deviated from SCM processes to procure the services for waste management for three years, citing the impracticality due to lack of a functional BAC. This deviation, therefore, stems from improper planning.*

Impact:
This results in non-compliance with regulation 19(a) as goods were procured without following a competitive bidding process.

Deviations were approved by the accounting officer even though it was not impractical to obtain price quotations in contravention with regulation 36(1). This results in an irregular expenditure of R400 555 (expenditure in the current year). All future expenditure on these services should also be regarded as irregular expenditure. The non-compliance is material (recurring) and will be included in the audit report."

DISCUSSION

As per attachment.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

I note the value for money confirmation.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Recommendation is supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The irregular expenditure of R400 555 has been recorded in 2024/2025 financial statements. Management should ensure that recurrence is prevented.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Section 32 of the MFMA states that any official of a municipality who deliberately or negligently committed, made or authorized an irregular expenditure is liable for that expenditure. A municipality must recover such expenditure from the person liable for that expenditure, unless Council certifies the irregular expenditure as irrecoverable, after the Municipal Public Accounts Committee has investigated and recommended it. Irregular expenditure for the purpose of this item means expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality and which has not been condoned in terms of such policy.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Failing to manage irregular expenses in accordance with the MFMA could result in Council Losing money and not receiving value for money. However, in this case Council did not suffer any losses or damages and received value for money.

RECOMMENDATION BY ITEM AUTHOR:

It is therefore recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R400 555 for the financial year 2024/2025 be written off.

RECOMMENDATION BY MANAGEMENT TO MPAC: 26 FEBRUARY 2026

It is therefore recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R400 555 for the financial year 2024/2025 be written off.

RECOMMENDATION BY MPAC TO COUNCIL: 29 APRIL 2026

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

In the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R400 555 for the financial year 2024/2025 be written off.

RECOMMENDATION TO COUNCIL:

It is therefore recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R400 555 for the financial year 2024/2025 be written off.

Status Report on contract no. ENG 04/2024/25 In terms of SCM and MFMA requirements and remedial action required if necessary

Supplier	Service Description	Commencement date of contract
EnviroServ Waste Management (Pty) Ltd.	ENG 04/2024/25 - Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 July 2024 Until 30 June 2027.	01 July 2024 – 31 January 2025

1. What was the initial Purpose of the contract

The Technical Services Directorate of the Theewaterskloof Municipality proposes to haul all waste off loaded at their Transfer Stations at Grabouw, Caledon and Villiersdorp and at their Public Drop-off at Botrivier Tesselaarsdal and Greyton to the licensed landfill at Karwyderskraal or Caledon Landfill. The dried sludge from the WWTW as well as Hazardous waste received from the public at facilities must be transported and disposed of at a hazardous license site. One of the objectives is also to divert green waste from Solid waste facilities by chipping for composting. The operation of the Transfer stations and drop offs does not form part of this contract.

2. Initial Scope of Contract and if uncertain please explain

OVERVIEWS OF THE SERVICE

The service consists of the hauling by road of all waste from the Transfer Stations at Grabouw, Villiersdorp, Caledon and RSE and the Public Drop-off at Botrivier, Greyton and Tesselaarsdal to the Karwyderskraal Landfill. Dried sludge form Wastewater Treatment Facilities and hazardous waste received from the public must be disposed of at a suitably licensed site. It is envisaged that the Greyton Drop Off did commence and Caledon and RSE Transfer stations . All General Waste will be transported to Karwyderskraal Landfill after. The Municipality also intends to procure service to haul solid waste from different towns by 30m^3 haulage trucks to Caledon Landfill. The Municipality will notify the Contractor when waste has to be hauled from these towns to Caledon Landfill. The service provider needs to chip all green waste diverted from waste stream and load it in containers that will be hauled to Grabouw or Karwyderskraal for composting. The service provider needs to guide the Municipality in diverting different size green waste for chipping.

GENERAL INTENT

The general intent of this Contract is that the Contractor shall procure all items necessary for the rendering of the service in accordance with the terms of Contract, in a workman-like and expeditious manner.

The Engineer/Employer shall have the right to verify that the service is carried out in accordance with this Contract and to approve or reject the quality of service rendered by the Contractor or approved subcontractors.

EXTENTS OF THE SERVICE

The Service in general includes but is not restricted to the following:

1. Remove full containers from loading bays and replace it with empty containers,
2. Transport full containers to Karwyderskraal or Caledon Landfill, dispose of the loads and return the empty containers,
3. Transport dried sludge from WWTW to appropriately licensed Landfill (a site licensed to receive hazardous waste).
4. Transport all household hazardous waste received from community to appropriately licensed Landfill (a site licensed to receive hazardous waste).
5. Chip all diverted green waste and load it into containers for transport.
6. Transport chipped green waste to Karwyderskraal or Grabouw, as indicated by Employer.
7. Supply and maintain containers.

3. Initial Contract Value and if uncertain please explain

R 1 102 170.97 (Excl. VAT).

4. Initial Expiry Date and if uncertain please explain

31 January 2025.

5. Was normal SCM Process followed and complied with

Yes		

Explain of motivate your response

Tender ENG 01/2024/25 was submitted on 18 March 2024 to the SCM department to arrange a Bid Specification Committee sitting for 25 March 2024 as per Procurement Plan directive.

The following dates sets out the procurement process.

Description	Projected Procurement Plan Dates	Actual Procurement Plan Dates	Days behind Schedule
Submission	04 March 2024	18 March 2024	14 days (SCM informed the contract manager that the tender document format must change to a service tender document.)
Bid Specification Committee	11 March 2024	02 April 2024	22 days
Advertisement	14 March 2024	11 April 2024	28 days
Closing	19 April 2024	17 May 2024	28 days
Technical Submission	03 May 2024	20 May 2024	17 days
Bid Evaluation Committee	20 May 2024	18 June 2024	29 days
Bid Evaluation Committee	20 May 2024	20 June 2024	31 days
Bid Evaluation Committee	20 May 2024	08 October 2024	141 days
Bid Evaluation Committee	20 May 2024	10 December 2024	204 days
Bid Adjudication Committee	24 May 2024	13 December 2024	203 days
Approve Bid Adjudication Committee Minutes	N/A	14 January 2025	It took 32 days to get the minutes signed.
Letter of Appointment	N/A	15 January 2025	It took SCM 303 days / 10 months to make an appointment.

It took the SCM department 204 days or 6 months to get pass the Bid Evaluation Committee and 303 days / 10 months to make an appointment.

Also note that two bid evaluation committee meetings took place in June 2024 and then the next one only took place in October 2024, four months later. The municipality would have had a tenderer in July 2024, if the June BEC was successful and the BAC took place on 28 June 2024.

The calling of additional tender as alluded to by the AG could not realise due to that the fact that the previous tender process was not concluded and the process was still open.

It is reiterated that No recommendation for award could be made by June 2024 as stated above. and subsequently the deviation process was used for an award to avoid legal implication as stated in the motivation for deviation. This falls in the ambit of a normal SCM process.

6. Has the purpose, scope or contract period been extended or expanded since the initial appointment of the service provider

No		

Explain or motivate your response

N/A

7. **Was a formal contract or SLA initially entered into in terms of SCM and MFMA Requirements**		
Yes		
Explain or motivate your response		
The conditions and provisions of the Tender No. ENG 01/2024/25 document, as advertised, was used as the basis of the contract.		
8. **Should a contract not have existed has it since been entered into and has all compliance requirements like as it applies in respect of the SCM process and or for purposes of deviations been complied with**		
Yes		
Motivate or explain your response		
Tender number ENG 01/2024/25 was awarded and the new contract start date was 01 February 2025.		
9. **Did Council because of this transaction received best value for money i.e. in spite of non-compliance, if any with SCM or MFMA requirements**		
Yes		
Please explain or motivate your response above		
We confirm that the most advantageous combination of cost, quality and sustainability was achieved and Council received best value for money.		
10. **Has the Municipality suffered any losses or damages as a result of non-compliance with any of the MFMA or SCM requirements**		
No		
Please explain or motivate your response above		
N/A		
11. **Are you satisfied with the performance of the current service provider to the extent that the contract should be continued with.**		
Yes		
Please explain or motivate your response above		
Works was executed in terms of the contractual conditions.		
12. **Has the director investigated and established whether or not there is not at this point a better service provider, price or product which would justify a new procurement process and a reconsideration of the current service provider, product or price**		
Yes		
Please explain or motivate your response above		
Tender number ENG 01/2024/25 was advertised and awarded that justified the process followed is still best procurement option.		
14. **Could any form of non-compliance have been prevented**		
Yes		
Explain or motivate your response above		
Refer to point 5 motivation above.		

15. What remedies have been put in place to prevent any non-compliance being repeated

Explain or motivate your response above

Once off exceptional case where the tender was ready to be awarded and therefore future remedies are not necessary as a rule.

16. General or additional Comments of the Director Concerned

- The legal department confirmed the following: "It is confirmed that I have reviewed the contract. It complies in all respects with the relevant council resolutions, tender conditions and deviation award and legal requirements as provided to me by the Contract Manager and that the rights of Council are thereby protected. There is no apparent reason why the contract cannot be signed by the relevant delegated authority".
- That the irregular expenditure amounting to R 400 555 be written off in terms of section 32(2)(b) of the MFMA.
- No evidence of fraud, corruption or theft has been reported and accordingly I am unaware of any reason to suspect that theft, corruption or fraud took place.
- That the remedial steps mentioned above be noted and accepted as sufficient and appropriate steps to prevent future irregular expenditure of this nature.

Signature of Director Concerned — Date: 3.2.2026

17. General Comments/Findings and recommendations of the CFO

Signature of CFO — Date: 26-02-2026

18. General Comments/Findings and or recommendations of the Chief Audit Executive

Signature of Chief Audit Executive — Date: 26/02/2026

19. Final response of the Director Concerned for consideration by the Municipal Manager

Signature of the Director concerned — Date: 26/2/2026

20. General Comments and findings of the Municipal Manager

Annexure A – Approved Deviation

Annexure B – Bid Adjudication Minutes and Letter of Appointment

Annexure A – Approved Deviation

Theewaterskloof Municipality

THEEWATERSKLOOF MUNICIPALITY

Office of the Director: Financial Services

SUPPLY CHAIN MANAGEMENT POLICY

REQUEST FOR DEVIATION FORM IN TERMS OF REGULATION 36

Section A

Reg. 36	Reason for Deviation	(Mark with X where applicable)
(1)(a)(i)	**In an Emergency; (An emergency is an unforeseeable sudden event with harmful or potential harmful consequences for the municipality which requires urgent action to address.)**	
	Circumstances that warrant emergency dispensation Circumstances that warrant emergency dispensation includes but are not limited to -	
	a) the possibility of human injury or death,	
	b) the prevalence of human suffering or deprivation of rights,	
	c) the possibility of damage to property, or suffering and death of livestock and animals, the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole, the possibility of serious damage occurring to the natural environment,	
	d) the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service,	
	e) the possibility that the security of the state could be compromised.	
	The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal tender process.	
(ii)	**Sole supplier**	
(iii)	**Acquisition of special works of art or historical objects where specifications are difficult to compile.**	
(iv)	**Acquisition of animals for zoos and/or nature and games reserves.**	
(v)	**Any other exceptional case where it is impractical or impossible to follow the official procurement processes.**	X

Section B

Furnish and motivate reasons for the required deviation:

Background:

The municipality advertised a tender for the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 July 2021 till 30 June 2024. This contract comes to an end on 30 June 2024.

Legal Implications:

Theewaterskloof Municipality must comply in terms of National Water Act (36 of 1998).

In terms of the National Environmental Management Act, 1998 (Act No, 107 of 1998), a person (or Accounting Officer i.e. Municipal Manager) convicted of an offence/charge of unlawfully and intentionally or negligently significantly polluting or degrading or detrimentally affecting the environment in terms of the aforementioned legislation is liable to a fine not exceeding R10 million or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.

"Control of emergency incidents

S30. (1) In this section—

(a) "incident" means an unexpected sudden occurrence. including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment. Whether immediate or delayed.

(b) "responsible person.. includes any person who~

(i) is responsible for the incident;

(ii) owns any hazardous substance involved in the incident; or 5

(iii) was in control of any hazardous substance involved in the incident at the time of the incident;

(c) .'relevant authority" means—

(i) a municipality with jurisdiction over the area in which an incident occurs:

Now considering the beforementioned the following is prescribed in terms of chapter 7 of the National Environmental Management Act 1998 Section 28:

S28(1) Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, to minimise and rectify such pollution or degradation of the environment.

(2) Without limiting the generality of the duty in subsection (1), the persons on whom subsection (1) imposes an obligation to take reasonable measures. include an owner of land or premises, a person in control of land or premises or a person who has a right to use the land or premises on which or in which—

(a) any activity or process is or was performed or undertaken; or

(b) any other situation exists,

which causes. has caused or is likely to cause significant pollution or degradation of the environment.

(3) The measures required in terms of subsection (1) may include measures

(a) investigate, assess and evaluate the impact on the environment:

(b) inform and educate employees about the environmental risks of their work and the manner in which their tasks must be performed in order to avoid causing significant pollution or degradation of the environment:

(c) cease, modify or control any act, activity or process causing the pollution or degradation.

(d) contain or prevent the movement of pollutants or the causant of degradation:

(e) eliminate any source of the pollution or degradation: or

(f) remedy the effects of the pollution or degradation."

Discussion:

Taking the procurement plan into consideration, the contract manager advertised the new tender ENG 01/2024/25 for the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 July 2024 Until 30 June 2027. The invitation to tender was advertised on Municipal Website, Notice Board, e-tender, Hermanus Times and TransOverberg on Thursday, 11 April 2024. Seven (7) tenders were received on the closing date Friday, 17 May 2024. Tender validity period is 120 days which indicates an expiry date of 14 September 2024.

The following tenders was received on closing date:

No.	Name of Bidder	All Inclusive Corrected Tendered Amounts "R" (Year 1 + 2 + 3)
1	DP Truckhire (Pty) Ltd.	24 088 303.78
2	EnviroServ Waste Management (Pty) Ltd.	28 686 981.90
3	Khabokedi Waste Management (Pty) Ltd.	28 963 018.42
4	Waste Carriers (Pty) Ltd.	33 672 489.59
5	Waste-Mart (Pty) Ltd.	39 060 501.43
6	Amila Investment (Pty) Ltd.	129 414 556.01
7	Intersect Business Solutions	10 070 691.90

The Bid Evaluation Committee was held on 20 June 2024 and found the following:

- DP Truckhire (Pty) Ltd. withdrew themselves from the tender process and therefore will not be taken further into consideration.
- Intersect Business Solutions failed to pay the tender participation fee and therefore will not be taken further into consideration.
- That only 5 tenderers will proceed further.

"RECOMMENDATION BY BID EVALUATION COMMITTEE ON 20 JUNE 2024

1. *The Bid Evaluation Committee recommends that:*

2. *Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy."*

In the absence, dated 27 June 2024, of a Bid Adjudication Committee in terms of Regulation 29 of the municipality's SCM Policy and the urgency of the appointment for this service which will have an impact on the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service, the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole, the possibility of serious damage occurring to the natural environment, we suggest that it is an exceptional case where it is impractical or impossible to follow the official procurement processes.

In terms of the competitive procurement process followed including the BEC recommendation we decided to only ask EnviroServ Wate Management (Pty) Ltd. for a quotation as they scored the highest points in terms of the PPR of 2022. They submitted an estimated quotation on a month to month basis whereby we have the right to stop the contract at any stage depending on when the municipality will have a Bid Adjudication Committee in terms of Regulation 29 of the municipality's SCM Policy.

It is therefore recommended to deviate from the normal SCM procedures in terms of Regulation 36(1)(v) of the SCM Procurement Policy, to appoint EnviroServ Wate Management (Pty) Ltd. for the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste on a month-to-month basis in terms of the exact conditions of tender no. ENG 01/2024/25 as advertised inclusive of the reasons stated."

Section C

Financial Implication

Vote Number	Available Budget	Estimated Deviation Amount
01/5510/1/7568/0	R 313 317.00 (Excl. VAT)	R 1 102 170.97 (Excl. VAT)
01/5510/2/7568/0	R 995 824.00 (Excl. VAT)	
01/5510/3/7568/0	R 865 920.00 (Excl. VAT)	
01/5510/4/7568/0	R 527 594.00 (Excl. VAT)	
01/5510/5/7568/0	R 897 192.00 (Excl. VAT)	
01/5510/7/7568/0	R 303 869.00 (Excl. VAT)	

Section D

Related Parties Declaration

Does the requested and recommended official have any relationship i.t.o Regulation 45 of the SCM Policy with this supplier?

Please indicate Yes / No	No

If Yes, provide name and surname and tick the relevant relation as indicated below

Name and Surname						
Spouse	**Domestic Partner**	**Dependent Child**	**Nondependent Child**	**Grandchild**	**Grandparent**	**Parent**
Relative living in an Common Household	**Brother**	**Sister**	**Parent-in-Law**	**Brother-in-Law**	**Sister-in-Law**	

Section E

1. Recommended by Manager:	J Prins	ff	27/06/24
	Name	Signature	Date
2. Recommended by:	D Damons		27/06/24
Deputy Dir.	Name	Signature	Date
3. Recommended by:	H Matthee		27/06/24
Act. Director	Name	Signature	Date

4. **SCM Comments:**

1. An Contract be entered into between the Municipality and EnviroServ Wate Management (Pty) Ltd.
2. Please note that none of the company directors / trustees / members / shareholders of EnviroServ Wate Management (Pty) Ltd. are a government employee nor a restricted supplier, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.
3. The tenderers Tax Compliance Status Pin Certificate was verified on the website of SARS and was found to be active. Proof thereof attached.
4. The tenderer is registered on the municipality's database of prospective providers. Proof thereof attached.
5. The tenderer is registered on the Central Supplier Database (CSD). Proof thereof attached.

Reviewed by:	A Martin		28/6/24
	Name	Signature	Date
5. Approved/Not Approved:	R Stevens	R ST	28.6.2024
Act. Municipal Manager	Name	Signature	Date
6. Provide reason if not approved:			

ENG 01/24/25 Tender is awaiting BAC

Annexures:

- Annexure A: Budget
- Annexure B: Quotations from EnviroServ Waste Management (Pty) Ltd.
- Annexure C: SCM Documentation
- Annexure D: BEC Report

Annexure B – Bid Adjudication Minutes and Letter of Appointment

398 THEEWATERSKLOOF MUNICIPALITY

BID ADJUDICATION COMMITTEE MEETING

MINUTES

13 DECEMBER 2024

THEEWATERSKLOOF MUNICIPALITY

MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD 13 DECEMBER 2024 AT 10:00 IN THE COUNCIL CHAMBERS.

A. OPENING AND WELCOMING

The Chairperson, Mr. P Mabhena, welcomed everybody.

B. ATTENDANCE REGISTER

B.1. Present

Mr P Mabhena
Mr H Matthee
Mr W Solomons-Johannes
Mrs N Baliso
Ms Z Parnell
Ms A Martin (Observer)
Mr J Prins (Observer)
Ms J Van Niekerk (Observer)
Mr H September (Administration)

B.2. Application(s) for leave of absence:

Mr GW Hermanus (Leave)
Mr N La Grange (Sick Leave)

C. AGENDA-ITEM FOR DISCUSSION

C.1 Directorate: Technical Services

ENG 01/2024/25- TRANSPORT OF CONTAINERISED MUNICIPAL SOLID WASTE AND CHIPPING OF GARDEN WASTE FOR THE PERIOD FROM 01 JULY 2024 UNTIL 30 JUNE 2027.

Theewaterskloof
Municipality

SUPPLY CHAIN MANAGEMENT AND END USER EVALUATION REPORT FOR

TENDER NO.: ENG 01/2024/25:

TRANSPORT OF CONTAINERISED MUNICIPAL SOLID WASTE AND CHIPPING OF GARDEN WASTE FOR THE PERIOD FROM 01 JULY 2024 UNTIL 30 JUNE 2027.

1. AIM OF REPORT

To present to the Bid Adjudication Committee the Supply Chain Management and Technical Tender Evaluation Report for the Transport of Containerized Municipal Solid Waste and Chipping Garden Waste for The Period From 01 July 2024 Until 30 June 2027.

2. TENDER DETAILS

The invitation to tender was advertised on Municipal Website, Notice Board, e-tender, Hermanus Times and TransOverberg on Thursday, 11 April 2024. Seven (7) tenders were received on the closing date Friday, 17 May 2024. Tender validity period is 120 days which indicates an expiry date of 14 September 2024. On the 04th of September 2024 an extension of validity was requested from bidders. Five (5) bidders accepted the extension of validity from 14September 2024 till 30 November 2024.An extension of validity was requested on the 14th of November 2024 to extend validity from 30 November 2024 till 31 January 2024. No response was received from **Intersect Business Solutions**. Proof of extension of validity is attached to **Annexure J**. The tender was advertised for 37 days.

Table 1: List of tenders received.

No	Name of Bidder	All Inclusive Tendered Amounts "R"	All Inclusive Corrected Tendered Amounts "R"	Year 1 Estimated Total (Reduced BOQ) "R"	(Add 4.9% from Year 1) - Year 2 Estimated Total "R"	(Add 4.9% from Year 2) - Year 3 Estimated Total "R"	All Inclusive Corrected Tendered Amounts "R" (Year 1 + 2 + 3)
1	DP Truckhire (Pty) Ltd.	73,052,653.00	72,933,135.49	7,648,535.00	8,023,313.22	8,416,455.56	24,088,303.78
2	EnviroServ Waste Management (Pty) Ltd.	87,166,656.27	87,166,656.28	9,108,710.48	9,555,037.30	10,023,234.12	28,686,981.90
3	Khabokedi Waste Management (Pty) Ltd.	87,906,212.82	87,906,139.07	9,196,357.79	9,646,979.32	10,119,681.31	28,963,018.42
4	Waste Carriers (Pty) Ltd.	36,739,189.33	105,647,934.55	10,691,712.36	11,215,606.26	11,765,170.97	33,672,489.59
5	Waste-Mart (Pty) Ltd.	118,380,355.14	118,380,342.11	12,402,517.63	13,010.240.99	13,647,742.80	39,060,501.43
6	Amila Investment (Pty) Ltd.	377,581,055.00	389,895,213.92	41,091,800.00	43,105,298.20	45,217,457.81	129,414,556.01
7	Intersect Business Solutions	369,821,050.94	30,123,846.20	3,175,895.11	3,331,513.97	3,494,758,15	10,002,167.23

Note:

- The Pricing Schedule (Section 6 of the tender document) required tenderers to quote prices for items 1.1 to 10.6, the total of which, inclusive of 15% VAT, is reflected as "Year 1 Estimated Total". From this figure, tenderers were required to calculate their totals for year 2 and 3 by adding 4.9% year on year to their year 1 and 2 totals. In doing so, tenderers were able to determine their total offer for the full three year period. Refer to Annexure I for corrected details.

