



**Raadslede van die Raad van die
Langeberg Munisipaliteit**

Kennis geskied hiermee van 'n Statutêre Raadsvergadering
van die Raad van Langeberg Munisipaliteit wat gehou sal word op
30 JULIE 2025 om 10H00

in die Raadsaal, Munisipale Kantore, Kerkstraat, Robertson
om oorweging te verleen aan die items op die aangehegte agenda.

...

**Councillors of the Council of the
Langeberg Municipality**

Notice is hereby given of a Statutory Council Meeting
of the Municipal Council of the Langeberg Municipality to be held on
30 JULY 2025 at 10H00

in the Council Chambers, Municipal Offices,
Church Street, Robertson to discuss the items on the appended agenda.


CLLR • RDL P HESS
SPEAKER

A G E N D A

~ 30 JULY 2025 ~

1. Opening / Opening
2. Attendance / Bywoning
3. Applications for leave of Absence / Aansoeke vir verlof tot afwesigheid
4. Urgent Matters / Dringende Sake
5. Consideration of Reports / Oorweging van Verslae

5.1	Reports submitted to Council for consideration (A Items) Verslae voorgelê aan die Raad vir oorweging (A Items)	05
5.2	Reports submitted to Council for consideration (AA Items) Verslae voorgelê aan die Raad vir oorweging (AA-Items)	---
5.3	Reports dealt with in terms of the delegated powers by the Mayoral Committee (B & BB Items) Verslae afgehandel deur die Burgemeesterskomitee in terme van gedelegeerde bevoegdhede (B & BB-Items)	---

A ITEMS

A4947	PERFORMANCE AGREEMENTS FOR MUNICIPAL MANAGER AND ALL DIRECTORS FOR 2025 / 2026 (5/1/3) (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)	05
A4948	PROGRESS REPORT ON JOB OPPORTUNITIES CREATED FOR THE PERIOD: APRIL-JUNE 2025 (LED DEPARTMENT) (9/2/1/9)	06
A4949	EXPENDITURE ON 2024/2025 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE FOURTH QUARTER (5/1/3) (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)	08
A4950	FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – JUNE 2025 (9/2/1/3) (CHIEF FINANCIAL OFFICER)	09
A4951	QUARTERLY REPORT: SECTION LOCAL ECONOMIC AND RURAL DEVELOPMENT: APRIL – JUNE 2025 (9/2/1/9) LOCAL ECONOMIC AND RURAL DEVELOPMENT MANAGER	10
A4952	FEEDBACK TO COUNCIL: EXECUTION OF COUNCIL RESOLUTIONS: APRIL – JUNE 2025 (3/2/1/3) (MUNICIPAL MANAGER)	42
A4953	IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT (SCM) POLICY FOR 2024 / 2025 FINANCIAL YEAR (DIRECTOR: FINANCIAL SERVICES (CFO))	49
A4954	STOCKTAKING 2024/25 FINANCIAL YEAR ~ OPERATING STORES (6/1/1) DIRECTOR FINANCIAL SERVICES(CFO)	61
A4955	MUNICIPAL ASSETS WRITE-OFF – FINANCIAL YEAR ENDED 30 JUNE 2025: DIRECTOR: FINANCIAL SERVICES (CFO)	62
A4956	DISCIPLINARY CASE: CLLR JG STEENKAMP (P/L JG STEENKAMP) (SPEAKER)	63

PERFORMANCE AGREEMENTS FOR MUNICIPAL MANAGER AND ALL DIRECTORS FOR 2025 / 2026
(5/1/3) (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)

Purpose of report

To submit a report to the Council regarding the Performance Agreements and Performance Plans for all senior managers for the 2025 / 2026 financial year

Background

Section 53 of the Municipal Finance Management Act, 56 of 2003, requires that

53. (1) The mayor of a municipality must-

- (a) provide general political guidance over the budget process and the priorities that must guide the preparation
- (b) co-ordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purposes of the budget; and
- (c) take all reasonable steps to ensure
 - (i) that the municipality approves its annual budget before the start of the budget year;
 - (ii) that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget; and
 - (iii) **that the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers**
 - (aa) comply with this Act in order to promote sound financial management;
 - (bb) are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan; and
 - (cc) are concluded in accordance with section 57(2) of the Municipal Systems Act

Comments

The relevant performance agreements and performance plans for 2025/2026 **are attached to this report.**

Recommendation/ Aanbeveling

1. That the performance agreements inclusive of the individual scorecards of Section 57 appointees be noted by Council.

Dat die Raad kennis neem van die individuele metingskaarte van Artikel 57 aanstellings.

2. That the 2025 / 2026 scorecards be forwarded to the relevant Provincial Department for information.

Dat die 2025 / 2026 metingskaarte aan die betrokke Provinsiale Departement ter inligting aangestuur word.

PROGRESS REPORT ON JOB OPPORTUNITIES CREATED FOR THE PERIOD: APRIL-JUNE 2025 (LED DEPARTMENT) (9/2/1/9)

Purpose of the report:

To report to Council on Employment Opportunities through Poverty Alleviation and the Expanded Public Works Programme (EPWP) Grant for the period April -June 2025.

Background:

The Municipality has allocated funds from the Poverty Alleviation budget and the Expanded Public Works Programme (EPWP) grant to address the issue of seasonal unemployment. These funds are designated to create temporary work opportunities and providing much-needed relief to unemployed individuals. All internal departments were encouraged to utilize labour-intensive methods to support this initiative.

This report aims to inform the Council of the outcomes achieved from April-June 2025. During this period, a total of 24 jobs were created, benefiting individuals who participated in various projects.

1. CARE TAKERS AT SPORTFIELDS (COMMUNITY SERVICES DIRECTORATE) OWN FUNDS

No.	Name	Surname	Gender	Date of birth	Ward	Start date	End date
1.	Virne	Bell	M	1997-11-28	4	01/04/2025	30/06/2025
2.	Ryno	Majolla	M	1988-07-19	3	02/06/2025	31/07/2025
3.	Neollin	Williams	M	2004/05/16	6	12/06/2025	31/07/2025

2. CLEANING PROJECT (ENGINEERING DIRECTORATE) OWN FUNDS

No.	Name	Surname	Gender	Date of birth	Ward	Start date	End date
1.	Este	De Koker	F	2003-11-24	12	01/04/2025	30/06/2025
2	Tracy-Lee	Swanepoel	F	1998-03-17	12	01/04/2025	30/06/2025
3.	Mark	Stalmeester	M	1995-09-29	7	01/04/2025	30/06/2025
4.	Jodine	Olivier	F	2005-11-06	12	01/04/2025	30/06/2025
5.	Shuween	Pokwas	M	2006-08-08	12	02/04/2025	30/06/2025

3. SECURITIES AT TRAFFIC DEPARTMENT (COPERATIVE SERVICES DEPARTMENT) OWN FUNDS

No.	Name	Surname	Gender	Date of birth	Ward	Start date	End date
1.	Nkululeko	Mazibuko	M	2001-10-18	2	01/04/2025	30/06/2025
2.	Sivuyile	Foloti	M	1997-07-07	2	01/04/2025	30/06/2025
3.	Linda	Sangoyana	M	1994-04-20	2	01/04/2025	30/06/2025
4.	Lunga	Ngongo	M	1986-05-20	2	01/04/2025	30/06/2025
5.	Siyamcela	Mfana	M	1988-06-11	10	01/04/2025	30/06/2025
6.	Kqolwang	Ntsie	M	1986-01-01	2	16/04/2025	30/06/2025
7	Jeronie	Johann	M	1995-08-01	1	16/04/2025	30/06/2025
8	Gemar	October	M	2004-09-28	1	16/04/2025	30/06/2025
9	Chrstiaan	Beukes	M	1997-04-14	12	17/04/2025	30/06/2025

4. DATA PROCESSOR AT THE ELECTRICAL SERVICES DEPARTMENT (ENGINEERING SERVICES DIRECTORATE) OWN FUNDS

No.	Name	Surname	Gender	Date of birth	Ward	Start date	End date
1.	Kayrin	Groenewald	F	1993-12-06	1	01/05/2025	30/06/2025

5. DATA PROCESSOR OF CIVIL DEPARTMENT- LNE DEPARTMENT

No.	Name	Surname	Gender	Date of birth	Ward	Start date	End date
1.	Elzane	Swanepoel	F	1999-04-25	9	01/05/2025	30/06/2025

6. DATA PROCESSOR AT THE CALL CENTRE – LINE DEPARTMENT

No.	Name	Surname	Gender	Date of birth	Ward	Start date	End date
1.	Juvene	Bennet	F	1999-04-06	3	01/05/2025	30/06/2025

7. STOCK TAKING PROJECT- LINE DEPARTMENT

No.	Name	Surname	Gender	Date of birth	Ward	Start date	End date
1.	Izak	Julies	M	1995-10-04	3	17/06/2025	28/06/2025
2.	Zhanne - Leigh	November	M	2002-05-15	6	17/06/2025	28/06/2025
3.	Anthia	Joubert	F	2004-01-22	6	17/06/2025	28/06/2025
4.	Jheninho	Braaf	M	2003-12-28	1	17/06/2025	28/06/2025

GRAND TOTAL: 24 BENEFICIARIES

Recommendation/ Aanbeveling:

That Council notes the content of the Progress Report on Job Opportunities for the period April - June 2025

EXPENDITURE ON 2024/2025 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE FOURTH QUARTER (5/1/3) (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)

Purpose of the report

To submit a report to council on the progress made on the implementation of 2024/2025 approved Budget as measured in the approved Top level SDBIP.

Background

Section 52 (d) of the Municipal Finance Management Act, 56 of 2003, requires that a Mayor must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.

The municipality is currently, in terms of section 126 (1) (a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2025 and the financial information available is not a true reflection of the financial position of the municipality as a lot of year-end journals and processes must still be finalised which will influence the final financial results. This report represents the progress as at July 2025 with relation to the year-end finalisation of 30 June 2025

Comments:

The relevant documentation will be provided separately.

Recommendation

That Council notes the content of the report

A4950

FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – JUNE 2025 (9/2/1/3) (CHIEF FINANCIAL OFFICER)

Purpose of report

To submit a report in terms of the Monthly Budget Statement of the Local Government: Municipal Finance Management Act, 2003 to Council for information.

Comments

The report, as submitted to the Executive Mayor, National Treasury and Provincial Treasury, **is attached to this report.**

Aanbeveling / Recommendation

That the content of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

QUARTERLY REPORT: SECTION LOCAL ECONOMIC AND RURAL DEVELOPMENT: APRIL – JUNE 2025
(9/2/1/9) LOCAL ECONOMIC AND RURAL DEVELOPMENT MANAGER

Purpose of Submission:

To submit a quarterly progress report on the Local Economic Development Department to Council for the period APRIL – JUNE 2025

Background

This report seeks to report the progress of the Local Economic Development Department for the period of APRIL – JUNE 2025.

PROGRESS: LOCAL ECONOMIC DEVELOPMENT:

CAPITAL PROJECT: UPGRADING OF HOOP STREET, ROBERTSON INFORMAL TRADING AREA (T44/2023)

- Construction of the Upgrading of Robertson Informal Trading Area commenced on 15 April 2024.
- The official opening of the Robertson Informal Trading area was on 1 November 2024.
- Informal Traders moved into the trading area on 2 November 2024.
- Final invoice received from the Contractor on 4 December 2024.
- The marking of the individual trading areas will take place in January 2025.
- During May 2025, the engineering department fenced the Robertson Informal Trading area to safeguard the Municipal assets and prevent illegal entrance to the property.



