

ITEM NUMBER: C 42/03/26***RECOMMENDATION FROM THE EXECUTIVE MAYOR: 17 MARCH 2026*****MC 60/03/26 APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) FROM 1 JULY 2026 TO 30 JUNE 2031 (LSU: S1849)**

It is **RECOMMENDED** that:

- (a) Council approve, in terms of section 27 of the City Improvement District By-law, the extension of the Zwaanswyk Association of Property Owners (ZAPO) term from 1 July 2026 to 30 June 2031.
- (b) Council approve the ZAPO's new 5-year Business Plan for the period 1 July 2026 to 30 June 2031.
- (c) The City of Cape Town imposes the levying of an additional rate on properties in the ZAPO from 1 July 2026 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

REPORT TO MAYCO AND COUNCIL

1. ITEM NUMBER: MC 60/03/26

APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) FROM 1 JULY 2026 TO 30 JUNE 2031

AANSOEK OM DIE TERMYN VAN DIE ZWAANSWYK-VERENIGING VAN EIENDOMSEIENAARS (ZAPO) VAN 1 JULIE 2026 TOT 30 JUNIE 2031 TE VERLENG

ISICELO SOKWANDISWA KWEXESHA LOKUSEBENZA KOMBUTHO WABANINI BEEPROPATI WASE ZWAANSWYK (ZAPO) UKUSUSELA KOWO 1 KWEYEKHALA 2026 UKUYA KOWAMA 30 KWEYESILIMELA 2031

RECOMMENDATION FROM THE SPATIAL PLANNING AND ENVIRONMENT PORTFOLIO COMMITTEE: 5 MARCH 2026 (SPE 17/03/26)

Not delegated: for decision by Council:

It is recommended that:

- a) Council approve, in terms of section 27 of the City Improvement District By-law, the extension of the Zwaanswyk Association of Property Owners (ZAPO) term from 1 July 2026 to 30 June 2031.
- b) Council approve the ZAPO `s new 5-year Business Plan for the period 1 July 2026 to 30 June 2031.
- c) The City of Cape Town imposes the levying of an additional rate on properties in the ZAPO from 1 July 2026 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.

ISINDULULO ESISUKA KWIKOMITI YOCWANGCISO LWEMIHLABA ENGAMABALA NOKUSINGQONGILEYO: 5 MATSHI 2026 (SPE 17/03/26)

Azigu nyaziswanga isigqibo seseBhunga:

Undululwe ukuba:

- a) IBhunga maliphumeze, ngokwecandelo 27 loMthetho kaMasipala ongoMmandla woPhuculo lweSithili seSixeko, ukwandiswa kwexesha lokusebenza kweSithili sokuPhuculwa kweSixeko saseZwaanswyk (ZAPO) ukususela ngowo1 kweyeKhala 2026 ukuya kowama 30 kweyeSilimela 2031.
- b) IBhunga maliphumeze isicwangciso sendlela yokusebenza esitsha seZAPO seminyaka emihlanu kwisithuba esisusela kowo 1 kweyeKhala 2026 ukuya kowama 30 kweyeSilimela 2031.
- c) ISixeko saseKapa masinyanzelise umrhumo olixabiso elongezelelekileyo kwiipropati ezikummandla weZAPO ukususela ngowo1 kweyeKhala 2026, ngokungqinelana necandelo 22(1)(b) loMthetho wobuRhulumente boMmandla ongamaXabiso eePropati zikaMasipala (MPRA) ongunomb.6 wangowama2004.

AANBEVELING VAN DIE PORTEFEULJEKOMITEE OOR RUIMTELIKE BEPLANNING EN OMGEWING : 5 MAART 2026 (SPE 17/03/26)

Nie gedelegeer nie: vir besluitneming deur die Raad:

Daar word aanbeveel dat:

- a) Die Raad ingevolge artikel 27 van die Verordening op Spesiale-aanslaggebiede, 1, soos gewysig, goedkeuring verleen vir die verlenging van die termyn van die Zwaanswyk-vereniging van eiendomseienaars (ZAPO) van 1 Julie 2026 tot 30 Junie 2031.
- b) Die Raad die ZAPO se nuwe vyfjaarsakeplan vir die tydperk 1 Julie 2026 tot 30 Junie 2031 goedkeur.
- c) Die Stad Kaapstad met ingang van 1 Julie 2026 die heffing van 'n bykomende tarief op eiendomme in die ZAPO instel ingevolge artikel 22(1)(b) van die Wet op Plaaslike Regering: Munisipale Eiendomsbelasting (MPRA), Wet 6 van 2004.



