

## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL, ON WEDNESDAY, 19 NOVEMBER 2025 AT 10:00

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**PRESENT:** The Deputy Executive Mayor, Ald GC Combrink (Acting Executive Mayor)  
(In the chair)

**Councillors:** D America  
MA Andreas  
AMB Appollis  
LC Arendse  
E Baron  
L Cyster  
Ald RA Koegelenberg  
EA Solomons  
LT van Niekerk

**ALSO PRESENT:** Ald JF le Roux (Speaker)  
Ald C Kearns (Chief Whip)

**Officials:** Dr JH Leibbrandt (City Manager)  
Mr B Brown (Chief Financial Officer)  
Mr S Johaar (Executive Director: Corporate and Planning Services)  
Ms E Barnard (Executive Director: Public Safety)  
Mr L Pienaar (Executive Director: Engineering Services)  
Mr F Rhoda (Acting Executive Director: Community Services)  
Ms R Jaftha (Chief Audit Executive)  
Ms N October (Snr Manager: Legal and Administrative Services)  
Mr D Delaney (Senior Manager: Spatial Planning and Environmental Management)  
Ms R Geldenhuys (Manager: Communication and Marketing)  
Ms C September (Manager: IDP, Research and Development)  
Mr G Dippenaar (Chief Risk Officer)  
Mr FP Goosen (Manager: Administrative Support Services)



## DRAKENSTEIN MUNICIPALITY

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**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

- |    |                                      |   |              |
|----|--------------------------------------|---|--------------|
| 1. | Cllr SE Korabie, the Executive Mayor | - | Apology; and |
| 2. | Cllr J Miller                        | - | Apology.     |

**2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR**

None.

**3. CONFLICT OF INTERESTS BY COUNCILLORS/OFFICIALS**

None.

**4. CONSIDERATION OF URGENT MATTERS, REPORTS, COMMUNICATIONS AND PETITIONS**

None.

**5. CONFIRMATION OF MINUTES**

The minutes of the following meetings of the Mayoral Committee were confirmed as correct:

- (i) Ordinary meeting held on 22 October 2025; and
- (ii) Confidential meeting held on 22 October 2025.



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**6. GOVERNANCE, PLANNING, ECONOMIC DEVELOPMENT AND IMPLEMENTATION SUPPORT**

<b>6.1 CUSTOMER SERVICES CHARTER</b>
<b>KLIËNTEDIENS HANDVES</b>
<b>WEENKONZO ZABATHENGI</b>

The Mayoral Committee requested that the Charter be workshopped with the Mayoral Committee and thereafter submitted to the Mayoral Committee and Council for consideration.

**RESOLVED that**

The Charter be referred back.

Meeting: MC –19/11/2025		Submitted by Department: IDP, Research and Development	
Ref No: 2/2/5		Author/s: C September	
Coll No: 2325458		Referred from: Corp and Gov Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:
	Re-submit Item	Manager: IDP, Research and Development	

<b>6.2 APPOINTMENT OF NEW INTERNAL AND EXTERNAL MEMBERS TO SERVE ON THE DRAKENSTEIN MUNICIPAL PLANNING TRIBUNAL</b>
<b>AANSTELLING VAN NUWE INTERNE EN EKSTERNE LEDE OM OP DIE DRAKENSTEIN MUNISIPALE BEPLANNINGSTRIBUNAAL TE DIEN</b>
<b>UKUQESHWA KWAMALUNGU AMATSHA ANGAPHAKATHI NANGAPHANDLE UKUBA ASEBENZE KWINKUNDLA YOCWANGCISO LUKAMASIPALA WASEDRAKENSTEIN</b>

**RECOMMENDED that**

- The following candidates be appointed to serve as external members on the Drakenstein Municipal Planning Tribunal from 01 January 2026 until 31 December 2031:

- Ntombizanele Dywibiba;
- Peter Ahmad;
- Michelle Horn; and
- Liza Malan.



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2. The appointment of the following internal municipal officials as members of the Drakenstein Municipal Planning Tribunal be extended with another five (5) years from 01 January 2026 until 31 December 2031, or until they are no longer in the employ of Drakenstein Municipality:
  - Louis Pienaar as the new Chairperson;
  - David Delaney as the new Deputy Chairperson; and
  - Bradley Brown.
  
3. The approved remuneration of the external members be limited to a maximum claim of two (2) hours for preparation time at a cost of R605 per hour, a maximum claim of four (4) hours for a meeting at a cost of R1 210 per hour, and a travelling cost as per the SARS reimbursement Travel Rate for private vehicles; and
  
4. The Land Development Management Division proceed with the advertisement of the names of the new members in the Provincial Gazette.