Upgrading of Robertson Informal

Trading area

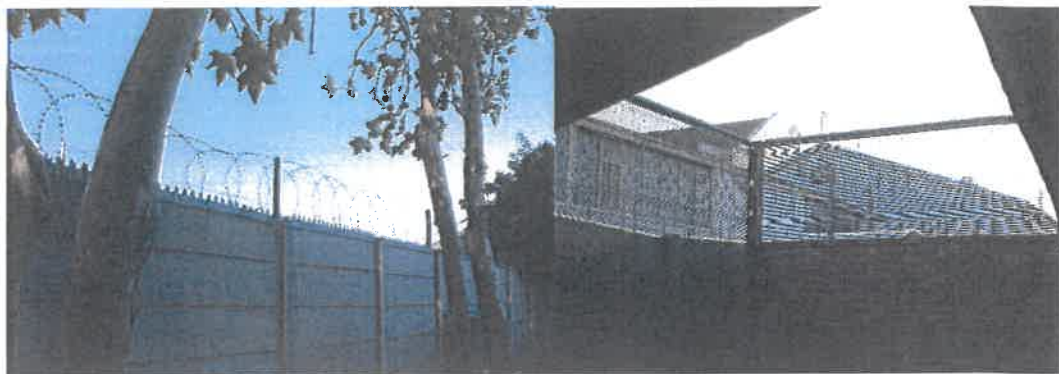
INFORMAL TRADERS

<u>Informal Trading Area</u>	<u>Trading Spaces Available</u>	<u>Number of Traders</u>	<u>Permits issued for APRIL 2025</u>	<u>Permits issued for MAY 2025</u>	<u>Permits issued for JUNE 2025</u>
Robertson	66	31	19	25	25
Montagu	18	18	07	07	06
McGregor	14	15	0	0	0
Bonnievale	19	8	04	04	04
Nkqubela	11	6	05	02	0

- A list with Daily and Monthly bookings is submitted to Law Enforcement for follow up and feedback.
- Site visits for complaints and monitoring purposes were conducted on:

➤ 07 April 2025 – Site Visit at Hoop Street Trading Area

- 08 April 2025 – Site Visit at Hoop Street Trading Area
 - 09 April 2025 - Site Visit at Bonnievale Trading area (put up notices of booking procedure)
 - 29 April 2025 – Site Visit at Hoop Street Trading Area
 - 07 May 2025 – Site Visit at Hoop Street trading area, Robertson
 - 09 May 2025 – Site Visit at Hoop Street trading area, Robertson
 - 16 May 2025 – Site Visit at Mark Street trading area, Montagu
 - 2, 4, 11 & 17 June 2025 – Site Visit at Hoop Str trading area, Robertson
 - 09 June 2025 – Site visit at Hoop Street Trading area, Robertson
- Capturing and updating trading information and assisting clients with information on trading regulations at sites in the Langeberg area.
 - During April 2025, the municipal maintenance team completed the painting and numbering of the trading spaces in Hoop Street, Robertson. A new map of the Hoop Street trading area has been drawn up with numbers that have changed at the site.
 - Booking out new informal trading permit book for cashiers and capturing of informal trading permit book 9601 – 9800.
 - During May 2025, the engineering department fenced the Robertson Informal Trading area to safeguard the Municipality's assets and prevent illegal entrance to the property.



Upgrading of Robertson Informal Trading area

SMALL BUSINESS DEVELOPMENT

- Assistance with Small Businesses on an ongoing basis with new company registrations, B-BBEE Certificates, advice, Central Suppliers Database (CSD) registration, Langeberg Municipality supplier database and SARS Tax clearance.
- SEDFA in partnership with Langeberg Municipality are available once a month in each town at the Community halls to assist businesses in Langeberg. SEDFA conducted a basic business training on 18 June 2025 at the Callie De Wet Hall with contractors and service providers by SEDFA.

CONTRACTORS DEVELOPMENT

- Langeberg Municipality, in collaboration with the Small Enterprise Development & Financial Agency (SEDFA), had a Building Contractor Development Programme on 7 April 2025 at the Callie De Wet Centre in Robertson.
- A total of 15 local contractors participated in the session. The program aims to empower and upskill compliant building contractors, providing them with access to accredited training and the opportunity to develop into independent businesses. This is made possible through support from SEDFA and the National Home Builders Registration Council (NHBRC).
- During the session, SEDFA and NHBRC shared valuable insights with contractors, including:
 - An overview of support services available to assist them
 - Access to free accredited training through NHBRC-approved providers
 - New laws introduced by the government in early 2025
 - A step-by-step guide on registering with NHBRC online



Contractor Development Programme

The Langeberg Municipality in collaboration with NHBRC conducted a 4-day training with building contractors from 27 – 30 May 2025 at the Callie De Wet Hall. The purpose of this training was to assist contractors with registration through NHBRC to become independent contractors. Out of 14 local building contractors that attended the training, 08 builders started the registration process, paid the registration fee, and wrote the technical assessment. Only 4 builders passed the exams.

Contractors that failed the NHBRC test must rewrite the test before the 30-day expiration date. These 4 Contractors will rewrite the test on 09 July 2025. The Contractors that passed the test must pay R526 to be registered with NHBRC and receive their certificates. Two of the Contractors paid already and are waiting on their certificates.

These Contractors registered with NHBRC will be mentored by them on an ongoing basis until they are independent Contractors. Training will also be free while registered with NHBRC.

• **TRAINING MODULES:**

Module 1: Applicable Legislation and Regulations	Module 2: Soils	Module 3: Foundations	Module 4: Superstructure	Module 5: Roof Construction
Statutory bodies: functions and relevance	Site investigations	Concrete		
Construction contracts and construction inspections	Problematic soils and its impact on infrastructure development	Foundation walling		
Quality control measures & activities: specifications design & drawings	Dolomite area designation	Compaction		



NHBRC 4-day training

BASIC BUSINESS SKILLS TRAINING

During Monthly consultations during SEDFA engagements with SMME's, SEDFA Business advisors determined that basic business skills training was needed.

SEDFA appointed a Service Provider, The Business Associate that did a 1-day basic business skills training with the Building Contractors at the Callie de Wet barroom on the 18 June 2025.



SEED FUND & SMALL-SCALE FARMERS – CERTIFICATE CEREMONY

Cape Winelands Municipality arranged a SEED FUND certificate ceremony for the SEED FUND beneficiaries of 2022/2023-2024/2025. The ceremony was attended by 51 people including the politici and admin.

The event took place at the Callie De Wet Community Hall on the 24 June 2025. Riaan Van Wyk the Programme Director of CWDM welcomed everyone. Alderman Deputy Mayor Grootboom opened it the event. Mr. Luvo Thwethwa of the CWDM Mentorship Development Programme Service Provider NLT Investment spoke about the successful mentorship programme with the SEED FUND beneficiaries. The certificates were handed over by Cllr Steyn and Prudence January of Cape Winelands District Municipality. Nuzuko Bhobi of Cape Winelands District Municipality did the closing.

GRANT-IN-AID PROGRAMME

- The LED and Rural Development department conducted monitoring site visits at 52 NPO organizations in the Langeberg region that received Grant-In-Aid for the 2024/25 financial year.
- The documents requested by these organizations were as follows:
 - Bank statements (confirmation of the 2 amounts received)
 - Proof of items purchased / invoices (stamped)
 - Photos of items bought

MEETINGS AND WORKSHOPS

- 01 April 2025 – BSC Meeting, Ashton - T10/2025
- 03 April 2025 – Skills Mapping Progress online teams meeting
- 07 April 2025 – Contractors Development Programme facilitated by NHBRC and SEDFA – Callie De Wet
- 23 April 2025 – Meeting with Social Development (Thandanani Service Centre & Mzuli Empowerment Project), Zolani Ashton.

- 13 May 2025 – Meeting with Montagu Museum
- 19 May 2025 – LM and SEDFA Planning Session
- 27 – 30 May 2025 – Contractors 4day Technical Skills Training with NHBRC
- 18 June 2025 – Basic Business training with building contractors

ARTS AND CULTURE DEVELOPMENT

- Attached are the Quarterly report of Ashton School of Dancing from April – June 2025.

SEDFA ENGAGEMENTS AND TRAININGS

The engagement dates for Small Enterprise Development and Finance Agency (SEDFA Engagements) have been sent to the Communications Dept. to be posted on Langeberg Municipality social media platforms. Halls have been booked with the relevant caretaker at the Municipality, and alternative dates and venues for Robertson, Zolani and McGregor engagement have been booked.

The following SEDFA engagements took place for 2025:

DATE	TOWN & VENUE	ENGAGEMENT – Systematic Need based Approach
15 April 2025 28 May 2025 26 June 2025	Bonnievale Happy Valley Side Hall Cheryl Damons – SEDFA Worcester (Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Women in Business Engagements Compliance assistance with start ups Strategy Development Mentorship & Coaching
29 April 2025 29 May 2025 24 June 2025	Montagu Wilhelm Thys Community Hall Andile Dikane – SEDFA Swellendam Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Interventions Compliance assistance with start ups Strategy Development Mentorship & Coaching
22 April 2025 20 May 2025 19 June 2025	Nkqubela Community Hall (Bochelo Monyela – SEDFA Worcester Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Compliance assistance with start ups Mentorship & Coaching
22 April 2025 20 May 2025 19 June 2025	Robertson Community Hall (Civic) Bochelo Monyela – SEDFA Worcester Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Compliance assistance with start ups Mentorship & Coaching Women in Business Engagements Contractor Screening Session
24 April 2025 22 May 2025	McGregor Community Hall	One on one consultations Ongoing business assessments with start ups

24 June 2025	(Cheryl Damons – SEDFA Worcester Business Advisor)	New procurement: • IMEDP GAP Assessments Women in Business Engagements Compliance assistance with start ups Mentorship & Coaching Contractor Screening Session
16 April 2025 22 May 2025 10 June 2025	Ashton & Zolani Barnard Community Hall & Zolani Community Hall Andile Dikane – SEDFA Swellendam Business Advisor)	One on one consultations Ongoing business assessments with start ups New procurement: • IMEDP GAP Assessments Compliance assistance with start ups Mentorship & Coaching Contractor Screening Session

SEDFA Activities/Interventions			
Clients	Intervention	Area	Practitioner
Thenjiwe Grace Zenzile Sylvia Malao Lungiswa Walaza	Briefing on way forward for startup company	Zolani Community Library	Andile Dikeni
Gerhardus Du Toit	Assist with business queries	Barnard Community Hall	Andile Dikeni
Ilzer Geduld	Assist with business branding, queries	McGregor Community Hall	Cheryl Damons
Charles Jansen	Basic Business Training	McGregor Community Hall	Cheryl Damons
Monica Bayman	Need training for youth	McGregor Community Hall	Cheryl Damons
Georgina Cogill	New company need assistance with business advice and way forward	Robertson Community Hall	Bochelo Monyela
Neil Visser	Information on starting online business, website, branding	Barnard Community Hall	Andile Dikeni
9 Clients (SEDFA Engagement)	Information on business registration, funding and business advice on existing businesses	Robertson Community Hall	Bochelo Monyela

CONSULTATIONS

- 38 Consultations were done from APRIL – JUNE 2025.

Assisting with:

- General information,
- Assistance and information on CSD and fundings,
- Assisting with New Company registration through (SwiftReg & SEDFA),
- Providing information on the way forward after registration,
- Assistance with new informal trading bookings,
- Enquiries & complaints from Informal Traders,
- Assist shop owners with business licenses,
- Assistance with Grant-In-Aid SLA's

Recommendation / Aanbeveling

It is recommended that the council note the content of the quarterly report for the period of APRIL – JUNE 2025.

(A4951)



Sedfa's Report to the Langeberg Municipality

Council Portfolio Committee

Period of reporting: 1 April 2025 to 30 June 2025

Compiled by: Yaseen Kasker

Branch Manager: Cape Winelands, Overberg and West Coast

PART 1: GENERAL INFORMATION

1. INTRODUCTION

1.1 BACKGROUND

As of 01 October 2024, the Small Enterprise Development and Finance Agency, Sedfa commenced its operations. This new entity was formed when the Small Enterprise Finance Agency (sefa), the Small Enterprise Development Agency (Seda), and the Cooperative Banks Development Agency (CBDA) officially merged to create (Sedfa) under the National Small Enterprise Amendment Act of 2024 (NSEA).

This significant development creates a unified institution dedicated to supporting the growth and development of Micro Small and Medium Enterprises (MSMEs) across South Africa.

This step is in response to the National Small Enterprise Amendment Bill signed by President Cyril Ramaphosa on 23 July 2024. Sedfa is incorporated as a State-Owned Company under "Small Enterprise Development and Finance Agency SOC Limited," with the State as the sole shareholder. The agency operates through its Board and adheres to the Public Finance Management Act and the Companies Act.