- The quantities listed in Schedule 6 was however the total quantity for the three year period instead of the quantity for one year. This error in the pricing schedule resulted in the tender values ranging between R 73m and R377m.

- In order to correct this error, the three-year quantities were divided by three to determine the cost per year for each item at the rate/unit quoted. For evaluation purposes the totals for year 2 and 3 are derived from year 1 with the addition of 4.9% year on year. The results of this are reflected in Table 1 above.

- DP Truckhire (Pty) Ltd. withdrew themselves from the tender process as per attached proof and therefore will not be taken further into consideration.

- Intersect Business Solutions failed to respond to request for extension from 30 November 2024 till 31 January 2025, therefore they will be excluded from further evaluation.

3. EVALUATION

The procedure for the evaluation of tenders is:

Step 1: Test for eligibility
Step 2: Test for responsiveness
Step 3: Test for administrative compliance
Step 4: Score financial offer, evaluation points for preferencing and calculate total tender evaluation points to the lowest. Rank tender offers from the highest number of tender evaluation points to the lowest. Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so

Step 1: Test for Eligibility

- Only those bidders who have paid the tender participation fee are eligible to submit tenders;
- Only those bidders who submitted proof of previous experience for completed projects are eligible to submit tenders.
- Only those bidders who comply with the pricing instruction are eligible to submit tenders.

Table 2: Eligibility

No.	Name of Bidder	Paid Tender Participation Fee	Submitted Proof of Previous Experience for Completed Projects	Complies With the Pricing Instruction
1	EnviroServ Waste Management (Pty) Ltd.	Yes	Yes	Yes
2	Khabokedi Waste Management (Pty) Ltd.	Yes	Yes	Yes
3	Waste Carriers (Pty) Ltd.	Yes	Yes	Yes
4	Waste-Mart (Pty) Ltd.	Yes	Yes	Yes
5	Amila Investment (Pty) Ltd.	Yes **Note 1**	Yes	Yes

Note 1:
Tenderer Amila Investment (Pty) Ltd. failed to submit Proof of Payment of Tender Participation Fee. With test for Eligibility and taking administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and requested from the bidder to submit Proof of Payment of Tender Participation Fee, which they did, proof thereof attached.

- As seen from table 2 and taking Note 1 into consideration, it is evident that the tenders received from EnviroServ Waste Management (Pty) Ltd., Khabokedi Waste Management (Pty) Ltd., Waste Carriers (Pty) Ltd., Waste-Mart (Pty) Ltd. and Amila Investment (Pty) Ltd. were found to be Eligible for further evaluation.

Step 2: Test for Responsiveness

Tenders will be considered non-responsive if, inter alia: (This is a requirement on submission of tender document)

- The tenderer has failed to comply with the Special Conditions of Contract as advertised.
- The tenderer does not comply with the Pricing Instruction and Pricing Schedule as advertised.
- The tenderer did not sign and complete the Form of Offer; and
- The tenderer has failed to comply with the Additional Conditions of tender Point No. 5.1. invalid from a-d.

Table 3: Test for Responsiveness

No.	Description	Complies With Special Conditions of Contract	Complies With Pricing Instruction and Pricing Schedule	Signed And Completed Form of Offer	Complies With Additional Conditions of Tender
1	EnviroServ Waste Management (Pty) Ltd.	Yes	Yes	Yes	Yes
2	Khabokedi Waste Management (Pty) Ltd.	Yes	Yes	Yes	Yes
3	Waste Carriers (Pty) Ltd.	Yes	Yes	Yes	Yes
4	Waste-Mart (Pty) Ltd.	Yes	Yes	Yes	Yes
5	Amila Investment (Pty) Ltd.	Yes	Yes	Yes	Yes

- As seen from table 3 it is evident that the tenders received EnviroServ Waste Management (Pty) Ltd., Khabokedi Waste Management (Pty) Ltd., Waste Carriers (Pty) Ltd., Waste-Mart (Pty) Ltd. and Amila Investment (Pty) Ltd. were found to be responsive for further evaluation.

Step 3: Test for Administrative Compliance

Tenders will be found non-compliant if, inter alia: (These documents may be requested)

- The tenderer has failed to complete and sign and attach requested information to all Schedules not excluded in responsive criteria.
- The Tenderer has failed to submit a municipal account of where the head office of the company is registered or in case where the premises is leased, the tenderer has failed to provide a copy of the lease of the premise.
- The tenderer has failed to submit a valid Tax Clearance Certificate or Pin; a valid Certificate or Pin may be requested.
- The tenderer has failed to submit a valid certified B-BBEE certificate, QSE or EME affidavit, whereas points were claimed, and a copy of certificate or affidavit was supplied, a valid certified copy of the B-BBEE certificate, QSE or EME Affidavit may be requested.
- The tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.
- The tenderer has failed to submit proof good standing from the Department of Labour related to good standing with regards to COIDA payments. A Certified copy of the proof of good standing may be requested.
- The tenderer has failed to submit proof of payment of the tender participation fee. Proof may be requested.
- The Tenderer submitted 3 x reference letters, but do not comply with the criteria in 2.1.2 under eligibility, reference letters may be requested

Table 4: Test for Administrative Compliance summary

Compliance Criteria	EnviroServ Waste Management (Pty) Ltd.	Khabokedi Waste Management (Pty) Ltd.	Waste Carriers (Pty) Ltd.	Waste-Mart (Pty) Ltd.	Amila Investment (Pty) Ltd.
Schedule 1: Tax Clearance Certificate Requirements (MBD 2)	Comply (Exp: 12/07/2024) **Note 3**	Comply (Exp: 23/04/2025)	Comply (Exp: 22/11/2024) **Note 4**	Comply (Exp: 09/02/2025)	Comply (Exp: 29/11/2024)
Schedule 2A: Declaration of Interest (MBD 4)	Comply	Comply	Comply	Comply	Comply
Schedule 2B: Declaration for Procurement Above R10 Million (All Applicable Taxes Included) (MBD 5)	Comply	Comply	Comply	Comply	Comply
Schedule 3: Preference Points Claim Form in Terms of the Preferential Procurement Reg. 2022 (MBD 6.1)	Comply (B-BBEE – 10) (Locality - 4)	Comply (B-BBEE – 10) (Locality - 4)	Comply (B-BBEE – 0) (Locality – 4)	Comply (B-BBEE – 10) (Locality – 4)	Comply (B-BBEE – 10) (Locality – 0)
Schedule 4: Declaration of Bidders past Supply Chain Management Practices (MBD 8)	Comply	Comply	Comply	Comply	Comply
Schedule 5: Certificate of Independent Bid Determination (MBD 9)	Comply	Comply	Comply	Comply	Comply
Schedule 6: Form of Indemnity	Comply	Comply	Comply	Comply	Comply
Schedule 7: Compulsory Enterprise Questionnaire	Comply	Comply	Comply **Note 4**	Comply	Comply
Schedule 8: Address Schedule	Comply	Comply	Comply	Comply	Comply
Schedule 9: Record of Addenda	N/A	N/A	N/A	N/A	N/A
Schedule 10: Authorized Signatory (Company, Close Corporation or Partnership)	Comply	Comply	Comply	Comply	Comply
Schedule 11: Tender Participation Fee	Comply	Comply	Comply	Comply	Comply **Note 5**
Schedule 12: B-BBEE Proof	Comply	Comply	Comply **Note 4**	Comply	Comply
Schedule 13: Municipal Account / Lease Agreement	Comply	Comply	Comply	Comply	Comply
Schedule 14: Previous Experience on Similar Contracts Completed	Comply	Comply	Comply	Comply	Comply

Schedule 15: Letter Of Good Standing with Relevant Authorities	Comply **Note 2**	Comply **Note 3**	Comply **Note 4**	Comply	Comply **Note 5**
Schedule 16: Public Liability	Comply	Comply	Comply	Comply	Comply
Schedule 17: Schedule of Plant Available	Comply	Comply	Comply	Comply	Comply **Note 5**

Note 2:
Tenderer EnviroServ Waste Management (Pty) Ltd. submitted a valid tax compliance/clearance certificate and valid Letter of Good Standing with the Relevant Authorities that expired during the evaluation process. With test for administrative compliance and in terms of employers undertaking it was found that the aforementioned is not material in nature and requested the bidder to submit an updated valid tax compliance/clearance certificate and Letter of Good Standing with the Relevant Authorities, which they did. Proof can be found attached.

Note 3:
Tenderer Khabokedi Waste Management (Pty) Ltd. submitted an expired Letter of Good Standing with the Relevant Authorities. With test for administrative compliance and in terms of employers undertaking it was found that the aforementioned is not material in nature and requested the bidder to submit an updated valid Letter of Good Standing with the Relevant Authorities, which they did. Proof can be found attached.

Note 4:
Tenderer Waste Carriers (Pty) Ltd. tax compliance pin certificate expired during evaluation.Tenderer Waste Carriers (Pty) Ltd. failed to sign the Compulsory Enterprise Questionnaire schedule, submitted an expired B-BBEE Certificate and submitted an expired Letter of Good Standing with the Relevant Authorities. With test for administrative compliance and in terms of employers undertaking it was found that the aforementioned is not material in nature and requested the bidder to submit a valid tax compliance pin certificate, signed Compulsory Enterprise Questionnaire schedule and an updated valid Letter of Good Standing with the Relevant Authorities, which they did. Proof can be found attached.

Note 5:
Tenderer Amila Investments (Pty) Ltd. submitted an expired Letter of Good Standing With The Relevant Authorities and completed but failed to sign the Schedule Of Plant Available. With test for administrative compliance and in terms of employers undertaking it was found that the aforementioned is not material in nature to exclude the bidder from the evaluation process, however it will be requested from the bidder to submit a valid updated Letter Of Good Standing With The Relevant Authorities and sign the Schedule Of Plant Available should they be found to be the recommended bidder.

- As seen from table 4 and taking Notes 2,3, 4 and 5 into consideration, it is evident that the tenders received from EnviroServ Waste Management (Pty) Ltd., Khabokedi Waste Management (Pty) Ltd., Waste Carriers (Pty) Ltd., Waste-Mart (Pty) Ltd. and Amila Investments (Pty) Ltd. were found to be administratively compliant for further evaluation.

Step 4: Score financial offer, evaluation points for preferencing and calculate total tender evaluation points to the lowest. Rank tender offers from the highest number of tender evaluation points to the lowest. Recommend tenderer with the highest number

of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

The score for financial offer is calculated using the 80/20 preference point system for each responsive tender under consideration:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)^{80/20}$$

Where
Ps = Points scored for price of bid under consideration;
Pt = Price of bid under consideration; and
Pmin = Price of lowest acceptable bid.

Up to 20 tender evaluation points will be awarded in respect of the Specific Goals in accordance the Preferential Procurement Regulations of 2022.

THEEWATERSKLOOF MUNICIPALITY

Awarding of points: Value Added All Inclusive

No	Supplier	Amount All Inclusive	Financial Proposal	B-BBEE points	Locality	Total	
			80.00	**10.00**	**10.00**		**Rank**
1	EnviroServ Waste Management (Pty) Ltd.	28 686 981.90	80.00	10	4	94.00	1
2	Khabokedi Waste Management (Pty) Ltd.	28 963 018.42	79.23	10	4	93.23	2
3	Waste Carriers (Pty) Ltd.	33 672 489.59	66.10	0	4	70.10	3
4	Waste-Mart (Pty) Ltd.	39 060 501.43	51.07	10	4	65.07	4
5	Amila Investment (Pty) Ltd.	129 414 556.01	-200.90	10	0	-190.90	5

1* Minimum Price

4. FINANCIAL IMPLICATION

Funds available in the approved budget for the 2024/25, 2025/26 and 2026/27 financial periods and works / goods will be funded out of mSCOA Confiq/s:

Vote description	Vote number	2024/25	2025/26	2026/27
Contracted Services-Haulage- Refuse	01/5510/1/7568/0	183 302.34	328 983.00	345 432.00
Contracted Services-Haulage- Refuse	01/5510/2/7568/0	426 589.40	1 045 615.00	1 097 896.00
Contracted Services-Haulage- Refuse	01/5510/3/7568/0	856 526.64	909 216.00	954 677.00
Contracted Services-Haulage- Refuse	01/5510/4/7568/0	366 981.95	553 974.00	581 673.00
Contracted Services-Haulage- Refuse	01/5510/5/7568/0	327 572.84	942 052.00	989 155.00
Contracted Services-Haulage- Refuse	01/5510/7/7568/0	259 517.59	319 062.00	335 015.00

		2 420 490.76	**4 098 902.00**	**4 303 848.00**

5. LEGAL IMPLICATION

Must comply with the pre-scribed sections as set out in the MFMA, SCM Regulation, TWK SCM Policy and PPR of 2022.

6. RECOMMENDATION BY END-USER AND SCM ON 04 June 2024

End-User and SCM confirms that the tenders comply with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2. The award is based on the below rates for year 1. Year 2 and 3 rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	**To Karwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	**UNIT**	**RATE/ UNIT**
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42
1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2	**To Caledon Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	**UNIT**	**RATE/ UNIT**
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10
2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	**Transport Chipped Garden Waste from Waste Facilities to Grabouw Compost Plant: (Provisional Quantities, per container)**	**UNIT**	**RATE/ UNIT**
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94
3.3	Riviersonderend	No.	3,000.52

3.4	Greyton/ Genadendal	No.	2,541.42
4	Transport Chipped Garden Waste from Waste Facilities to Karwyderskraal (Provisional Quantities, per container)	UNIT	RATE/ UNIT
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82
5	**Mechanical Chipping** of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	UNIT	RATE/ UNIT
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00
5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers **to authorised site or Approved authorities.** (Provisional Quantities, per 30m³ container)	No.	2,627.23
7	To a Hazardous Licensed Waste Site from Waste **Water Treatment Plants at:** (Provisional Quantities, per container)	UNIT	RATE/ UNIT
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05
7.6	Riviersonderend	No.	4,794.02
8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal.** (Provisional Quantities)	UNIT	RATE/ UNIT
8.1	Villiersdorp	No.	5,856.00
8.2	Grabouw	No.	4,148.00
8.3	Botrivier	No.	3,050.00
8.4	Caledon	No.	4,148.00
8.5	Greyton/Genadendal	No.	6,710.00
8.6	Riviersonderend	No.	7,930.00
9	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.**	UNIT	RATE/ UNIT
9.1	Villiersdorp	No.	5,490.00
9.2	Grabouw	No.	5,368.00
9.3	Botrivier	No.	3,660.00
9.4	Caledon	No.	3,050.00
9.5	Greyton/Genadendal	No.	4,270.00
9.6	Riviersonderend	No.	5,856.00
10		UNIT	RATE/ UNIT

	Transporting and Disposal of Domestic Hazardous Waste at suitable licensed site.		
10.1	Villiersdorp	No.	7,855.41
10.2	Grabouw	No.	6,997.27
10.3	Botrivier	No.	7,426.34
10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

3. It is further recommended that should **EnviroServ Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Khabokedi Waste Management (Pty) Ltd.** for the amount of **R 28 963 018.42** (Twenty Eight Million Nine Hundred Sixty Three Thousand Eighteen Rand And Forty Two Cents) VAT Incl. for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4. It is further recommended that should **Khabokedi Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Waste Carriers (Pty) Ltd.** in the amount of **R 33 672 489.59** (Thirty Three Million Six Hundred Seventy Two Thousand Four Hundred Eighty Nine Rand And Fifty Nine Cents) VAT inclusive for scoring the third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5. The award is subject to the availability of funds.

6. Addenda be entered between the Municipality and the recommended tenderers.

7. An SLA will be entered between the Municipality and the recommended tenderers.

8. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

9. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

10. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

11. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

12. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

7. RECOMMENDATION BY BID EVALUATION COMMITTEE ON 18 JUNE 2024

1. The Bid Evaluation Committee referred the Evaluation Report back to SCM for changes.

8. RECOMMENDATION BY BID EVALUATION COMMITTEE ON 20 June 2024

Bid Evaluation Committee confirms that the tenders comply with the Supply Chain Management Regulations and recommends that:

1 Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2. The award is based on the below rates for year 1. Year 2 and 3 rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	**To Karwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container).**	UNIT	RATE/ UNIT
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42
1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2	**To Caledon Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	UNIT	RATE/ UNIT
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10
2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	**Transport Chipped Garden Waste from Waste Facilities to Grabouw Compost Plant. (Provisional Quantities, per container)**	UNIT	RATE/ UNIT
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94
3.3	Riviersonderend	No.	3,000.52
3.4	Greyton/ Genadendal	No.	2,541.42
4	**Transport Chipped Garden Waste from Waste Facilities to Karwyderskraal (Provisional Quantities, per container)**	UNIT	RATE/ UNIT
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend`	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82

5	**Mechanical Chipping** of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	UNIT	RATE/ UNIT
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00
5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers **to authorised site or Approved authorities.** (Provisional Quantities, per 30m³ container)	No.	2,627.23
7	**To a Hazardous Licensed Waste Site from Waste Water Treatment Plants at: (Provisional Quantities, per container)**	UNIT	RATE/ UNIT
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05
7.6	Riviersonderend	No.	4,794.02
8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal.** (Provisional Quantities)	UNIT	RATE/ UNIT
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10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

3. It is further recommended that should **EnviroServ Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Khabokedi Waste Management (Pty) Ltd.** for the amount of **R 28 963 018.42** (Twenty Eight Million Nine Hundred Sixty Three Thousand Eighteen Rand And Forty Two Cents) VAT Incl. for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

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5. The award is subject to the availability of funds.

6. Addenda be entered between the Municipality and the recommended tenderers.

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8. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

9. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

10. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

11. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

12. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

9. RECOMMENDATION BY END-USER AND SCM:

End-User and SCM confirms that the tenders comply with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2. The award is based on the below rates for year 1. Year 2 and 3 rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	**To Karwyderskraal** Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)	UNIT	RATE/ UNIT
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42
1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2	**To Caledon Landfill** from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)	UNIT	RATE/ UNIT
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10
2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	Transport Chipped Garden Waste from Waste Facilities to **Grabouw Compost Plant**: (Provisional Quantities, per container)	UNIT	RATE/ UNIT
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94
3.3	Riviersonderend	No.	3,000.52
3.4	Greyton/ Genadendal	No.	2,541.42
4	Transport Chipped Garden Waste from Waste Facilities to **Karwyderskraal** (Provisional Quantities, per container)	UNIT	RATE/ UNIT
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82
5	**Mechanical Chipping** of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	UNIT	RATE/ UNIT
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00
5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers **to authorised site or Approved**	No.	2,627.23

	authorities. (Provisional Quantities, per 30m³ container)		
7	To a Hazardous Licensed Waste Site from Waste **Water Treatment Plants at:** (Provisional Quantities, per container)	UNIT	RATE/ UNIT
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05
7.6	Riviersonderend	No.	4,794.02
8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal.** (Provisional Quantities)	UNIT	RATE/ UNIT
8.1	Villiersdorp	No.	5,856.00
8.2	Grabouw	No.	4,148.00
8.3	Botrivier	No.	3,050.00
8.4	Caledon	No.	4,148.00
8.5	Greyton/Genadendal	No.	6,710.00
8.6	Riviersonderend	No.	7,930.00
9	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.**	UNIT	RATE/ UNIT
9.1	Villiersdorp	No.	5,490.00
9.2	Grabouw	No.	5,368.00
9.3	Botrivier	No.	3,660.00
9.4	Caledon	No.	3,050.00
9.5	Greyton/Genadendal	No.	4,270.00
9.6	Riviersonderend	No.	5,856.00
10	Transporting and Disposal of Domestic Hazarddous Waste at suitable licensed site.	UNIT	RATE/ UNIT
10.1	Villiersdorp	No.	7,855.41
10.2	Grabouw	No.	6,997.27
10.3	Botrivier	No.	7,426.34
10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

3. It is further recommended that should **EnviroServ Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Khabokedi Waste Management (Pty) Ltd.** for the amount of **R 28 963 018.42** (Twenty Eight Million Nine Hundred Sixty Three Thousand Eighteen Rand And Forty Two Cents) VAT Incl. for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4. It is further recommended that should **Khabokedi Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Waste Carriers (Pty) Ltd.** in the amount of **R 33 672 489.59** (Thirty Three Million Six Hundred Seventy Two Thousand Four Hundred Eighty Nine Rand And Fifty Nine Cents) VAT inclusive for scoring the third

highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5. The award is subject to the availability of funds.

6. Addenda be entered between the Municipality and the recommended tenderers.

7. An SLA will be entered between the Municipality and the recommended tenderers.

8. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

9. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

10. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

11. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

12. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

10. RECOMMENDATION BY BID EVALUATION COMMITTEE: 08 OCTOBER 2024

Bid Evaluation Committee confirm-s that the tenders complies with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2. The award is based on the below rates for year 1. Year 2 and 3 rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	To Kanwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)	UNIT	RATE/ UNIT
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42
1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2		UNIT	RATE/ UNIT

	To Caledon Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)		
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10
2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	Transport Chipped Garden Waste from Waste Facilities to **Grabouw Compost Plant**: (Provisional Quantities, per container)	UNIT	RATE/ UNIT
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94
3.3	Riviersonderend	No.	3,000.52
3.4	Greyton/ Genadendal	No.	2,541.42
4	Transport Chipped Garden Waste from Waste Facilities to **Karwyderskraal** (Provisional Quantities, per container)	UNIT	RATE/ UNIT
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82
5	**Mechanical Chipping** of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	UNIT	RATE/ UNIT
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00
5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers **to authorised site or Approved authorities.** (Provisional Quantities, per 30m³ container)	No.	2,627.23
7	To a Hazardous Licensed Waste Site from Waste **Water Treatment Plants at:** (Provisional Quantities, per container)	UNIT	RATE/ UNIT
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05
7.6	Riviersonderend	No.	4,794.02
8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal.** (Provisional Quantities)	UNIT	RATE/ UNIT

8.1	Villiersdorp	No.	5,856.00
8.2	Grabouw	No.	4,148.00
8.3	Botrivier	No.	3,050.00
8.4	Caledon	No.	4,148.00
8.5	Greyton/Genadendal	No.	6,710.00
8.6	Riviersonderend	No.	7,930.00
9	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.**	**UNIT**	**RATE/ UNIT**
9.1	Villiersdorp	No.	5,490.00
9.2	Grabouw	No.	5,368.00
9.3	Botrivier	No.	3,660.00
9.4	Caledon	No.	3,050.00
9.5	Greyton/Genadendal	No.	4,270.00
9.6	Riviersonderend	No.	5,856.00
10	**Transporting and Disposal of Domestic Hazardous Waste at suitable licensed site.**	**UNIT**	**RATE/ UNIT**
10.1	Villiersdorp	No.	7,855.41
10.2	Grabouw	No.	6,997.27
10.3	Botrivier	No.	7,426.34
10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

3. It is further recommended that should **EnviroServ Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Khabokedi Waste Management (Pty) Ltd.** for the amount of **R 28 963 018.42** (Twenty Eight Million Nine Hundred Sixty Three Thousand Eighteen Rand And Forty Two Cents) VAT Incl. for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4. It is further recommended that should **Khabokedi Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Waste Carriers (Pty) Ltd.** in the amount of **R 33 672 489.59** (Thirty Three Million Six Hundred Seventy Two Thousand Four Hundred Eighty Nine Rand And Fifty Nine Cents) VAT inclusive for scoring the third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5. The award is subject to the availability of funds.