DATE: 11 FEBRUARY 2026

REPORT TO: SPATIAL PLANNING AND ENVIRONMENT PORTFOLIO COMMITTEE

1. ITEM NUMBER **SPE 17/03/26**

2. SUBJECT

APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) FROM 1 JULY 2026 TO 30 JUNE 2031

AANSOEK OM DIE TERMYN VAN DIE ZWAANSWYK-VERENIGING VAN EIENDOMSEIENAARS (ZAPO) VAN 1 JULIE 2026 TOT 30 JUNIE 2031 TE VERLENG

ISICELO SOKWANDISWA KWEXESHA LOKUSEBENZA KOMBUTHO WABANINI BEEPROPATI WASE ZWAANSWYK (ZAPO) UKUSUSELA KOWO 1 KWEYEKHALA 2026 UKUYA KOWAMA 30 KWEYESILIMELA 2031

S1849

3. DELEGATED AUTHORITY

In terms of section 27 of the City Improvement District By-law, 2023

This report is for DECISION BY

- Committee name** : Spatial Planning and Environment Directorate (For Support)
- The Executive Mayor together with the Mayoral Committee (MAYCO)
- Council

4. DISCUSSION

The Zwaanswyk Association of Property Owners (ZAPO), was established in 2009 and is now applying for their fifth term as the current term expires on 30 June 2026.

In terms of section 27 of the City Improvement District By-law - promulgated as per Provincial Notice No. 8743, Council received an application on 11 December 2025 to extend the term of the ZAPO from 1 July 2026 to 30 June 2031 (attached as annexure A).

The new Business Plan consists of a Motivation Report that defines the need and framework required to provide supplementary municipal services, an Implementation Plan proposing relevant action steps to implement the services and the 5-year Budget which reflects the funding required to provide these services (attached as annexure B).

The Business Plan proposes a continuation of the same services as implemented during previous years, as well as setting additional budget aside for the environmental upgrades. To accommodate this there will be a 23% increase in the additional rates required to fund the budget in the first year and increases in the outer years of 6% without compromising service delivery.

The ZAPO budget is funded by the property owners (additional ratepayers) and collected by the City in a sustainable manner as additional rates. This is in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004 which allows the City of Cape Town to impose the additional rate on the properties in the ZAPO. These contributions are proportionately based on property values. The required additional rates are modelled before finalisation of the new Business Plan to ensure affordability and sustainability in continued service delivery.

In terms of section 27(2)(b) of the CID By-law, members of the management body, additional ratepayers and the local community must be notified and included in a consultation process before the renewal application is submitted to the City. Accordingly, the Annual General Meeting (AGM) held on 11 November 2025 was advertised in two daily newspapers. The Afrikaans advert was published on 17 October 2025, and the English advert was published on 24 October 2025, deviating from the requirement of 15 business days before an AGM. However, a WhatsApp notice of the AGM was sent to all additional ratepayers on 10 September 2025 and 16 October 2025 and an email notice with agenda was sent to all additional ratepayers and stakeholders on 16 October 2025 (refer to Annexure C). The term extension was a key item on the AGM agenda, with all relevant documents readily accessible on the ZAPO website. Additionally, these documents were made available for in-person inspection at the ZAPO offices.

The term extension as per the new ZAPO Business Plan (1 July 2026 to 30 June 2031) was supported and approved by the members of the ZAPO as per the AGM draft minutes (refer annexure D) as informed through the successes achieved in the previous term as evidenced in their Annual Report.

The Business Plan was available to members of the management body, additional ratepayers and local community for inspection for a period of 30 days after the

conclusion of the AGM, requesting them to make written comment or objection. No objections or comments were received and therefore no further amendments were made to the Business Plan (refer annexure E).

A memo was sent to all relevant Service Departments requesting them to review the new Business Plan and submit comments to ensure service delivery alignment in terms of the IDP. All the comments received are recorded in annexure F and sent to the ZAPO for consideration and further engagement with the Service Departments.

A nil response from the departments consulted indicates that the proposed new ZAPO Business Plan does not conflict with the functions of the respective departments with whom the ZAPO will interact should the application for the term extension be successful.

- 4.1. Financial Implications None Opex Capex
- Capex: New Projects
 - Capex: Existing projects requiring additional funding
 - Capex: Existing projects with no Additional funding requirements

4.2. Policy and Strategy Yes No

4.3. Legislative Vetting Yes No

4.4. Legal Implications Yes No

4.5. Staff Implications Yes No

4.6. Risk Implications Yes The risks for approving and/or not approving the recommendations are listed below:

No Report is for decision and has no risk implications.

No Report is for noting only and has no risk implications.

4.7. POPIA Compliance Yes It is confirmed that this report and the content of the annexures have been checked and considered for POPIA compliance.

5. RECOMMENDATIONS

Not delegated: for decision by Council:

It is recommended that:

- a) Council approve, in terms of section 27 of the City Improvement District By-law, the extension of the Zwaanswyk Association of Property Owners (ZAPO) term from 1 July 2026 to 30 June 2031.
- b) Council approve the ZAPO `s new 5-year Business Plan for the period 1 July 2026 to 30 June 2031.
- c) The City of Cape Town imposes the levying of an additional rate on properties in the ZAPO from 1 July 2026 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.