Meeting: MC -19/11/2025	Submitted by Department: Corporate and Planning Services
Ref No: 3/3/1/3/21	Author/s: R Mowzer
Coll No: 2321520	Referred from: Plan and Dev Portf-18/11/2025
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

**6.3 DRAFT INFORMAL ECONOMY BYLAW**

**KONSEP INFORMELE EKONOMIE VERORDENING**

**UYILO LOMTHETHO KAMASIPALA WOQOQOSHO OUNGKHO SIKWENI**

The Mayoral Committee requested that the Bylaw be referred to a workshop with all the councillors.

**RESOLVED that**

The Draft Informal Economy Bylaw be referred back.

Meeting: MC -19/11/2025	Submitted by Department: Corporate and Planning Services
Ref No: 1/4/2/36	Author/s: M Mlangeni
Coll No: 2323696	Referred from: Plan and Dev Portf-18/11/2025
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>
	Re-submit item
	ED: Corporate & Planning Services

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<b>6.4</b>	<b>POSSIBLE FUTURE DEVELOPMENT OF THE BOLAND PARK PRECINCT (WARDS 27 AND 33)</b>
	<b>MOONTLIKE TOEKOMSTIGE ONTWIKKELING VAN DIE BOLAND PARK OMGEWING (WYKE 27 EN 33)</b>
	<b>UPHUHLISO OLUNOKWENZEKA LWEXESHA ELIZAYO LWENDAWO YASEBOLAND PARK (IIWADI 27 KUNYE NE-33)</b>

RESOLVED that

The item be referred back for further refinement.

Meeting: MC –19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No: 17/5/R/2		Author/s: W Hendricks	
Coll No: 2318421		Referred from: Plan and Dev Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:
	Re-submit item	ED: Corporate & Planning Services	

**7. CORPORATE SERVICES**

<b>7.1</b>	<b>LLF MINUTES: 25 SEPTEMBER 2025</b>
	<b>LLF NOTULES: 25 SEPTEMBER 2025</b>
	<b>LLF IMIZUZU: 25 SEPTEMBER 2025</b>

RESOLVED that

The Local Labour Forum (LLF) minutes of 25 September 2025 be noted.

Meeting: MC –19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No:		Author/s: F Goosen	
Coll No:		Referred from: LLF – 25/09/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:





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<b>7.2</b>	<b>PROPOSED SCHEDULE OF MEETING DATES FOR COUNCIL, MAYORAL COMMITTEE AND OTHER COMMITTEES OF COUNCIL: 2026</b>
	<b>VOORGESTELDE SKEDULE VAN VERGADERDATUMS VIR DIE RAAD, BURGEMEESTERSKOMITEE EN ANDER KOMITEES VAN DIE RAAD: 2026</b>
	<b>ISINDULULO SOLUHLU LWENTSUKU SENTLANGANISO YEBHUNGA, IKOMITI KASODOLOPHU KUNYENEZINYE IKOMITI ZEBHUNGA: 2026</b>

**RECOMMENDED that**

1. The proposed Council Meeting Program and schedule for 2026 (Annexure A to the departmental report) be approved; and
2. The Speaker and Executive Mayor in consultation with the City Manager be mandated to adjust the meeting dates as needed as a result of changing circumstances.

Meeting: MC –19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No: 3/3/2		Author/s: F Goosen	
Coll No: 2306379		Referred from:	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>7.3</b>	<b>OCCUPATIONAL HEALTH AND SAFETY POLICY</b>
	<b>BEROEPSGESONDHEID EN VEILIGHEIDSBELEID</b>
	<b>UMGAQO-NKQUBO WEZEMPILO NOKHUSELEKO EMSEBENZINI</b>

**RECOMMENDED that**

The amendments to the reviewed Occupational Health and Safety Policy be approved.

Meeting: MC –19/11/2025		Submitted by Department: Corporate and Planning	
Ref No: 4/P		Author/s: N Matolengwe	
Coll No: 2267894		Referred from: Corp and Gov Portf – 18/11/2025	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>



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<b>7.4</b>	<b>IMPLEMENTATION PROGRESS REPORT ON MUNICIPAL MINIMUM COMPETENCY LEVELS (MMCL) FOR SENIOR MANAGERS: NOVEMBER 2025</b>
	<b>MAANDELIKSE IMPLEMENTERINGSVORDERINGSVERSLAG TEN OPSIGTE VAN MUNISIPALE MINIMUM BEVOEGDHEID VLAKKE (MMBV) VIR SENIOR BESTUURDERS: NOVEMBER 2025</b>
	<b>INGXELO YENKQUBELA EKUPHUNYEZWENI KWENQANABA LEZAKHONO EZISEZANTSI ZIKAMASIPALA (MMCL) KUBAPHATHI ABAPHEZULU: NOVEMBA 2025</b>

**RECOMMENDED that**

1. The report be noted; and
2. The report be submitted to National and Provincial Treasury as prescribed by Regulation 5 of the Government Gazette 40593, dated 3 February 2017.