Vision, Mission, and Values



Vision

Empowering South Africa's small enterprises for inclusive growth, transformation and sustainable employment



Mission

To promote and coordinate South Africa's small enterprise development ecosystem, deliver targeted financial and non-financial support, develop co-operative banking institutions, and strengthen the capacity of intermediaries to provide quality support to small enterprises



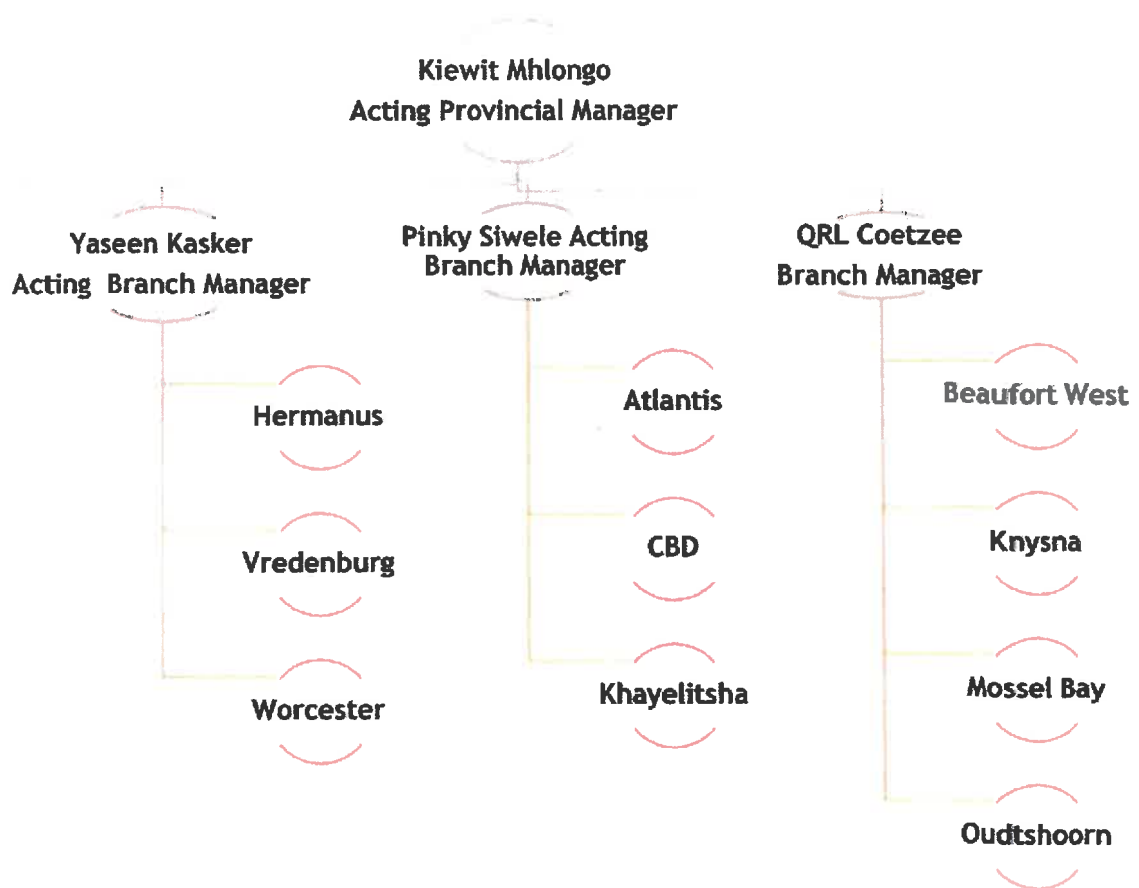
Values

- Integrity
- Entrepreneurial Passion
- Customer-centric Excellence
- Agility
- Resilience



1.2 Seda Western Cape Organogram

Sedfa Western Cape consist out of the Provincial Office ,City of Cape Branch, Cape Winelands Branch and the Eden Branch.



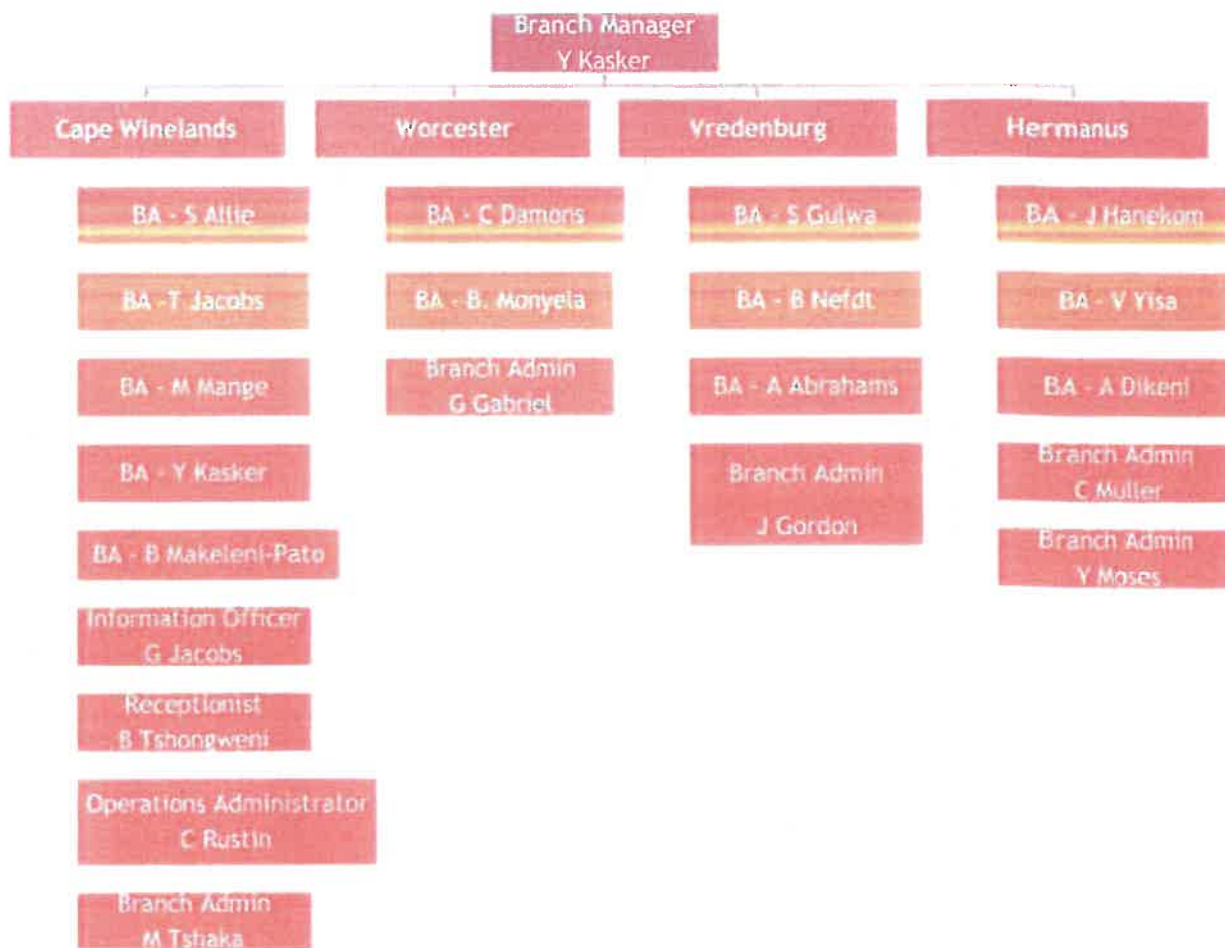


1.3 Seda Branch – Network in the Cape Winelands Branch

Cape Winelands Branch consist out of thirteen (13) Business Advisors that service the West Coast, Cape Winelands and Overberg District.

Hermanus Branch and Worcester Branch services the Langeberg Municipality with business advisors assigned to different towns within the Langeberg jurisdiction.

Our Information Officer, services and assist the Business Advisor when resources are needed in a particular area.



PART 2: OPERATIONAL REPORT

2.1 OPERATIONAL REPORT: Sedfa Branches

Robertson: Summary

📅 Monthly Engagements :

- 22 April 2025
- 14 May 2025 – An entrepreneurship session at the Robertson CLC
- May Monthly Engagements: Postponed due to pool car issues
- 19 June 2025

Nkqubela: Summary

📅 Monthly Engagements :

- 22 April 2025
- May Engagement : Postponed due to pool car issues
- 19 June 2025

McGregor: Summary

📅 Monthly Engagements

- April: 8 clients attended
- May Engagement – Postponed due to pool care issues
- June

Bonnievale: Summary

📅 Monthly Engagements

- April: 5 clients attended
- May: 0 clients attended
- June



Montagu: May Summary (Cheryl Damons attended on behalf of A. Dikeni)

0 clients attended



Monthly Activities/Interventions

Robertson

April

On April 22nd, there were only three individuals present. Given the low turnout, no formal presentation was conducted. Instead, clarity was provided on specific queries for the clients on funding and company registration.

May

No monthly engagements during this period due to ongoing issues with the pool car, which limited mobility. However, the advisor managed to facilitate an entrepreneurship session with the Robertson Community Learning Centre and also have a planned training session in place for June with them. Looking ahead, there is scheduled a training for the crafters in July, the advisor am currently involved in two upcoming projects: one with Lichume Tyres in Nkqubela and another with Krulkop in Montagu. Both of these projects are still in the procurement stage.

June

On the 19th June 2025, the advisor had a session where eight clients sought guidance on funding, company registration and CIPC-related matters.

During the session, the necessary steps for registering a business, compliance requirements, and how to navigate the CIPC platform effectively were discussed. Each client had unique concerns, which was addressed through tailored advice and practical solutions.

Furthermore, a three-day Basic Business Skills Training session was conducted from 17 to 19 June 2025 at the Robertson CLC, targeting youth in the area. The training was aimed at equipping aspiring entrepreneurs with foundational business knowledge and skills.

Attendance

A total of 26 aspiring entrepreneurs participated in the training. The group consisted mostly of young individuals with business ideas or early-stage ventures.

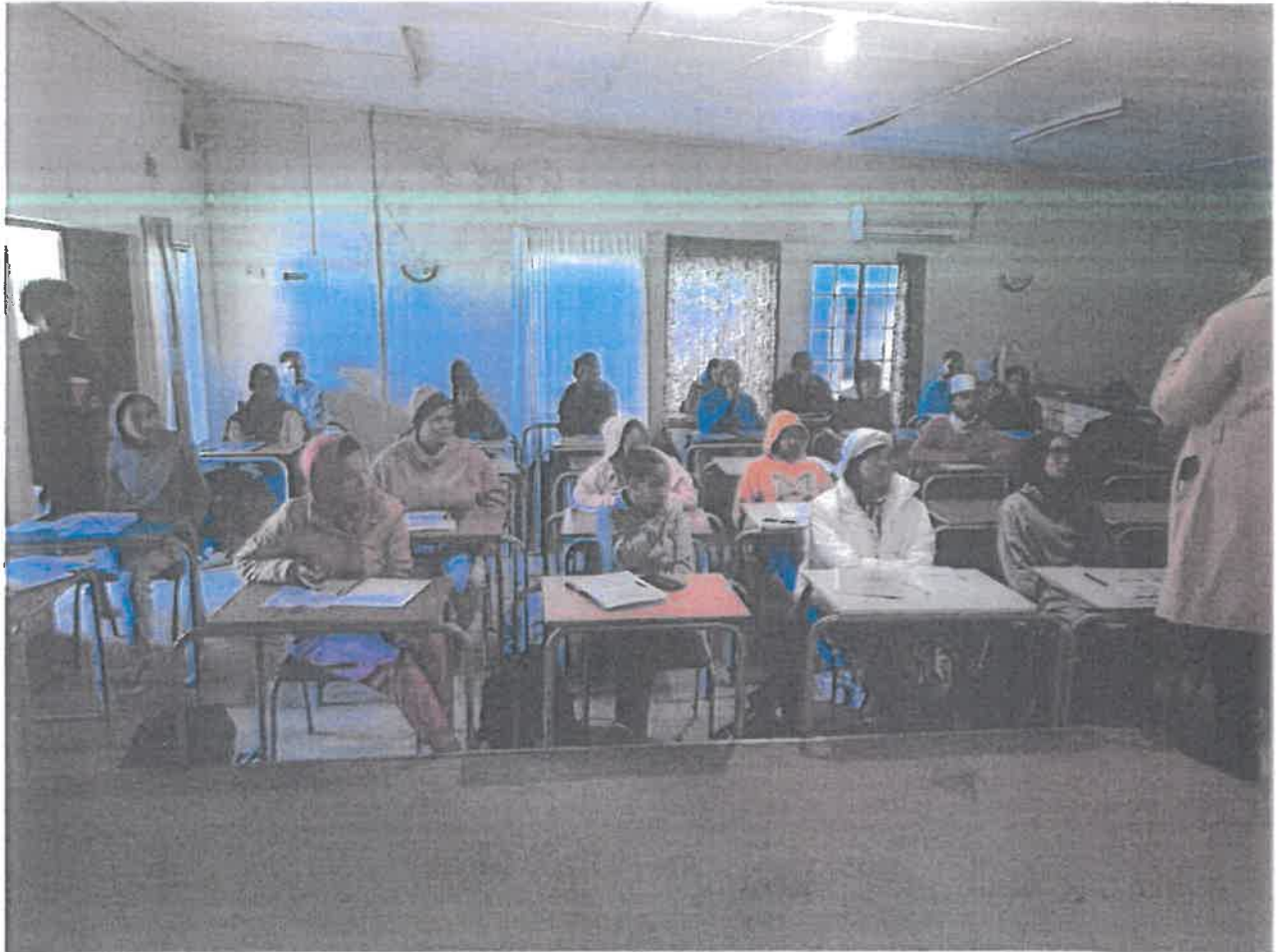
Training Content

The training covered the following key areas:

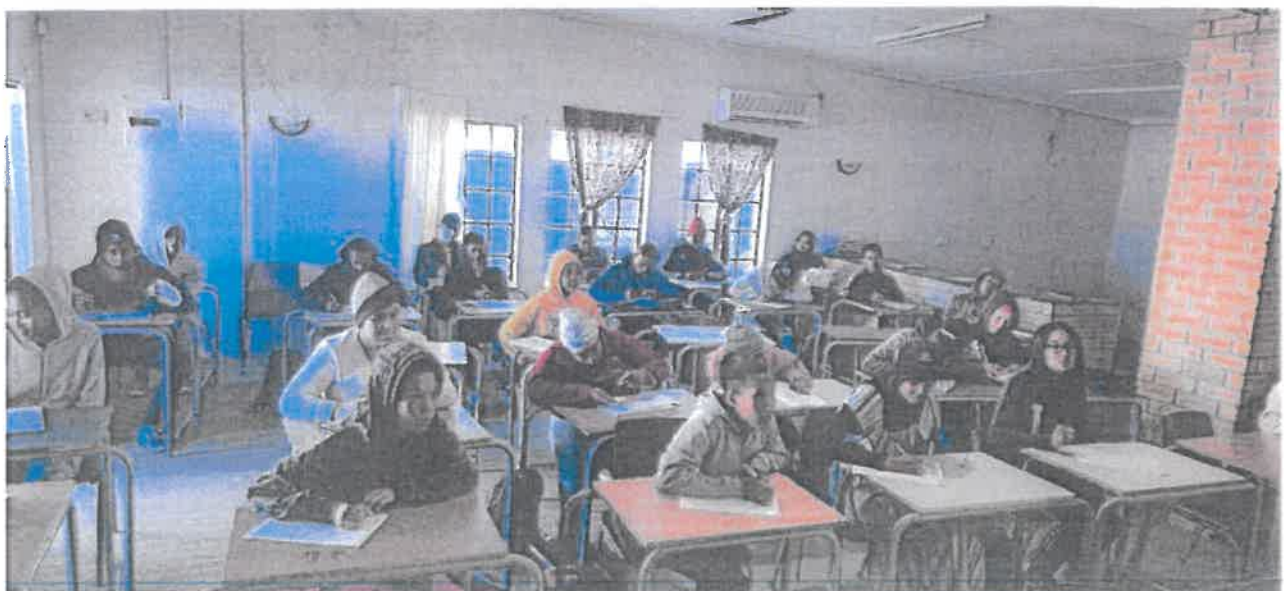
- Introduction to entrepreneurship and business mindset
- Business idea generation and opportunity identification
- Basics of business planning
- Costing and pricing
- Marketing and customer service
- Importance of compliance and recordkeeping

Outcomes

Participants demonstrated active engagement and interest throughout the sessions. Many expressed appreciation for the opportunity and requested further support, including mentorship and access to funding information.









April: Nkqubela

On April 22nd there were five individuals present. Given the low turnout, no formal presentation was conducted. Instead, the advisor provided clarity on specific queries for the attendees. Apart from these, there were no other engagements.

May

No monthly engagements during this period due to ongoing issues with the pool car, which limited mobility.

June

In June 2025, the advisor conducted a monthly engagement session in Nkqubela which was attended by 16 participants, including aspiring entrepreneurs and existing business owners.



Key Discussion Points

The advisor presented an overview of Seda's service offerings, including non-financial support, business advisory services, and opportunities for development. Emphasis was placed on business compliance, highlighting the importance of registration, tax obligations, and relevant licenses.

Participants raised concerns about limited knowledge on starting and running a business, which led to a discussion on the need for basic business skills training.

Way Forward

Based on participant feedback and the identified gaps, a business training session is proposed for July 2025 to equip attendees with essential entrepreneurial skills, including business planning, compliance, and marketing.

Monthly Activities/Interventions:

Client	Intervention	Area	Practitioner
Bakers Lane	Mentorship & coaching	Ashton	Cheryl Damons
Faith Mercy & Grace	Promotional Material	Bonnievale	Cheryl Damons
Julenda Pietersen	Promotional Material	Montagu	Cheryl Damons
Klein Begin Wassery	Signage	McGregor	Cheryl Damons
Milky Way Oasis	Signage	Bonnievale	Cheryl Damons
New Breed Empowerment	Signage	Bonnievale	Cheryl Damons
Simplicity By Nikki	Signage	Montagu	Cheryl Damons
Simplicity by Nikki	Product Testing	Montagu	Cheryl Damons
Montagu Country Hotel	International Trip	Montagu	Cheryl Damons
NHBRC Contractors	Training	Robertson	Cheryl Damons

Client	Due:	Area	Practitioner
Ilzer's Tasty Bites	June 2025	McGregor	Cheryl Damons
T&T	June 2025	McGregor	Cheryl Damons
Shaloti	June 2025	Bonnievale	Cheryl Damons
Bayman Empowerment	June 2025	McGregor	Cheryl Damons

2.3 ECONOMIC SYNOPSIS IN THE AREA

As the role of provincial and local government becomes increasingly important in the shared growth and integrated development agenda, it is critical that both undertake rigorous socio-economic research and analyses that profile the regional and local economies.

Socio-economic scanning provides an essential evidence-based platform to inform and guide provincial and local planning, budgeting and service delivery decisions. As at the provincial level, local governments need a better understanding of how to describe local economies within the broader regional and national economy. They should be able to analyse key local economic variables and in time, propose credible trend forecasts.

Given the history of significant intra-provincial migration, local demographic profiles are highly dynamic. Understanding the characteristics of local populations and how demographic profiles change over time is critical to planning, budgeting and service delivery at the local level.

Furthermore, better analysis of demographic dynamics enables local government to decompose labour market structures and trends to understand the local skills base and income distribution patterns.

Shared growth and integrated development is built on improved equity in access to assets that empower people to engage in economic activity and therefore participate in growth. This means that the analysis of access to basic and social services is critical to appreciating poverty dynamics at the local level.

Finally, local economies differ in terms of their natural resources, climatic conditions, geographic location, biodiversity, and human knowledge and skill. Determining the sources, potential and constraints to enhanced local growth and employment is imperative to the design of local economic development interventions that best hone competitive advantage and shape a strategic economic development agenda at the local level. Such interventions should also emphasise resource sustainability, not only for its ability to increase the life of supply sources, but also to reduce costs and further create job opportunities.

PART 3: CHALLENGES EXPERIENCED

The following remain challenges experienced on daily basis, which affects our successful service delivery:

1. **Access to Finance/Equipment:** it is a challenge for most of our clients. We need to find a solution.
2. **Access to Market opportunities:** clients produce products not knowing the target market.

3. Enterprise Development Fund – This is a Fund that we use to pay for client interventions. We need more funding in order to service the Cape Winelands’s clients and other Districts. For this financial year the budget is R 2 500 000.

CHALLENGES EXPERIENCED (if any)

The challenges encountered include clients not showing up for scheduled engagements and being unresponsive in providing the necessary information and documents. We have to find an alternative to clients coming to the engagements on a monthly basis to ensure successful entrepreneurs who are compliant, on time and wanting to succeed.

For example: Training was scheduled and conducted for the NHBRC Contractors way in advance; clients were informed timeously and again a day before the training; only for 6 clients out of 20 to show up.

PART 4: BRANCH SPECIFIC STRATEGIC ISSUES

ABSA	The relationship with ABSA forms part of the SLA done nationally. The branch works closely with the Enterprise Supplier Development Unit in the Western Cape.
Cape Winelands Branch	The Cape Winelands branch has a Co-operative Agreement with the Municipality for collaboration. The Municipality assists Sedfa with co-location points in the Langeberg areas.
University of Stellenbosch	We have an ongoing relationship with the University where we engage on Enterprise Development and collaborate where we can for the benefit of our SME's. This relationship will continue with improved collaboration in terms of SMME training and support.
Sefa	The branch has been working with Sefa for a number of years. We are currently working with Sefa representative who are available to meet with Seda clients whenever the need arises. This will be once per month at the various Seda offices in the Cape Winelands area (Cape Winelands Branch, Vredenburg and Worcester).
Supplier Development Programme	Sedfa has a relationship with Woolworths, Pick n Pay and Proudly SA.. Majority of the clients are serviced by the Cape Winelands Branch.

PART 5: CONCLUSION

Closer working relationships between the Province and local government are becoming increasingly important in creating a shared growth and integrated development future for the Western Cape.

Policy decisions and directed resource flows could make a difference in education and health, thereby improving the quality of life and the Province's poverty profile. Regional economic distribution can also have great impact, and, together with other

factors such as geography and resource wealth, could serve as a magnet to attract the Western Cape's population into a smaller number of 'winner' regions.

For the Province to enjoy sustainable growth that is pro-poor, faster growth levels should be accompanied by employment creation especially in sectors with a high potential for labour absorption, given the skills mismatch. In an environment dominated by low skills, the current low interest environment encourages capital-intensive production techniques by industries, therefore developing a strategy of "making" and "picking" winners is inevitable to turn the vicious cycle of poverty into a virtuous one.

Failure to 'get the basics right' and address fundamental service delivery issues would undermine Government's social and economic objectives at the local level. Skills are key to facilitating a fruitful interaction between economic agents. Skills are not only necessary for the workforce, but encourage economic participation among the wider segment of the population or consumers.

For the Province to harvest its economic fortunes, development must take advantage of the growth outlook and actively seek means to address risk areas, otherwise shared growth and integrated development prospects will be undermined. It is therefore important that growth-enhancing strategy should harness the benefits of globalisation while encouraging broad based employment growth to alleviate poverty.

Sedfa and the Langeberg Municipality have a one (1) year co-operation agreement. Sedfa and the Municipality are collaborating on a number of enterprise development events and the Municipality provided office space for our Business Advisor.

Sedfa appreciates the collaboration with the Langeberg and it is recommended that a further collaboration agreement be considered.



Yaseen Kasker
Branch Manager

02/07/2025

Date

Address: 8 Denne Street
Ashton
6715



NPO 239-289

E-mail: ashtonschoolofdancing1@gmail.com Contact: 081

Quarterly Report April to June 25

Ashton School of Dancing is extremely satisfied with what we could have achieved this far, and with very good results.

Let's start with our Tiny Tots couple, they are 7 years of age and already been promoted from beginners to Level 1. They are Ashanté Lodewyk & Raywin Conradie. They won both their previous competitions 1st places.

Our two Level 2 couples are also doing great with their new patterns, doing well as they improve at every competition.

Our Level 3 couples are performing well and should brace themselves for the next level, which is Level 4/Rising star.

Our current 2 Rising star couples are looking forward to our next competition because it will be a first for them in that section. It is also a dress code section and together with that there's a lot of equipment changes such as their outfits and extra accessories. Our champion couple is also doing well, and they achieve podium status in every competition thus for which we are grateful for. Tomorrow night they will also be performing for their former Gr.R. school

function because both attended the same preprimary school, Jade Wiese & Luhandre Jaftha.

On the 12 July'25 we will attend a dancer and coaches' workshop in Cape Town. Our next competition will be on 19 July in Muizenberg at the Civic center. 30 Augustus will be a weekend away to attend our Karoo Regional competition in Beaufort West. We are busy with other towns arranging development and afterwards we will host a combined Open Day.

We are extremely grateful to everyone who helped us to get to where we are right now. Especially our late founder, Auntie Sally Fuller who left us a legacy. She was an icon in the world of dance. At our April competition we received the most 1st places ,6. We attend all the compulsory competitions to receive provincial colours. We held a braai in April to pay for our private lessons that were given by Julvirn Laws, a professional from Mosselbay.He have 8 couples now which is a difficult number, given all the patterns that they should learn.

Our current 2 Rising star couples should brace themselves for champion sections cause their points are almost full to move.

28 June; last Friday our champion couple were performing for their Gr R school, because both attended the same preprimary school in Ashton, the people were very excited to have a performance by two of their former students. We are now looking forward to our regional competition that will be held in Beaufort West on the 30th of August. This competition will be held over 2days which means it will be a weekend away. Find attached some pictures of past events.