6. Addenda be entered between the Municipality and the recommended tenderers.

7. An SLA will be entered between the Municipality and the recommended tenderers.

8. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

9. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

10. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

11. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

12. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

11. RECOMMENDATION BY END-USER AND SCM 10 DECEMBER 2024:

End-User and SCM confirms that the tenders comply with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2. The award is based on the below rates for year 1. Year 2 and 3 rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	**To Karwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	UNIT	RATE/ UNIT
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42
1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2	**To Caledon Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	UNIT	RATE/ UNIT
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10
2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	Transport Chipped Garden Waste from Waste Facilities to **Grabouw Compost Plant**: (Provisional Quantities, per container)	UNIT	RATE/ UNIT
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94

3.3	Riviersonderend	No.	3,000.52
3.4	Greyton/ Genadendal	No.	2,541.42
4	**Transport Chipped Garden Waste from Waste Facilities to Karwyderskraal** (Provisional Quantities, per container)	**UNIT**	**RATE/ UNIT**
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82
5	**Mechanical Chipping** of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	**UNIT**	**RATE/ UNIT**
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00
5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers **to authorised site or Approved authorities.** (Provisional Quantities, per 30m³ container)	No.	2,627.23
7	**To a Hazardous Licensed Waste Site from Waste Water Treatment Plants at:** (Provisional Quantities, per container)	**UNIT**	**RATE/ UNIT**
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05
7.6	Riviersonderend	No.	4,794.02
8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal.** (Provisional Quantities)	**UNIT**	**RATE/ UNIT**
8.1	Villiersdorp	No.	5,856.00
8.2	Grabouw	No.	4,148.00
8.3	Botrivier	No.	3,050.00
8.4	Caledon	No.	4,148.00
8.5	Greyton/Genadendal	No.	6,710.00
8.6	Riviersonderend	No.	7,930.00
9	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.**	**UNIT**	**RATE/ UNIT**
9.1	Villiersdorp	No.	5,490.00
9.2	Grabouw	No.	5,368.00
9.3	Botrivier	No.	3,660.00
9.4	Caledon	No.	3,050.00
9.5	Greyton/Genadendal	No.	4,270.00
9.6	Riviersonderend	No.	5,856.00

10	Transporting and Disposal of Domestic Hazardous Waste at suitable licensed site.	UNIT	RATE/ UNIT
10.1	Villiersdorp	No.	7,855.41
10.2	Grabouw	No.	6,997.27
10.3	Botrivier	No.	7,426.34
10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

3. It is further recommended that should **EnviroServ Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Khabokedi Waste Management (Pty) Ltd.** for the amount of **R 28 963 018.42** (Twenty Eight Million Nine Hundred Sixty Three Thousand Eighteen Rand And Forty Two Cents) VAT Incl. for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4. It is further recommended that should **Khabokedi Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Waste Carriers (Pty) Ltd.** in the amount of **R 33 672 489.59** (Thirty Three Million Six Hundred Seventy Two Thousand Four Hundred Eighty Nine Rand And Fifty Nine Cents) VAT inclusive for scoring the third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5. The award is subject to the availability of funds.

6. Addenda be entered between the Municipality and the recommended tenderers.

7. An SLA will be entered between the Municipality and the recommended tenderers.

8. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

9. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

10. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

11. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

12. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

12. RECOMMENDATION BY BID EVALUATION COMMITTEE 10 DECEMBER 2024

Bid Evaluation Committee confirm-s that the tenders complies with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl.

for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2. The award is based on the below rates for year 1. Year 2 and 3 rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	**To Karwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	**UNIT**	**RATE/ UNIT**
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42
1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2	**To Caledon Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	**UNIT**	**RATE/ UNIT**
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10
2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	**Transport Chipped Garden Waste from Waste Facilities to Grabouw Compost Plant: (Provisional Quantities, per container)**	**UNIT**	**RATE/ UNIT**
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94
3.3	Riviersonderend	No.	3,000.52
3.4	Greyton/ Genadendal	No.	2,541.42
4	**Transport Chipped Garden Waste from Waste Facilities to Karwyderskraal (Provisional Quantities, per container)**	**UNIT**	**RATE/ UNIT**
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82
5	**Mechanical Chipping of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)**	**UNIT**	**RATE/ UNIT**
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00

5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers **to authorised site or Approved authorities.** (Provisional Quantities, per 30m³ container)	No.	2,627.23
7	**To a Hazardous Licensed Waste Site from Waste Water Treatment Plants at:** (Provisional Quantities, per container)	**UNIT**	**RATE/ UNIT**
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05
7.6	Riviersonderend	No.	4,794.02
8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal.** (Provisional Quantities)	**UNIT**	**RATE/ UNIT**
8.1	Villiersdorp	No.	5,856.00
8.2	Grabouw	No.	4,148.00
8.3	Botrivier	No.	3,050.00
8.4	Caledon	No.	4,148.00
8.5	Greyton/Genadendal	No.	6,710.00
8.6	Riviersonderend	No.	7,930.00
9	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.**	**UNIT**	**RATE/ UNIT**
9.1	Villiersdorp	No.	5,490.00
9.2	Grabouw	No.	5,368.00
9.3	Botrivier	No.	3,660.00
9.4	Caledon	No.	3,050.00
9.5	Greyton/Genadendal	No.	4,270.00
9.6	Riviersonderend	No.	5,856.00
10	**Transporting and Disposal of Domestic Hazardous Waste at suitable licensed site.**	**UNIT**	**RATE/ UNIT**
10.1	Villiersdorp	No.	7,855.41
10.2	Grabouw	No.	6,997.27
10.3	Botrivier	No.	7,426.34
10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

3. It is further recommended that should **EnviroServ Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Khabokedi Waste Management (Pty) Ltd.** for the amount of **R 28 963 018.42** (Twenty Eight Million Nine Hundred Sixty Three Thousand Eighteen Rand And Forty Two Cents) VAT Incl. for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4. It is further recommended that should **Khabokedi Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Waste Carriers (Pty) Ltd.** in the amount of **R 33 672 489.59** (Thirty Three Million Six Hundred Seventy Two Thousand Four Hundred Eighty Nine Rand And Fifty Nine Cents) VAT inclusive for scoring the third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5. The award is subject to the availability of funds.

6. Addenda be entered between the Municipality and the recommended tenderers.

7. An SLA will be entered between the Municipality and the recommended tenderers.

8. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

9. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

10. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

11. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

12. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

13. RESOLVED BY THE BID ADJUDICATION COMMITTEE- 13 DECEMBER 2024:

After the chairman had given the Bid Adjudication Committee an opportunity to thoroughly discuss the agenda item, and proposed by Mrs. N. Baliso and seconded by Mr. H. Matthee, it was resolved as follows:

1. Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2. The award is based on the below rates for year 1. Year 2 and 3 rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	To Karwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)	UNIT	RATE/ UNIT
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42

1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2	**To Caledon Landfill** from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)	UNIT	RATE/ UNIT
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10
2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	Transport Chipped Garden Waste from Waste Facilities to **Grabouw Compost Plant**: (Provisional Quantities, per container)	UNIT	RATE/ UNIT
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94
3.3	Riviersonderend	No.	3,000.52
3.4	Greyton/ Genadendal	No.	2,541.42
4	Transport Chipped Garden Waste from Waste **Facilities to Karwyderskraal** (Provisional Quantities, per container)	UNIT	RATE/ UNIT
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82
5	**Mechanical Chipping** of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	UNIT	RATE/ UNIT
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00
5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers **to authorised site or Approved authorities.** (Provisional Quantities, per 30m³ container)	No.	2,627.23
7	To a Hazardous Licensed Waste Site from Waste **Water Treatment Plants at:** (Provisional Quantities, per container)	UNIT	RATE/ UNIT
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05

7.6	Riviersonderend	No.	4,794.02
8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal. (Provisional Quantities)**	**UNIT**	**RATE/ UNIT**
8.1	Villiersdorp	No.	5,856.00
8.2	Grabouw	No.	4,148.00
8.3	Botrivier	No.	3,050.00
8.4	Caledon	No.	4,148.00
8.5	Greyton/Genadendal	No.	6,710.00
8.6	Riviersonderend	No.	7,930.00
9	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.**	**UNIT**	**RATE/ UNIT**
9.1	Villiersdorp	No.	5,490.00
9.2	Grabouw	No.	5,368.00
9.3	Botrivier	No.	3,660.00
9.4	Caledon	No.	3,050.00
9.5	Greyton/Genadendal	No.	4,270.00
9.6	Riviersonderend	No.	5,856.00
10	**Transporting and Disposal of Domestic Hazardous Waste at suitable licensed site.**	**UNIT**	**RATE/ UNIT**
10.1	Villiersdorp	No.	7,855.41
10.2	Grabouw	No.	6,997.27
10.3	Botrivier	No.	7,426.34
10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

3. It is further recommended that should **EnviroServ Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Khabokedi Waste Management (Pty) Ltd.** for the amount of **R 28 963 018.42** (Twenty Eight Million Nine Hundred Sixty Three Thousand Eighteen Rand And Forty Two Cents) VAT Incl. for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4. It is further recommended that should **Khabokedi Waste Management (Pty) Ltd.** fail to deliver, that the tender will be awarded to **Waste Carriers (Pty) Ltd.** in the amount of **R 33 672 489.59** (Thirty Three Million Six Hundred Seventy Two Thousand Four Hundred Eighty Nine Rand And Fifty Nine Cents) VAT inclusive for scoring the third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5. The award is subject to the availability of funds.

6. Addenda be entered between the Municipality and the recommended tenderers.

7. An SLA will be entered between the Municipality and the recommended tenderers.

8. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

9. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

10. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

11. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

12. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

13. The award is subject to approval of Municipal Manager.

14. ANNEXURES

Annexure A: Advert
Annexure B: Tenders Received
Annexure C: Budget
Annexure D: Sars Website Proof
Annexure E: End User Report
Annexure F: Register for Tender Defaulters and Database of Restricted Suppliers
Annexure G: Database Registrations
Annexure H: Documents Requested from Tenderers
Annexure I: Price Breakdown Per Tenderer
Annexure J: Proof Extension of Validity
Annexure K: Checklist

ENG 01/2024/25- TRANSPORT OF CONTAINERISED MUNICIPAL SOLID WASTE AND CHIPPING OF GARDEN WASTE FOR THE PERIOD FROM 01 JULY 2024 UNTIL 30 JUNE 2027.

D. **ADJOURNMENT**

The meeting adjourned at 11:00

COMPILED AND MAINTAINED BY: ..... DATE: 09/01/2025
H. SEPTEMBER
ADMINISTRATION

APPROVE MINUTES & RESOLUTION ..... DATE: 13/01/2025
N BALISO
MEMBER

APPROVE MINUTES & RESOLUTION ..... DATE: 10/01/2025
Z PARNELL
MEMBER

10.01.2025

APPROVE MINUTES & RESOLUTION ..... DATE: .....
W SOLOMONS-JOHANNES
MEMBER

APPROVE MINUTES & RESOLUTION ..... DATE: .....
H MATTHEE
MEMBER
14/1/25

APPROVE MINUTES & RESOLUTION ..... DATE: 14/01/2025
P MABHENA
CHAIRPERSON

APPROVE MINUTES & RESOLUTION ..... DATE: 14/1/25
J AMANSURE
ACTING MUNICIPAL MANAGER

THEEWATERSKLOOF MUNICIPALITY

BID ADJUDICATION COMMITTEE

ATTENDANCE REGISTER AND UNDERTAKING OF CONFIDENTIALITY AND IMPARTIALITY

MEETING NUMBER: ENG 01/2024/25

DATE: 13 December 2024

I, the undersigned, hereby declare:

- that all information, documentation and decisions regarding any matter before the committee are confidential and undertake not to make known anything in this regard
- that I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody
- that I will make known details of any private or business interest which I , or any close family member, partner or associate may have in any proposed procurement or disposal process of, or in any award or contract and that I will immediately withdraw from participating in any manner whatsoever

NAME	DEPARTMENT/SECTION MUNICIPALITY	SIGNATURE
Rene Mabhea	CFO (Trustee)	
M.S.E Solomons	COMMSERV	
Nkuseo Baliso	ECON DEV PLNG	
	Technical	
	Technical	
A Martin	SCM (Observer)	
H. September	SCM (Observer)	
Z. Pamell	SCM	Pamell

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Theewaterskloof Municipality

Ref. No.: ENG 01/2024/25
Contact: H. September
Date: 15 January 2025
Email: francoisd@enviroserv.co.za

Attention: Mr. A. Oosthuizen / Mr. F. Du Plessis
Enviroserv Waste Management (Pty) Ltd.
3 Brickfield Road
Meadowdale
Germison
1401

Dear Sir.,

TENDER NO: ENG 01/2024/25 – TRANSPORT OF CONTAINRISED MUNICIPAL SOLID WASTE AND CHIPPING OF GARDEN WASTE FOR THE PERIOD FROM 01 JULY 2024 UNTIL 30 JUNE 2027

We have pleasure informing you of a resolution taken by our Bid Adjudication Committee on 13 December 2024 to award the above mentioned Tender to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) Vat incl.

The award is based on the below rates for Year 1. Year 2 and Year 3 Rates are subject to increase with the average CPI over a twelve month period.

ITEM	DESCRIPTION		
1	**To Karwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	**UNIT**	**RATE/ UNIT**
1.1	Villiersdorp	No.	2,348.34
1.2	Grabouw	No.	1,897.82
2.3	Botrivier	No.	1,447.30
1.4	Tesselaarsdal	No.	3,871.53
1.5	Greyton	No.	2,541.42
1.6	Genadendal	No.	2,434.15
1.7	Caledon	No.	1,812.00
1.8	Riviersonderend	No.	2,970.49
2	**To Caledon Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)**	**UNIT**	**RATE/ UNIT**
2.1	Villiersdorp	No.	1,833.46
2.2	Grabouw	No.	1,876.36
2.3	Botrivier	No.	1,382.94
2.4	Tesselaarsdal	No.	2,648.68
2.5	Greyton	No.	1,769.10

Theewaterskloof Municipality

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2.6	Genadendal	No.	1,661.83
2.7	Riviersonderend	No.	2,056.57
2.8	Caledon	No.	1,001.07
3	Transport Chipped Garden Waste from Waste Facilities to Grabouw Compost Plant: (Provisional Quantities, per container)	UNIT	RATE/ UNIT
3.1	Villiersdorp	No.	1,769.10
3.2	Caledon	No.	1,884.94
3.3	Riviersonderend	No.	3,000.52
3.4	Greyton/ Genadendal	No.	2,541.42
4	Transport Chipped Garden Waste from Waste Facilities to Karwyderskraal (Provisional Quantities, per container)	UNIT	RATE/ UNIT
4.1	Villiersdorp	No.	2,348.34
4.2	Caledon	No.	1,897.82
4.3	Riviersonderend	No.	2,970.49
4.4	Greyton/ Genadendal	No.	2,541.42
4.5	Grabouw	No.	1,897.82
5	Mechanical Chipping of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	UNIT	RATE/ UNIT
5.1	Villiersdorp	No.	13,344.00
5.2	Grabouw	No.	13,344.00
5,2,1	Grabouw General Worker	Months	13,344.00
5.3	Riviersonderend	No.	13,344.00
5.4	Caledon	No.	13,344.00
5.5	Greyton/Genadendal	No.	13,344.00
5.6	Botrivier	No.	13,344.00
5,6,1	Botrivier General Worker	Months	13,344.00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers to authorised site or Approved authorities. (Provisional Quantities, per 30m³ container)	No.	2,627.23
7	To a Hazardous Licensed Waste Site from Waste Water Treatment Plants at: (Provisional Quantities, per container	UNIT	RATE/ UNIT
7.1	Villiersdorp	No.	3,614.09
7.2	Grabouw	No.	2,755.95
7.3	Botrivier	No.	3,185.02
7.4	Caledon	No.	3,699.90
7.5	Greyton/Genadendal	No.	4,322.05
7.6	Riviersonderend	No.	4,794.02

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8	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal. (Provisional Quantities)**	**UNIT**	**RATE/ UNIT**
8.1	Villiersdorp	No.	5,856.00
8.2	Grabouw	No.	4,148.00
8.3	Botrivier	No.	3,050.00
8.4	Caledon	No.	4,148.00
8.5	Greyton/Genadendal	No.	6,710.00
8.6	Riviersonderend	No.	7,930.00
9	**Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.**	**UNIT**	**RATE/ UNIT**
9.1	Villiersdorp	No.	5,490.00
9.2	Grabouw	No.	5,368.00
9.3	Botrivier	No.	3,660.00
9.4	Caledon	No.	3,050.00
9.5	Greyton/Genadendal	No.	4,270.00
9.6	Riviersonderend	No.	5,856.00
10	**Transporting and Disposal of Domestic Hazardous Waste at suitable licensed site.**	**UNIT**	**RATE/ UNIT**
10.1	Villiersdorp	No.	7,855.41
10.2	Grabouw	No.	6,997.27
10.3	Botrivier	No.	7,426.34
10.4	Caledon	No.	7,941.22
10.5	Greyton/Genadendal	No.	8,563.37
10.6	Riviersonderend	No.	9,035.34

The award is subject to the availability of funds.

An Addendum/SLA will be entered between the Municipality and **Enviroserv Waste Management (Pty) Ltd.**

Kindly note that this award is conditional and subject to an appeal of 21 calendar days from date of this notice, for the unsuccessful tenderers, after which we will inform you again in writing for the contract to be concluded to confirm your official appointment.

We however trust that the relationship will be mutually beneficial in order for us to carry out our constitutional mandate of service delivery.

Yours faithfully

N. LA GRANGE
ACTING MANAGER: SCM

ITEM HEADING

C135/2026 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: DIRECTORATE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES: IRREGULAR EXPENDITURE - NOT JUSTIFIABLE DEVIATION (WB TIPPER TRUCK AND PLANT HIRE)

[English version of the report is the original]

FILE NUMBER

6/3/1/5/1

PURPOSE / AIM OF REPORT

The purpose of this report is to inform the Municipal Public Accounts Committee on the irregular expenditure with regards to the Leasing of plant for Caledon Landfill Site – WB Tipper Truck and Plant Hire.

BACKGROUND

2024/25 AG Findings: "*The municipality deviated from the SCM process to lease plant for the Landfill site. A formal tender process was followed, but due to lack of a BAC, the municipality deviated and appointed the current service provider to adhere to the landfill site license requirements. In the past the municipality sourced BAC members from other municipalities. This deviation is therefore because of the municipality's improper planning not justifiable.*

Impact:
This results in non-compliance with regulation 19(a) as goods were procured without following a competitive bidding process.
Deviations were approved by the accounting officer even though it was not impractical to follow the formal tender processes.
This results in irregular expenditure of R314 697.50. The non-compliance is material (recurring) and will be included in the audit report."

DISCUSSION

As per attachment.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

The recommendation is noted.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Recommendation is supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The irregular expenditure of R314 697.50 has been recorded in 2024/2025 financial statements. Management should ensure that recurrence is prevented.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Section 32 of the MFMA states that any official of a municipality who deliberately or negligently committed, made or authorized an irregular expenditure is liable for that expenditure. A municipality must recover such expenditure from the person liable for that expenditure, unless Council certifies the irregular expenditure as irrecoverable, after the Municipal Public Accounts Committee has investigated and recommended it. Irregular expenditure for the purpose of this item means expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality and which has not been condoned in terms of such policy.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Failing to manage irregular expenses in accordance with the MFMA could result in Council Losing money and not receiving value for money. However, in this case Council did not suffer any losses or damages and received value for money.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R314 697.50 for the financial year 2024/2025 be written off.

RECOMMENDATION BY MANAGEMENT TO MPAC: 26 FEBRUARY 2026

It is recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R314 697.50 for the financial year 2024/2025 be written off.

RECOMMENDATION BY MPAC TO COUNCIL: 29 APRIL 2026

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

In the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R314 697.50 for the financial year 2024/2025 be written off.

RECOMMENDATION TO COUNCIL:

It is recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R314 697.50 for the financial year 2024/2025 be written off.

Status Report on contract no. H0001210 In terms of SCM and MFMA requirements and remedial action required if necessary

Supplier	Service Description	Commencement date of contract
WB Tipper Truck and Plant Hire	Leasing of Plant for Caledon landfill Site	November 2024

1. What was the initial Purpose of the contract

Leasing of plant for Caledon Landfill Site

2. Initial Scope of Contract and if uncertain please explain

To clean the landfill site and provide cover material.

3. Initial Contract Value and if uncertain please explain

R 314 697.50 (VAT incl.)

4. Initial Expiry Date and if uncertain please explain

December 2024

5. Was normal SCM Process followed and complied with

Yes		

Explain of motivate your response

Tender ENG 01/2024/25 was submitted on 18 March 2024 to the SCM department to arrange a Bid Specification Committee sitting for 25 March 2024 as per Procurement Plan directive.

The following dates sets out the procurement process.

Description	Projected Procurement Plan Dates	Actual Procurement Plan Dates	Days
Submission	22 July 2024	17 July 2024	5 days early
Bid Specification Committee	29 July 2024	22 July 2024	7 days early
Advertisement	01 August 2024	25 July 2024	7 days early
Closing	23 August 2024	08 August 2024	15 days early
Technical Submission	30 August 2024	13 August 2024	17 days early
Bid Evaluation Committee	16 September 2024	21 January 2025	127 days late
Bid Adjudication Committee	20 September 2024	06 February 2025	139 days late
Approve Bid Adjudication Committee Minutes	N/A	14 February 2025	N/A
Letter of Appointment	N/A	14 February 2025	It took SCM 212 days / 7 months to make an appointment.

The calling of additional tender as alluded to by the AG could not realise due to that the fact that the previous tender process was not concluded and the process was still open.

It is reiterated that No recommendation for award could be made by June 2024 as stated above and subsequently the deviation process was used for an award to avoid legal implication as stated in the motivation for deviation. This falls in the ambit of a normal SCM process.