Nie gedelegeer nie: vir besluitneming deur die Raad:

Daar word aanbeveel dat:

- a) Die Raad ingevolge artikel 27 van die Verordening op Spesiale-aanslaggebiede, 1, soos gewysig, goedkeuring verleen vir die verlenging van die termyn van die Zwaanswyk-vereniging van eiendomseienaars (ZAPO) van 1 Julie 2026 tot 30 Junie 2031.
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Azgunyaziswanga: isigqibo seseBhunga:

Making progress possible. Together.

Kundululwe ukuba:

- a) IBhunga maliphumeze, ngokwecandelo 27 loMthetho kaMasipala ongoMmandla woPhuculo lweSithili seSixeko, ukwandiswa kwexesha lokusebenza kweSithili sokuPhuculwa kweSixeko saseZwaanswyk (ZAPO) ukususela ngowo1 kweyeKhala 2026 ukuya kowama 30 kweyeSilimela 2031.
- b) IBhunga maliphumeze isicwangciso sendlela yokusebenza esitsha seZAPO seminyaka emihlanu kwisithuba esisusela kowo 1 kweyeKhala 2026 ukuya kowama 30 kweyeSilimela 2031.
- c) ISixeko saseKapa masinyanzelise umrhumo olixabiso elongezelelekileyo kwiiopati ezikummandla weZAPO ukususela ngowo1 kweyeKhala 2026, ngokungqinelana necandelo 22(1)(b) loMthetho wobuRhulumente boMmandla ongamaXabiso eePropati zikaMasipala (MPRA) ongunomb.6 wangowama2004.

ANNEXURES

- Annexure A: Application letter
- Annexure B: ZAPO Business Plan for the period 1 July 2026 to 30 June 2031
- Annexure C: AGM advertisements and notice with the agenda
- Annexure D: ZAPO AGM draft minutes
- Annexure E: Comments and Objections
- Annexure F: Service Departments Memo and Business Plan comments

FOR FURTHER DETAILS CONTACT

NAME	Joepie Joubert	CONTACT NUMBER	021 400 5138
E-MAIL ADDRESS	Joepie.Joubert@capetown.gov.za		
DIRECTORATE	Spatial Planning and Environment	FILE REF NO	Spatial Planning and Environment-Urban Regeneration(000000530144)

Approval Form
Supported for inclusion on the agenda



APPLICATION TO EXTEND THE TERM OF THE ZWAANSWYK ASSOCIATION OF P

Report Reference: 530144
Meeting: Section 79 Portfolio Committee - Spatial Planning and Environment
Meeting Date: 05.03.2026
Meeting Venue: Committee Room D

Contact Person: Nonhlanhla Ngubane
Contact Telephone: 0214004195
Contact Email: NONHLANHLA.NGUBANE@CAPETOWN.GOV.ZA

Item	Section	Approver	Approval	Approved Date	Approver Comments
01	Author	Marsha Van der Poel	Approved	11.02.2026 12:47:34	
02	Director/Directorate Support Manager/Chief	JOEPIE JOUBERT	Approved	11.02.2026 16:10:17	
03	Executive Director	Robert McGaffin	Approved	12.02.2026 14:43:50	
04	Legal Compliance	John Laing Smale	Approved with Comments	18.02.2026 20:00:58	Substantial compliance with clause 18 of the CID Policy. A Whats

ECS Officer:

Zwaanswyk Association of Property Owners (ZAPO)



APPLICATION LETTER FOR EXTENSION OF THE CID TERM

Attention: Mr Joepie Joubert

Directorate: Spatial Planning and Environment
Department: Urban Regeneration
Branch: City Improvement Districts
City of Cape Town
16th Floor
12 Hertzog Boulevard
CAPE TOWN
8000

11 December 2025

Dear Sir,


RE: Application for the extension of term of the Zwaanswyk Association of Property Owners (the “ZAPO CID”)

1. The ZAPO CID NPC hereby wish to apply for City Council approval of the extension of the CID term for the period 01 July 2026 – 30 June 2031.
2. This application is made in terms of Section 27(2) of the City of Cape Town’s: City Improvement District By-Law, 2023.
3. The strategic focus areas of the new Business Plan are:
 - 3.1. improving public safety;
 - 3.2. maintaining and cleansing of public areas including, but not limited to cleaning of road verges and illegal dumping;

- 3.3. environmental development including, but not limited to, beautification, greening, landscaping, treeing and upgrading of public spaces;
 - 3.4. promoting social and economic development in an environmentally sustainable manner; and
 - 3.5. managing the ZAPO CID NPC in an efficient and cost effective manner which facilitates accountability to the community.
4. In support of the application, the following compulsory documentation is attached:
- 4.1. The new Business Plan (Motivation report, Implementation plan and Term budget), marked "B";
 - 4.2. Advertisements and notices of the Annual General Meeting (AGM), marked "C";
 - 4.3. Resolution as per the draft AGM minutes, marked "D" confirming the members approval of:
 - the new 5-year Business Plan; and
 - to continue for a further 5-years;
 - 4.4. any written objections of additional ratepayers received, marked "E";
 - 4.5. a summary of any comments received from the local community, marked "E"; and
 - 4.6. a summary of any comments received from City Departments, marked "F".