Expenditures: Hall hire: R3550

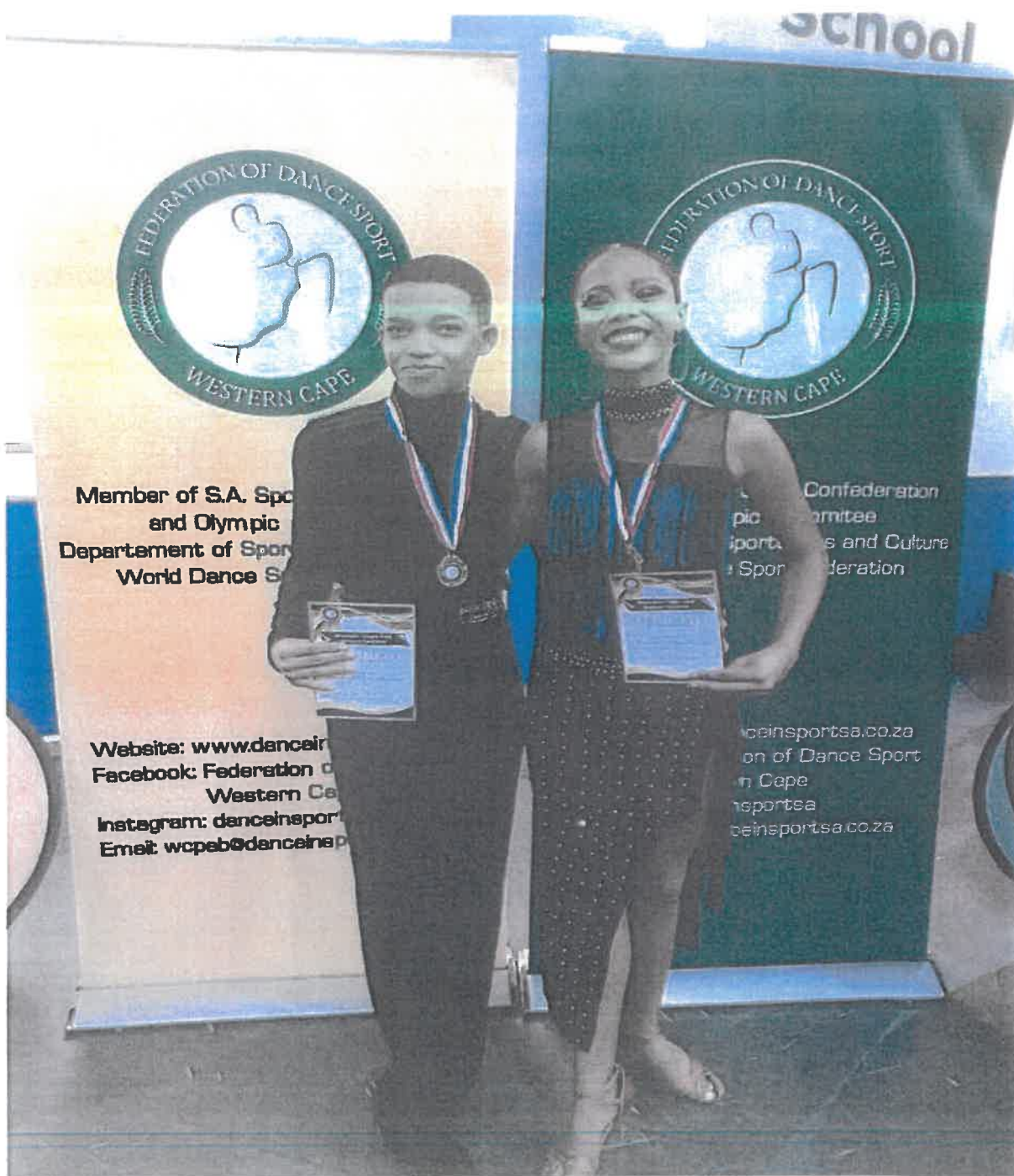
Braai exp: R2937

Privates all inclusive: R6893

Income Braai: R6300

Monthly fees: 800

Current Balance: R23675



FEEDBACK TO COUNCIL: EXECUTION OF COUNCIL RESOLUTIONS: APRIL – JUNE 2025 (3/2/1/3)
(MUNICIPAL MANAGER)

PURPOSE OF THE REPORT

To submit a report to Council on the quarterly execution of Council resolutions.

BACKGROUND

Feedback is given to Council about the progress with all decisions taken by Council over the period April to June 2025. See the attached annexures in this regard.

Recommendation / Aanbeveling

That the contents of the report be noted.

Dat kennis geneem word van die inhoud van die verslag.

(A4952)

EXECUTION OF COUNCIL RESOLUTIONS: APRIL TO JUNE 2025

Mayco meeting – 23 April 2025

ITEM NR	ITEM	FINALIZATION	COMMENTS
B5833	IHS TOWERS SOUTH AFRICA (PTY) LTD: RENEWAL OF LEASE FOR MTN SITE T1070 SITUATED ON A PORTION OF ERF 1, MUISKRAALSKOP ROBERTSON (7/2/3/1/5) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for lease per public tender.
B5834	AIDA PROPERTY: APPLICATION TO PURCHASE ERF 837 (642M²) MONTAGU (7/2/3/2/4) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant.
B5835	MADRE FOSTER CARE CRECHE AND SAFE HOUSE: APPLICATION TO PURCHASE ERF 2567, ROBERTSON (7/2/3/2/5) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant.
B5836	BONNIEVALE SQUASH CLUB: RENEWAL OF LEASE AGREEMENT FOR THE MUNICIPAL BUILDING SITUATED ON ERF 1673 (CHRIS VAN ZYL HALL), BONNIEVALE (7/1/4/1/2) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for lease per public tender. Request market related rental.
B5837	ROBERTSON SQUASH CLUB: RENEWAL OF LEASE AGREEMENT FOR THE MUNICIPAL BUILDING SITUATED AT CALLIE DE WET SPORTSGROUND, ROBERTSON (7/1/4/1/5) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for lease per public tender. Request market related rental.
B5838	MnM COMMUNITY SHOP: APPLICATION FOR THE RENEWAL OF LEASE AGREEMENT FOR THE MUNICIPAL BUILDING SITUATED ON ERF 81, MCGREGOR (OLD ACVV BUILDING) (7/1/4/1/3) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for lease per public tender. Request market related rental.
B5839	SAKHIKAMVA ECD: RENEWAL OF LEASE AGREEMENT FOR A PORTION OF ERF 1 (±1500M²), MONTAGU (7/1/4/1/4) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for lease per public tender. Request market related rental.
B5840	MONTAGU WINERY: RENEWAL OF LEASE AGREEMENT FOR AN UNDERGROUND PIPELINE FROM THE GOLF COURSE TO ELKANA CHICKEN FARMING, MONTAGU (7/2/R 16/1/7/R) (ADMINISTRATOR: PROPERTY ADMINISTRATOR)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for lease per public tender. Request market related rental.
B5841	DIRECTORATE: ENGINEERING SERVICES: MONTHLY REPORT - P.M.U DEPARTMENT AS AT END FEBRUARY 2025 (9/2/1/5) (MANAGER: PMU)	NW ALBERTYN	Noted
B5842	CONSIDERATION OF NOTICE OF QUESTIONS – CLLR T COETZEE (DIRECTOR: CORPORATE SERVICES)	AWJ EVERSON	Noted

Council meeting – 29 April 2025

ITEM NR	ITEM	FINALIZATION	COMMENTS
A4890	RESUBMISSION: POSSIBLE ALTERNATIVE USE OF ERVEN 36 AND 37, PIET RETIEF STREET, ROBERTSON (7/2/R) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been noted.

(A4952)

-43-

A4891	PROBINS VERHURINGS BK: APPLICATION TO PURCHASE A PORTION OF REMAINDER OF PORTION 1 (±6000M²) OF FARM GOREE NO.158 ASHTON (7/2/3/2/1) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Appoint a land surveyor to determine the portion that is available for alienation per public tender.
A4892	ELECTION OF REPRESENTATIVES OF COUNCIL ON THE SALGA WORKING GROUPS (3/1/2 + 3/1/4) (DIRECTOR: CORPORATE SERVICES)	AWJ EVERSON	SALGA has been informed of the decision of Council.
A4893	HERONSVIEW PROPERTIES PTY (LTD) APPLICATION TO PURCHASE ERF 2955, BONNIEVALE (7/2/3/2/2) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Request market value. Advertisement for alienation per public tender.
A4894	APPLICATION TO PURCHASE ERF 387 ZOLANI, ASHTON (7/2/3/2/1) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Request market value. Advertisement for alienation per public tender.
A4895	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JANUARY 2025 : DIRECTORATE: CORPORATE SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	AWJ EVERSON	Noted
A4896	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JANUARY 2025 : DIRECTORATE: ECONOMIC, SOCIAL & INTEGRATED DEVELOPMENT SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	CO MATTHYS	Noted by Council
A4897	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JANUARY 2025 : DIRECTORATE COMMUNITY SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	M MGAJO	Completed
A4898	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JANUARY 2025 : DIRECTORATE ENGINEERING SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	D LOUWRENS	Noted
A4899	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – JANUARY 2025 : DIRECTORATE FINANCIAL SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council
A4900	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – FEBRUARY 2025 : DIRECTORATE: CORPORATE SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	AWJ EVERSON	Noted
A4901	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – FEBRUARY 2025 : DIRECTORATE ENGINEERING SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	D LOUWRENS	Noted
A4902	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – FEBRUARY 2025 : DIRECTORATE FINANCIAL SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council
A4903	UPGRADING OF HOOP STREET - ROBERTSON INFORMAL TRADING AREA	CO MATTHYS	Noted by Council
A4904	REPORT: APPROVAL OF DRAFT BY-LAW FOR TOWNSHIP ECONOMIES – DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES	CO MATTHYS	Approved by Council
A4905	EXPENDITURE ON 2024/2025 BUDGET MEASURED BY THE TOP LEVEL SDBIP FOR THE THIRD QUARTER (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)	DP LUBBE AWJ EVERSON D LOUWRENS A MATI CO MATTHYS M MGAJO	Noted by Council and sent on 30 April 2025 to the AG, National and Provincial departments and placed on the municipal website.
A4906	PROGRESS REPORT ON JOB OPPORTUNITIES CREATED FOR THE PERIOD –JANUARY- MARCH 2025 (LED DEPARTMENT) (9/2/1/9)	I COOK	Council noted that a total of 280 jobs were created for the period January – March 2025.
A4907	QUARTERLY REPORT: SECTION LOCAL ECONOMIC AND RURAL DEVELOPMENT: JANUARY – MARCH 2025 (9/2/1/9) LOCAL ECONOMIC AND RURAL DEVELOPMENT MANAGER	I COOK	Noted by Council
A4908	REPORT TO COUNCIL ON THE UPDATE REGARDING AVAILABLE BURIAL SPACE IN LANGEBOEG MUNICIPALITY, AND UPDATE ON EXPLORING FURTHER POSSIBLE ACTIONS TO DEAL WITH LIMITED BURIAL SPACE IN ROBERTSON (MANAGER: PARKS & AMENITIES)	V FLEPU	Ongoing

A4909	REPORT TO COUNCIL RE RELOCATION OF BREERIVIER PLAYPARK EQUIPMENT TO DROEHEUWEL PARK AND REMOVING THE PARK FROM PARKS DATABASE & SDBIP (MANAGER: PARKS & AMENITIES)	V FLEPU	Ongoing
A4910	FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – MARCH 2025 (9/2/1/3) (CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council. Report already published on municipal website and submitted to all relevant National and Provincial Departments.
A4911	FEEDBACK TO COUNCIL: EXECUTION OF COUNCIL RESOLUTIONS: JANUARY – MARCH 2025 (3/2/1/3) (MUNICIPAL MANAGER)	DP LUBBE	Noted
A4912	QUARTERLY REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY: JANUARY 2025 TO MARCH 2025 (DIRECTOR: FINANCIAL SERVICES (CFO))	A MATI	The content of the report was noted by Council. Report already published on municipal website.
A4913	ADOPTION OF MFMA CIRCULAR 131 - FUNDS TRANSFERRED BY MUNICIPALITIES TO ORGANISATIONS AND BODIES OUTSIDE THE GOVERNMENT DIRECTOR ECONOMIC, SOCIAL & INTEGRATED DEVELOPMENT SERVICES	CO MATTHYS	Council adopted the MFMA Cir 131 and note explanation of Circular. Must be communicated to all relevant officials, disciplinary board and Audit Committee.
A4914	MOTION – POLICY IN RELATION TO INFORMAL SETTLEMENTS – CLLR T COETZEE	AWJ EVERSON D LOUWRENS A MATI CO MATTHYS M MGAJO	Will be considered by the relevant portfolio committees.
A4915	MOTION – CLARIFICATION REGARDING SPAZA SHOP APPLICATIONS – CLLR T COETZEE	AWJ EVERSON D LOUWRENS A MATI CO MATTHYS M MGAJO	Will be considered by the relevant portfolio committees.
A4916	MOTION: APPLICATION TO TRANSFER ERF 2540: PALM STREET 2 MOUNTAIN VIEW: BONNIEVALE: HERMIENA DE KOKER: ID:5407180857080 TO JAKOB SEPTEMBER: ID: 5305105224081: APPROVAL OF APPLICATION: 14 SEPTEMBER 2014: AFRICAN NATIONAL CONGRESS	M BROWN	Ongoing
A4917	ASSESSMENT REPORT ON PROGRESS MADE IN ADDRESSING CRITICAL ISSUES RAISED ON IMPLEMENTATION OF THE ERP PROJECT (ACTING CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council.
A4918	APRIL 2025 ADJUSTMENTS BUDGET 2024 / 2025 (ACTING DIRECTOR: FINANCIAL SERVICES)	A MATI	The content of the report was noted by Council. Report already published on municipal website and submitted to all relevant National and Provincial Departments.
A4919	REPORT TO COUNCIL: PROVISION OF WATER TO INFORMAL SETTLEMENTS ON ILLEGALLY OCCUPIED MUNICIPAL LAND	D LOUWRENS	Will be further considered by the relevant portfolio committees.