6. Has the purpose, scope or contract period been extended or expanded since the initial appointment of the service provider
No
Explain or motivate your response
N/A
7. Was a formal contract or SLA initially entered into in terms of SCM and MFMA Requirements
Yes
Explain or motivate your response
The conditions and provisions of the Tender No. ENG 07/2024/25 document, as advertised, was used as the basis of the contract.
8. Should a contract not have existed has it since been entered into and has all compliance requirements like as it applies in respect of the SCM process and or for purposes of deviations been complied with
Yes
Motivate or explain your response
Tender number ENG 07/2024/25 was awarded and the new contract start date was February 2025.
9. Did Council because of this transaction received best value for money i.e. in spite of non-compliance, if any with SCM or MFMA requirements
Yes
Please explain or motivate your response above
We confirm that the most advantageous combination of cost, quality and sustainability was achieved and Council received best value for money.
10. Has the Municipality suffered any losses or damages as a result of non-compliance with any of the MFMA or SCM requirements
No
Please explain or motivate your response above
N/A
11. Are you satisfied with the performance of the current service provider to the extent that the contract should be continued with.
Yes
Please explain or motivate your response above
Works was executed in terms of the contractual conditions.
12. Has the director investigated and established whether or not there is not at this point a better service provider, price or product which would justify a new procurement process and a reconsideration of the current service provider, product or price
Yes
Please explain or motivate your response above

Tender number ENG 07/2024/25 was advertised and awarded that justified the process followed is still best procurement option.

14. Could any form of non-compliance have been prevented

Yes

Explain or motivate your response above

Refer to point 5 motivation above.

15. What remedies have been put in place to prevent any non-compliance being repeated

Explain or motivate your response above

Once off exceptional case where the tender was ready to be awarded and therefore future remedies are not necessary as a rule.

16. General or additional Comments of the Director Concerned

- The legal department confirmed the following: "It is confirmed that I have reviewed the contract. It complies in all respects with the relevant council resolutions, tender conditions and deviation award and legal requirements as provided to me by the Contract Manager and that the rights of Council are thereby protected. There is no apparent reason why the contract cannot be signed by the relevant delegated authority".
- That the irregular expenditure amounting to R 314 697.50 be written off in terms of section 32(2)(b) of the MFMA.
- No evidence of fraud, corruption or theft has been reported and accordingly I am unaware of any reason to suspect that theft, corruption or fraud took place.
- That the remedial steps mentioned above be noted and accepted as sufficient and appropriate steps to prevent future irregular expenditure of this nature.

Signature of Director Concerned ..... Date 5/2/26

17. General Comments/Findings and recommendations of the CFO

Signature of CFO ..... Date 26-02-2026

18. General Comments/Findings and or recommendations of the Chief Audit Executive

Signature of Chief Audit Executive ..... Date 26/02/2026

19. Final response of the Director Concerned for consideration by the Municipal Manager

Signature of the Director concerned ..... Date 26/02/2026

20. General Comments and findings of the Municipal Manager

Workflow History Go

Ref Number	5433398
Meta Type	Requisition
Name	Supply and Delivery of Plant - Caledon - General
Requisition Type	General
Area of Expenditure	Western Cape Area
B-BBEE Status Level of Contributor	Non-compliant contributor
Local Supplier?	No
Created By	Morney Voigt (MORNEYVO)
Date Created	2024-11-07 15:24

Requisition Detail | Department Detail | Deviation Detail | SCM Detail | Outcome Detail | Order Detail | Asset Detail | Related Official | Stock Issue | Requis

Deviation Item?	Yes
Motivate Reason for Deviation	As part of the Legal requirements and License conditions for the Operating of the Landfill site we need to have a Dozer D6, Tipper Truck/s and Digger Loader available to cover daily the Refuse. The Tipper Truck and Digger Loader is needed to Transport Cover material to the Landfill site and the latter for uploading of cover material. The Dozer is needed to cover waste with a minimum of at least 100 mm cover material. We need those machinery to deliver the service and to prevent any damage to the environment, neighbouring properties and to prevent vector forming organisms on the site. We must prevent at all costs, fines and penalties. We must also comply to our audit findings internally and externally. The Risk is very high for TWK Municipality at this stage. Legal Implications can lead to fines of R10m or imprisonment or both for the municipal manager.
Deviation Type (Section 36)	5. Any other exceptional case where it is impractical or impossible to follow the official procurement processes.
MM Deviation Review Outcome	Approve Deviation Requisition
MM Comment on Deviation	Deviation approved

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CFO Review Outcome	
CFO Review Comment	
SCM Deviation Review Outcome	Support Deviation
SCM Deviation Review Comments	07/11/2024 - NICO LA GRANGE - SCM SUPPORT THIS DEVIATIONAS AN EXCEPTIONAL CASE. IN THE LIGHT OF ALL
ICT Deviation	
ICT Deviation Review Outcome	
ICT Deviation Review Comments	
Fleet Manager Review Outcome	
Fleet Manager Review Comments	

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File Name	Date Created	File Size	Action
WB Tipper - TCC .msg	2024-11-15 10:03	999 KB	
RE_ Machinery on landfill Caledon.msg	2024-11-15 09:55	82 KB	
Machinery on landfill Caledon.msg	2024-11-14 15:04	79 KB	
WB Tipper.msg	2024-11-14 15:04	4 MB	

Close

442 THEEWATERSKLOOF MUNICIPALITY

BID ADJUDICATION COMMITTEE MEETING

MINUTES

06 FEBRUARY 2025

BID ADJUDICATION COMMITTEE MEETING

MINUTES

06 FEBRUARY 2025

ITEM NO	ITEM DESCRIPTION	PAGE NO

A. **OPENING: WELCOMING**

B. **ATTENDANCE REGISTER**

B.1. Present

B.2. Application(s) for absence of leave

C. **AGENDA-ITEM FOR DISCUSSION**

C.1. **Directorate: Technical & Infrastructure Implementation Services**

ENG 07/2024/25 Leasing Of Various Plant And Equipment For Caledon Landfill Site For The Period From Date Of Appointment Until 30 June 2025

D. **ADJOURNMENT**

THEEWATERSKLOOF MUNICIPALITY

MINUTES OF A BID ADJUDICATION COMMITTEE MEETING HELD ON 06 FEBRUARY 2025 AT 15:24 IN THE COUNCIL CHAMBERS.

A. OPENING AND WELCOMING

The Chairperson, Mr. P Mabhena, welcomed everybody.

B. ATTENDANCE REGISTER

B.1. Present

Mr P Mabhena
Mr GW Hermanus
Mr H Matthee
Mr W Solomons-Johannes
Mr R Sefoor
Ms A Martin (Observer)
Mr N La Grange (Observer)
Mr J Prins (Observer)
Mr M Redelinghuys (Observer)
Mr Z Baron (Administration)

B.2. Application(s) for leave of absence: (3/2/1/3)

Ms N Baliso

C. AGENDA-ITEM FOR DISCUSSION

C.1. Directorate: Technical & Infrastructure Implementation Services

ENG 07/2024/25 Leasing Of Various Plant And Equipment For Caledon Landfill Site For The Period From Date Of Appointment Until 30 June 2025

Theewaterskloof
Municipality

SUPPLY CHAIN MANAGEMENT AND TECHNICAL EVALUATION REPORT FOR TENDER NO.: ENG 07/2024/25

LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025

1. AIM OF REPORT

To present to the Bid Adjudication Committee the Supply Chain Management and Technical Tender Evaluation Report for the Leasing Of Various Plant And Equipment For Caledon Landfill Site For The Period From Date Of Appointment Until 30 June 2025

2. TENDER DETAILS

The invitation to tender was advertised on Municipal Website, Notice Board, e-tender and Transoverberg Nuus on Thursday, 25 July 2024. Eleven (11) tenders were received on the closing date Thursday, 08 August 2024. Tender validity period is 120 days which indicates an expiry date of 06 December 2024. On the 12th of November 2024 it was requested from the bidders to extend the validity from the 23 November 2024 till 30 January 2025. A further extension of validity was requested on the 28 January 2025 to extend validity from 30 January 2025 till 15 March 2025.The table below shows the bidders who accepted extension validity. **Proof is attached to Annexure J.** The tender was advertised for 14 days.

Table 1: List of bidder who accepted extension of validity.

No.	Name of tenderer	Agree with extension till 30 January 2025	Agree with extension till 15 March 2025
1.	Altantic Plant and Transport (Pty) Ltd. ✓	Notice 1	Notice 1
2.	Aqua Transport & Plant Hire (Pty) Ltd. ✓	Yes	Yes
3.	Kukhulu Plant Hire (Pty) Ltd. ✓	Yes	Yes
4.	Ekene Investments CC ✓	Yes	Yes
5.	Cruzline Projects (Pty) Ltd. ✓	Notice 1	Notice 1
6.	F.G Jacobs Transport CC ✓	Yes	Yes
7.	Basetsana Bakopane Plant Hire (Pty) Ltd. ✓	Yes	Yes
8.	Sector 6 (Pty) Ltd. ✓	Yes	Yes
9.	Cube Forte (Pty) Ltd. ✓	Notice 1	Notice 1
10.	WB Tipper Truck & Plant Hire (Pty) Ltd. ✓	Yes	Yes
11	Katemo General Trading CC ✓	Notice 1	Notice 1

Notice 1

Altantic Plant and Transport (Pty) Ltd., Cruzline Projects (Pty) Ltd., Cube Forte (Pty) Ltd. and **Katemo General Trading CC** failed to respond to request to extend validity, therefore their bids will not be evaluated.

Table 2: List of tenders received.

List of tenders received

Item 1 and 2 – D6 Bulldozer and Establishment

Name of Bidder	All Inclusive Estimated Tendered Amounts Per Item "R"
Basetsana Bakopane Plant Hire (Pty) Ltd.	1 293 750.00
Kukhulu Plant Hire (Pty) Ltd.	1 385 117.50
Cruzline Projects (Pty) Ltd.	1 390 350.00
Altantic Plant and Transport (Pty) Ltd.	1 437 500.00
Cube Forte (Pty) Ltd.	1 528 919.25
Ekene Investments CC	1 729 025.00
WB Tipper Truck & Plant Hire (Pty) Ltd.	1 884 838.50
Aqua Transport & Plant Hire (Pty) Ltd.	1 959 600.00
Sector 6 (Pty) Ltd.	2 024 000.00
Katemo General Trading CC	2 880 520.00

Item 3 and 4 – Water Truck and Establishment

Name of Bidder	All Inclusive Estimated Tendered Amounts Per Item "R"
Aqua Transport & Plant Hire (Pty) Ltd.	21 620.00
Altantic Plant and Transport (Pty) Ltd.	27 370.00
Kukhulu Plant Hire (Pty) Ltd.	28 462.50
Cruzline Projects (Pty) Ltd.	35 420.00
Ekene Investments CC	37 605.00
Sector 6 (Pty) Ltd.	65 550.00
WB Tipper Truck & Plant Hire (Pty) Ltd.	73 830.00
Cube Forte (Pty) Ltd.	77 783.70
Katemo General Trading CC	173 880.00

Item 5 and 6 – Tipper Truck and Establishment

Name of Bidder	All Inclusive Estimated Tendered Amounts Per Item "R"
Altantic Plant and Transport (Pty) Ltd.	41 055.00
Ekene Investments CC	48 898.00
Kukhulu Plant Hire (Pty) Ltd.	50 197.50
Aqua Transport & Plant Hire (Pty) Ltd.	56 810.00
F.G Jacobs Transport CC	57 500.00
Cruzline Projects (Pty) Ltd.	59 340.00
WB Tipper Truck & Plant Hire (Pty) Ltd.	67 792.50
Cube Forte (Pty) Ltd.	68 609.00
Sector 6 (Pty) Ltd.	84 755.00
Katemo General Trading CC	264 270.00

Item 7 and 8 – Excavator and Establishment

Name of Bidder	All Inclusive Estimated Tendered Amounts Per Item "R"
Cruzline Projects (Pty) Ltd.	63 825.00
Kukhulu Plant Hire (Pty) Ltd.	68 080.00
Altantic Plant and Transport (Pty) Ltd.	74 399.25
Aqua Transport & Plant Hire (Pty) Ltd.	77 050.00
Ekene Investments CC	78 660.00
Katemo General Trading CC	104 420.00
Basetsana Bakopane Plant Hire (Pty) Ltd.	115 000.00
Cube Forte (Pty) Ltd.	126 716.20
WB Tipper Truck & Plant Hire (Pty) Ltd.	129 087.50
Sector 6 (Pty) Ltd.	131 962.50

Item 9 and 10 – Grader and Establishment

Name of Bidder	All Inclusive Estimated Tendered Amounts Per Item "R"
Kukhulu Plant Hire (Pty) Ltd.	56 637.50
Cruzline Projects (Pty) Ltd.	63 250.00
Aqua Transport & Plant Hire (Pty) Ltd.	69 000.00
Cube Forte (Pty) Ltd.	74 566.00
Altantic Plant and Transport (Pty) Ltd.	74 744.25
Ekene Investments CC	76 958.00
WB Tipper Truck & Plant Hire (Pty) Ltd.	91 770.00
Katemo General Trading CC	97 290.00
Basetsana Bakopane Plant Hire (Pty) Ltd.	106 950.00
Sector 6 (Pty) Ltd.	124 890.00

Item 11 and 12 – 4x4 Digger Loader and Establishment

Name of Bidder	All Inclusive Estimated Tendered Amounts Per Item "R"
Altantic Plant and Transport (Pty) Ltd.	199 870.00
Aqua Transport & Plant Hire (Pty) Ltd.	256 220.00
Kukhulu Plant Hire (Pty) Ltd.	274 792.50
Ekene Investments CC	317 055.00
Cruzline Projects (Pty) Ltd.	334 650.00
F.G Jacobs Transport CC	340 400.00
Basetsana Bakopane Plant Hire (Pty) Ltd.	357 650.00
Sector 6 (Pty) Ltd.	481 620.00
Cube Forte (Pty) Ltd.	499 961.35
WB Tipper Truck & Plant Hire (Pty) Ltd.	503 470.00
Katemo General Trading CC	2 844 180.00

3. EVALUATION

The procedure for the evaluation of tenders is:

Step 1: Test for eligibility
Step 2: Test for responsiveness
Step 3: Test for administrative compliance
Step 4: Score financial offer, evaluation points for preferencing and calculate total tender evaluation points to the lowest. Rank tender offers from the highest number of tender evaluation points to the lowest. Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so

Step 1: Test for Eligibility

- Tender Participation Fee

Only those bidders who have paid the tender participation fee are eligible to submit tenders. Please attach proof of payment to **Schedule 11**.

Table 3: Eligibility

No.	Name of Bidder	Paid Tender Participation Fee (Schedule 11)
1	Aqua Transport & Plant Hire (Pty) Ltd.	Yes
2	Kukhulu Plant Hire (Pty) Ltd.	Yes
3	Ekene Investments CC	Yes
4	F.G Jacobs Transport CC	Yes
5	Basetsana Bakopane Plant Hire (Pty) Ltd.	**Notice 2**
6	Sector 6 (Pty) Ltd.	Yes
7	WB Tipper Truck & Plant Hire (Pty) Ltd.	Yes

Notice 2:

Basetsana Bakopane Plant Hire (Pty) Ltd. failed to submit proof Paid Tender Participation Fee **(Schedule 11)**. With test for Eligibility and taking administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in

nature and requested from the bidder to submit submit proof Paid Tender Participation Fee. **Basetsana Bakopane Plant Hire (Pty) Ltd.** failed to respond to request to submit submit proof Paid Tender Participation Fee. Proof of request is attached to **Annexure I**.

- As seen from table 2 and taking notice 1and 2 into consideration it is evident that the tenders received from **Basetsana Bakopane Plant Hire (Pty) Ltd.** were found not to be eligible and will be excluded from further evaluation. Only tender received from **Aqua Transport & Plant Hire (Pty) Ltd., Kukhulu Plant Hire (Pty) Ltd., Ekene Investments CC, F.G Jacobs Transport CC ,Sector 6 (Pty) Ltd. and WB Tipper Truck & Plant Hire (Pty) Ltd.** were found to be eligible further evaluation.

Step 2: Test for Responsiveness

Tenders will be considered non-responsive if, inter alia: (This is a requirement on submission of tender document)

- The tenderer does not comply with the eligibility criteria listed above.
- The tenderer has failed to comply with the Specifications as advertised.
- The tenderer has failed to comply with the Special Conditions of Contract as advertised.
- The tenderer has failed to comply with the Pricing Instruction and Pricing Schedule as advertised.
- The tenderer did not sign and complete the Form of Offer; and
- The tendered has failed to comply with the Additional Conditions of Tender Point No. 5.1.

Table 4: Test for Responsiveness

No.	Name of Bidder	Comply with the eligibility criteria	Comply with the Specifications as advertised.	Comply with the Special Conditions of Contract as advertised.	Comply with the Pricing Instruction and Pricing Schedule as advertised.	Signed and completed the Form of Offer.	Comply with the Additional Conditions of Tender Point No. 5.1.
1	Aqua Transport & Plant Hire (Pty) Ltd.	Yes	Yes	Yes	Yes	Yes	Yes
2	Kukhulu Plant Hire (Pty) Ltd.	Yes	Yes	Yes	Yes	Yes	Yes
3	Ekene Investments CC	Yes	Yes	Yes	Yes	Yes	Yes
4	F.G Jacobs Transport CC	Yes	Yes	Yes	Yes	Yes	Yes
5	Sector 6 (Pty) Ltd.	Yes	Yes	Yes	Yes	Yes	Yes
6	WB Tipper Truck & Plant Hire (Pty) Ltd.	Yes	Yes	Yes	Yes	Yes	Yes

- As seen from table 3 it is evident that the tender received from **Aqua Transport & Plant Hire (Pty) Ltd., Kukhulu Plant Hire (Pty) Ltd., Ekene Investments CC, F.G Jacobs Transport CC ,Sector 6 (Pty) Ltd. and WB Tipper Truck & Plant Hire (Pty) Ltd.** were found to be responsive for further evaluation.

Step 3: Test for Administrative Compliance

Tenders will be found non-compliant if, inter alia: (These documents may be requested)

- The tenderer has failed to complete and sign and attach requested information to all Schedules. This does not apply to responsiveness criteria.
- The tenderer has failed to submit a municipal account of where the head office of the company is registered or in case where the premise is leased, the tenderer has failed to provide a copy of the lease of the premise.
- The tenderer has failed to submit a valid Tax Clearance Certificate or Pin; a valid Certificate or Pin may be requested.
- The tenderer has failed to submit a certified B-BBEE certificate, QSE or EME affidavit, whereas points were claimed and a copy of certificate or affidavit was supplied, a certified copy of the B-BBEE certificate, QSE or EME Affidavit may be requested.
- The tenderer has failed to submit proof of good standing from the Department of Labour related to good standing with regards to COIDA payments. A certified copy of proof of good standing may be requested.
- The tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employer's written request.
- The tenderer has failed to submit proof of payment of the tender participation fee. Proof may be requested.
- Operators Previous Experience - All vehicles should have operators with a minimum of 2 years relevant experience in operating the specific vehicle and must have the relevant operator license. Please attach proof to Schedule 15.

Table 5: Test for Administrative Compliance summary

Compliance Criteria	Aqua Transport & Plant Hire (Pty) Ltd.	Kukhulu Plant Hire (Pty) Ltd.	Ekene Investments CC	F.G Jacobs Transport CC	Sector 6 (Pty) Ltd.	WB Tipper Truck & Plant Hire (Pty) Ltd.
Schedule 1: Tax Clearance Certificate Requirements (MBD 2)	Comply **(Expired: 16/11/2024) Notice 3**	Comply **(Expires: 02/04/2025)**	Comply **(Expires: 20/02/2025)**	Do Not Comply **Notice 5**	Comply **(Expired: 24/10/2024) Notice 6**	Comply **(Expires: 04/04/2025)**
Schedule 2 : Declaration of Interest (MBD 4)	Comply	Comply	Comply	Comply	Comply	Comply
Schedule 3: Preference Points Claim Form in Terms of the Preferential Procurement Reg. 2022 (MBD 6.1)	Comply (Claimed B-BBEE – 10) (Claimed `Locality - 4)	Comply (Claimed B-BBEE – 10) (Claimed `Locality - 4)	Comply (Claimed B-BBEE – 10) (Claimed `Locality - 0)	Comply (Claimed B-BBEE –10) (Claimed ` Locality - 4)	Comply (Claimed B-BBEE – 10) (Claimed `Locality - 0)	Comply (Claimed B-BBEE – 10) (Claimed `Locality - 4)
Schedule 4: Declaration of Bidders past Supply Chain Management Practices (MBD 8)	Comply	Comply	Comply	Comply	Comply	Comply
Schedule 5: Certificate of Independent Bid Determination (MBD 9)	Comply	Comply	Comply	Comply	Comply	Comply
Schedule 6: Form of Indemnity	Do not comply **Notice 3**	Do not comply **Notice 4**	Comply	Comply	Comply	Do not comply **Notice 7**
Schedule 7: Compulsory Enterprise Questionnaire	Comply	Comply	Comply	Comply	Comply	Comply

Compliance Criteria	Aqua Transport & Plant Hire (Pty) Ltd.	Kukhulu Plant Hire (Pty) Ltd.	Ekene Investments CC	F.G Jacobs Transport CC	Sector 6 (Pty) Ltd.	WB Tipper Truck & Plant Hire (Pty) Ltd.
Schedule 8: Address Schedule	Comply	Comply	Comply	Comply	Comply	Comply
Schedule 9: Record of Addenda	Comply	Comply	Comply	Comply	Comply	Comply
Schedule 10: Authorized Signatory	Comply	Comply	Comply	Comply	Comply	Comply
Schedule 11: Tender Participation Fee	Comply	Comply	Comply	Comply	Comply	Comply
Schedule 12: B-BBEE Proof	Comply **Notice 3**	Comply **Notice 4**	Comply	Comply **Notice 5**	Comply **Notice 6**	Do not comply **Notice 7**
Schedule 13: Municipal Account / Lease Agreement	Comply	Do not comply **Notice 4**	Comply	Do not comply **Notice 5**	Comply	Comply
Schedule 14: Letter of Good Standings.	Comply	Comply	Comply	Comply **Notice 5**	Comply	Comply
Schedule 15: Operators Previous Experience.	Comply	Comply	Comply	Comply	Comply	Comply

Notice 3:

Aqua Transport & Plant Hire (Pty) Ltd. submitted a **Schedule 1:** Tax Compliance Status Pin Certificate , but it expired during evaluation. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder to submit a valid tax compliance Status Pin Certificate. Which the supplier did submit, proof is attached to **Annexure I**.

Aqua Transport & Plant Hire (Pty) Ltd submitted a valid certified **B-BBEE Certificate**, but it expired during evaluation. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder to submit a valid B-BBEE Certificate. Which the supplier did submit, proof is attached to **Annexure I**.