We trust that this application will meet with the City Council's approval and thank you for your kind consideration thereof.

Yours faithfully,



Caroline Brown

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS NPC (ZAPO)

BUSINESS PLAN

01 JULY 2026 – 30 JUNE 2031

Zwaanswyk Association of
Property Owners (ZAPO)



This business plan is available at www.zapo.co.za

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PART B: Five-Year Term Implementation Plan

PART C: Five-Year Term Budget

A. MOTIVATION REPORT

Introduction

It is proposed that the Zwaanswyk Special Rating Area (ZAPO) be extended for a further five-year term (2026/27 to 2030/31), covering the area of Zwaanswyk within the City of Cape Town. ZAPO is a well-established City Improvement District (CID), initially approved in 2009, with successful renewals in 2011 and 2016. The CID provides supplementary and enhanced services that complement those offered by the City of Cape Town (CCT) focusing on crime prevention, cleansing, social assistance, and environmental beautification of a designated area. These areas are determined by property owners who agree to pay the City thereby enabling the provision of supplementary services aimed at enhancing and maintaining the area. Over the past 15 years, ZAPO has reduced crime and baboon incursions, maintained its fence, and established itself as a benchmark in human-baboon management.

Name of the proposed CID:	Zwaanswyk Association of Property Owners (ZAPO)
Registration Number:	2008/21552/08
ZAPO Address:	4th Floor Wale Street Chambers, 38 Wale Street, 8001
Contact person:	Mrs Zoe Ball
Email Address:	info@zapo.co.za
Website:	www.zapo.co.za

CID Directors	Portfolios
Caroline Brown	Chairperson and Baboons
Rob Tiffin	Finance and Fire
Antony Peel	Fence
Mark Slingsby	Security
Amy Baines	Community

ZAPO Geographic Area Description

The ZAPO CID boundaries, as established in 2009, remain unchanged. The CID includes approximately 158 properties within Zwaanswyk, Tokai, with a combined municipal valuation of approximately R1.7 billion as of 2025.

Northern boundary: Constantia Valley – from Orpen road, through Tokai Forest up to the Table mountain national park.

Western boundary: TMNP – above Zwaasnwyk up into the mountain.

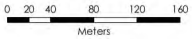
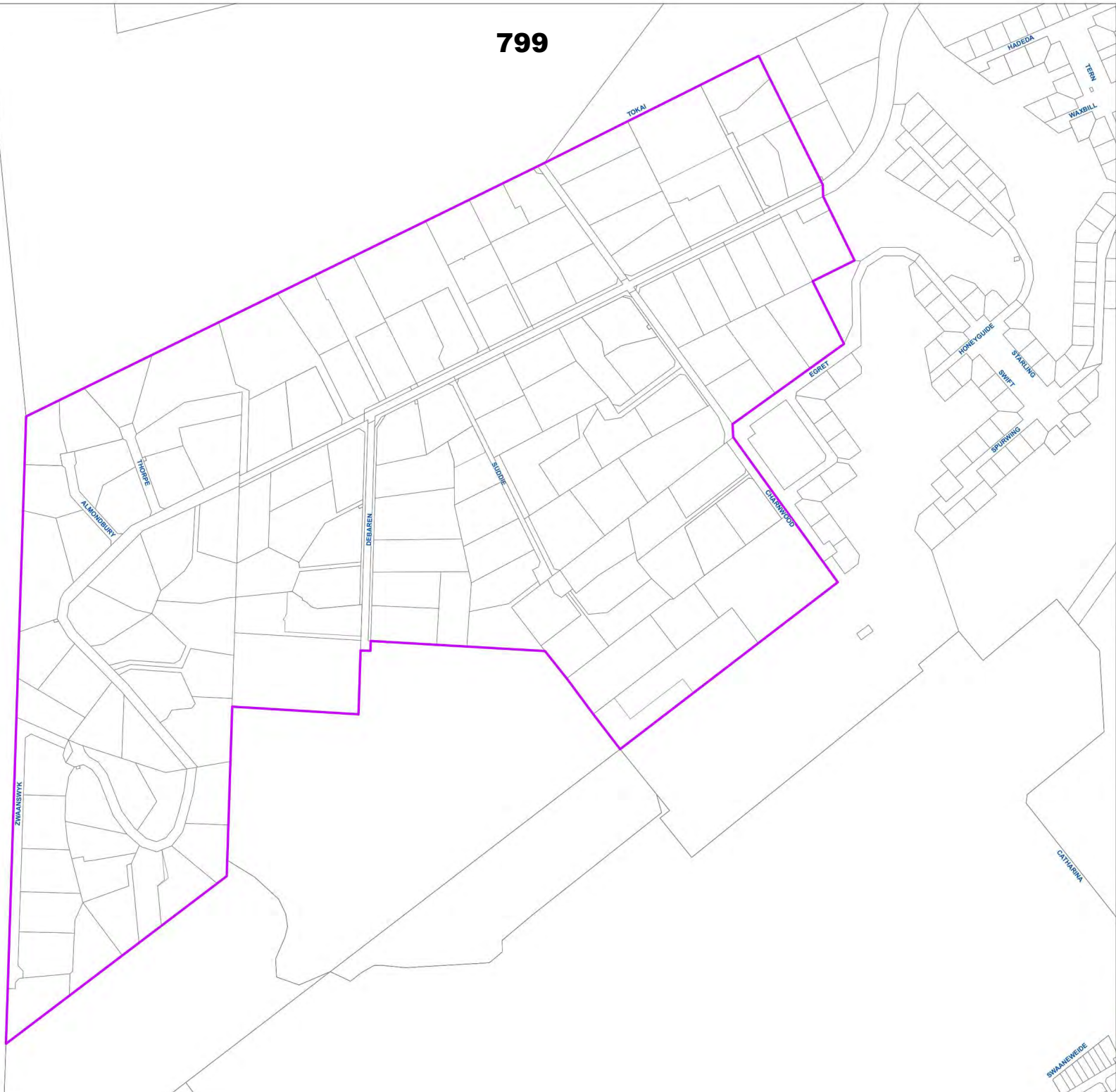
Southern boundary: Steenberg Golf estate and going up towards the TMNP.