Meeting: MC –19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No: 1/4/9		Author/s: M Sibeko	
Coll No: 2325831		Referred from:	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>7.5</b>	<b>PROPOSED ALIENATION OF A PORTION OF ERF 593 PAARL TO APEX EDUCATION FOR THE CONSTRUCTION AND ESTABLISHMENT OF A SCHOOL (WARD 19)</b>
	<b>VOORGESTELDE VERVREEMDING VAN 'N GEDEELTE VAN ERF 593 PAARL AAN APEX EDUCATION VIR DIE OPRIGTING EN VESTIGING VAN 'N SKOOL (WYK 19)</b>
	<b>UKUHLUKANISWA OKUCETYWAYO KWENXALENYE YE-ERF 593 PAARL UKUYA KWIMFUNDU EPHAKAMILEYO YOKWAKHIWA NOKUSEKWA KWESIKOLO (WADI 19)</b>

**RESOLVED that**

The item be referred back for further refinement.

Meeting: MC –19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No: 15/4/1 (593)		Author/s: N October	
Coll No: 2323260		Referred from: Corp and Gov Portf-18/11/2025	
<u>PAR</u>	<u>ACTION</u>	<u>RESPONSIBLE DEPT</u>	<u>DUE DATE</u>
	Re-submit item	ED: Corporate & Planning Services	



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<b>7.6</b>	<b>PROPOSED ALIENATION OF A PORTION OF ERF 534 SARON, TO ROOTED TO RISE NPC FOR COMMUNITY DEVELOPMENT AND SOCIAL WELFARE PURPOSES (WARD 30)</b>
	<b>VOORGESTELDE VERVREEMDING VAN 'N GEDEELTE VAN ERF 534 SARON AAN ROOTED TO RISE NPC VIR GEMEENSKAPSDOELEINDES (WYK 30)</b>
	<b>UKUHLUKANISWA OKUCETYWAYO KWENXALENYE YE-ERF 534 SARON, UKUYA KWI-ROOTS TO RISE NPC NGEENJONGO ZOPHUHLISO LOLUNTU KUNYE NENTLALONTLE YOLUNTU (WADI 30)</b>

RESOLVED that

The item be referred back for further refinement.

Meeting: MC -19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No: 15/4/1 (534) S		Author/s: N October	
Coll No: 2316379		Referred from: Corp and Gov Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:
	Re-submit item	ED: Corporate & Planning Services	

<b>7.7</b>	<b>PROPOSED LONG TERM LEASE OF A PORTION OF ERF 10186 PAARL TO THE BETTER LIFE FOR ALL FOUNDATION TRUST FOR COMMUNITY UPLIFTMENT PURPOSES (WARD 22)</b>
	<b>VOORGESTELDE LANGTERMYN HUUR VAN 'N GEDEELTE VAN ERF 10186 PAARL AAN "THE BETTER LIFE FOR ALL FOUNDATION TRUST" VIR GEMEENSKAPSONTWIKKELINGSDOELEINDES (WYK 22)</b>
	<b>ISIVUMELWANO SEXESHA ELIDE ESICETYWAYO SENXALENYE YE-ERF 10186 PAARL KWI-BETTER LIFE FOR ALL FOUNDATION TRUST NGEENJONGO ZOKUPHAKAMISA ULUNTU (WADI 22)</b>

RESOLVED that

The item be referred back for further refinement.

Meeting: MC -19/11/2025		Submitted by Department: Corporate and Planning	
Ref No: 15/4/1 (19519)		Author/s: N October	
Coll No: 2156859		Referred from: Corp and Gov Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:
	Re-submit item	ED: Corporate & Planning Services	





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7.8	PROPOSED ALIENATION OF A PORTION OF ERF 4921 PAARL AND A PORTION OF ERF 14733 PAARL TO MPACT VERSAPAK (PTY) LTD, THE ADJACENT PROPERTY OWNER FOR CONSOLIDATION WITH ITS EXISTING BUSINESS PREMISES (WARD 16)
	VOORGESTELDE VERVREEMDING VAN GEDEELTES VAN ERF 4921 EN 14733 PAARL AAN DIE AANGRENSENDE BESIGHEID, MPACT VERSAPAK (EDMS) BPK VIR KONSOLIDASIE MET DIE BESTAANDE BESIGHEIDSTERREIN (WYK 16)
	UKUHLUKANISWA OKUCETYWAYO KWENXALENYE YE-ERF 4921 PAARL KUNYE NENXALENYE YE-ERF 14733 PAARL KWI-MPACT VERSAPAK (PTY) LTD, UMNINI WEPROPATHI EKUFUTSHANE UKUZE IDITYANISWE NEZAKHIWO ZAYO ZOSHISHINO EZIKHOYO (WADI 16)

**RESOLVED that**

The item be referred to the Mayoral Committee meeting to be held in December 2025.