Aqua Transport & Plant Hire (Pty) Ltd failed to complete **Schedule 6:** Form of Indemnity. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder to fully complete the Form of Indemnity. Which the supplier did submit, proof is attached to **Annexure I**.

Aqua Transport & Plant Hire (Pty) Ltd. attached a month-to-month lease agreement. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder if they are the successful supplier. Which the supplier did submit, proof is attached to **Annexure I**.

Notice 4:

Kukhulu Plant Hire (Pty) Ltd. submitted a valid certified **B-BBEE Certificate**, but it expired during evaluation. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder to submit a valid B-BBEE Certificate. Which the supplier did submit, proof is attached to **Annexure I**.

Kukhulu Plant Hire (Pty) Ltd. failed to fully complete **Schedule 6:** Form of Indemnity. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder to fully complete the Form of Indemnity. Which the supplier did submit, proof is attached to **Annexure H**.

Kukhulu Plant Hire (Pty) Ltd. attached an expired lease agreement. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder if they are the successful supplier. Which the supplier did submit, proof is attached to **Annexure H**.

Notice 5:

F.G Jacobs Transport CC failed to submit a valid Tax Compliance Status Pin Certificate, With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder to submit a valid tax compliance Status Pin Certificate should they be found to be the recommended supplier

F.G Jacobs Transport CC submitted a valid certified **B-BBEE Certificate**, but it expired during evaluation. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder if should they be found to be the recommended supplier

F.G Jacobs Transport CC submitted an **uncertified Municipal Account** .With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder if they should they be found t be the recommended bidder.

F.G Jacobs Transport CC submitted **Schedule 14:** Letter of Good Standings., but it expired during evaluation. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested should they be found to be the recommended supplier

Notice 6:

Sector 6 submitted a **Schedule 1:** Tax Compliance Status Pin Certificate but it expired during evaluation. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder if they are the successful supplier.

Sector 6 submitted a valid certified **B-BBEE Certificate**, but it expired during evaluation. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested from bidder if they are the successful supplier.

Notice 7:

WB Tipper Truck & Plant Hire (Pty) Ltd. submitted an **invalid B-BBEE Certificate**.

WB Tipper Truck & Plant Hire (Pty) Ltd. Schedule 6: Form of Indemnity was only witnessed by one person. With test for administrative compliance and in terms of employers undertaking into consideration, it was found that the aforementioned is not material in nature and will be requested should they be found to be the recommended supplier.

- As seen from table 4 and taking notice 3;4;5;6 and 7 into consideration, it is evident that the tender received from from **Aqua Transport & Plant Hire (Pty) Ltd., Kukhulu Plant Hire (Pty) Ltd., Ekene Investments CC, F.G Jacobs Transport CC ,Sector 6 (Pty) Ltd. and WB Tipper Truck & Plant Hire (Pty) Ltd. were found to be eligible further evaluation** were found to be administratively compliant for further evaluation.

Step 4: Financial Scoring.

Score financial offer, evaluation points for preferencing and calculate total tender evaluation points to the lowest. Rank tender offers from the highest number of tender evaluation points to the lowest. Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so

The score for financial offer is calculated using the 80/20 preference point system for each responsive tender under consideration:

80/20

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where
Ps = Points scored for price of bid under consideration;
Pt = Price of bid under consideration; and
Pmin = Price of lowest acceptable bid.

Up to 20 tender evaluation points will be awarded in respect of the Specific Goals in accordance the Preferential Procurement Regulations of 2022.

Item 1 and 2 – D6 Bulldozer and Establishment

THEEWATERSKLOOF MUNICIPALITY							
Awarding of points: Value Added All Inclusive							
No	**Supplier**	Amount All Inclusive	**Financial Proposal**	**B-BBEE points**	**Locality**	**Total**	
			80.00	**10.00**	**10.00**		**Rank**
1	Kukhulu Plant Hire (Pty) Ltd.	1,385,117.50	80.00	10.00	4.00	94.00	1
2	Ekene Investments cc	1,729,025.00	60.14	10.00	0.00	70.14	2
3	WB Tipper Truck & Plant Hire (Pty) Ltd.	1,884,838.50	51.14	00.00	4.00	55.14	4
4	Aqua Plant & Transport (Pty) Ltd	1,959,600.00	46.82	10.00	4.00	60.82	3
5	Sector 6 (Pty) Ltd.	2,024,000.00	43.10	10.00	0.00	53.10	5
1*	Minimum Price						

Item 3 and 4 – Water Truck and Establishment

THEEWATERSKLOOF MUNICIPALITY

Awarding of points: Value Added All Inclusive

No	Supplier	Amount All Inclusive	Financial Proposal	B-BBEE points	Locality	Total	
			80.00	**10.00**	**10.00**		**Rank**
1	Aqua Plant & Transport (Pty) Ltd	21,620.00	80.00	10.00	4.00	94.00	1
2	Kukhulu Plant Hire (Pty) Ltd.	28,462.50	54.68	10.00	4.00	68.68	2
3	Ekene Investments cc	37,605.00	20.85	10.00	0.00	30.85	3
4	Sector 6 (Pty) Ltd.	65,550.00	-82.55	10.00	0.00	-72.55	4
5	WB Tipper Truck & Plant Hire (Pty) Ltd.	73,830.00	-113.19	00.00	4.00	-109.19	5

1* Minimum Price

Item 5 and 6 – Tipper Truck and Establishment

THEEWATERSKLOOF MUNICIPALITY

Awarding of points: Value Added All Inclusive

No	Supplier	Amount All Inclusive	Financial Proposal	B-BBEE points	Locality	Total	
			80.00	**10.00**	**10.00**		**Rank**
1	Ekene Investments cc	48,898.00	80.00	10.00	0.00	90.00	2
2	Kukhulu Plant Hire (Pty) Ltd.	50,197.50	77.87	10.00	4.00	91.87	1
3	Aqua Plant & Transport (Pty) Ltd	56,810.00	67.06	10.00	4.00	81.06	3
4	F.G Jacobs Transport cc	57,500.00	65.93	10.00	4.00	79.93	4
5	WB Tipper Truck & Plant Hire (Pty) Ltd.	67,792.50	49.09	00.00	4.00	53.09	5
6	Sector 6 (Pty) Ltd.	84,755.00	21.34	10.00	0.00	31.34	6

1* Minimum Price

Item 7 and 8 – Excavator and Establishment

THEEWATERSKLOOF MUNICIPALITY

Awarding of points: Value Added All Inclusive

No	Supplier	Amount All Inclusive	Financial Proposal	B-BBEE points	Locality	Total	
			80.00	**10.00**	**10.00**		**Rank**
1	Kukhulu Plant Hire (Pty) Ltd.	68,080.00	80.00	10.00	4.00	94.00	1
2	Aqua Plant & Transport (Pty) Ltd	77,050.00	69.46	10.00	4.00	83.46	2
3	Ekene Investments cc	78,660.00	67.57	10.00	0.00	77.57	3
4	WB Tipper Truck & Plant Hire (Pty) Ltd.	129,087.50	8.31	00.00	4.00	12.31	4
5	Sector 6 (Pty) Ltd.	131,962.50	4.93	10.00	0.00	14.93	5

1* Minimum Price

Item 9 and 10 – Grader and Establishment

THEEWATERSKLOOF MUNICIPALITY

Awarding of points: Value Added All Inclusive

No	Supplier	Amount All Inclusive	Financial Proposal	B-BBEE points	Locality	Total	
			80.00	**10.00**	**10.00**		**Rank**
1	Kukhulu Plant Hire (Pty) Ltd.	56,637.50	80.00	10.00	4.00	94.00	1
2	Aqua Plant & Transport (Pty) Ltd	69,000.00	62.54	10.00	4.00	76.54	2
3	Ekene Investments cc	76,958.00	51.30	10.00	0.00	61.30	3
4	WB Tipper Truck & Plant Hire (Pty) Ltd.	91,770.00	30.38	00.00	4.00	34.38	4
5	Sector 6 (Pty) Ltd.	124,890.00	-16.41	10.00	0.00	-6.41	5

1* Minimum Price

Item 11 and 12 – 4x4 Digger Loader and Establishment

THEEWATERSKLOOF MUNICIPALITY

Awarding of points: Value Added All Inclusive							
No	**Supplier**	Amount All Inclusive	**Financial Proposal**	**B-BBEE points**	**Locality**	**Total**	
			80.00	**10.00**	**10.00**		**Rank**
1	Aqua Plant & Transport (Pty) Ltd	256,220.00	80.00	10.00	4.00	94.00	1
2	Kukhulu Plant Hire (Pty) Ltd.	274,792.50	74.20	10.00	4.00	88.20	2
3	Ekene Investments cc	317,055.00	61.01	10.00	0.00	71.01	3
4	F.G Jacobs Transport cc	340,400.00	53.72	10.00	4.00	67.72	4
5	Sector 6 (Pty) Ltd.	481,620.00	9.62	10.00	0.00	19.62	5
6	WB Tipper Truck & Plant Hire (Pty) Ltd.	503,470.00	2.80	00.00	4.00	6.80	6

1* Minimum Price

4. FINANCIAL IMPLICATION

Funds available in the approved budget for the 2024/25 financial periods and works / goods will be funded out of mSCOA Confiq/s:

01/5511/1/5840/0- Operating Leases (Machinery and Equipment) – **R 1 295 619.00**

Proof of budget attached to Annexure C

5. LEGAL IMPLICATION

Must comply with the pre-scribed sections as set out in the MFMA, SCM Regulation, TWK SCM Policy and PPR of 2022

6. RECOMMENDATION BY END-USER AND SCM ON 21 JANUARY 2025:

End-User and SCM confirms that the tenders comply with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 1,385,117.50** (One Million Three Hundred Eighty Five Thousand One Hundred and Seventeen Rand and Fifty Cents Only) **Vat Incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

1.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 195.00
2	Establishment & De – establishment	each	9 450.00

2. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 1 729 025.00** (One Million Seven Hundred and Twenty Nine Thousand and Twenty Five Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 485.00
2	Establishment & De – establishment	each	18 500.00

3. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 1 959 600.00** (One Million Nine Hundred and Fifty Nine Thousand and Six Hundred Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

3.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 680.00
2	Establishment & De – establishment	each	2 400.00

4. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 21 620.00** (Twenty One Thousand Six Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	420.00
4	Establishment & De – establishment	Each	2 000.00

5. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 28 462.50** (Twenty Eight Thousand Four Hundred and Sixty Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	495.00
4	Establishment & De – establishment	Each	4 950.00

6. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 37 605.00** (Thirty Seven Thousand Six Hundred and Five Rand Only)**Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

6.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	680.00
4	Establishment & De – establishment	Each	5 500.00

7. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 50 197.50** (Fifty Thousand One Hundred and Ninety Seven Rand and Fifty Cents only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

7.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	645.00
6	Establishment & De – establishment	each	5 950.00

8. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 48 898.00** (Forty Eight Thousand Eight Hundred and Ninety Eight Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

8.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	617.00
6	Establishment & De – establishment	each	5 500.00

9. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 56 810.00** (Fifty Sic Thousand Eight Hundred and Ten Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

9.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	790.00
6	Establishment & De – establishment	each	2 000.00

10. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 68 080.00** (Sixty Eight Thousand and Eighty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

10.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	995.00
8	Establishment & De – establishment	each	9 450.00

11. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 77 050.00** (Seventy Seven Thousand and Fifty Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

11.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	980.00
8	Establishment & De – establishment	each	18 000.00

12. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 78 660.00** (Seventy Eight Thousand Six Hundred and Sixty Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

12.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	998.00
8	Establishment & De – establishment	each	18 500.00

13. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 56 637.50** (Fifty Six Thousand Six Hundred and Thirty Seven Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

13.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	995.00
10	Establishment & De – establishment	each	9 450.00

14. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 69 000.00** (Sixty Nine Thousand Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

14.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	980.00
10	Establishment & De – establishment	each	18 000.00

15. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** be awarded to **Ekene Investments cc** for the estimated amount of **R 76 958.00** (Seventy Six Thousand Nine Hundred and Fifty Eight Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

15.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	1 298.00
10	Establishment & De – establishment	each	15 000.00

16. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 256 220.00** (Two Hundred Fifty Six Thousand Two Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

16.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	495.00
12	Establishment & De – establishment	each	5 000.00

17. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No : **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 274 792.50** (Two Hundred and Seventy Four Thousand Seven Hundred and Ninety Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

17.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	525.00
12	Establishment & De – establishment	each	7 950.00

18. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De-Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 317 055.00** (Three Hundred and Seventeen Thousand and Fifty Five Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

18.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	605.00
12	Establishment & De – establishment	each	9 500.00

19. The award is subject to the availability of funds.

20. Addendum/SLA be entered between the Municipality and the recommended tender.

21. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

22. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

23. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

24. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

25. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

26. The BVA numbers of the suppliers in terms of their B-BBEE certificate was verified on the website SANAS and the verification agency was found to be accredited.

7. RECOMMENDATION BY BID EVALUATION COMMITTEE 21 JANUARY 2025:

Bid Evaluation Committee confirm-s that the tenders complies with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 1,385,117.50** (One Million Three Hundred Eighty Five Thousand One Hundred and Seventeen Rand and Fifty Cents Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

1.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 195.00
2	Establishment & De – establishment	each	10 450.00

2. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 1 729 025.00** (One Million Seven Hundred and Twenty Nine Thousand and Twenty Five Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 485.00
2	Establishment & De – establishment	each	18 500.00

3. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 1 959 600.00** (One Million Nine Hundred and Fifty Nine Thousand and Six Hundred Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

3.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 680.00
2	Establishment & De – establishment	each	2 400.00

4. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 21 620.00** (Twenty One Thousand Six Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	420.00
4	Establishment & De – establishment	Each	3 000.00

5. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 28 462.50** (Twenty Eight Thousand Four Hundred and Sixty Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	495.00
4	Establishment & De – establishment	Each	4 950.00

6. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 37 605.00** (Thirty Seven Thousand Six Hundred and Five Rand Only)**Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

6.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	680.00
4	Establishment & De – establishment	Each	6 500.00

7. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOF CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 50 197.50** (Fifty Thousand One Hundred and Ninety Seven Rand and Fifty Cents only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

7.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	645.00
6	Establishment & De – establishment	each	6 950.00

8. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 48 898.00** (Forty Eight Thousand Eight Hundred and Ninety Eight Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

8.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	617.00
6	Establishment & De – establishment	each	5 500.00

9. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 56 810.00** (Fifty Sic Thousand Eight Hundred and Ten Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

9.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	790.00
6	Establishment & De – establishment	each	3 000.00

10. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 68 080.00** (Sixty Eight Thousand and Eighty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

10.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	995.00
8	Establishment & De – establishment	each	9 450.00

11. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 77 050.00** (Seventy Seven Thousand and Fifty Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

11.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	980.00
8	Establishment & De – establishment	each	19 000.00

12. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 78 660.00** (Seventy Eight Thousand Six Hundred and Sixty Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

12.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	998.00
8	Establishment & De – establishment	each	18 500.00

13. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDO LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 56 637.50** (Fifty Six Thousand Six Hundred and Thirty Seven Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

13.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	995.00
10	Establishment & De – establishment	each	9 450.00

14. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 69 000.00** (Sixty Nine Thousand Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

14.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	980.00
10	Establishment & De – establishment	each	18 000.00

15. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** be awarded to **Ekene Investments cc** for the estimated amount of **R 76 958.00** (Seventy Six Thousand Nine Hundred and Fifty Eight Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

15.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	1 298.00
10	Establishment & De – establishment	each	15 000.00

16. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 256 220.00** (Two Hundred Fifty Six Thousand Two Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

16.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	495.00
12	Establishment & De – establishment	each	6 000.00

17. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No : **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 274 792.50** (Two Hundred and Seventy Four Thousand Seven Hundred and Ninety Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

17.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	525.00
12	Establishment & De – establishment	each	7 950.00

18. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMEN FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De-Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 317 055.00** (Three Hundred and Seventeen Thousand and Fifty Five Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

18.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	605.00
12	Establishment & De – establishment	each	9 500.00

19. The award is subject to the availability of funds.

20. Addendum/SLA be entered between the Municipality and the recommended tender.

21. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

22. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

23. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

24. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

25. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

26. The BVA numbers of the suppliers in terms of their B-BBEE certificate was verified on the website SANAS and the verification agency was found to be accredited.

8. RECOMMENDATION BY END-USER AND SCM ON 29 JANUARY 2025:

Considering the extension of validity End-User and SCM confirms that the tenders comply with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 1,385,117.50** (One Million Three Hundred Eighty Five Thousand One Hundred and Seventeen Rand and Fifty Cents Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

1.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 195.00
2	Establishment & De – establishment	each	11 450.00

2. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 1 729 025.00** (One Million Seven Hundred and Twenty Nine Thousand and Twenty Five Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 485.00
2	Establishment & De – establishment	each	18 500.00

3. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 1 959 600.00** (One Million Nine Hundred and Fifty Nine Thousand and Six Hundred Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

3.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 680.00
2	Establishment & De – establishment	each	2 400.00

4. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 21 620.00** (Twenty One Thousand Six Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	420.00
4	Establishment & De – establishment	Each	4 000.00

5. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishmen & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 28 462.50** (Twenty Eight Thousand Four Hundred and Sixty Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	495.00
4	Establishment & De – establishment	Each	4 950.00

6. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishmen & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 37 605.00** (Thirty Seven Thousand Six Hundred and Five Rand Only)**Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

6.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	680.00
4	Establishment & De – establishment	Each	7 500.00

7. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 50 197.50** (Fifty Thousand One Hundred and Ninety Seven Rand and Fifty Cents only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

7.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	645.00
6	Establishment & De – establishment	each	7 950.00

8. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 48 898.00** (Forty Eight Thousand Eight Hundred and Ninety Eight Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

8.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	617.00
6	Establishment & De – establishment	each	5 500.00

9. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 56 810.00** (Fifty Sic Thousand Eight Hundred and Ten Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

9.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	790.00
6	Establishment & De – establishment	each	4 000.00

10. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 68 080.00** (Sixty Eight Thousand and Eighty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

10.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	995.00
8	Establishment & De – establishment	each	9 450.00

11. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 77 050.00** (Seventy Seven Thousand and Fifty Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

11.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	980.00
8	Establishment & De – establishment	each	20 000.00

12. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 78 660.00** (Seventy Eight Thousand Six Hundred and Sixty Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

12.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	998.00
8	Establishment & De – establishment	each	18 500.00

13. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 56 637.50** (Fifty Six Thousand Six Hundred and Thirty Seven Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

13.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	995.00
10	Establishment & De – establishment	each	9 450.00

14. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 69 000.00** (Sixty Nine Thousand Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

14.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	980.00
10	Establishment & De – establishment	each	18 000.00

15. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** be awarded to **Ekene Investments cc** for the estimated amount of **R 76 958.00** (Seventy Six Thousand Nine Hundred and Fifty Eight Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

15.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	1 298.00
10	Establishment & De – establishment	each	15 000.00

16. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 256 220.00** (Two Hundred Fifty Six Thousand Two Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

16.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	495.00
12	Establishment & De – establishment	each	7 000.00

17. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No : **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 274 792.50** (Two Hundred and Seventy Four Thousand Seven Hundred and Ninety Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

17.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	525.00
12	Establishment & De – establishment	each	7 950.00

18. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De-Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 317 055.00** (Three Hundred and Seventeen Thousand and Fifty Five Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

18.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	605.00
12	Establishment & De – establishment	each	9 500.00

19. The award is subject to the availability of funds.

20. Addendum/SLA be entered between the Municipality and the recommended tender.

21. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

22. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

23. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

24. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

25. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

26. The BVA numbers of the suppliers in terms of their B-BBEE certificate was verified on the website SANAS and the verification agency was found to be accredited.

9.RECOMMENDATION BY BID EVALUATION COMMITTEE 29 JANUARY 2025:

Bid Evaluation Committee confirm-s that the tenders complies with the Supply Chain Management Regulations and recommends that:

1. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 1,385,117.50** (One Million Three Hundred Eighty Five Thousand One Hundred and Seventeen Rand and Fifty Cents Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

1.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 195.00
2	Establishment & De – establishment	each	12 450.00

2. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 1 729 025.00** (One Million Seven Hundred and Twenty Nine Thousand and Twenty Five Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 485.00
2	Establishment & De – establishment	each	18 500.00

3. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 1 959 600.00** (One Million Nine Hundred and Fifty Nine Thousand and Six Hundred Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

3.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 680.00
2	Establishment & De – establishment	each	2 400.00

4. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 21 620.00** (Twenty One Thousand Six Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	420.00
4	Establishment & De – establishment	Each	5 000.00

5. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 28 462.50** (Twenty Eight Thousand Four Hundred and Sixty Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	495.00
4	Establishment & De – establishment	Each	4 950.00

6. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 37 605.00** (Thirty Seven Thousand Six Hundred and Five Rand Only)**Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

6.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	680.00
4	Establishment & De – establishment	Each	8 500.00

7. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 50 197.50** (Fifty Thousand One Hundred and Ninety Seven Rand and Fifty Cents only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

7.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	645.00
6	Establishment & De – establishment	each	8 950.00

8. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 48 898.00** (Forty Eight Thousand Eight Hundred and Ninety Eight Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

8.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	617.00
6	Establishment & De – establishment	each	5 500.00

9. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 56 810.00** (Fifty Sic Thousand Eight Hundred and Ten Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

9.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	790.00
6	Establishment & De – establishment	each	5 000.00

10. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 68 080.00** (Sixty Eight Thousand and Eighty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

10.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	995.00
8	Establishment & De – establishment	each	9 450.00

11. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 77 050.00** (Seventy Seven Thousand and Fifty Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

11.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	980.00
8	Establishment & De – establishment	each	21 000.00

12. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 78 660.00** (Seventy Eight Thousand Six Hundred and Sixty Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

12.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	998.00
8	Establishment & De – establishment	each	18 500.00

13. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 56 637.50** (Fifty Six Thousand Six Hundred and Thirty Seven Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

13.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	995.00
10	Establishment & De – establishment	each	9 450.00

14. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 69 000.00** (Sixty Nine Thousand Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

14.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	980.00
10	Establishment & De – establishment	each	18 000.00

15. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** be awarded to **Ekene Investments cc** for the estimated amount of **R 76 958.00** (Seventy Six Thousand Nine Hundred and Fifty Eight Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

15.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	1 298.00
10	Establishment & De – establishment	each	15 000.00

16. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** f **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 256 220.00** (Two Hundred Fifty Six Thousand Two Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

16.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	495.00
12	Establishment & De – establishment	each	8 000.00

17. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No : **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 274 792.50** (Two Hundred and Seventy Four Thousand Seven Hundred and Ninety Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

17.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	525.00
12	Establishment & De – establishment	each	7 950.00

18. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De-Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 317 055.00** (Three Hundred and Seventeen Thousand and Fifty Five Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

18.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	605.00
12	Establishment & De – establishment	each	9 500.00

19. The award is subject to the availability of funds.

20. Addendum/SLA be entered between the Municipality and the recommended tender.

21. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

22. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

23. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

24. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

25. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

26. The BVA numbers of the suppliers in terms of their B-BBEE certificate was verified on the website SANAS and the verification agency was found to be accredited.