Eastern boundary: The top of Tokai Road, above Forest Glade going up to the Upper Tokai Forest.

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ZWAANSWYK

Association of Property Owners



1:1 750
 Transverse Mercator Projection,
 Central Meridian 19° East,
 WGS84 Ellipsoid using the
 Hartbeesthoek94 Datum

Please Note:
 - Every effort has been made to ensure the accuracy of information in this map at the time of publication.
 - The spatial data portrayed in this map is as current, accurate and complete as provided by the various line departments responsible for the maintenance of these datasets.
 - The City of Cape Town accepts no responsibility, and will not be liable for, any errors or omissions contained herein.

THIS MAP WAS COMPILED BY:
CORPORATE GIS

Information & Knowledge Management

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Date: 28th August 2025



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Making progress possible. Together.

Strategic objectives

- **Safety and security:** Enhance Public Safety through 24/7 patrols and CCTV.
- **Maintain Environmental Assets:** Sustain key infrastructure such as the baboon deterrent fence through regular weekly and monthly maintenance projects.
- **Ensure Urban Maintenance and Cleansing:** Conduct ongoing weekly and monthly urban maintenance and cleansing initiatives to uphold public spaces.
- **Promote Social and Economic Development:** Create employment opportunities for local residents through projects such as alien vegetation clearing.
- **Strengthen Community:** Foster strong community ties through effective communication with residents, surrounding areas, and the Ward Councillor.

Consistency with the City’s Integrated Development Plan (IDP)

The table below reflects how the ZAPOs supplementary services are consistent with the City’s IDP:

CID PROGRAMMES	IDP PRIORITIES	IDP OBJECTIVES	IDP PROGRAMMES
Maintenance and Cleansing Environmental Development	Basic Services	OBJ 4: Well-managed and modernised infrastructure to support economic growth	4.4 Promoting Cleanliness and addressing Illegal dumping Programme 4.5 Excellence in waste service delivery programme
Public Safety	Safety	OBJ 5: Effective law enforcement to make communities safer	5.2 Safety Technology Programme
Public Safety		OBJ 6: Strengthen partnerships for safer communities	6.1 Partnerships for Community Safety Programme 6.2 Holistic Crime Prevention programme
Maintenance and Cleansing Environmental Development	Public Space, Environment and Amenities	OBJ 9: Healthy and sustainable environment	9.1 Environmental and Biodiversity management Programme
Maintenance and Cleansing Environmental Development		OBJ 11: Quality and safe parks and recreation facilities	11.1 Quality community facilities programme 11.2 Partnerships for quality public spaces programme
Maintenance and Cleansing Environmental Development Social and Economic Development	N/A	OBJ 15: A more spatially integrated and inclusive City	15.1 Spatial integration and transformation programme 15.2 Social Inclusion and Well-being Programme

Proposed Projects and services**Improving public safety**

To strengthen residential safety, ZAPO will be implementing expanded patrol services during peak hours. These will include both 2-3 foot and 3-6 vehicle patrols, with a particular focus on high-traffic and vulnerable areas. In addition to the standard patrols provided by the contracted security service provider, and extra patrol 1-2 vehicles operating from Tokai will be deployed to support the existing team and respond to fence alerts. The standard patrols are as follows: The guarding operation runs on a continuous 12-hour shift cycle, ensuring uninterrupted coverage, with guards performing a structured regime of vehicle and foot patrols to maintain visibility and protect the fence line. On average, 3-6 patrols are conducted per shift, supported by random supervisory drivebys from additional response vehicles to verify guard presence, performance and compliance at key checkpoints such as Newcourt and Steenberg Green. Guards also conduct immediate fault response duties, entering the servitude to investigate and reset the electric fence when activations occur. This is reinforced by weekly technical inspections carried out by a dedicated service provider technician, who tests voltages and confirms the full operational integrity of the fence system. Together, these layered measures provide proactive monitoring, rapid incident response, and ongoing assurance of the effectiveness and reliability of the perimeter security infrastructure.