Meeting: MC –19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No: 15/4/1 (4921)P		Author/s: N October	
Coll No: 2325860		Referred from: Corp and Gov Portf-18/11/2025	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>
	Re-submit Item	Admin	



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<b>7.9</b>	<b>PROPOSED ALIENATION OF A PORTION OF ERF 585 GOUDA FOR THE REGISTRATION OF AN OVERHEAD POWERLINE SERVITUDE AND SERVITUDE AREA THAT WILL BE CONNECTED TO THE EXISTING ELECTRICAL NETWORK OF THE NUWEKLOOF SUBSTATION IN FAVOUR OF ESKOM HOLDINGS SOC LIMITED (WARD 31)</b>
	<b>VOORGESTELDE VERVREEMDING VAN 'N GEDEELTE VAN ERF 585 GOUDA VIR DIE REGISTRASIE VAN 'N OORHOOFSE KRAGLYN SERWITUUT WAT GEKOPPEL SAL WORD AAN DIE BESTAANDE ELEKTRIESE NETWERK VAN DIE NUWEKLOOF SUBSTASIE TEN GUNSTE VAN ESKOM HOLDINGS SOC BEPERK (WYK 31)</b>
	<b>UKUHLUKANISWA OKUCETYWAYO KWENXALENYE YE-ERF 585 GOUDA UKUZE KUBHALISWE INDAWO ENGAPHEZULU KWENTAMBO YOMBANE KUNYE NENDAWO YOBUKHOBOKA EYA KUDITYANISWA NOTHUNGELWANO LOMBANE OLUKHOYO LWESI KHULULO ESISEZANTSI SASENUWEKLOOF UKUZE KUXHASWE NGU-ESKOM HOLDINGS SOC LIMITED (WADI 31)</b>

**RESOLVED that**

The item be referred to the Mayoral Committee meeting to be held in December 2025.

Meeting: Mayco –19/11/2025	Submitted by Department: Corporate and Planning Services
Ref No: 15/4/1 (585) G	Author/s: N October
Coll No: 2086074	Referred from: Corp and Gov Portf-18/11/2025
<u>PAR</u>	<u>ACTION</u>
	<u>RESPONSIBLE DEPT</u>
	<u>DUE DATE</u>
	Re-submit item
	Admin

<b>7.10</b>	<b>PROPOSED ALIENATION OF ERF 31204 PAARL FOR MIXED USE DEVELOPMENT VIA A CALL FOR PROPOSAL PROCESS (WARD 23)</b>
	<b>VOORGESTELDE VERVREEMDING VAN ERF 31204 PAARL VIR GEMENGDE GEBRUIK ONTWIKKELING DEUR MIDDEL VAN 'N VERSOEK VIR VOORSTELLE PROSES (WYK 23)</b>
	<b>UKUHLUKANISWA OKUCETYWAYO KWE-ERF 31204 PAARL YOPHUHLISO LOKUSETYENZISWA OKUXUBENEYO NGENKQUBO YOKUBIZA ISINDULULO (WADI 23)</b>

**RESOLVED that**

The item be referred back for further refinement.

Meeting: Mayco –19/11/2025	Submitted by Department: Corporate and Planning Services
Ref No: 15/4/1 (31204) P	Author/s: N October
Coll No: 2322765	Referred from: Corp and Gov Portf-18/11/2025
<u>PAR</u>	<u>ACTION</u>
	<u>RESPONSIBLE DEPT</u>
	<u>DUE DATE</u>
	Re-submit item
	ED: Corporate & Planning Services



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<b>7.11</b>	<b>PROPOSED ALIENATION OF ERF 3636 PAARL OR A PORTION THEREOF TO THE ADJACENT LANDOWNER OF ERF 3641 PAARL, EBENEZER TRUST, FOR GARDENING PURPOSES (WARD 4)</b>
	<b>VOORGESTELDE VERVREEMDING VAN ERF 3636 PAARL OF 'N GEDEELTE DAARVAN AAN DIE AANGRENSENDE EIENAAR VAN ERF 3641 PAARL, EBENEZER TRUST, VIR TUIN DOELEINDES (WYK 4)</b>
	<b>UKUHLUKANISWA OKUCETYWAYO KWE-ERF 3636 PAARL OKANYE ISAHLULO SAYO KUMNINI-MHLABA OKUFUTSHANE WE-ERF 3641 PAARL, EBENEZER TRUST, NGEENJONGO ZOKULIMA (WADI 4)</b>

RESOLVED that

The item be referred to the Mayoral Committee meeting to be held in December 2025.