Council meeting – 28 May 2025

ITEM NR	ITEM	FINALIZATION	COMMENTS
---------	------	--------------	----------

A4920	FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – APRIL 2025 (9/2/1/3) (CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council. Report already published on municipal website and submitted to all relevant National and Provincial Departments.
A4921	MIG DETAIL PROJECT IMPLEMENTATION PLAN FOR 2025 / 2026 AND 2026 / 2027 FINANCIAL YEARS (MANAGER: PROJECT MANAGEMENT)	NW ALBERTYN	Noted
A4922	SUBMISSION OF THE 2025 / 2026 TO 2027 / 2028 OPERATING / CAPITAL BUDGET, IDP & POLICY DOCUMENTS (CHIEF FINANCIAL OFFICER)	A MATI CO MATTHYS	The content of the report was noted by Council. Report already published on municipal website and submitted to all relevant National and Provincial Departments.
AA537	APPOINTMENT OF DIRECTOR: FINANCIAL SERVICES (CFO) (4/3/R) (DIRECTOR: CORPORATE SERVICES)	TH CARSTENS AWJ EVERSON	Decision has been implemented. Concurrence of the MEC is awaited.

Mayco meeting – 18 June 2025

ITEM NR	ITEM	FINALIZATION	COMMENTS
B5843	INVESTIGATE ELECTRICAL CONNECTION AND STATUS ON FARM / D ZEEMAN / GOUDMYN	D LOUWRENS	Penalty was levied on Mr Zeeman. He is doing what is needed for compliance.
B5844	QUARTERLY REPORT BUILDING PLAN SUBMITTED: JANUARY 2025 – MARCH 2025 (9/2/1/5) (MANAGER: TOWN PLANNING)	T BRUNINGS	The quarterly report was noted. The quarterly report for April – June 2025 is in course of preparation.
B5845	UMSIZA PLANNING: APPLICATION FOR ACCESS (ROW 252M LONG X 4M WIDE) TO ERF 730 MONTAGU ACROSS MUNICIPAL LAND (7/2/R: 15/4/8/3) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant.
B5846	APPLICATION TO PURCHASE A PORTION OF ERF 1 (160M²) ADJACENT TO ERF 2779, MONTAGU (7/2/3/2/4) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Notices to proprietors, adjoining Erven 2779 and 2783, Montagu to remove illegal structures.
B5847	MAST SERVICES (PTY) LTD VODACOM SITE BS7911: RENEWAL OF LEASE AGREEMENT FOR REMAINDER OF ERF 2 MUISKRAALSKOP, ROBERTSON FOR A CELLULAR COMMUNICATIONS BASE STATION (7/2/3/1/5) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for public comments/views.

Council meeting – 25 June 2025

ITEM NR	ITEM	FINALIZATION	COMMENTS
A4923	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – APRIL 2025 : DIRECTORATE: CORPORATE SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	AWJ EVERSON	Noted
A4924	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – APRIL 2025 : DIRECTORATE COMMUNITY SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	M MGAJO	Completed
A4925	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – APRIL 2025 : DIRECTORATE ENGINEERING SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	D LOUWRENS	Memorandum done for each deviations. Tender in process for mechanical and electrical maintenance will reduce deviations drastically going forward.
A4926	DEVIATIONS FROM THE NORMAL PROCUREMENT PROCESSES – APRIL 2025 : DIRECTORATE FINANCIAL SERVICES (9/2/1) (CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council.
A4927	POLICY FOR FENCING ACROSS MUNICIPAL ROADS AND PEDESTRIAN PATHWAYS WITH THE PURPOSE OF RESTRICTING ACCESS FOR SAFETY REASONS (MANAGER: TOWN PLANNING)	T BRUNINGS	The draft policy is being circulated for Departmental comment and public participation via the website.

A4928	CONSTITUTION ROAD WINE GROWERS (PTY) LTD: APPLICATION FOR A PROPOSED PIPELINE AND SERVITUDE (REFERS TO A PUMP STATION AND ELECTRICAL SERVITUDE) OVER ERF 2 ROBERTSON (16/1/3/2) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for public comments/views. Request a market value for alienation.
A4929	REPORT TO COUNCIL RE COMPLAINTS RECEIVED ABOUT THE UNMAINTAINED STATE OF ERF 1120, 12 TIENVOET STREET, ROBERTSON AND PROPOSAL FOR THE MUNICIPALITY TO TAKE BACK PROPERTY (MANAGER: PARKS AND AMENITIES)	V FLEPU	Completed
A4930	COUNCIL REPORT: MOTION – POLICY IN RELATION TO INFORMAL SETTLEMENTS – CLLR T COETZEE	M BROWN	Cllr Coetzee to provide written questions to the Director.
A4931	HALF YEARLY PRESENTATIONS BY THE LOCAL TOURISM ASSOCIATIONS (12/2/3/3) (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)	I COOK	Council approved content of presentations for 2 nd half of 2024/25 financial year.
A4932	REPORT: EXPENDITURE OF ORGANISATIONS IN TERMS OF THE GRANT-IN-AID PROCESS (5/15/1/2) (DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES)	I COOK	A report will be resubmitted to next round of meetings.
A4933	REPORT: APPROVAL TO PARTICIPATE IN GENDER-BASED VIOLENCE AND FEMICIDE (GBVF) 100-DAY CHALLENGE - DIRECTOR: ECONOMIC, SOCIAL AND INTEGRATED DEVELOPMENT SERVICES	CO MATTHYS	Informed service provider to include Langeberg Municipality as part of 100-day challenge.
A4934	AUDIT & PERFORMANCE COMMITTEE: SUBMISSION OF THE QUARTERLY REPORT FOR QUARTER 3 OF 2024 / 2025 (5/14/R) (ACTING CHIEF AUDIT EXECUTIVE)	D ENGELBRECHT	The report was noted by Council and no further action required.
A4935	FRAUD & RISK MANAGEMENT COMMITTEE – FRAUD & RISK MANAGEMENT COMMITTEE REPORT AND UPDATED RISK REGISTER FOR QUARTER 3 – 2024 / 2025 (5/14/R) (ACTING CHIEF AUDIT EXECUTIVE)	D ENGELBRECHT	The report and risk register were noted by Council and no further action required.
A4936	PROGRESS REPORT ON ALLOCATED HUMAN SETTLEMENTS PROJECTS WITHIN LANGEBERG MUNICIPALITY FOR JANUARY – MARCH 2025 (17/5/R) (DIRECTOR: COMMUNITY SERVICES)	M BROWN	Completed
A4937	REPORT: MOTION – CLARIFICATION REGARDING SPAZA SHOP APPLICATIONS	CO MATTHYS	Informed Town Planning to include reporting on Spaza Shops.
A4938	ROBERTSON FLYING CLUB: APPLICATION FOR THE RENEWAL AND LONGER- TERM LEASE OF ROBERTSON AIRFIELD (7/2/3/1/5) (ADMINISTRATOR: PROPERTY ADMINISTRATION)	S ROSSOUW	Decision has been communicated to applicant. Advertisement for public comments/views. Request a lease market value.
A4939	FINANCIAL REPORTING IN TERMS OF SECTION 71 OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 – MAY 2025 (9/2/1/3) (DIRECTOR: FINANCIAL SERVICES - CFO)	A MATI	The content of the report was noted by Council. Report already published on municipal website and submitted to all relevant National and Provincial Departments
A4940	COMPILING OF THE JUNE 2024 / 2025 ADJUSTMENTS BUDGET (DIRECTOR: FINANCIAL SERVICES - CFO)	A MATI	The content of the report was noted by Council. Report already published on municipal website and submitted to all relevant National and Provincial Departments
A4941	COUNCIL REPORT: UPDATED WHEELING POLICY (DIRECTOR: ENGINEERING SERVICES)	D LOUWRENS	Updated wheeling policy includes condition that accounts need to be paid-up-to-date and electrical quality meter is compulsory for larger capacities.
A4942	AMENDMENT OF THE FOLLOWING CONTRACT FOR TENDER 19/2013 THIRD PARTY VENDING SERVICES - SYNTCELL PROCURED THROUGH THE SUPPLY CHAIN MANAGEMENT POLICY OF LANGEBERG MUNICIPALITY IN COMPLIANCE WITH SECTION 116(3) OF THE MFMA. (CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council and approved.
A4943	MOTION – ALD GROOTBOOM - EQUAL AND CONSISTENT APPLICATION OF LAWS, POLICIES, AND REGULATIONS ACROSS THE MUNICIPALITY	D LOUWRENS	The motion is noted, and appropriate action will be taken and reported.
A4944	MOTION – ALD GROOTBOOM - UTILISATION OF UNUSED PORTION OF THE OLD MUNICIPAL BUILDING IN MCGREGOR	AWJ EVERSON	Decision will be executed and report submitting September 2025.
A4945	LETTER RECEIVED FROM MEC – DISCIPLINARY CASE OF CLLR JCJ COETZEE (P/L JCJ COETZEE) (SPEAKER)	AWJ EVERSON	Noted

A4946	ASSESSMENT REPORT ON PROGRESS MADE IN ADDRESSING CRITICAL ISSUES RAISED ON IMPLEMENTATION OF THE ERP PROJECT (ACTING CHIEF FINANCIAL OFFICER)	A MATI	The content of the report was noted by Council.
AA538	APPEAL LODGED IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000. ACT 2 OF 2000 (MR WILLEM JACOBUS ABRAHAM BESTER) (5/5/1/9) (DIRECTOR: CORPORATE SERVICES)	AWJ EVERSON	Decision was communicated to the applicant.

IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT (SCM) POLICY FOR 2024 / 2025 FINANCIAL YEAR
(DIRECTOR: FINANCIAL SERVICES (CFO))

Purpose of the report

To submit a report to the Executive Mayor for consideration regarding the implementation of the Langeberg Municipality's Supply Chain Management Policy for the second quarter of 2024/2025 financial year (01 July 2024 – 30 June 2025).

Background

Section 4 of the SCM Policy states as follows:

That Council must maintain oversight over the implementation of the Supply Chain Management Policy.
 For the purpose of such oversight, the Accounting Officer must: -

- (a) within 10 days after the end of each quarter, submit a report on the implementation of the Policy to the Executive Mayor;
- (b) **within 30 days after the end of the financial year, submit a report on the implementation of the Policy to the Council;**
- (c) whenever there are serious and material problems in the implementation of the Policy, immediately submit a report to the Executive Mayor; and
- (d) make public the reports on the Policy in accordance with section 21A of the Systems Act.

1. Adoption of Policy

The SCM Policy was adopted by Council on 30 May 2024 for implementation in the 2024 / 2025 financial year.

2. Delegation

The following delegations were approved by the Municipal Manager and implemented:

- Delegations to do electronic transfers
- Delegations to sign purchase orders
- Delegations to approve requisitions

3. Sub-delegation

- (1) The Accounting Officer may in terms of section 79 of the MFMA sub-delegate any supply chain management powers and duties, including those delegated to the Accounting Officer in terms of this policy, but any such sub-delegation must be consistent with legislation, this policy and subparagraph (2) of this paragraph.
- (2) The power to make a final award with a transaction value: -
 - (a) above R 10 000 000 may not be sub-delegated;
 - (b) of R 300 000, but not exceeding R 10 000 000, may be sub-delegated but only to a bid adjudication committee of which the chief financial officer is the chairperson and at least 3 (three) senior managers are members and present at the consideration and all are in favour of the award; and
 - (c) up to R 300 000 may be sub-delegated to an official.
- (3) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated to make a final award in a competitive bidding process, otherwise than through the committee system provided for in paragraph 8 of the SCM policy.

4. Supply Chain Management Unit (SCM Unit)

The SCM Unit operates under the Finance Directorate, and the Manager: SCM reports directly to the Chief Financial Officer.

5. Range of Procurement processes

- (1) The procurement of goods and services will be procured as follows: -
- (a) petty cash purchases up to a transaction value of R 100. The Chief Financial Officer or senior manager can approve petty cash purchases up to an amount of R 500 per transaction in exceptional cases;
 - (b) a documented verbal quotation for purchases below R 2 000 which are not petty cash purchases;
 - (c) 3 (three) formal written quotations where the transaction value is between R 2 000 to R 300 000;
 - (d) a competitive bidding process is required for: -
 - (i) procurement for transactions above a value of R 300 000; and
 - (ii) the procurement of long-term contracts.
- (2) The Accounting Officer may in writing lower, but not increase, the threshold values specified in (1) above.
- (3) Goods or services may not be split into parts or items of a lesser value to avoid complying with the requirements of this Policy.
- (4) When determining transaction values, the procurement of goods or services consisting of different parts or items must be treated and dealt with as a single transaction.

6. Bid Documents

The bid documents as prescribed by National Treasury include the *General Conditions of Contract*.