10. CONCERNS RAISED

W Solomons-Johannes

I have a concern for the recommendation of Aqua Plant & Transport (Pty) Ltd. a Municipality has served default notices of termination to them on August 2022, end of August 2022 and October 2022 and that is not in the BAC Report.

N La Grange

I think it was not taken further to the National Treasury website it is they responsibility for having it listed for a supplier who is not performing. We only have evidence the Municipality had, we didn't have any external evidence to back up the suggestion not to include Aqua Plant & Transport (Pty) Ltd.

H Matthee

This tender has been coming a long time, I give my assurance that we will manage it from the performance of the service provider.

W Solomons-Johannes

If they underperform, remember they have a site in Phillipy Cape Town , we give them notice if they do not respond we move to the next recommended bidder.

10. RECOMMENDATION BY BID ADJUDICATION COMMITTEE 06 FEBRUARY 2025:

After the chairman had given the Bid Adjudication Committee an opportunity to thoroughly discuss the agenda item, and proposed by Mr. H Matthee and seconded by Mr. GW Hermanus, it was recommended to the Municipal Manager:

1. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 1,385,117.50** (One Million Three Hundred Eighty Five Thousand One Hundred and Seventeen Rand and Fifty Cents Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

1.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 195.00
2	Establishment & De – establishment	each	13 450.00

2. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 1 729 025.00** (One Million Seven Hundred and Twenty Nine Thousand and Twenty Five Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

2.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 485.00
2	Establishment & De – establishment	each	18 500.00

3. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 1 959 600.00** (One Million Nine Hundred and Fifty Nine Thousand and Six Hundred Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

3.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 680.00
2	Establishment & De – establishment	each	2 400.00

4. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 21 620.00** (Twenty One Thousand Six Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

4.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	420.00
4	Establishment & De – establishment	Each	6 000.00

5. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 28 462.50** (Twenty Eight Thousand Four Hundred and Sixty Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

5.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	495.00
4	Establishment & De – establishment	Each	4 950.00

6. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 37 605.00** (Thirty Seven Thousand Six Hundred and Five Rand Only)**Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

6.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	680.00
4	Establishment & De – establishment	Each	9 500.00

7. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 50 197.50** (Fifty Thousand One Hundred and Ninety Seven Rand and Fifty Cents only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

7.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	645.00
6	Establishment & De – establishment	each	9 950.00

8. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 48 898.00** (Forty Eight Thousand Eight Hundred and Ninety Eight Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

8.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	617.00
6	Establishment & De – establishment	each	5 500.00

9. That should **Ekene Investments cc** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 5 and 6 – Tipper Truck Truck and Establishment & De-Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 56 810.00** (Fifty Sic Thousand Eight Hundred and Ten Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

9.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	790.00
6	Establishment & De – establishment	each	6 000.00

10. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 68 080.00** (Sixty Eight Thousand and Eighty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

10.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	995.00
8	Establishment & De – establishment	each	9 450.00

11. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 77 050.00** (Seventy Seven Thousand and Fifty Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

11.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	980.00
8	Establishment & De – establishment	each	22 000.00

12. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 78 660.00** (Seventy Eight Thousand Six Hundred and Sixty Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

12.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	998.00
8	Establishment & De – establishment	each	18 500.00

13. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDC LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 56 637.50** (Fifty Six Thousand Six Hundred and Thirty Seven Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

13.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	995.00
10	Establishment & De – establishment	each	9 450.00

14. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 69 000.00** (Sixty Nine Thousand Rand Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

14.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	980.00
10	Establishment & De – establishment	each	18 000.00

15. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** be awarded to **Ekene Investments cc** for the estimated amount of **R 76 958.00** (Seventy Six Thousand Nine Hundred and Fifty Eight Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

15.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	1 298.00
10	Establishment & De – establishment	each	15 000.00

16. Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Aqua Plant & Transport (Pty) Ltd.** for the estimated amount of **R 256 220.00** (Two Hundred Fifty Six Thousand Two Hundred and Twenty Rand Only) **Vat incl.** for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

16.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	495.00
12	Establishment & De – establishment	each	9 000.00

17. That should **Aqua Plant & Transport (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No : **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Kukhulu Plant Hire (Pty) Ltd.** for the estimated amount of **R 274 792.50** (Two Hundred and Seventy Four Thousand Seven Hundred and Ninety Two Rand and Fifty Cents Only) **Vat incl.** for scoring the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

17.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	525.00
12	Establishment & De – establishment	each	7 950.00

18. That should **Kukhulu Plant Hire (Pty) Ltd.** cannot deliver as per the tender, the Municipality has the right to award Tender No: **ENG 07/2024/25- LEASING OF VARIOUS PLANT AND EQUIPMEN. FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025** for **Item 11 and 12 – 4x4 Digger Loader and Establishment & De-Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 317 055.00** (Three Hundred and Seventeen Thousand and Fifty Five Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

18.1 The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	605.00
12	Establishment & De – establishment	each	9 500.00

19. The award is subject to the availability of funds.

20. Addendum/SLA be entered between the Municipality and the recommended tender.

21. The register for Tender Defaulters and the Database of Restricted Suppliers have been checked via National Treasury's website and found that the tenderers is not listed.

22. None of the tenderers directors / trustees / members / shareholders of the suppliers are linked to any state entity, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.

23. The tenderers Tax Clearance Certificates was verified on the website of SARS and was found to be active. Proof thereof attached.

24. The tenderers are registered on the municipality's database of prospective providers. Proof thereof attached.

25. The tenderers are registered on the Central Supplier Database (CSD). Proof thereof attached.

26. The BVA numbers of the suppliers in terms of their B-BBEE certificate was verified on the website SANAS and the verification agency was found to be accredited.

ENG 07/2024/25 Leasing Of Various Plant And Equipment For Caledon Landfill Site For The Period From Date Of Appointment Until 30 June 2025

D. ADJOURNMENT

The meeting adjourned at 15:55

GOMPILED AND MAINTAINED BY: ..... **DATE:** 12/02/2025
Z BARON
ADMINISTRATION

APPROVE MINUTES & RECOMMENDATION :..... **DATE:** 12/2/25
H MATTHEE
MEMBER

APPROVE MINUTES & RECOMMENDATION :..... **DATE:** .....
R SEFOOR
MEMBER Note concerns raised - failure to default Aqua by SCM.

APPROVE MINUTES & ~~RECOMMENDATION~~ M.A.E. SOLOMONS-GOLANNIE :..... **DATE:** .....
W SOLOMONS-JOHANNES 12.02.2025
MEMBER

APPROVE MINUTES & RECOMMENDATION :..... **DATE:** 12-02-25
GW HERMANUS
MEMBER

APPROVE MINUTES & RECOMMENDATION :..... **DATE:** 13/02/2025
P MABHENA
CHAIRPERSON

Recommended to the Municipal Manager for approval in terms of the Supply Chain Management Delegations.

APPROVE ENG 07/2024/25: 14/2/2025
W HENDRICKS
ACTING MUNICIPAL MANAGER

DO NOT APPROVE ENG 07/2024/25: .....
W HENDRICKS
ACTING MUNICIPAL MANAGER

ENG 07/2024/25 Leasing Of Various Plant And Equipment For Caledon Landfill Site For The Period From Date Of Appointment Until 30 June 2025

D. ADJOURNMENT

The meeting adjourned at 15:55

COMPILED AND MAINTAINED BY: ..... **DATE:** 12/02/2025
Z BARON
ADMINISTRATION

APPROVE MINUTES & RECOMMENDATION ..... **DATE:** 12/2/25
H MATTHEE
MEMBER

APPROVE MINUTES & RECOMMENDATION ..... **DATE:** 13/2/2025
R SEPOOR
MEMBER
Note concerns raised re failure to default Aqua by SCM.

APPROVE MINUTES & RECOMMENDATION ..... **DATE** .....
W SOLOMONS-JOHANNES 12.02.2025
MEMBER

APPROVE MINUTES & RECOMMENDATION ..... **DATE:** 12-02-25
GW HERMANUS
MEMBER

APPROVE MINUTES & RECOMMENDATION ..... **DATE:** .....
P MABHENA
CHAIRPERSON

Recommended to the Municipal Manager for approval in terms of the Supply Chain Management Delegations.

APPROVE ENG 07/2024/25: 14/2/2025
W HENDRICKS
ACTING MUNICIPAL MANAGER

DO NOT APPROVE ENG 07/2024/25: .....
W HENDRICKS
ACTING MUNICIPAL MANAGER

THEEWATERSKLOOF MUNICIPALITY

BID ADJUDICATION COMMITTEE

ATTENDANCE REGISTER AND UNDERTAKING OF CONFIDENTIALITY AND IMPARTIALITY

MEETING NUMBER: ENG 07/2024/25; ENG 08/2024/25; ENG 10/2024/25 ELEC 04/2024/25

DATE: 06 February 2025

I, the undersigned, hereby declare:

- that all information, documentation and decisions regarding any matter before the committee are confidential and undertake not to make known anything in this regard
- that I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody
- that I will make known details of any private or business interest which I , or any close family member, partner or associate may have in any proposed procurement or disposal process of, or in any award or contract and that I will immediately withdraw from participating in any manner whatsoever

NAME	DEPARTMENT/SECTION MUNICIPALITY	SIGNATURE
Paul Mathews	TWK	
W Nel	Dir. Corp Serv	
W.S.E. Solomons	Johannes COMMUNITY	
N. la Grange	SCM (Observer)	
A Matin	SCM (Observer)	
H. Mentoor	Finance	
L. Bass	Secretariate Services	
R Sefoor		Attended Virtually

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Theewaterskloof
Municipality

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

Ref. No.: ENG 07/2024/25
Contact: H. September
Date: 14 February 2025
Email: tenders@ekeneinvestments.co.za

Attention: Mr. R. Naidoo
Ekene Investments CC
Unit 1
Riverpark 3
Titan Street
Rivergate
Parklands

Dear Sir.,

TENDER NO: ENG 07/2024/25 – LEASING OF VARIOUS PLANT AND EQUIPMENT FOR CALEDON LANDFILL SITE FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2025

This is to inform you of the resolution taken by our Bid Adjudication Committee on 06 February 2025 that **Ekene Investments CC** scored the Second highest points in terms of the Preferential Procurement Regulations of 2022 contained in the councils Supply Chain Management Policy for the following items:

1. **Item 1 and 2 – D6 Bulldozer and Establishment & De- Establishment** be awarded to **Ekene Investments CC** for the estimated amount of **R 1,729,025.00** (One Million Seven Hundred and Twenty-Five Rand Only) **Vat incl.** for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

   The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
1	D6 Bulldozer – Minimum with Chains (Wet Rate)	p/hr.	1 485.00
2	Establishment & De – establishment	each	18,500.00

2. **Item 5 and 6 – Tipper Truck Truck and Establishment & De- Establishment** be awarded to **Ekene Investments CC** for the estimated amount of **R 48 898.00** (Forty-Eight Thousand Eight Hundred and Ninety-Eight Rand only) **Vat incl.** for scoring the second highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

Theewaterskloof Municipality

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Website: www.twk.gov.za

The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
5	Tipper Truck (Wet Rate)	p/hr.	617.00
6	Establishment & De – establishment	each	5 500.00

Ekene Investments CC also scored the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in the councils Supply Chain Management Policy for the for the following items:

1. **Item 3 and 4 – Water Truck and Establishment & De- Establishment** be awarded to **Ekene Investments CC** for the estimated amount of **R 37 605.00** (Thirty-Seven Thousand Six Hundred and Five Rand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

   The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
3	Water Truck (Wet Rate)	p/hr.	680.00
4	Establishment & De – establishment	Each	9 500.00

2. **Item 7 and 8 – Excavator and Establishment & De- Establishment** be awarded to **Ekene Investments CC** for the estimated amount of **R 78 660.00** (Seventy-Eight Thousand Six Hundred and Sixty Rand Only) **Vat incl.** for scoring the third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

   The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
7	Excavator (Wet Rate)	p/hr.	998.00
8	Establishment & De – establishment	each	18 500.00

3. **Item 9 and 10 – Grader and Establishment & De- Establishment** be awarded to **Ekene Investments CC** for the estimated amount of **R 76 958.00** (Seventy-Six Thousand Nine Hundred and Fifty-Eight Rand Only) **Vat incl.** for scoring the third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

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The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
9	Grader (Wet Rate)	p/hr.	1 298.00
10	Establishment & De – establishment	each	15 000.00

4. **Item 11 and 12 – 4x4 Digger Loader and Establishment & De- Establishment** be awarded to **Ekene Investments cc** for the estimated amount of **R 317 055.00** (Three Hundred and Seventeen Thousand and Fifty-Five Tand Only) **Vat incl.** for scoring the Third highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy.

   The award is based on the following rates:

ITEM No.	DESCRIPTION	UNIT	Unit Price (Wet rate) (R/hr.) Vat Excl.
11	4x4 Digger Loader (Wet Rate)	p/hr.	605.00
12	Establishment & De – establishment	each	9 500.00

Should the successful bidder fail to deliver, the award be made to **Ekene Investments CC.**

The award is subject to the availability of funds.

An Addendum/SLA be entered between the Municipality and **Ekene Investments CC.**

Kindly note that this award is conditional and subject to an appeal of 21 calendar days from date of this notice, for the unsuccessful tenderers, after which we will inform you again in writing for the contract to be concluded to confirm your official appointment.

We however trust that the relationship will be mutually beneficial in order for us to carry out our constitutional mandate of service delivery.

Yours faithfully

N LA GRANGE
ACTING MANAGER: SCM

ITEM HEADING

C136/2026 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: DIRECTORATE TECHNICAL- AND INFRASTRUCTURE IMPLEMENTATION SERVICES: IRREGULAR EXPENDITURE – EXPENDITURE INCURRED IS ABOVE THE CONTRACT VALUE (ENVIROSERV WASTE MANAGEMENT (PTY) LTD)

[English version of the report is the original]

FILE NUMBER

6/3/1/5/1

PURPOSE / AIM OF REPORT

The purpose of this report is to inform the Municipal Public Accounts Committee on the irregular expenditure with regards to the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 July 2024 until 31 January 2025 – Enviroserv Waste Management (Pty) Ltd.

BACKGROUND

2024/25 AG Findings:

"DETAILED AUDIT FINDING

Contract management – Expenditure incurred is above the contract value
Section 62 (1)(d) of the MFMA 56 of 2023 states:

"The accounting officer of a municipality is responsible for managing the financial administration of the municipality and must for this purpose take all reasonable steps to ensure that unauthorized, irregular or fruitless and wasteful expenditure and other losses are prevented."

Section 32 of the MFMA deals directly with the reporting, investigation, recovery, and liability concerning unauthorised, irregular, or fruitless and wasteful expenditure.

1. *Reporting: The Accounting Officer (Municipal Manager) must promptly inform the Mayor and the provincial treasury in writing of any irregular expenditure incurred.*
2. *Investigation and Recovery: It obligates the municipality to investigate such expenditure and take all reasonable steps to recover it from the person liable, unless the expenditure is certified as irrecoverable by the council after an investigation by a council committee.*
3. *Consequence Management: It establishes the framework for instituting disciplinary or criminal proceedings against officials or political office-bearers who deliberately or negligently incurred or permitted the expenditure.*

Section 116(3) of the MFMA states "A contract may only be amended or varied after the reasons for the proposed amendment have been tabled in council and approved. Expansion or variation beyond the prescribed thresholds (20% for construction-related projects and 15% for other goods/services) without proper approval is a contravention".
Issue 1 - Expenditure incurred is above the contract value
During the audit, it was observed that the municipality incurred expenditure exceeding the approved contract value for the contracts listed below with no approved variation or extension.

Contract number	Contractor	Nature of services	Contract value	Expenditure	Difference
ENG 04/2024/25	Environserv	Waste management	1 267 496,00	3127427,51	1 859 931,51

Impact

1. *Management did not disclose these payments as irregular expenditure in the financial statements.".*
2. *There is a potential for an unfair award, as the actual expenditure has exceeded the amount used during the procurement evaluation.*
3. *Expenditure beyond the contract amount without proper approval constitutes irregular expenditure.*

Internal control deficiency

Financial and Performance Management

Review and monitor compliance with applicable laws and regulations

Management did not ensure adequate review and monitoring of compliance with applicable supply chain management regulations and expenditure management laws and regulations to prevent irregular expenditure.

Supply chain management regulations were not followed when procuring goods/services and reasonable steps were not taken to prevent irregular expenditure.

Management awarded tenders based on estimated amounts rather than on a rate-based approach, which resulted in actual costs exceeding the initial estimates

DISCUSSION

As per attachment.

COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

The recommendation is noted.

COMMENTS FROM THE DIRECTORATE TECHNICAL AND INFRASTRUCTURE IMPLEMENTATION SERVICES

Recommendation is supported.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

The irregular expenditure of R1 859 931.51 has been recorded in 2024/2025 financial statements. Management should ensure that recurrence is prevented.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Section 32 of the MFMA states that any official of a municipality who deliberately or negligently committed, made or authorized an irregular expenditure is liable for that expenditure. A municipality must recover such expenditure from the person liable for that expenditure, unless Council certifies the irregular expenditure as irrecoverable, after the Municipal Public Accounts Committee has investigated and recommended it. Irregular expenditure for the purpose of this item means expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality and which has not been condoned in terms of such policy.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Failing to manage irregular expenses in accordance with the MFMA could result in Council Losing money and not receiving value for money. However, in this case Council did not suffer any losses or damages and received value for money.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 1 859 931.51 for the financial year 2024/2025 be written off.

RECOMMENDATION BY MANAGEMENT TO MPAC: 26 FEBRUARY 2026

It is recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 1 859 931.51 for the financial year 2024/2025 be written off.

DISCUSSION DURING MEETING:

Councillor P Stander – Work was done. We did receive value for money.

RECOMMENDATION BY MPAC TO COUNCIL: 29 APRIL 2026

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

In the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 1 859 931.51 for the financial year 2024/2025 be written off.

RECOMMENDATION TO COUNCIL:

It is recommended that in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 1 859 931.51 for the financial year 2024/2025 be written off.

Status Report on contract no. ENG 04/2024/25 In terms of SCM and MFMA requirements and remedial action required if necessary

Supplier	Service Description	Commencement date of contract
EnviroServ Waste Management (Pty) Ltd.	ENG 04/2024/25 - Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 Jul, 2024 Until 30 June 2027.	February 2025

1. What was the initial Purpose of the contract

The Technical Services Directorate of the Theewaterskloof Municipality proposes to haul all waste off loaded at their Transfer Stations at Grabouw, Caledon and Villiersdorp and at their Public Drop-off at Botrivier Tesselaarsdal and Greyton to the licensed landfill at Karwyderskraal or Caledon Landfill. The dried sludge from the WWTW as well as Hazardous waste received from the public at facilities must be transported and disposed of at a hazardous license site. One of the objectives is also to divert green waste from Solid waste facilities by chipping for composting. The operation of the Transfer stations and drop offs does not form part of this contract.

2. Initial Scope of Contract and if uncertain please explain

OVERVIEWS OF THE SERVICE

The service consists of the hauling by road of all waste from the Transfer Stations at Grabouw, Villiersdorp, Caledon and RSE and the Public Drop-off at Botrivier, Greyton and Tesselaarsdal to the Karwyderskraal Landfill. Dried sludge form Wastewater Treatment Facilities and hazardous waste received from the public must be disposed of at a suitably licensed site. It is envisaged that the Greyton Drop Off did commence and Caledon and RSE Transfer stations . All General Waste will be transported to Karwyderskraal Landfill after. The Municipality also intends to procure service to haul solid waste from different towns by 30m^3 haulage trucks to Caledon Landfill. The Municipality will notify the Contractor when waste has to be hauled from these towns to Caledon Landfill. The service provider needs to chip all green waste diverted from waste stream and load it in containers that will be hauled to Grabouw or Karwyderskraal for composting. The service provider needs to guide the Municipality in diverting different size green waste for chipping.

GENERAL INTENT

The general intent of this Contract is that the Contractor shall procure all items necessary for the rendering of the service in accordance with the terms of Contract, in a workman-like and expeditious manner.

The Engineer/Employer shall have the right to verify that the service is carried out in accordance with this Contract and to approve or reject the quality of service rendered by the Contractor or approved subcontractors.

EXTENTS OF THE SERVICE

The Service in general includes but is not restricted to the following:

1. Remove full containers from loading bays and replace it with empty containers,
2. Transport full containers to Karwyderskraal or Caledon Landfill, dispose of the loads and return the empty containers,
3. Transport dried sludge from WWTW to appropriately licensed Landfill (a site licensed to receive hazardous waste).
4. Transport all household hazardous waste received from community to appropriately licensed Landfill (a site licensed to receive hazardous waste).
5. Chip all diverted green waste and load it into containers for transport.
6. Transport chipped green waste to Karwyderskraal or Grabouw, as indicated by Employer.
7. Supply and maintain containers.

3. Initial Contract Value and if uncertain please explain

The deviation was approved based on the estimated amount of R 1 267 496 (Excl. VAT) and based on rates hence the reason for the total expenditure R 3 127 427.51

The request for quotation was based on estimated quantities for 2 months, but the tender process took longer than anticipated hence the reason for the increased amount. It took an additional 3 months.

4. Initial Expiry Date and if uncertain please explain

30 June 2027

5. Was normal SCM Process followed and complied with

Yes

Explain of motivate your response

"DETAILED AUDIT FINDING
Contract management – Expenditure incurred is above the contract value
Section 62 (1)(d) of the MFMA 56 of 2023 states:

"The accounting officer of a municipality is responsible for managing the financial administration of the municipality and must for this purpose take all reasonable steps to ensure that unauthorized, irregular or fruitless and wasteful expenditure and other losses are prevented."

***Section 32** of the MFMA deals directly with the **reporting, investigation, recovery, and liability** concerning unauthorised, irregular, or fruitless and wasteful expenditure.*

- ***Reporting:** The Accounting Officer (Municipal Manager) must promptly inform the Mayor and the provincial treasury in writing of any irregular expenditure incurred.*
- ***Investigation and Recovery:** It obligates the municipality to **investigate** such expenditure and take **all reasonable steps to recover** it from the person liable, unless the expenditure is certified as irrecoverable by the council after an investigation by a council committee.*
- ***Consequence Management:** It establishes the framework for instituting disciplinary or criminal proceedings against officials or political office-bearers who deliberately or negligently incurred or permitted the expenditure.*

***Section 116(3) of the MFMA states** "A contract may only be amended or varied after the reasons for the proposed amendment have been tabled in council and approved. Expansion or variation beyond the prescribed thresholds (20% for construction-related projects and 15% for other goods/services) without proper approval is a contravention".*
Issue 1 - Expenditure incurred is above the contract value
During the audit, it was observed that the municipality incurred expenditure exceeding the approved contract value for the contracts listed below with no approved variation or extension.