Meeting: Mayco –19/11/2025	Submitted by Department: Corporate and Planning Services
Ref No: 15/4/1 (3636) P	Author/s: N October
Coll No: 2327064	Referred from: Corp and Gov Portf-18/11/2025
<u>PAR</u>	<u>ACTION</u>
	Re-submit item
	<u>RESPONSIBLE DEPT</u>
	Admin
	<u>DUE DATE</u>

**8. FINANCE AND PORTFOLIO COORDINATION**

<b>8.1</b>	<b>INDIGENT HOUSEHOLD STATISTICS REPORT AS AT 31 OCTOBER 2025</b>
	<b>DEERNIS HUISHOUDING STATISTIEKEVERSLAG SOOS OP 31 OKTOBER 2025</b>
	<b>INGXELO YAMANANI YEZINDLU ZAMAHLEWEMPU NGBUNJALO NGOMHLA 31 EYEDWARHA 2025</b>

RESOLVED that

The content of the report be noted.

Meeting: MC – 19/11/2025	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: D Heyns
Coll No: 2325107	Referred from: Finance Serv Portf-18/11/2025
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>



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<b>8.2</b>	<b>COUNCILLORS' OUTSTANDING DEBT REPORT AS AT 31 OCTOBER 2025</b>
	<b>RAADSLEDE SE UITSTAANDE SKULDVERSLAG SOOS OP 31 OKTOBER 2025</b>
	<b>INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 31 EYEDWARHA 2025</b>

**RECOMMENDED that**

The content of the report be noted.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: D Heyns	
Coll No: 2325106		Referred from: Finance Serv Portf-18/11/2025	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>8.3</b>	<b>MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 OCTOBER 2025</b>
	<b>MUNISIPALE WERKNEMERS UITSTAANDE SKULDVERSLAG SOOS OP 31 OKTOBER 2025</b>
	<b>ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 31 EYEDWARHA 2025</b>

**RESOLVED that**

The content of the report and the actions implemented by the City Manager, be noted.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: D Heyns	
Coll No: 2324896		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

<b>8.4</b>	<b>WARD-BASED OPERATIONAL PROJECTS POLICY</b>
	<b>WYKSGBASEERDE OPERASIONELE PROJEKTE BELEID</b>
	<b>UMGAQO-NKQUBO WEEPROJEKTHI ZOKUSEBENZA EZISEKELWE KWIIWADI</b>

**RECOMMENDED that**

The changes in the Policy that are in line with Circular 67 be approved.

Meeting: MC – 19/11/2025		Submitted by Department: Community Services	
Ref No: 17/19/5		Author/s: G Veldsman	
Coll No: 2313500		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:





## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
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<b>8.5</b>	<b>WRITING-OFF OF IRRECOVERABLE DEBT REPORT – OCTOBER 2025</b>
	<b>AFSKRYWING VAN ONINVORDERBARESKULDVERSLAG – OKTOBER 2025</b>
	<b>INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – EYEDWARHA 2025</b>

**RECOMMENDED that**

1. An amount of R766,231.40 written-off against the bad debt provision in terms of Council's Writing-off of Irrecoverable Debt Policy for the month of October 2025, be noted; and
2. The accumulated amount of R20,124,131.81 that has been written-off for the first four months of the 2025/2026 financial year be noted.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 5/15/1		Author/s: D Heyns	
Coll No: 2324877		Referred from: Finance Serv Portf-18/11/2025	
<u>PAR:</u>		<u>ACTION:</u>	

8.6	DISPOSAL OF MOVABLE CAPITAL ASSETS AND OTHER ITEMS IN TERMS OF SECTION 14 OF THE MUNICIPAL FINANCE MANAGEMENT ACT			
	VERVREEMDING VAN ROERENDE KAPITALE BATES EN ANDER ITEMS KRAGTENS ARTIKEL 14 VAN DIE WET OP MUNISIPALE FINANSIËLE BESTUUR			
	UKUVUMELWA	KWEENKUBO	ZEZIKHONO	ZENKCAZELO
	NGOKWESIGABA 14 SOMTHETHO WOLAWULO LWEZEMALI KOMASIPALA			

**RECOMMENDED that Council approves**

1. The assets and other items as listed in annexures A to C (attached to the departmental report) are not needed to provide the minimum level of basic municipal services;
2. The book values of the assets and items listed in Annexures A to C (attached to the departmental report) as the fair market values of the assets and the economic and community value to be received in exchange for the assets; and



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3. The selling of the assets and items via a public auction.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/5		Author/s: H Vergotine	
Coll No: 2325612		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