7. Bid Committee Structures

The following committees have been established:

- (i) A Bid Specification Committee
- (ii) A Bid Evaluation Committee
- (iii) A Bid Adjudication Committee

COMPOSITION OF COMMITTEES

- (i) **Bid Specification Committee** - The Accounting Officer appoints members to the Bid Specification Committee for each tender.

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Line Manager	Manager responsible for the function involved will serve as Chairperson.
Ms L.J Jass-Holmes	Practitioner: Supply Chain Management
When appropriate	External Specialist Advisor
Secundi	
Ms P Kana	Supply Chain Management

The following table details the number of Bid Specification Committee meetings held for the quarter under review:

<u>Period</u>	<u>Bid Specification Committee</u>	<u>No. of Meetings</u>	<u>No. of Items</u>	<u>No. of Agendas</u>
1st Quarter	July 2024 – Sep 2024	16	28	16
2nd Quarter	Oct 2024 – Dec 2024	11	15	11
3rd Quarter	Jan 2025 – March 2025	13	17	13
4th Quarter	Apr 2025 – June 2025	5	6	5
	Total	45	66	45

- (ii) **Bid Evaluation Committee** - The following members have been appointed by the Accounting Officer:

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Mrs. J. Ladouce (1 st Quarter)	Manager: Income Services (Chairperson)
Mr. TH Carstens	Manager: Human Resources(Chairperson)
Mrs. A. Swarts	Manager: IDP, Communication & PMS
Ms. L Deutenen	Practitioner: Supply Chain Management
Secundi	
Mr Corné Franken	Manager: Expenditure services (Secundi)
Mr. U. Nakasa	Manager: Income Services

NB. Mrs. J. Ladouce was the chairperson of the BEC for the first quarter of the 2024/2025 financial year, after which Mr. TH Carstens was appointed and assumed the chairmanship position of the BEC to date.

The following table details the number of Bid Evaluation Committee meetings held for the quarter under review.

<u>Period</u>	<u>Bid Evaluation Committee</u>	<u>No. of Meetings</u>	<u>No. of Items</u>	<u>No. of Agendas</u>
1st Quarter	July 2024 – Sep 2024	3	9	3
2nd Quarter	Oct 2024 – Dec 2024	6	27	6
3rd Quarter	Jan 2025 – March 2025	8	31	8
4th Quarter	Apr 2025 – June 2025	8	23	8
	Total	25	90	25

(iii) **Bid Adjudication Committee** – The following members have been appointed by the Accounting:

<u>NAMES</u>	<u>DEPARTMENT / SECTION</u>
Mr. M. Shude (July 2024– Dec 2024)	Chief Financial Officer (Chairperson)
Mr. A. Mati	Acting Chief Financial Officer (Chairperson)
Mr. A.W.J. Everson	Director: Corporate Services
Ms. C.O. Matthys	Director: Strategy & Social Development
Mr. M. Mgajo	Director: Community Services
Vacant post	Director: Engineering Services
Mr. S. Ngcongolo	Manager: Supply Chain Management
Secundi	
Mrs L. Jass-Holmes	Practitioner: Supply Chain Management

NB. Mr M. Shude was the chairperson of the BAC from July 2024 until December 2024. After which Mr A. Mati was appointed as a chairperson for the BAC from 9 December 2024 to date.

The following table details the number of Bid Adjudication Committee meetings held for the quarter under review:

<u>Period</u>	<u>Bid Adjudication Committee</u>	<u>No. of Meetings</u>	<u>No. of Items</u>	<u>No. of Agendas</u>
1st Quarter	July 2024 – Sep 2024	3	9	3
2nd Quarter	Oct 2024 – Dec 2024	6	27	6
3rd Quarter	Jan 2025 – March 2025	8	31	8
4th Quarter	Apr 2025 – June 2025	8	23	8
	Total	25	90	25

8. Verbal price quotations

The procurement of goods or services by means of a verbal quotation referred to in paragraph 14(1)(b) is as follows:-

- (a) a verbal quotation may only be obtained for a transaction of a value of not more than R 2 000 (two thousand rand);
- (b) quotations must be obtained from at least one service provider preferably from, but not limited to, service providers whose names appear on the list of accredited service providers of the Municipality. If quotations are obtained from a service provider who is not listed, such service provider must supply the information as set out in paragraph 16 of this Policy; and
- (c) if a quotation was obtained verbally, the order may only be placed after written confirmation of such quotation and the required information have been received from the service provider.

9. Formal written price quotations

The procurement of goods or services through formal written price quotations referred to in paragraph 14(1)(c) is as follows:-

- (a) quotations must be obtained in writing from the different providers whose names appear on the list of accredited service providers of the Municipality;
- (b) in the case of specialised plant, machinery and vehicles, quotations may be obtained from providers who are not listed, provided that such providers supply the information as set out in paragraph 16 of this Policy;
- (c) if it is not possible to obtain at least 3 quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official(s) designated by the Chief Financial Officer. Documentary proof must be provided that quotations have been requested;
- (d) the official(s) referred in (c) above must within 3 days after the end of each month report to the Chief Financial Officer on any approvals given during that month by that official(s); and
- (e) the names of the service providers and their written quotations must be recorded.

10. Further Procedures: formal written quotations

In addition to paragraph 19, the following must also be taken into account regarding formal written price quotations:-

- (a) all transactions in excess of R 30 000 that are made by means of written quotations, must be advertised for at least 7 calendar days on the website and official notice board;
- (b) where the quotations have been invited via the notice board and website of the Municipality, no additional quotations need to be obtained should the number of responses be less than 3 quotations;
- (c) when using the list of accredited service providers, the Municipality must:-
 - (i) promote ongoing competition amongst the providers, including by inviting providers to submit quotations on a rotational basis;
 - (ii) promote the objectives of the Broad-Based Black Economic Empowerment Act;
 - (iii) apply the Preferential Procurement Policy Framework Act and any applicable regulations; and
 - (iv) promote the goals as identified by Council;
- (d) the Accounting Officer must take all reasonable steps to ensure that the procurement of goods and services through formal written price quotations is not abused;
- (e) the Accounting Officer must on a monthly basis be notified in writing of all formal written quotations accepted by an official acting in terms of a sub-delegation;
- (f) offers below R 30 000 must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;
- (g) acceptable offers, which are subject to the preference points system (PPPFA and associated regulations), must be awarded to the bidder who scored the highest points;
- (h) a proper record must be kept of the received written quotations;
- (i) the goals of Council must be taken into account before offers/quotations are awarded; and
- (j) in the case of construction works, where required a site inspection may be conducted before the close of the quotation due date to ensure that providers understand the scope of the project and that they comply with the conditions and requirements.

11. CAPITAL PROJECTS FOR THE PERIOD

The capital projects of the Municipality (table below) show consistent flow of tenders required throughout the financial year:

Tender No.	Name of Contractors	Tender Description	Total Amount
TE 12/2024	Inzalo UMS (PTY) Ltd	Provision of services for the disconnection and re-connection of municipal services for a period of three (3) years	R15 000 per 50 Disconnections / Reconnections
TE 19/2024	Qhawekasi Global (PTY) Ltd	Compilation and maintenance of the General Valuation and Supplementary Valuation Roll for a period of 5 years	Price per unit
TE 40/2023	Africoast Consulting (PTY) Ltd EFG Engineers (PTY) Ltd Invictus Engineering Services IX Engineers (PTY) Ltd Lyners JPCE JV Quantra Consulting SA Royal Mndawe Holdings (PTY) Ltd t/a Romh Consulting Sirocon International (PTY) Ltd WEC Consult (PTY) Ltd	Appointment of Consulting Engineering services for various projects for a 3-year period	Rates per service
TE 22/2024	Surtie Supply and Services	Development of Ashton Silos Cemetery Expansion	R451 876.68
Sita Transversal Contract RFB 740/2020- laptops	Siraha Group (PTY) Ltd	Sita Transversal Contract RFB 740/2020- laptops	R119 665.86
TE 40/2023	Lyners JPCE (JV)	Professional Services, Updating the Water and Sewer Master Plan	R3 061 645.00
TE 40/2024	IX Engineers (PTY) Ltd	Professional Services, Upgrade of Roads in Ashton and Montagu	R1 610 575.00
TE 04/2024	VE RETICULATION (PTY) LTD	SUPPLY, INSTALL AND COMMISSION HIGH MAST LIGHTS IN ZOLANI AND RIEMVASMAAK	R684 304.74
TE 22/2024	SURTIE SUPPLY AND SERVICES	DEVELOPMENT OF ASHTON SILOS CEMETRY EXPANSION	R451 876.68

Tender No.	Name of Contractors	Tender Description	Total Amount
TE 40/2023	LYNERS JPCE JV	APPOINTMENT REPORT: PROFESSIONAL SERVICES, UPDATING THE WATER AND SEWER MASTER PLAN	R3 061 645.00
TE 40/2024	IX ENGINEERS (PTY) LTD	APPOINTMENT REPORT: PROFESSIONAL SERVICES, UPGRADE OF ROADS IN ASHTON AND MONTAGU	R1 610 575.00
TE 40/2025	WEC CONSULT (PTY) LTD	APPOINTMENT REPORT: PROFESSIONAL SERVICES, FOR THE UPGRADING OF PUBLIC DROP OFF, MCGREGOR	R213 520.50
TE 40/2026	LYNERS JPCE JV	APPOINTMENT REPORT: PROFESSIONAL SERVICES, UPGRADING OF MCGREGOR WTW	R2 086 243.75
TE 40/2027	LYNERS JPCE JV	APPOINT REPORT: PROFESSIONAL SERVICE PROVIDER FOR THE WATER PIPELINE REPLACEMENT IN BONNIEVALE, LANGEBERG MUNICIPALITY	R913 330.00
TE 33/2024	KADDON PROJECTS CC	TENDER 33/2024: SUPPLY ,DELIVERY & INSTALLATION OF HIGH MAST LIGHTS AT KING ADWARD SPORT FIELD MONTAGU	R721 050.00
TE 52/2024	ALTRON DIGITAL BUSINESS, A DIVISION OF ALTRON TMT (PTY) LTD	TENDER 52/2024: SUPPLY AND DELIVERY OF A STORAGE DISK SHELF	R281 890.16
TE 35/2024	SHARON ROSE TRADING CC JONTY ENGINEERING AND TRADING	TENDER 35/2024: SUPPLY AND INSTALLATION OF PERIMETER FENCING / WALLING, FOR PERIOD OF THREE (3) YEARS	RATES BASED TENDER
TE 60/2024	AMG CONNEKT (PTY)	TENDER 60/2024: THE PROVISION OF PROJECT READINESS ASSESSMENT AND INSTALLATION OF LOCAL AREA NETWORK FIBRE TO HIGH MAST SITES	R270 771.33

Tender No.	Name of Contractors	Tender Description	Total Amount
TE 51/2023	MIDAS TOUCH PROMOTIONS STARTUNE (PTY) LTD VIDA E SPORTS (VIDA E SPORT (PTY) LTD BLAIZE CREATIONS T/A GEORGINA CMT BUCLER INDUSTRIAL SUPPLIERS (PTY) LTD GOSAFE TRADING MASANA CLOTHING ROBERTS SUPPLIER (PTY) LTD PIENAAR BROTHERS (PTY) LTD PLATINUM SUPPLIERS SAFETY PROTECTIVE CLOTHING	TENDER 51/2023: SUPPLY AND DELIVERY OF A SAFETY CLOTHING, TEXTILE, FOOTWARE AND LEATHER FOR THE LANGEBERG MUNICIPALITY, FOR A PERIOD OF THREE CONSECUTIVE YEARS	RATES BASED TENDER
TE 51/2024	MOTLA CONSULTING ENGINEERS	SUPPLY AND INSTALL SOLAR AND BACKUP POWER MUNICIPAL BUILDINGS FOR LANGEBERG MUNICIPALITY	R223 267.33
TE 53/2024	FIRST TECHNOLOGY WESTERN CAPE (PTY) LTD	SUPPLY AND DELIVERY OF SOFTWARE LICENCES	R4 710 717.18
TE 59/2024	ACFOIS (PTY) LTD	THE PROVISION OF A PROJECT READINESS ASSESMENT, AND INSTALLATION OF A TWO-WAY DIGITAL RADIO COMMUNICATION NETWORK	RATE BASED TENDER
TE 32/2024	PERFECT BOUNCE	DESIGN AND CONSTRUCTION OF NEW NETBALL COURT, ZOLANI SPORTGROUNDS	R981 425.07
TE 54/2024	MINKIGEN (PTY) LTD	UPGRADE OF INTERSECTION BETWEEN BATH- AND CROSS STREET IN MONTAGU	R3 340 942.80
TE 23/024	ABSA	PROVISION OF BANKING SERVICES FOR A PERIOD OF 5 YEARS WITH EFFECT FROM 01 JULY 2025 OR NEEAREST PRACTICAL DATE AS DETERMINED BY THE CHIEF FINANCIAL OFFICER	TARIFFS RATE BASED