The additional support will be provided on an ad-hoc basis, depending on operational needs and incident reports. The supplementary patrols will be conducted by trained patrol staff wearing the official uniforms of our security service provider, ensuring visibility and consistency in service delivery. Coordination with the South African Police Service (SAPS) and local neighbourhood watches will also be strengthened to improve response times and community engagement.

ZAPO had implemented a comprehensive Closed-Circuit Television (CCTV) monitoring system to enhance safety across public spaces, entrances, perimeter fences, and communal areas. The system currently includes 13 thermal cameras, which provide effective surveillance capabilities, especially in low-light conditions. At this stage, there are no plans to expand the number of cameras.

Monitoring is conducted by an external service provider, who oversees the live feeds and alerts. When incidents are detected, response actions are carried out by the contracted security service provider.

In addition to surveillance, ZAPO offers an incident reporting system for residents. This includes access to a dedicated control room and a hotline, allowing community members to report suspicious activity or safety concerns promptly and efficiently.

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The public safety services as planned is in support of the IDP, directly supporting the top-tier priorities of Safety, Economic Development and Basic Services. The envisioned public safety services support Objectives 5 (Effective law enforcement to make communities safer) and 6 (Strengthen partnerships for safer communities)

The total estimated costs of the public safety service during the five-year term is summarised below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total expenditure
Public Safety	R1 026 351	R 1 099 278	R 1 179 835	R 1 267 072	R 1 385 027	R 5 957 563
CCTV Monitoring	R 20 000	R 21 200	R 22 472	R 23 820	R 25 250	R 112 742
CCTV/ LPR Cameras	R 50 000	R 0	R 0	R 0	R100 000	R 150 000
Projects (alien plant removal)	R 50 000	R 50 000	R 50 000	R 50 000	R 50 000	R 250 000
TOTAL	R 1 146 351	R 1 170 478	R 1 252 307	R 1 340 892	R 1 560 277	R 6 470 305

Maintenance and Cleansing

ZAPO will ensure regular removal of litter and illegal dumping and ensure cleanliness of public open spaces. The ZAPO proposes a weekly schedule for major zones, plus rapid response to hot spots. A contracted technical team, overseen by the Board, will be engaged according to the specific needs, scale, and technical complexity of each project., A smaller team of 4 will be responsible for the ongoing maintenance and functionality of the electric fence and security camera system. As the appointed third-party service provider, they are fully equipped to manage emergency repairs, monthly maintenance, system upgrades and camera cleaning. The team works on our system as a whole and will be onsite in clearly branded company apparel. In addition, an independent garden maintenance contractor will carry out weekly upkeep along the fence line, including vegetation control, fence cleaning and the maintenance of ground spikes to prevent burrowing. As an independent resource, the contractor will not be wearing branded clothing.

The planned maintenance and cleansing services are important components of supporting basic service delivery within the ZAPO. These activities will ensure that waste is removed timeously, help prevent litter and debris from entering the stormwater system, and promote the responsible handling and recycling of collected materials. By maintaining clean public spaces and protecting surrounding natural areas, the programme helps reduce flooding risks, supports local biodiversity, and contributes to a healthier and safer environment for all residents.

Through the implementation of this supplementary and enhanced cleaning service, the ZAPO seeks to complement the City's cleaning services and contribute to Objectives 4 (Well-managed and modernised infrastructure to support economic growth) and 9 (Healthy and sustainable environment) of the City's IDP Cleaning and Environment Objectives.

The total estimated costs of cleaning and maintenance service during the five-year term is summarised below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total expenditure
Cleansing	R 68 500	R 72 610	R 76 967	R 81 585	R 86 480	R 386 142
TOTAL	R 68 500	R 72 610	R 76 967	R 81 585	R 86 480	R 386 142

Environmental Development

The environmental enhancement Initiatives will focus on preserving and enhancing Zwaanswyk's environmental assets through a range of targeted activities. These include the planting of indigenous trees, greening of communal spaces, landscaping, and weed control. In addition, efforts will be made to upgrade signage and entrances, while maintaining the natural character of the area.

These initiatives aim to protect Zwaanswyk's ecological interfaces with Table Mountain National Park, enhance local biodiversity, and preserve the visual and environmental quality of the surroundings. By investing in these improvements, the programme contributes to a more sustainable, attractive, and ecologically resilient community.