Contract number	Contractor	Nature of services	Contract value	Expenditure	Difference
ENG 04/2024/25	Environserv	Waste management	1 267 496,00	3 127 427,51	1 859 931,51

Impact

- *Management did not disclose these payments as irregular expenditure in the financial statements.".*
- *There is a potential for an unfair award, as the actual expenditure has exceeded the amount used during the procurement evaluation.*
- *Expenditure beyond the contract amount without proper approval constitutes irregular expenditure.*

Internal control deficiency

Financial and Performance Management

Review and monitor compliance with applicable laws and regulations

Management did not ensure adequate review and monitoring of compliance with applicable supply chain management regulations and expenditure management laws and regulations to prevent irregular expenditure.

Supply chain management regulations not followed when procuring good/services and reasonable steps were not taken to prevent irregular expenditure.

Management awarded tenders based on estimated amounts rather than on a rate-based approach, which resulted in actual costs exceeding the initial estimates

Recommendation

- *Management should evaluate and award based on rate based in future for contracts that are based on estimates and not actual contract value.*
- *Management should address appointing staff in vacant positions to ensure adequate oversight is in place.*
- *Management should strengthen their review and monitoring processes of compliance with procurement management applicable laws and regulations to ensure that reasonable steps are taken to prevent irregular expenditure.*
- *Management should implement strict contract management controls to monitor expenditure against approved contract values.*
- *Management should have contract variations or extensions formally approved by the delegated authority before additional costs are incurred."*

Management response

DESCRIPTION	RESPONSE
Does management agree with the finding (Yes/ No)	No
Detail reason for agreeing/ disagree with finding	Management disagrees with the finding. Management evaluated the tenders in question based on estimated amounts. The tenders awarded are based on a rate-based approach. The main reason for the afore-mentioned approach is due the uncertainty of demand / risk profile / economic forces. The variable denominators for Waste management – volumes of waste (weighbridge) and changes routes travelled (kilometres) Kindly refer to the service level agreements and/or signed clauses within tender documents accompanying this response, which substantiates the rates-based approach for these particular goods and services.
Management comment on internal control deficiencies and root cause indicated and detail reason for agreeing/ disagree with finding.	Management is in disagreement with finding.
Detail corrective action to be taken and date.	None.
Does the finding affect an amount disclosed in the financial statements (Yes/ No)	No
If yes, what corrections will be made to the population	N/A
If yes and no corrections will be made the reason, why such a conclusion has been reached should be indicated.	N/A
Position of official responsible to take corrective actions	N/A

6. Has the purpose, scope or contract period been extended or expanded since the initial appointment of the service provider

No

Explain or motivate your response

N/A

7. Was a formal contract or SLA initially entered into in terms of SCM and MFMA Requirements

Yes

Explain or motivate your response

The conditions and provisions of the Tender No. ENG 04/2024/25 document, as advertised, was used as the basis of the contract.

8. Should a contract not have existed has it since been entered into and has all compliance requirements like as it applies in respect of the SCM process and or for purposes of deviations been complied with

Yes

Motivate or explain your response

Tender number ENG 04/2024/25 was awarded.

9. Did Council because of this transaction received best value for money i.e. in spite of non-compliance, if any with SCM or MFMA requirements

Yes

Please explain or motivate your response above

We confirm that the most advantageous combination of cost, quality and sustainability was achieved and Council received best value for money.

10. Has the Municipality suffered any losses or damages as a result of non-compliance with any of the MFMA or SCM requirements

No

Please explain or motivate your response above

N/A

11. Are you satisfied with the performance of the current service provider to the extent that the contract should be continued with.

Yes

Please explain or motivate your response above

Works was executed in terms of the contractual conditions.

12. Has the director investigated and established whether or not there is not at this point a better service provider, price or product which would justify a new procurement process and a reconsideration of the current service provider, product or price

Yes

Please explain or motivate your response above

Tender number ENG 04/2024/25 was advertised and awarded that justified the process followed is still best procurement option.

14. Could any form of non-compliance have been prevented

Yes

Explain or motivate your response above

Refer to point 5 motivation above.

15. What remedies have been put in place to prevent any non-compliance being repeated

N/A

Explain or motivate your response above

N/A

16. General or additional Comments of the Director Concerned

- The legal department confirmed the following: "It is confirmed that I have reviewed the contract. It complies in all respects with the relevant council resolutions, tender conditions and deviation award and legal requirements as provided to me by the Contract Manager and that the rights of Council are thereby protected. There is no apparent reason why the contract cannot be signed by the relevant delegated authority".
- That the irregular expenditure amounting to R 1 859 931.51 be written off in terms of section 32(2)(b) of the MFMA.
- No evidence of fraud, corruption or theft has been reported and accordingly I am unaware of any reason to suspect that theft, corruption or fraud took place.
- That the remedial steps mentioned above be noted and accepted as sufficient and appropriate steps to prevent future irregular expenditure of this nature.

8/2/26

Signature of Director Concerned — Date

17. General Comments/Findings and recommendations of the CFO

26-02-2026

Signature of CFO — Date

18. General Comments/Findings and or recommendations of the Chief Audit Executive

26/02-2026

Signature of Chief Audit Executive — Date

19. Final response of the Director Concerned for consideration by the Municipal Manager

Signature of the Director concerned — Date 26/2/2026

20. General Comments and findings of the Municipal Manager

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Theewaterskloof Municipality

THEEWATERSKLOOF MUNICIPALITY

Office of the Director: Financial Services

SUPPLY CHAIN MANAGEMENT POLICY

REQUEST FOR DEVIATION FORM IN TERMS OF REGULATION 36

Section A

Reg. 36	Reason for Deviation	(Mark with X where applicable)
(1)(a)(i)	**In an Emergency; (An emergency is an unforeseeable sudden event with harmful or potential harmful consequences for the municipality which requires urgent action to address.)**	
	Circumstances that warrant emergency dispensation	
	Circumstances that warrant emergency dispensation includes but are not limited to -	
	a) the possibility of human injury or death,	
	b) the prevalence of human suffering or deprivation of rights,	
	c) the possibility of damage to property, or suffering and death of livestock and animals, the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole, the possibility of serious damage occurring to the natural environment,	
	d) the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service,	
	e) the possibility that the security of the state could be compromised.	
	The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal tender process.	
(ii)	**Sole supplier**	
(iii)	**Acquisition of special works of art or historical objects where specifications are difficult to compile.**	
(iv)	**Acquisition of animals for zoos and/or nature and games reserves.**	
(v)	**Any other exceptional case where it is impractical or impossible to follow the official procurement processes.**	X

Section B

Furnish and motivate reasons for the required deviation:

Background:

The municipality advertised a tender for the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 July 2021 till 30 June 2024. This contract comes to an end on 30 June 2024.

Legal Implications:

Theewaterskloof Municipality must comply in terms of National Water Act (36 of 1998).

In terms of the National Environmental Management Act, 1998 (Act No, 107 of 1998), a person (or Accounting Officer i.e. Municipal Manager) convicted of an offence/charge of unlawfully and intentionally or negligently significantly polluting or degrading or detrimentally affecting the environment in terms of the aforementioned legislation is liable to a fine not exceeding R10 million or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.

"Control of emergency incidents

S30. (1) In this section—

(a) "incident" means an unexpected sudden occurrence. including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment. Whether immediate or delayed.

(b) "responsible person.. includes any person who~

(i) is responsible for the incident;

(ii) owns any hazardous substance involved in the incident; or 5

(iii) was in control of any hazardous substance involved in the incident at the time of the incident;

(c) .'relevant authority" means—

(i) a municipality with jurisdiction over the area in which an incident occurs:

Now considering the beforementioned the following is prescribed in terms of chapter 7 of the National Environmental Management Act 1998 Section 28:

S28(1) Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, to minimise and rectify such pollution or degradation of the environment.

(2) Without limiting the generality of the duty in subsection (1), the persons on whom subsection (1) imposes an obligation to take reasonable measures. include an owner of land or premises, a person in control of land or premises or a person who has a right to use the land or premises on which or in which—

(a) any activity or process is or was performed or undertaken; or

(b) any other situation exists,

which causes. has caused or is likely to cause significant pollution or degradation of the environment.

(3) The measures required in terms of subsection (1) may include measures

(a) investigate, assess and evaluate the impact on the environment:

(b) inform and educate employees about the environmental risks of their work and the manner in which their tasks must be performed in order to avoid causing significant pollution or degradation of the environment:

(c) cease, modify or control any act, activity or process causing the pollution or degradation.

(d) contain or prevent the movement of pollutants or the causant of degradation:

(e) eliminate any source of the pollution or degradation: or

(f) remedy the effects of the pollution or degradation."

Discussion:

Taking the procurement plan into consideration, the contract manager advertised the new tender ENG 01/2024/25 for the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste for the Period from 01 July 2024 Until 30 June 2027. The invitation to tender was advertised on Municipal Website, Notice Board, e-tender, Hermanus Times and TransOverberg on Thursday, 11 April 2024. Seven (7) tenders were received on the closing date Friday, 17 May 2024. Tender validity period is 120 days which indicates an expiry date of 14 September 2024

The following tenders was received on closing date:

No.	Name of Bidder	All Inclusive Corrected Tendered Amounts "R" (Year 1 + 2 + 3)
1	DP Truckhire (Pty) Ltd.	24 088 303.78
2	EnviroServ Waste Management (Pty) Ltd.	28 686 981.90
3	Khabokedi Waste Management (Pty) Ltd.	28 963 018.42
4	Waste Carriers (Pty) Ltd.	33 672 489.59
5	Waste-Mart (Pty) Ltd.	39 060 501.43
6	Amila Investment (Pty) Ltd.	129 414 556.01
7	Intersect Business Solutions	10 070 691.90

The Bid Evaluation Committee was held on 20 June 2024 and found the following:

- DP Truckhire (Pty) Ltd. withdrew themselves from the tender process and therefore will not be taken further into consideration.
- Intersect Business Solutions failed to pay the tender participation fee and therefore will not be taken further into consideration.
- That only 5 tenderers will proceed further.

"RECOMMENDATION BY BID EVALUATION COMMITTEE ON 20 JUNE 2024

1. *The Bid Evaluation Committee recommends that:*

2. *Tender No: **ENG 01/2024/25**: for the Transport of Containerised Municipal Solid Waste for The Period From 01 July 2024 Until 30 June 2027, be awarded to **EnviroServ Waste Management (Pty) Ltd.** for the estimated amount of **R 28 686 981.90** (Twenty Eight Million Six Hundred Eighty Six Thousand Nine Hundred Eighty One Rand Ninety Cents) VAT incl. for scoring the highest points in terms of the Preferential Procurement Regulations of 2022 contained in Councils Supply Chain Management Policy."*

In the absence, dated 27 June 2024, of a Bid Adjudication Committee in terms of Regulation 29 of the municipality's SCM Policy and the urgency of the appointment for this service which will have an impact on the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service, the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole, the possibility of serious damage occurring to the natural environment, we suggest that it is an exceptional case where it is impractical or impossible to follow the official procurement processes.

In terms of the competitive procurement process followed including the BEC recommendation we decided to only ask EnviroServ Wate Management (Pty) Ltd. for a quotation as they scored the highest points in terms of the PPR of 2022. They submitted an estimated quotation on a month to month basis whereby we have the right to stop the contract at any stage depending on when the municipality will have a Bid Adjudication Committee in terms of Regulation 29 of the municipality's SCM Policy.

It is therefore recommended to deviate from the normal SCM procedures in terms of Regulation 36(1)(v) of the SCM Procurement Policy, to appoint EnviroServ Wate Management (Pty) Ltd. for the Transport of Containerised Municipal Solid Waste and Chipping of Garden Waste on a month-to-month basis in terms of the exact conditions of tender no. ENG 01/2024/25 as advertised inclusive of the reasons stated."

Section C

Financial Implication

Vote Number	Available Budget	Estimated Deviation Amount
01/5510/1/7568/0	R 313 317.00 (Excl. VAT)	R 1 102 170.97 (Excl. VAT)
01/5510/2/7568/0	R 995 824.00 (Excl. VAT)	
01/5510/3/7568/0	R 865 920.00 (Excl. VAT)	
01/5510/4/7568/0	R 527 594.00 (Excl. VAT)	
01/5510/5/7568/0	R 897 192.00 (Excl. VAT)	
01/5510/7/7568/0	R 303 869.00 (Excl. VAT)	

Section D

Related Parties Declaration

Does the requested and recommended official have any relationship i.t.o Regulation 45 of the SCM Policy with this supplier?

Please indicate Yes / No	No

If Yes, provide name and surname and tick the relevant relation as indicated below

Name and Surname						
Spouse	Domestic Partner	Dependent Child	Nondependent Child	Grandchild	Grandparent	Parent
Relative living in an Common Household	Brother	Sister	Parent-in-Law	Brother-in-Law	Sister-in-Law	

Section E

1. Recommended by Manager:	J Prins		27/06/24
	Name	Signature	Date
2. Recommended by:	D Damons		07/06/24
Deputy Dir.	Name	Signature	Date
3. Recommended by:	H Matthee		07/06/24
Act. Director	Name	Signature	Date

4. **SCM Comments:**

1. An Contract be entered into between the Municipality and EnviroServ Wate Management (Pty) Ltd.
2. Please note that none of the company directors / trustees / members / shareholders of EnviroServ Wate Management (Pty) Ltd. are a government employee nor a restricted supplier, as checked and verified on the Central Supplier Database (CSD). Proof thereof attached.
3. The tenderers Tax Compliance Status Pin Certificate was verified on the website of SARS and was found to be active. Proof thereof attached.
4. The tenderer is registered on the municipality's database of prospective providers. Proof thereof attached.
5. The tenderer is registered on the Central Supplier Database (CSD). Proof thereof attached.

Reviewed by:	A Martin		28/6/24
	Name	Signature	Date
5. Approved/Not Approved:	R Stevens		28.6.2024
Act. Municipal Manager	Name	Signature	Date

6. **Provide reason if not approved:**

ENG 01/24/25 Tender is awaiting BAC

Annexures:

- Annexure A: Budget
- Annexure B: Quotations from EnviroServ Waste Management (Pty) Ltd.
- Annexure C: SCM Documentation
- Annexure D: BEC Report

Annexure B: Quotations from EnviroServ Waste Management (Pty) Ltd.

ENVIROSERV
WASTE MANAGEMENT

ENVIROSERV IS A PROUD B-BBEE LEVEL ONE CONTRIBUTOR

26 June 2024

THEEWATERSKLOOF MUNICIPAL OFFICE
6 PLEIN STREET
CALEDON

Dear Sir/s,

TQUOTATION: ENG 01/2024/25 TRANSPORT OF CONTAINERISED MUNICIPAL SOLID WASTE AND CHIPPING OF GARDEN WASTE

It gives EnviroServ Waste Management (Pty) Ltd great pleasure to submit our bid for the transport of containerised municipal solid waste and chipping of garden waste for the Theewaterskloof Municipality.

EnviroServ proudly complies with rigorous environmental legislation and is able to formulate, and implement environmental solutions to many waste challenges.

EnviroServ has over 30 years' experience in the waste industry and is regarded as an innovative leader in its field.

At **EnviroServ** we are committed to service excellence and our Pledge to you, our valued client is as follows:

We will

- Commit to **SHEQ** as an inherent part of our everyday activities;
- Passionately prioritise customers' needs through **collaboration;**
- Demonstrate **respect** in our dealing with all stakeholders;
- Commit to delivering an **outstanding level of service and value** to our customers;
- Be **agile and responsive** and to take **ownership** when dealing with customers;
- Commit to **maintain sustainable relationships** with customers;
- ALWAYS **ENSURE PEACE OF MIND**

EnviroServ Holdings and its subsidiaries are specialists in a broad spectrum of waste management areas, including domestic and industrial refuse removal, management of landfill sites, the effective transportation, storage and disposal of hazardous waste, on-site waste management, waste minimization, recycling, reuse, recovery, beneficiation and emergency reaction units.

Notes:

- All Rates supplied are exclusive of VAT.
- Payment terms are 30 days from date of statement.
- The contents of this quotation are strictly confidential and cannot be reproduced in any other form without permission from EnviroServ.

Customer Care Line 0800 192 783 clientservices@enviroserv.co.za Tel +2711 456 5660 www.enviroserv.co.za
Registered Address EnviroServ Waste Management (Pty) Ltd Brickfield Road, Meadowdale, Germiston PO Box 1547, Bedfordview, 2008
Gauteng Regional Office +2711 456 5400 / +2787 086 8400 KwaZulu Natal Regional Office +2787 086 8401 Western Cape Regional Office +2787 086 8402 Eastern Cape Regional Office +2711 456 5497 / +2787 086 8403
Directors C.L.A. Coppings, J.J.G.R. Diaz*, E. Gombault, S. Jwili, D.F.N. Krugel, D. Lavarinhas, D.L. Thompson (CEO), N.S. Vermeulen, C.L.A. Coppings (Company Secretary) *French Reg No 2008/021152/07

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Notwithstanding that the rates under this agreement having been agreed between the parties, and should EnviroServ be required to conform with any amended legislative requirements which will cause increased costs, EnviroServ shall be entitled to increase the agreed rates by the amount which the said legislative requirements necessitated increased costs of service delivery under this agreement. Such increase shall come into effect after 30 days written notice has been given by EnviroServ to the customer.

- Rates are valid from 1 July 2024 until 31 August 2024.
- We are not able to provide staff to function as spotters on a short-term basis at the drop facilities and can therefore not provide the rate.
- Chipping of garden waste. Our rates are based on the assumption that chipping will be done on an as and when required basis. We have therefore not provided for permanent chippers on the various sites. We cannot accept any penalties in this regard.
- Our Chipping rates only allow for one grade, which is 0-50mm.
- Page 40: 3.3.4.2: Process for chipping of garden waste: The contractor will remove contaminant from the stockpiles where feasible. In the event where the garden waste is too contaminated, the contractor will inform Theewaterskloof Municipality that the material cannot be chipped and has to be disposed of as mixed.
- The volumes provided are very low and does not validate a permanent chipping service in the area. Our rates provided are based on the assumption that the municipality will inform EnviroServ when sufficient volumes are available between the sites in order to fill 9 x 30m3 bins with chipped material (270m3).
- Transport of containers from WWTW: Our rate provided include transport to the Enviroserv Waste Management (Pty) Ltd, Vissershok Waste Management Facility. The rates are for transport only and exclude disposal. Disposal rates can only be provided after the analyses of samples to be provided by the Theewaterkloof Municipality.
- Transport and disposal of domestic hazardous waste at a suitable licensed site: Our rate include transport to the EnviroServ Vissershok Waste Management Facility only. The domestic hazardous waste is assumed to be asbestos. We have made provision for 6 tons per bin at a disposal rate of R742.64 per ton in the rate provided. In the event where the waste type differ and Vissershok Waste Management Facility is able to accept the waste, a separate quote will be provided for the disposal. In the event where Vissershok Waste Management facility is not able to accept the waste, a separate rate for transport and disposal will be provided.
- Transport – Service requirements, Our rates are based on the following:
    - Grabouw to be services within 6 hours from the time of the call.
    - All other sites require booking of 24 hours prior to service in order to schedule and plan the work efficiently.
- The requirement for no full bins at transfer stations and drop offs at start of business cannot be guaranteed.
- In the event where a booking were made and there are no loading equipment available or the bins are in fact empty, bins rates will still be charged.
- We have provided for the number of containers as specified in the tender document. In the event where additional bins are required for additional services, we will have to purchase new bins. Rental Rates per month: 30M3 Roro = R2 718.58 and 15m3 Roro = R2 097.92.