<b>8.7</b>	<b>MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR OCTOBER 2025</b>
	<b>MUNISIPALE WET OP BESTUUR VAN FINANSIES: ARTIKEL 71 MAANDELIKSE BEGROTINGSMONITERINGSVERSLAG VIR OKTOBER 2025</b>
	<b>UMTHETHO WOLAWULO LWEMALI KAMASIPALA: ICANDELO 71 INGXELO YOKUJONGA UHLAHLO LWABIWO-MALI LWENYANGA EYEDWARHA 2025</b>

**RECOMMENDED that**

1. The content of the Section 71 Monthly Budget Monitoring Report for October 2025 and the supporting documentation be noted; and
2. It be noted that the Section 71 Monthly Budget Monitoring Report for October 2025 was submitted to the Executive Mayor; National Treasury and Provincial Treasury on 14 November 2025, being the 10th working day after the end of October 2025.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: A Viola	
Coll No: 2326286		Referred from: Finance Serv Portf-18/11/2025	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>8.8</b>	<b>REPORT ON TENDER AWARDS: OCTOBER 2025</b>
	<b>VERSLAG OOR TENDERTOEkENNINGS: OKTOBER 2025</b>
	<b>INGXELO NGONIKEZELO LWETHENDA: EYEDWARHA 2025</b>

**RECOMMENDED that**

1. The awards above R300,000 that were adjudicated by the Bid Adjudication Committee for the month of October 2025 be noted; and

## DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE**  
**19 NOVEMBER 2025**

2. The tenders and/or contracts and the reasons for the awards as recorded by the Accounting Officer in the departmental report be noted.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/5		Author/s: C Hess	
Coll No: 2324548		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

<b>8.9</b>	<b>REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: OCTOBER 2025</b>
	<b>VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: OKTOBER 2025</b>
	<b>INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: EYEDWARHA 2025</b>

**RECOMMENDED that**

1. In terms of paragraph 35(2) of the SCM Policy, the deviations and the reasons for the deviations for the amount of R2,860,391 (incl. VAT) for October 2025 as recorded by the Accounting Officer under the annexures attached to this report be noted; and
2. The Chief Financial Officer record the accumulated deviation amount of R8,674,283 (incl. VAT) for the financial year in the notes to the 2025/2026 annual financial statements as required by legislation.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/5		Author/s: C Hess	
Coll No: 2324574		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
19 NOVEMBER 20259. CONFIDENTIAL ITEMSFINANCE AND PORTFOLIO COORDINATION

9.1	WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – HANDOVER ACCOUNTS
	AFSKRYF VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGBELEID) – OORHANDIGDE REKENINGE
	UKUCINYWA KWAMATYALA ANGAHLAWULWAYO (5.10 YOMGAQO-NKQUBO WOKUBHALA) - IIAKHAWUNTI ZOKUNIKEZELA

See confidential minutes.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 5/15/1		Author/s: N Keketsi	
Coll No: 2325147		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

9.2	WRITING - OFF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – HANDOVER ACCOUNTS
	AFSKRYF VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGBELEID) – OORHANDIGDE REKENING
	UKUCINYWA KWAMATYALA ANGAHLAWULWAYO (UMGAQO NKQUBO WOKUCINYWA KWAMATYALA 5.10) – I-AKHAWUNTI YOKUNIKEZELWA

See confidential minutes.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 5/15/1		Author/s: N Keketsi	
Collab No: 2280967		Referred from: Finance Serv Portf-19/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:





## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
19 NOVEMBER 2025

<b>9.3</b>	<b>WRITING -OFF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – F COSTA/SON (ACCOUNT NUMBER 120665900201/777770026915)</b>
	<b>AFSKRYF VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGBELEID) - F COSTA/SEUN (REKENINGNOMMER 120665900201/777770026915)</b>
	<b>UKUCINYWA KWAMATYALA ANGAHLAWULWAYO (5.10 LOMGAQO-NKQUBO WOKUBHALA) - F COSTA/SON (INOMBOLO YEAKHAWUNTI 120665900201/777770026915)</b>

See confidential minutes.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 5/15/1		Author/s: D Heyns	
Collab No: 2320399		Referred from: Finance Serv Portf-21/10/2025	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>9.4</b>	<b>WRITING-OFF OF IRRECOVERABLE DEBT (5.10 OF WRITING-OFF POLICY) – HANDOVER PRE-SCRIBED ACCOUNTS</b>
	<b>AFSKRYF VAN ONVERHAALBARE SKULD (5.10 VAN AFSKRYWINGBELEID) – OORHANDIGDE VERJAARDE REKENINGE</b>
	<b>UKUCINYWA KWAMATYALA ANGAHLAWULWAYO (UMGAQO NKQUBO WOKUCINYWA KWAMATYALA 5.10) – II-AKHAWUNTI EZIBHALIWEYO ZANGAPHAMBILI</b>