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This programme aligns with the City's IDP and specifically Objective 9.1 (Environmental and Biodiversity management Programme) by improving environmental resilience and enhancing shared public spaces, the CID contributes directly to this strategic priority. The CID will continue to work closely with the City and local stakeholders to ensure that these initiatives deliver visible, long-term benefits for residents and the surrounding natural environment.

Total estimated costs of Environmental Development service during the five-year term is summarised below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total expenditure
Environmental Development	R 164 144	R 173 993	R 184 432	R 195 498	R 207 228	R 925 295
TOTAL	R 164 144	R 173 993	R 184 432	R 195 498	R 207 228	R 925 295

Promotion of Social and Economic Development

Through local recruitment in Westlake and Zwaanswyk, and advertising through local communication channels, the ZAPO will employ community members to assist with alien vegetation clearing along the fence line bordering the Table Mountain National Park. This initiative forms part of a broader set of proposed environmental projects and related activities aimed at preserving the natural character of the area. The alien clearing will be conducted annually as a dedicated project, contributing to the protection of local biodiversity and the maintenance of ecological balance.

Through community participation and employment in alien clearing and maintenance work, the ZAPO is in support of City' IDP 15.2 (Social Inclusion and Well-being Programme).

The total estimated costs of social and economic development services during the five-year term is summarized below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total expenditure
Social and Economic Development (Project – Alien)	R 50 000	R50 000	R50 000	R50 000	R50 000	R250 000
TOTAL	R 50 000	R50 000	R50 000	R50 000	R50 000	R250 000

Communication

The focus will be on communicating with the members, businesses and property owners within the ZAPO and will be done as follows:

- Maintaining an informative ZAPO website
- Through ZAPO WhatsApp groups
- Email Address: info@zapo.co.za

The total estimated costs of communication during the five-year term is summarized below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Total expenditure
Advertising	R 6 500	R 6 860	R 7 178	R 7 512	R 7 862	R 35 912
TOTAL	R 6 500	R 6 860	R 7 178	R 7 512	R 7 862	R 35 912

Financial impact of CID

The Expenditure Budget for each year of the Business Plan:

YEAR	TOTAL EXPENDITURE	REVENUE (Funding Source: Additional Rates)	REVENUE (Other Funding Source: Accumulated Surplus)	% INCREASE IN THE ADDITIONAL RATES REQUIREMENT
2026/27	2 090 566	1 990 566	100 000	23%
2027/28	2 160 000	2 110 000	50 000	6%
2028/29	2 286 599	2 236 599	50 000	6%
2029/30	2 420 795	2 370 795	50 000	6%
2030/31	2 663 043	2 513 043	150 000	6%

In line with the City's CID By-law, the Management Body is required to review the proposed annual budget for each successive financial year by the date and in the format required by the City based on the specific needs of the area as set out in the Business Plan. The budget is funded by an additional property rate levied on the municipal valuation of all properties within the CID boundary.

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The property rate is calculated by the City annually during the City's budget process. The additional rate is expressed as a Rand-in-the-rand and is calculated by dividing the budget total with the total municipal valuation of properties in the CID.

The impact on individual property owners in the outer years of the CID term may vary due to valuation fluctuations caused by successful valuation objections, subdivisions, new developments, court amendments, implementation of a new General Valuation Roll or Supplementary Valuation roll causing the CID budget to be spread over an increased or reduced total municipal valuation base. As a general principle, the anticipated annual increase in the additional rate within a CID is aligned with the approved annual budget of the CID.

Property owners who receive a full or partial rates rebate will upon application not pay additional rates.

The budget and additional rates are approved by Council with the City's budget and is applicable over a financial year, which starts on 1 July.

Individual contributions for residential and non-residential properties can be calculated as follows:

Municipal valuation x R 0.XXXXXXX = Annual contribution (VAT excl.) – Note: R 0.XXXXXXX represents the approved CID additional property rate.

Annual contribution (VAT excl.) ÷ 12 = Average monthly contribution (VAT excl.)

Average monthly contribution (VAT excl.) x 1.15 = Average monthly contribution (VAT incl.)

Example:

Non-residential

$R9\ 360\ 000 \times R0.001327 = R12\ 420.72$ (VAT excl.)

$R12\ 420.72 \div 12 = R1\ 035.06$ (VAT excl.)

$R1\ 035.06$ (VAT excl.) x 1.15 = R1 190.32 (VAT incl.)

Residential

$R11\ 300\ 000 \times R0.001267 = R14\ 317.10$ (VAT excl.)

$R14\ 317.10 \div 12 = R1\ 193.09$ (VAT excl.)

$R1\ 193.09$ (VAT excl.) x 1.15 = R1 372.06 (VAT incl.)

Proposed Management Structure

The ZAPO is managed by volunteer directors, elected by the members of the ZAPO at the preceding year's Annual General Meeting (AGM). The Board of Directors consists of property owners within the ZAPO and a political representative from the CCT attending board meetings as an observer. Membership of the Company is available at no additional cost to property owners within the ZAPO footprint. The Board manages a Non-Profit company (NPC) which is responsible for the management of the CID, within the framework of the approved business plan and oversees the implementation thereof.