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Rates:

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
1	To Karwyderskraal Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) per container				
1.1	Villiersdorp	No.	26	2 348,34	61 056,78
1.2	Grabouw	No.	132	1 897,82	250 511,78
2.3	Botrivier	No.	10	1 447,30	14 472,95
1.4	Tesselaarsdal	No.	8	3 871,53	30 972,22
1.5	Greyton	No.	12	2 541,42	30 497,02
1.6	Genadendal	No.	2	2 434,15	4 868,30
1.7	Caledon	No.	8	1 812,00	14 496,02
1.8	Riviersonderend	No.	12	2 970,49	35 645,83
				Sub Total 1	442 520,90
	To Caledon Landfill from Transfer Stations/ Drop-offs at: (Provisional Quantities) (per container)	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
2.1	Villiersdorp	No.	3	1 833,46	5 500,37
2.2	Grabouw	No.	3	1 876,36	5 629,09
2.3	Botrivier	No.	3	1 382,94	4 148,81
2.4	Tesselaarsdal	No.	3	2 648,68	7 946,05
2.5	Greyton	No.	3	1 769,10	5 307,29
2.6	Genadendal	No.	3	1 661,83	4 985,49
2.7	Riviersonderend	No.	3	2 056,57	6 169,71
2.8	Caledon	No.	3	1 001,07	3 003,20
				Sub Total 2	42 690,00
3	Transport Chipped Garden Waste from Waste Facilities to Grabouw Compost Plant: (Provisional Quantities, per container)	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
3.1	Villiersdorp	No.	3	1 769,10	5 307,29
3.2	Caledon	No.	3	1 884,94	5 654,83
3.3	Riviersonderend	No.	3	3 000,52	9 001,56
3.4	Greyton/ Genadendal	No.	3	2 541,42	7 624,25
				Sub Total 3	27 587,94
4	Transport Chipped Garden Waste from Waste Facilities to Karwyderskraal (Provisional Quantities, per container)	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
4.1	Villiersdorp	No.	2	2 348,34	4 696,68
4.2	Caledon	No.	2	1 897,82	3 795,63
4.3	Riviersonderend	No.	2	2 970,49	5 940,97
4.4	Greyton/ Genadendal	No.	2	2 541,42	5 082,84
4.5	Grabouw	No.	2	1 897,82	3 795,63
				Sub Total 4	23 311,75
	CHIPPING OF GARDEN WASTE				
5	Mechanical Chipping of garden waste and loading of chipped material into 30m³ containers at: (Provisional Quantities, per 30m³ container)	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
5.1	Villiersdorp	No.	2	13 344,00	26 688,00
5.2	Grabouw	No.	2	13 344,00	26 688,00
5.2,1	Grabouw General Worker	Months	2	-	
5.3	Riviersonderend	No.	2	13 344,00	26 688,00
5.4	Caledon	No.	2	13 344,00	26 688,00
5.5	Greyton/Genadendal	No.	2	13 344,00	26 688,00
5.6	Botrivier	No.	2	13 344 00	26 688,00
5.6,1	Botrivier General Worker	Months	2	-	
				Sub Total 5	133 440,00
6	Cart Away Tyres from Caledon Landfill in 30m³ containers to authorised site or Approved authorities. (Provisional Quantities, per 30m³ container)	No.	2	2 627,23	5 254,46
				Sub Total 6	5 254,46

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	TRANSPORT OF CONTAINERS FROM WWTW				
7	To a Hazardous Licensed Waste Site from Waste Water Treatment Plants at: (Provisional Quantities, per container)	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
7.1	Villiersdorp	No.	4	3 614,09	14 456,35
7.2	Grabouw	No.	4	2 755 95	11 023,81
7.3	Botrivier	No.	2	3 185,02	6 370,04
7.4	Caledon	No.	2	3 699,90	7 399,80
7.5	Greyton/Genadendal	No.	2	4 322,05	8 644,10
7.6	Riviersonderend	No.	2	4 794,02	9 588 05
				Sub Total 7	57 482,14
8	Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Karwyderskraal. (Provisional Quantities)	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
8.1	Villiersdorp	No.	3	5 856,00	17 568 00
8.2	Grabouw	No.	3	4 148 00	12 444,00
8.3	Botrivier	No.	3	3 050,00	9 150,00
8.4	Caledon	No.	3	4 148,00	12 444,00
8.5	Greyton/Genadendal	No.	3	6 710,00	20 130,00
8.6	Riviersonderend	No.	3	7 930,00	23 790,00
				Sub Total 8	95 526,00
9	Haulage of Solid Waste in 30m³ Tipper Trucks From the various towns to Caledon Landfill.	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
9.1	Villiersdorp	No.	3	5 490,00	16 470,00
9.2	Grabouw	No.	3	5 368 00	16 104,00
9.3	Botrivier	No.	3	3 660,00	10 980,00
9.4	Caledon	No.	3	3 050,00	9 150,00
9.5	Greyton/Genadendal	No.	3	4 270,00	12 810,00
9.6	Riviersonderend	No.	3	5 856,00	17 568,00
				Sub Total 9	83 082,00
10	Transporting and Disposal of Domestic Hazardous Waste at suitable licensed site	UNIT	ESTIMATED QUANTITIES	RATE/ UNIT	ESTIMATED AMOUNT
10.1	Villiersdorp	No.	4	7 855,41	31 421 62
10.2	Grabouw	No.	4	6 997,27	27 989 08
10.3	Botrivier	No.	4	7 426 34	29 705,35
10.4	Caledon	No.	4	7 941 22	31 764,88
10.5	Greyton/Genadendal	No.	4	8 563,37	34 253,47
10.6	Riviersonderend	No.	4	9 035,34	36 141,37
				Sub Total 10	191 275,78
				Estimated Sub Total (Total for Sub Totals 1 to 10)	1 102 170,97
				Value Added Tax (15% VAT)	165 325,65
				Year 1 Estimated Total	1 267 496,62
				(Add 4,9% from Year 1) - Year 2 Estimated Total	1 329 603 95
				(Add 4,9% from Year 2) - Year 3 Estimated Total	1 394 754,55
				(Year 1 + 2 + 3) Estimated Grant Total: Carried to Form of Offer and Acceptance	3 991 855,12

Yours faithfully,

On behalf of EnviroServ Waste Management (Pty) Ltd

Francois du Plessis

REGIONAL MANAGER: WESTERN CAPE

ITEM TITLE

C137/2026 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE: DIRECTORATE FINANCE: 2024/2025: NON – COMPLIANCE WITH SCM REGULATION 22 (1)(b)(i) – ADVERTISING OF LONG – TERM CONTRACTS FOR LESS THAN 30 DAYS

[English version of the report is the original]

FILE NUMBER

6/3/1/5/1

PURPOSE OF REPORT

The purpose of this report is to inform the MPAC committee on the Non – Compliance with SCM Regulation 22 (1)(B)(I) – Advertising of Long – Term Contracts for less than 30 Days

BACKGROUND

During the audit of procurement and contract management, it was identified that certain contracts of a long-term nature (exceeding one year) were advertised for periods shorter than the minimum 30 days required by law. This practice contravenes the applicable legislative framework governing municipal supply chain management.

The insufficient advertising period prevented other potential suppliers from participating, leading to a non-compliant and unfair procurement process. The following tenders are affected:

Tender number	Description	No of days Advertised	Contract Amount	Total Expenditure	Supplier
COR 04/2024/25	THE APPOINTMENT OF AN INTERNET SERVICE PROVIDER FOR ALL THEEWATERSKLOOF MUNICIPAL SITES, AS AND WHEN REQUIRED, FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2028	23 Days [09 April – 02 May 2025]	R594 290	R0	Vodacom
FIN 06/2024/25	PROVISION OF SERVICES FOR THE COLLECTION, TRANSPORTATION AND DEPOSITING OF CASH FOR THE PERIOD FROM 1 JULY 2025 UNTIL 30 JUNE 2028	28 Days [28 February – 28 March 2025]	R1 831 269,39	R0	Fidelity Cash Solutions (Pty) Ltd

TPM 04/2024/25	The Supply, Delivery and Installation of a Capped Geographic Information System (GIS) Enterprise License Agreement and Support/Maintenance from 01 July 2025 to 30 June 2028.	21 Days [14 March – 04 April 2025]	R2 632 990,55	R0	ESRI South Africa (Pty) Ltd
ENG 08/2024/25	The Web Based monitoring of all water and sewage infrastructure in the Theewaterskloof Area	23 Days [08 August – 30 August 2024]	R2 841 603,89	R0	Bigetron (Pty) Ltd
COR 01/2024/25	SUPPLY AND DELIVERY OF PHOTOCOPY PAPER TO VARIOUS MUNICIPAL AND TRAFFIC OFFICES OF THEEWATERSKLOOF MUNICIPALITY FOR THE PERIOD FROM 1 JULY 2024 TO 30 JUNE 2027	23 Days [24 April – 17 May 2024]	R835 716,50	R108 103,45	Office for You (Pty) Ltd
FIN 01/2024/25	PROVISION OF PRINTING, SORTING, AND MAILING OF ACCOUNTS FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2027	21 Days [13 September 2024 – 04 October 2024]	R3 224 691,05	R263 279,00	CAB HOLDINGS (Pty) Ltd
			TOTAL	**R371 382,45**	

DISCUSSION

Section 217(1) of the Constitution of the Republic of South Africa , Act No. 56 of 1996 states: *"When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective."*

Regulations 22(1)(b)(i) of the MFMA Supply Chain Management (SCM) Regulations states:

"(1) A supply chain management policy must determine the procedure for the invitation of competitive bids, and must stipulate

(b) the information a public advertisement must contain, which must include—

(i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long-term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to sub regulation."

Regulation 1 of SCM Regulations defines *a long-term contract:* "long-term contract" means a contract with a duration period exceeding one year.

SCM COMMENT:

The finding is based on the terms "long-term contract" and "contract of a long-term nature"

Long term contract is defined in the approved SCM Policy as part of the definitions as follows: "means a contract with a duration period exceeding one year and is less than three years"

Although a contract of a long-term nature is not defined in our policy, it is commonly defined in SCM as follows: "means a contract that exceeds the duration of three years covered in the annual budget for that financial year and Section 33 of the MFMA is applicable"

The above is further substantiated and defined in paragraph 21(1)(b)(i) of the approved SCM Policy that states the following: (1)"the procedure for the invitation of competitive bids, is as follows: — (b) the information contained in a public advertisement, must include –

(i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a **long-term nature** with a **contract duration period exceeding three years**, or 14 days in any other case, from the date on which the advertisement is in a newspaper, subject to paragraph 21(2) of this policy".

It is clear from the above, and all other relevant SCM-related legislation, that *long-term contracts* (duration period exceeds 1 year, and less than 3 years) and *contracts of a long-term nature* (duration period exceeds 3 years) have a different meaning and are not the same and therefore cannot be implemented the same as well.

Further to the above, it is also important to note that:

The transaction value for the tenders in question does not exceed R10 million (VAT included), and the contract duration period does not exceed three years (contracts of a long-term nature), therefore, the advertisement period of 30 days is not applicable. If tender does not comply with the two above-mentioned compliance criteria, the minimum advertising period is 14 days. The tenders were advertised for more than 14 days, therefore, compliant with council's approved SCM Policy.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

No irregular expenditure was incurred as the SCM Policy was correctly implemented and applied.

The irregular expenditure of R 371 382.45 has been recorded in 2024/25 financial statements. Management should ensure that recurrence is prevented.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Section 32 of the MFMA.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Failing to manage irregular expenses in accordance with the MFMA could result in Council Losing money and not receiving value for money. However, in this case Council did not suffer any losses or damages and received value for money.

RECOMMENDATION BY ITEM AUTHOR:

1. **It is therefore recommended that, in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 371 382.45 be written off for the financial year 2024/2025.**

2. **The Auditor-General and Internal Audit Department incorrectly interpreted / applied paragraph 21(1)(b) of the approved Council's SCM Policy. A finding should've not been raised for these tenders.**

RECOMMENDATION BY MANAGEMENT TO MPAC: 12 FEBRUARY 2026

1. **It is therefore recommended that, in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 371 382.45 be written off for the financial year 2024/2025.**

2. **The Auditor-General and Internal Audit Department incorrectly interpreted / applied paragraph 21(1)(b) of the approved Council's SCM Policy. A finding should've not been raised for these tenders.**

DISCUSSION DURING MEETING:

Councillor P Stander – The supporting documents attached answered a lot of the questions. The administration must ensure that the Bid Committee Meetings are properly established and that all tenders are advertised within the correct time periods.

Mr A Opperman requested that point 2 of the recommendation be removed.

RECOMMENDATION BY MPAC TO COUNCIL: 29 APRIL 2026

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

In the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 371 382.45 be written off for the financial year 2024/2025.

RECOMMENDATION TO COUNCIL:

It is therefore recommended that, in the view of the fact that there is no reason to suspect fraud, Council has received value for money, Council did not suffer any loss and as there are no grounds for a claim against any official, the irregular expenditure in the amount of R 371 382.45 be written off for the financial year 2024/2025.

Status Report– NON – COMPLIANCE WITH SCM REGULATION 22 (1)(b)(i) – ADVERTISING OF LONG – TERM CONTRACTS FOR LESS THAN 30 DAYS

In terms of SCM and MFMA requirements and remedial action required if necessary

1

What was the initial Purpose
SCM REGULATION 22 (1)(b)(i) – ADVERTISING OF LONG – TERM CONTRACTS FOR LESS THAN 30 DAYS PARAGRAPH 21(1)(b)(i) of Council's approved SCM Policy

2

Initial Scope of Contract and if uncertain please explain
Long term tenders were advertised for less than 30 days

3

Initial Contract Value and if uncertain please explain
R 371 382.45

4

Initial Expiry Date and if uncertain please explain
N/A

5

Was normal SCM Process followed and complied with		
Yes X	no	Uncertain
Explain of motivate your response		
Tenders were advertised within the prescripts of the approved SCM Policy		

6

Has the purpose, scope or contract period been extended or expanded since the initial appointment of the service provider		
Yes	No x	Uncertain
Explain or motivate your response		
N/A		

7

Was a formal contract or SLA initially entered into in terms of SCM and MFMA Requirements		
Yes X	No	Uncertain
Explain or motivate your response		

525

Competitive Bidding process was followed, and award has been made.

8

Should a contract not have existed has it since been entered into and has all compliance requirements like as it applies in respect of the SCM process and or for purposes of deviations been complied with		
Yes	No x	Uncertain
Motivate or explain your response		

9

Did Council because of this transaction received best value for money i.e. in spite of non-compliance, if any with SCM or MFMA requirements		
Yes X	No	Uncertain
Please explain or motivate your response above		
Competitive Bidding process was followed, and award has been made. No - service provide was prejudiced by the process.		

10

Has the Municipality suffered any losses or damages as a result of non-compliance with any of the MFMA or SCM requirements		
Yes	**No X**	Uncertain
Please explain or motivate your response above		

11

Are you satisfied with the performance of the current service providers		
Yes X	No	Uncertain
Please explain or motivate your response above		
SCM have not received any information regarding poor performances		

12 526

Has the director investigated and established whether or not there is not at this point a better service provider, price or product which would justify a new procurement process and a reconsideration of the current service provider, product or price		
Yes	No	Uncertain
Please explain or motivate your response above		
N/A		

14

Could any form of non-compliance have been prevented		
Yes	No	Uncertain
Explain or motivate your response above		
N/A		

15

What remedies have been put in place to prevent any non-compliance being repeated		
Yes	No	Uncertain
Explain or motivate your response above		
N/A		

16

General or additional Comments of the Director Concerned	
.....	.....
Signature of Director Concerned	Date

17

General Comments/Findings and recommendations of the CFO	
SCM policy was applied correctly and implemented (Recommend Write-off)	
Signature of CFO	Date 22/01/2026

18

527

General Comments/Findings and or recommendations of the Chief Audit Executive
Seems no negligence from SCM, but VFM. (SCM Comment.)
Signature of Chief Audit Executive Date 23/01/2026.

19

Final response of the Director Concerned for consideration by the Municipal Manager
SCM DOES NOT AGREE WITH FINDING, SCM POLICY CORRECTLY ~~APPIED~~ Applied AND IMPLEMENTED. (Comment noted)
Signature of the Director concerned Date 22/01/2026

20

General Comments and findings of the Municipal Manager
1.
Signature of the Municipal Manager Date 27/1/2026

528

AUDITOR-GENERAL
SOUTH AFRICA

The Accounting Officer
Theewaterskloof Municipality
PO Box 24
Caledon
7230

03 October 2025

Reference: Communication No. 01 of 2025

Dear Mr. W Hendricks

COMMUNICATION OF FINDINGS IDENTIFIED DURING THE AUDIT OF COMPLIANCE WITH LEGISLATION FOR THE YEAR ENDED 30 JUNE 2025

Background

1. In performing the audit of compliance with legislation we identified non-compliance with legislation as described in the annexure. We have recorded the internal control deficiency that gave rise to the non-compliance and our recommendation for correcting the non-compliance for your consideration.
2. The finding will be included in the management report including your comments and our final response.

Required

3. You are requested to indicate whether you agree with the facts stated in the annexure including whether you agree with the identified internal control deficiency. Should you disagree, please provide us with documentary evidence to the contrary within 5 days from the date of this communication, as agreed in the engagement letter.
4. Please provide us with the reasons for the instances of non-compliance and the steps that will be taken to rectify the matter in future.

Yours sincerely

Masixole Velem
Senion Manager: Western Cape

Enquiries: Beauty Myende
Telephone: (021) 528 4100
E-Mail: BeautyM@agsa.co.za

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Acknowledgement of receipt by management:

Received by _____ Date _____

Non-compliance with SCM Regulation 22(1)(b)(i) – Advertising of Long-Term Contracts for Less Than 30 Days

Audit finding

Section 217(1) of the Constitution of the Republic of South Africa , Act No. 56 of 1996 states: *"When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost-effective."*

Regulations 22(1)(b)(i) of the MFMA Supply Chain Management (SCM) Regulations states:
"(1) A supply chain management policy must determine the procedure for the invitation of competitive bids, and must stipulate
(b) the information a public advertisement must contain, which must include—
(i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long-term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to sub regulation."

Regulation 1 of SCM Regulations defines ***a long-term contract:*** "long-term contract" means a contract with a duration period exceeding one year.

During the audit of procurement and contract management, it was identified that certain contracts of a long-term nature (exceeding one year) were advertised for periods shorter than the minimum 30 days required by law. This practice contravenes the applicable legislative framework governing municipal supply chain management.

The insufficient advertising period prevented other potential suppliers from participating, leading to a non-compliant and unfair procurement process. The following tenders are affected:

Tender number	Description	No of days Advertised	Contract Amount	Total Expenditure	Supplier
COR 04/2024/25	THE APPOINTMENT OF AN INTERNET SERVICE PROVIDER FOR ALL THEEWATERSKLOOF MUNICIPAL SITES, AS AND WHEN REQUIRED, FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2028	23 Days [09 April – 02 May 2025]	R594 290	R0	Vodacom
FIN 06/2024/25	PROVISION OF SERVICES FOR THE COLLECTION, TRANSPORTATION AND DEPOSITING OF CASH FOR THE PERIOD FROM 1 JULY 2025 UNTIL 30 JUNE 2028	28 Days [28 February – 28 March 2025]	R1 831 269,39	R0	Fidelity Cash Solutions (Pty) Ltd
TPM 04/2024/25	The Supply, Delivery and Installation of a Capped Geographic Information System (GIS) Enterprise License Agreement and Support/Maintenance from 01 July 2025 to 30 June 2028.	21 Days [14 March – 04 April 2025]	R2 632 990,55	R0	ESRI South Africa (Pty) Ltd
ENG 08/2024/25	The Web Based monitoring of all water and sewage infrastructure in the Theewaterskloof Area	23 Days [08 August – 30 August 2024]	R2 841 603,89	R0	Bigetron (Pty) Ltd

COR 01/2024/25	SUPPLY AND DELIVERY OF PHOTOCOPY PAPER TO VARIOUS MUNICIPAL AND TRAFFIC OFFICES OF THEEWATERSKLOOF MUNICIPALITY FOR THE PERIOD FROM 1 JULY 2024 TO 30 JUNE 2027	23 Days [24 April – 17 May 2024]	R835 716,50	R108 103,45	Office for You (Pty) Ltd
FIN 01/2024/25	PROVISION OF PRINTING, SORTING, AND MAILING OF ACCOUNTS FOR THE PERIOD FROM DATE OF APPOINTMENT UNTIL 30 JUNE 2027	21 Days [13 September 2024 – 04 October 2024]	R3 224 691,05	R263 279,00	CAB HOLDINGS (Pty) Ltd
			TOTAL	**R371 382,45**	

Furthermore, we identified that the Municipality's Supply Chain Management Policy par.22 defines contracts of a long-term nature as contracts with a duration period exceeding three years. This is in contravention with the Supply Chain Management Regulations.

Impact

Non-compliance with the above legislation results in:

- Material non-compliance with the SCM Regulations and will be reported on in the auditor's report. The deviation compliance rate is 25%.
- Irregular expenditure of R371 382,45 as defined by the MFMA. This will also be assessed for expenditure management compliance
- Reduced competitiveness, potentially disadvantaging capable service providers.
- Legal challenges from bidders who were not afforded sufficient time to respond.
- Reputational damage and erosion of public trust in municipal governance.

Internal control deficiency

Leadership

Establish and communicate policies and procedures to enable and support the understanding and execution of internal control objectives, processes and responsibilities

- The supply chain management policy was incorrectly compiled due to misinterpretation of the Supply Chain Management Regulations.

Financial and Performance Management

Review and monitor compliance with applicable laws and regulations.

- The reasons for shortening the advertising period were due to misinterpretation of the Supply Chain Management Regulations.

Recommendation

- Management should strengthen their review and monitoring processes of compliance with Municipal Supply Chain Regulations to ensure that all contracts of a long-term nature are advertised for at least 30 days. This will improve compliance with Municipal Supply Chain Management Regulations and promote fair competition among suppliers.
- Management should amend the Municipalities Supply Chain Management Policy to be in line with the Regulations

- The expenditure incurred (current and future) in respect of the affected contracts should be recorded in the financial year applicable and regarded as irregular expenditure and dealt with in accordance with Section 32 of the MFMA.

Management response

DESCRIPTION	RESPONSE
Does management agree with the finding (Yes/ No)	No
Detail reason for disagreeing with finding	We acknowledge receipt of the audit finding regarding non-compliance with the MFMA Supply Chain Management (SCM) Regulations, specifically the finding that several long-term contracts were advertised for periods shorter than the required 30 days. We appreciate the thoroughness of the audit process and the opportunity to respond to this finding. While we agree that the MFMA SCM Regulations define a "long-term contract" as any contract exceeding one year in duration, which mandates a minimum advertising period of 30 days, we respectfully **disagree** with the finding that there was non-compliance in the application of the procurement process by the Supply Chain Management Unit. Our position is based on the fact that the officials involved adhered strictly to the provisions of the Theewaterskloof Municipality Supply Chain Management Policy (2024-2025), Attached As **Annexure CoAF 1.1,** which was approved by Council. Specifically, Paragraph 21(1)(b)(i) of the SCM Policy states that the closure date for bids "may not be less than 30 days in the case of transactions over R10 million (VAT Included), or which are of a long-term nature with a contract duration period exceeding three years, or 14 days in any other case." For the contracts cited in the audit finding, which have been durations between one and three years, the policy stipulates a minimum advertising period of 14 days. This provision was correctly followed by our staff during the procurement process. Furthermore, the procurement processes never prejudice any bidder as s217 of the constitution has been applied throughout and the SCM policy adopted by Council was correctly applied through the standard operating procedures in the procurement process. **The SCM policy provisions have also been applied consistently as per previous financial years audited - since 2017**
Management comment on internal control deficiencies	Management recognizes and accepts that the audit finding accurately identifies a critical root cause: the discrepancy between definitions and advertising periods outlined in our municipal SCM Policy and the requirements of the national MFMA SCM Regulations. This policy's definition of a "contract with a long-term nature" as exceeding three years, rather than one year as per the regulations, has inadvertently led to this misalignment, Therefore it is not a procurement process

DESCRIPTION	RESPONSE
	finding rather a policy finding as the application remains accurate by the SCM team
Detail corrective action to be taken	In light of the discrepancy, which does not affect the disagreement to the audit finding, *management* will immediately consider and **take steps** to amend the SCM Policy (2025-2026), specifically revising the definition of "long-term contract" and "contract with a long-term nature", as well as the associated advertising period clauses in Paragraph 21, to align fully with SCM Regulations. We will also implement internal control measures to monitor compliance during this transition and prevent recurring discrepancies prospectively. The SCM policy provisions have also been applied consistently as per previous financial years audited.
Does the finding affect an amount disclosed in the financial statements (Yes/ No)	No
If yes, what corrections will be made to the population	N/A
If **yes** and no corrections will be made the reason, why such a conclusion has been reached should be indicated.	N/A
Position of official responsible to take corrective actions	Director – Financial Services
Does management agree with the root cause indicated	No

Name: P Mabhena
Position: CFO
Date: 07 Oct 2025

Auditor's conclusion:

Management's response has been acknowledged. The finding remains valid as the shortened advertising period limited the opportunity for other potential suppliers to participate, thereby impacting on the fairness and competitiveness of the procurement process. Managements policy cannot supersede the supply chain management regulations and therefore the material non-compliance will be reported on in the auditor report.

Management indicated that no corrections is required in the financial statements , therefore the irregular expenditure of R371 382,45 will be taken to uncorrected misstatements and aggregated with other uncorrected misstatements and will include it as uncorrected in the table of the management representation letter. If the amount in aggregate with other amounts result in a material misstatement it will have an effect on the audit opinion.