See confidential minutes.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 5/15/1		Author/s: N Keketsi	
Collab No: 2320421		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
19 NOVEMBER 2025

<b>9.5</b>	<b>DRAKENSTEIN OUTSTANDING DEBTORS REPORT AS AT 31 OCTOBER 2025</b>
	<b>DRAKENSTEIN UITSTAANDE DEBITEUREVERSLAG SOOS OP 31 OKTOBER 2025</b>
	<b>INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 EYEDWARHA 2025</b>

See confidential minutes.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: D Heyns	
Coll No: 2325287		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

<b>9.6</b>	<b>DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 OCTOBER 2025</b>
	<b>DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUURVERSLAG SOOS OP 31 OKTOBER 2025</b>
	<b>INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 EYEDWARHA 2025</b>

See confidential minutes.

Meeting: MC – 19/11/2025		Submitted by Department: Financial Services	
Ref No: 9/1/1/4		Author/s: D Heyns	
Coll No: 2324889		Referred from: Finance Serv Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

<b>10.</b>	<b>URGENT MATTERS</b>
	<b>DRINGENDE SAKE</b>
	<b>IMIBA ENGXAMISEKILEYO</b>

None.



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
19 NOVEMBER 2025**11. ADDITIONAL ITEM: BUNDLE 2****CORPORATE SERVICES**

<b>11.1</b>	<b>ORGANISATIONAL STRUCTURE REVIEW - 2025</b>
	<b>ORGANISASIE STRUKTUUR OORSIG - 2025</b>
	<b>UPHONONONGO LOLWAKHIWO LOMBUTHO - 2025</b>

**RECOMMENDED that**

The following changes on the organisational structure be approved:

**1. MACRO STRUCTURAL CHANGES**

- 1.1 The reviewed organisational structure comprises of the office of the City Manager and four (4) clusters as follows:
  - 1.1.1 Financial Services;
  - 1.1.2 Corporate and Planning Services;
  - 1.1.3 Engineering Services; and
  - 1.1.4 Safety and Community Services.
- 1.2 The merging of the Community Services and Public Safety Departments into a single cluster titled Safety and Community Services;
- 1.3 The reporting line adjustments across all clusters to align with current operational requirements; and
- 1.4 The following functions report directly to the City Manager:
  - 1.4.1 Internal Audit;
  - 1.4.2 IDP, Research and Development;
  - 1.4.3 Risk Management;
  - 1.4.4 Communication and Marketing;
  - 1.4.5 Strategic Performance Management and Monitoring and Evaluation; and
  - 1.4.6 Executive Support.



**DRAKENSTEIN MUNICIPALITY****MINUTES: MAYORAL COMMITTEE  
19 NOVEMBER 2025****2. MICRO STRUCTURAL CHANGES**

2.1 The following changes to the City Manager's Office structure:

- 2.1.1 The transfer of the IDP and Research and Development Section from the Spatial Planning and Environment Management Division to the City Manager's Office; and
- 2.1.2 The name changes of the Personal Assistant reporting to the Head Executive Support to Administrative Officer.

2.2 The following changes to the Financial Services structure:

- 2.2.1 The abolishment of the positions of the Manager: Revenue; Data Typist; Principal Clerk and Accountant; and
- 2.2.2 The creation of the following new positions: Chief Clerk; 2x Senior Clerk; Senior Valuation Technician; Senior Valuation Administrator; 3x Assistant Accountant; and Senior Clerk.

2.3 The following changes to the Corporate and Planning Services:

- 2.3.1 The transfer of the Rental Housing Section from the Legal and Administrative Services Division to the Human Settlements Division under the Safety and Community Services;
- 2.3.2 The abolishment of the positions of Manager: ICT Governance and Administration and GIS Specialist; and
- 2.3.3 The creation of the following new positions: 4x HR Trainees; Occupational Health and Safety Officer; Senior Clerk; Labour Relations Officer; 3x ICT Trainees; Senior Building Inspector; Building Plan Examiner; Building Maintenance and Permit Inspector; Senior Tourism Officer; Tourism Officer; 6x Tourism Trainees; Compliance Officer; Administrative Officer; Senior Clerk; Messenger; and Secretary/Typist Clerk.

2.4 The following changes to the Engineering Services structure:

The creation of the following new positions: Stores Assistant; 2x Jetvac Operator; 2x General Attendant; Superintendent; Senior Clerk; Wash-Bay Attendant; 2x Bylaw Waste Inspector; Technical Specialist; Artisan; Attendant; Wash-Bay Supervisor; 2x General Worker; 2x Waste Attendant; and 2x Artisan Assistant.