Tender No.	Name of Contractors	Tender Description	Total Amount
TE 49/2024	POWER COMMERCIALS (PTY) LTD	SUPPLY AND DELIVERY OF A NEW JETTING COMBI TRUCK	R3 997 500.00
TE 31/2024	MEMOTEK TRADING CC LUDIFY SUPPLIERS (PTY) LTD	SUPPLY, DELIVERY AND INSTALLATION OF EQUIPMENT FOR COMMUNITY FACILITIES	RATES BASED TENDER
TE 61/2024	LWAZI CONSTRUCTION	CONSTRUCTION LOW WATER BRIDGE OVER HOUTBAAI RIVER MCGREGOR	R 1 332 292.31
TE 24/2024	2ACS SERVICES PTY LTD AGUA AFRICA CC BIO (PTY) LTD CHLORCAPE (PTY) LTD MEMOTEK TRADING CC METSU CHEM IKAPA (PTY) LTD POWERCOMM SOLUTIONS (PTY) LTD PROTEA CHEMICALS A DIVISION OF OMNIA GROUP (PTY) LTD SECOND OPINION CONSULTING SITUC PROJECTS UDEC THERMAL (PTY) LTD WETSPEC CC ZANA MANZI SERVICES	SUPPLY AND DELIVERY OF WATER PURIFICATION CHEMICALS RELATED SERVICES, FOR A PERIOD OF THREE YEARS.	RATE BASED TENDER
TE 36/2024	TRENCHLESS TECHNOLOGIES (PTY) LTD	PIPE REPLACEMENT USING CONVENTIONAL AND TRENCHLESS METHODS, (RATES BASED) FOR A PERIOD OF THREE YEARS	RATE BASED TENDER
TE 36/2024	MARTIN & EAST (PTY) LTD	PIPE REPLACEMENT USING CONVENTIONAL AND TRENCHLESS METHODS, (RATES BASED) FOR A PERIOD OF THREE YEARS	RATE BASED TENDER
TE 36/2024	PLANET EARTH CONSTRUCTION CC	PIPE REPLACEMENT USING CONVENTIONAL AND TRENCHLESS METHODS, (RATES BASED) FOR A PERIOD OF THREE YEARS	RATE BASED TENDER

Tender No.	Name of Contractors	Tender Description	Total Amount
TE 36/2024	EXEO KHOKELA ENGINEERING CONSTRUCTION (PTY) LTD	PIPE REPLACEMENT USING CONVENTIONAL AND TRENCHLESS METHODS, (RATES BASED) FOR A PERIOD OF THREE YEARS	RATE BASED TENDER
TE 01/20525	TESS ENGINEERS RSA (PTY) LTD	MAINTENANCE WORK AT THE ASHTON WATER TREATMENT WORKS	R 5 090 938.17
TE 03/2025	WEC-CONSULT (PTY) LTD	COMPILATION OF DAM SAFETY INSPECTION REPORT FOR MONTAGU BOTTOM DAM, MONTAGU TOP DAM, ASHTON DAM, MCGREGOR VAALDAM, ROOI DAM AND NEW DAM.	R 323 106.88
TE 58/2024	ALUMANYE (PTY) LTD	REFURBISHMENT OF ROOF AT THE MONTAGU MUNICIPAL OFFICE	R 321 200.00
TE 57/2024	LUDIFY SUPPLIERS	MAINTENANCE AND REPAIRS, ROBERTSON MUNICIPAL OFFICES, LANGEBERG MUNICIPALITY	R 187 061.88
TE 64/2024	BATSINI (PTY) LTD	CONSTRUCTION FOR THE UPGRADING OF VARIOUS ROADS IN ASHTON AND MONTAGU	R 19 037 636.48
TE 63/2024	JPCE (PTY) LTD	PROVISION OF PROFESSIONAL SERVICES: EXTERNAL AUDITING OF WASTE DISPOSAL FACILITIES AT ASHTON, MONTAGU, BONNIVALE AND MCGREGOR, OVER A PERIOD OF THREE YEARS	R 770 112.35
TE 65/2024	BOLAND RISK SOLUTIONS (PTY) LTD	SECURITY ALARMS MONITORING SERVICES AND ARMED RAPID RESPONSE FOR 10 X LIBRARIES FOR A PERIOD OF THREE (3) YEARS, LANGEBERG MUNICIPALITY	R 144 900.00
SITA -RFB 740/2020	GRAYLINK MEDIA	SUPPLY AND DELIVERY OF PRINTER INK AND TONER CARTRIDGES	R 178 946.90
TE 40/2023	LYNERS JPCE JV	PROFESSIONAL SERVICES, UPGRADE OF EXISITING WATER TREATMENT WORKS BONNIEVALE – LANGEBERG MUNICIPALITY	R8 141 474.45

Tender No.	Name of Contractors	Tender Description	Total Amount
TE 40/2023	WEC-CONSULT (PTY) LTD	PROFESSIONAL SERVICES: DEVELOP SPECIFICATIONS AND DEVELOP DATA CAPTURING SYSTEMS FOR CONSOLIDATION OF INFORMATION FOR MONTHLY REPORTING	R138 575.00
SITA RFB 740/2020	EZEVEE COMPUTER SOLUTIONS	SUPPLY, DELIVERY AND INSTALLATION OF A MULTI-FUNCTION PRINTER (MFP) AND SEALER	R 483 290.95
TE 40/2023	IX ENGINEERS (PTY) LTD	PROFESSIONAL SERVICES: UPDATING OF THE LANGEBERG MUNICIPALITY WATER SERVICES INSTITUTIONAL PLANS AND AUDITS	R2 846 227.00
TE 40/2023	INVICTUS ENGINEERING SERVICES	PROFESSIONAL SERVICES: UPGRADING OF BREEDE RIVER RAW WATER PUMPSTATION IN ASHTON, LANGEBERG MUNICIPALITY	R1 411 050.00

12. Central Supplier Database

Langeberg Municipality is using service providers registered on the Central Supplier Database for all its procurement.

13. Recommendation / Aanbeveling

That the content of the report be noted

Dat kennis geneem word van die inhoud van die verslag

STOCKTAKING 2024/25 FINANCIAL YEAR ~ OPERATING STORES (6/1/1) DIRECTOR FINANCIAL SERVICES(CFO)

Purpose of report

To submit a report to Council regarding the stocktaking at the Municipal Stores for the 2024/25 financial year.

Background

The official stock take was carried out at the Langeberg Municipality's Central Store from 17 – 30 June 2025 and Internal Audit informed the Auditor –General of the dates of the stock take.

Financial Interns and temporary workers were made available to partake in the stock count as independent officials to formally confirm that inventory records are complete and confirm the existence and condition of the inventory on 30 June 2025. The stock take also identifies obsolete and/or unusable inventory and serves as a basis for the compilation of the annual financial statements in terms of inventory presentation and disclosure. The stock take also confirms the reliability of the municipality's inventory system and identifies areas for improvement, as needed.

In instances, where discrepancies still existed after the 2nd count, as part of investigating the difference, another recount was performed, and appropriate evidence was obtained to consider in the counting of the stock items and resolving differences.

Journals have been compiled, reviewed and captured in the financial system, for shortage, surplus and damaged stock.

The total difference (surplus/shortage) represents .0,27 % of the total stock value.

The following reports are included in the report, as identified on 30 June 2025:

- Slow moving stock
- The 20 highest value stock items
- Damaged and unusable stock
- Dormant Stock
- Stock Surplus and Shortages
- Relevant documentation **attached to this report.**

Comments

Please note that there are capital spares for Infrastructure that are held at the stores, which are not included in the stock value as they are part of the Asset Register, to the value of:

Electrical	R8,028,652.19
Water	R 295,071.41

The biggest challenges with regards to inventory currently held at the store relate to electrical cable, conductor and wire, as not all these items are pre-marked and/or cannot be marked and due to the weight and length not all can be physically measured.

Recommendation / Aanbeveling

That the stock-take report of the Municipal Stores for the 2024/25 financial year be accepted.

Dat die voorraadopname verslag van die Munisipale Store vir die 2024/25 finansiële jaar aanvaar word.

MUNICIPAL ASSETS WRITE-OFF – FINANCIAL YEAR ENDED 30 JUNE 2025: DIRECTOR: FINANCIAL SERVICES (CFO)

Purpose of Report

To submit a report to Council on the write-off of municipal assets for noting.

Background

Asset write-offs are essential for maintaining accurate financial records and ensuring transparency. The process involves obtaining approval or notification of occurrence in cases, such as theft, from either the Council or the Municipal Manager. Once approved or noted, the assets are removed from the register.

Legal Framework

Section 14 of the Local government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

- (1) A municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.
- (2) A municipality may transfer ownership or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public
 - a. (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
 - b. has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.
- (3) A decision by a municipal council that a specific capital asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset has been sold, transferred or otherwise disposed of.

Reasons for Asset Write-Offs

In terms of the approved asset management policy, the only valid reasons for asset write-offs, apart from asset sales during alienation, are as follows:

1. Loss: When an asset is lost and cannot be recovered.
2. Theft: When an asset is stolen and cannot be retrieved.
3. Destruction: When an asset is damaged beyond repair.
4. Material Impairment: When an asset's value significantly decreases due to impairment (e.g., obsolescence, wear and tear).
5. Decommissioning: When an asset is no longer in use and is permanently retired.

Write-offs in the Municipality

The only write-offs that occurred during the specified period were related to insurance claims and decommissioning of infrastructure assets. These write-offs are summarized in the attached annexure.

Aanbeveling / Recommendation

That the contents of the report on asset write-offs is noted by Council.

DISCIPLINARY CASE: CLLR JG STEENKAMP (P/L JG STEENKAMP) (SPEAKER)

Purpose of report

To submit to Council for consideration a report around the disciplinary hearing of Cllr JG Steenkamp.

Background

Council at its meeting of 4 December 2024 under item A4831 resolved as follow:

"That Council note the disciplinary process and that the matter will be referred to the Disciplinary Committee of Council."

Comments

The disciplinary hearing started on Wednesday, 16 July 2025.

The following is the contents of an e-mail dated 23 July 2025 received from the Chairperson, Mr TB Vorster on the matter:

"U versoek vir die opsomming van gebeure insake die uitstel van die verrigtinge van die dissiplinêre verhoor van Rdl J Steenkamp, verwys.

Op 16 Julie 2025 het Adv Gert van Niekerk, die verteenwoordiger van Rdl J Steenkamp, aanvanklik twee punte in limine gebring, wat ons as lede van die dissiplinêre komitee, oorweeg het en daarna verwerp het.

Met die aanvang van die middag sessie het van Niekerk weer ses (6) sogenaamde punte in limine gebring wat een vir elke klagte was soos op die klagstaat gelees, wat opsommend handel met sy bewering dat die klagstate gebrekkig is en sy kliënt gevolglik nie kan pleit nie.

Ons as dissiplinêre komitee lede het al ses (6) aansoeke weer verwerp, hoofsaaklik omdat dit handel met substantiewe billikheid, wat hy as argumente kan bring na aanhoor van getuies, en nie met proseduriële aspekte nie en dat in limine net handel met proseduriële aspekte.

Met aanvang van verrigtinge op 17 Julie 2025 het ek begin deur om amptelik vir Rdl J Steenkamp te vra om te pleit, wat hy toe formeel op rekord doen as "onskuldig op al ses klagtes"

Kort hierna het Rdl Gxowa my versoek om die verrigtinge te stop en my eenkant geroep en my meegedeel dat hy instruksie gekry het van sy hoofswep Rdl Januarie, om te bedank as lid van die dissiplinêre komitee of anders was hy aan gesê om slegs ten gunste van Rdl J Steenkamp te besluit, met aanhoor van getuienis.

Ek het hom na die Speaker geneem en hom versoek om dit aan haar te herhaal, waarna hy bedank het per beëdigde verklaring en die Speaker het die Raadsbesluit van Desember 2024 ingehandig sodat Rdl Felix as Secundus kon instaan soos hy benoem was.

Ek het die verrigtinge weer amptelik begin en die bedanking van Rdl Gxowa aangekondig en die vervanging deur Rdl Felix bevestig.

Van Niekerk het heftige beswaar ingedien dat as gevolg van die koalisie wat die DA Raadslede gevorm het met die twee ander politieke partye vir wie Rdl Grootboom en Rdl September verteenwoordig, word Rdl Felix se neutraliteit betwyfel en mag hy nie optree nie.

Nadat ek bevestig het dat die teenwoordigheid van Rdl Grootboom en September en myself nie betwyfel word nie (op rekord), het ons die Speaker besoek en saam het ons besluit om eerder die verrigtinge te verdaag en hervat die verhoor op 27, 28 en 29 Augustus 2025 en ons beskou die geleentheid vir aansoeke vir in limine punte as verstreke."

Submitted to Council for consideration