**DRAKENSTEIN MUNICIPALITY****MINUTES: MAYORAL COMMITTEE  
19 NOVEMBER 2025**

2.5 The following changes to the Safety and Community Services structure:


- 2.5.1 The abolishment of the following positions: Executive Director; Community Services; Manager: Programmes and Projects; Manager: Compliance and Financial Management; Administrative Officer; Senior Clerk Reservations; Clerk; 19x General Worker; 20x Small Plant Operator; 2x General Attendant; 2x Truck Driver; Supervisor; and Senior Leading; and
- 2.5.2 The creation of the following new positions: 6x Foreman; Supervisor; 3x General Workers; Senior Clerk; Cashier; Manager: Social Development and Public Facilities; Manager: Informal Settlements; Senior Inspector Informal Settlements; Coordinator Emergency Housing; Senior Events Coordinator and Clerk.

Meeting: MC – 19/11/2025		Submitted by Department: Corporate and Planning Services	
Ref No: 4/2/4		Author/s: P Chetty	
Coll No: 2323552		Referred from: Corp and Gov Portf-18/11/2025	
PAR:	ACTION:	RESPONSIBLE DEPARTMENT:	DUE DATE:

On a question posed by the Speaker, various MMC's indicated that the motions of the Concerned Drakenstein Residents (CDR) party was dealt with at their respective portfolio meetings and that the CDR party was satisfied by the responses provided; therefore, it is not needed for the motions to serve at Council.

The meeting ended at 11:06.

**CHAIRPERSON:**



3/12/2025

**DATE:**

**Confirmed with/without amendments.**

**FG/rs**


**DRAKENSTEIN**

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

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🌐 www.drakenstein.gov.za

✉ customercare@drakenstein.gov.za

📍 Civic Centre, Berg River Boulevard, Paarl 7646

### Mayoral Committee Attendance Register

**Date:** 19 November 2025

**Time:** 10:00

**Venue:** Council Chambers

SURNAME	INITIALS	TITLE	SIGNATURE
KORABIE Executive Mayor	SE	CLLR	Apology
COMBRINK Deputy Executive Mayor (Finance and Portfolio Coordination)	GC	ALD	Combrink
AMERICA (Corporate Services)	D	CLLR	<del>América</del>
KOEGELENBERG (Waste, Roads and Stormwater Management)	RA	ALD	Koegelenberg
MILLER (Governance, Planning, Economic Development and Implementation Support)	J	CLLR	Apology
SOLOMONS (Cemeteries and Municipal Buildings)	EA	CLLR	Solomons
BARON (Urbanisation and Human Settlements)	E	CLLR	Baron
APPOLLIS (Public Safety and Social Development)	AMB	CLLR	Appollis
ARENDSE (Electricity, Water and Wastewater)	LC	CLLR	Arendse
CYSTER (Parks, Resorts and Open Spaces)	L	CLLR	Cyster
VAN NIEKERK (Tourism, Sport and Recreation)	LT	CLLR	Van Niekerk
ANDREAS (Communication and Inter- Governmental Relations (IGR))	MA	CLLR	Andreas
LE ROUX Speaker	JF	ALD	Le Roux
KEARNS Chief Whip	C	ALD	Kearns

OFFICE OF THE/ KANTOOR VAN DIE

CHIEF WHIP/ OORSWAEP

CLLR/ RDL CHRISTEPHINE KEARNS

DRAKENSTEIN MUNICIPALITY/ MUNISIPALITEIT

A city of excellence



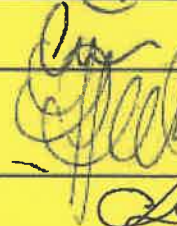

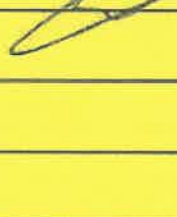



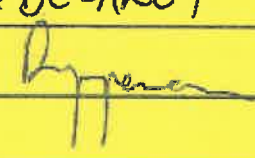
Mayoral Committee Attendance Register

Date: 19 November 2025

Time: 10:00

Venue: Council Chambers

OFFICIALS

SURNAME	INITIALS	TITLE	SIGNATURE
LEIBBRANDT City Manager	JH	DR	
BROWN Chief Financial Officer	B	MR	
JOHAAR Executive Director: Corporate and Planning Services	S	MR	
PIENAAR Executive Director: Engineering Services	L	MR	
BARNARD Executive Director: Public Safety	E	MS	
RHODA Acting Executive Director: Community Services	F	MR	
September : IDP	CL	Miss	
R. JAFTHA	R	MS	
DELANEY	D	MR	
	g		

OFFICE OF THE/ KANTOOR VAN DIE  
CHIEF WHIP/HOOFSWEEP  
CLLR/ RDL CHRISTEPHINE KEARNS  
DRAKENSTEIN MUNICIPALITY/ MUNISIPALITEIT



19/11/2025