Elected Board members take responsibility for the various portfolios in the company and regular board meetings (once every three months) allow the directors to review current operations and apply corrective measures as required. The ZAPO board are able to call a meeting at any time when additional meetings are required to address important matters.

The Board has appointed service providers with the necessary contracts in place to manage the day-to-day operations within the ZAPO. The supplementary and enhanced services provided by the ZAPO represent the actual needs of the area according to the vision of the property owners for the area. The services provided are decided upon by the property owners as CIDs are driven by property owners.

The ZAPO is managed by a ZAPO manager appointed by the Board to oversee the day-to-day delivery of the additional services as well as attending to all the administrative legalities of a CID according to the Business plan.

All the above is subject to monitoring and oversight by various departments in the CCT. The CID Branch also advises monitors, oversees and provides guidance on administrative, financial, operational and governance compliance.

An AGM is held every year to review the performance of the CID and to confirm the mandate of the members. The budget and implementation plan for the next year is also presented and discussed for approval at the AGM. The AGM also provides the opportunity to elect new directors to serve on the board of the NPC.

Permissible Amendments to the Business Plan without Further Consent

If a determination is made to affect a material alteration to the geographical boundaries of the CID, such alteration shall be implemented in accordance with the formal process in Section 26 of the CID By-law. If an amendment to the geographical boundaries of a CID is deemed non-material and does not alter the terms of liability or the quantum of the additional rate levied, such amendment shall be undertaken in compliance with Section 25 of the City Improvement District By-law, 2023.

Where additional services are necessitated through collaboration with municipal departments, and such services are not expressly provided for in the motivation report but is deemed as enhanced and/or supplementary municipal services, the business plan may be amended without further consent, provided that the amendment is non-material and the process prescribed under Section 25 of the CID By-law is duly followed.

There are currently no further plans to investigate or explore significant changes to the strategy or operations of the ZAPO and therefore none are noted the list of all rateable properties within the CID.

List of all Rateable Properties within the CID as Annexure A

A list of all the rateable properties within the ZAPO is attached as Annexure A.

	ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) 5 YEAR IMPLEMENTATION PLAN 1st July 2026 to 30th June 2031
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MANAGEMENT AND OPERATIONS												
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS	
				Y1	Y2	Y3	Y4	Y5				
1	Appointment of relevant service providers	Appointment of appropriately qualified service providers	Year 1	→						Manager and Board	Operational	Service providers to be appointed by means of a well documented fair, equitable, transparent and competitive process. Review service provider appointment in last year of contract period by means of a well documented fair, equitable, transparent and competitive process.
2	Appointment of suitably qualified staff	Appointed suitably qualified staff	Year 1	→					→	Manager and Board	Operational	Well documented recruitment and selection process. For contracted staff, review staff contracts in last year of contract period.
3	Appoint an auditor	IRBA registered auditor appointed	Year 1	→						Manager and Board	Operational	IRBA registered auditor appointed at the AGM.
4	Board meetings	Quarterly Board meetings.	Quarterly	4	4	4	4	4		Manager and Board	Annual Report	Quorum of directors present at every meeting. Feedback per portfolio. Keep minutes and file resolutions.
5	Monthly Progressive Income and Expenditure Report to CCT	Submit reports to the CID Branch by 15th	Monthly	12	12	12	12	12		Manager	Operational and Board	Refer to Finance Agreement. Submit reports to the CID Branch. Board to track budget implementation and institute corrective measures when required.
6	Audited Annual Financial Statements	Unqualified Audited Annual Financial Statements	Annually	1	1	1	1	1		Manager and Board	Board, Operational and Annual Report	Annual Financial Statements audited and signed by nominated Directors.
7	Submit Annual Financial Statements to City	Signed Annual Financial Statements submitted to City	Annually	1	1	1	1	1		Manager	Operational	Signed AFS submitted to the CID Branch by 31 August of each year.
8	Review arrears list	Report arrears to board	Quarterly	4	4	4	4	4		Manager	Operational	Board Members in arrears cannot participate in meetings and members in arrears cannot participate in AGMs.

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS
				Y1	Y2	Y3	Y4	Y5			
9	Annual feedback to members at AGM	Host legally compliant AGM	Annually	1	1	1	1	1	Manager and Board	Board	Host successful AGM before 31 December.
10	Submit Annual Report and Audited Financial Statements to Sub-council(s)	Submit AFS and annual report to Subcouncil within 3 months of AGM.	Annually	1	1	1	1	1	Manager and Board	Operational	Submit proof of submission to CID Branch.
11	CIPC Compliance • Annual Returns	Submit Annual Returns to CIPC within 30 business days of company registration date	Annually	1	1	1	1	1	Manager and Board	Operational	Submit proof of submission to CID Branch.
12	CIPC Compliance • Directors change • Auditors change • Company Secretary	Submit amendments to CIPC within 10 business days of the change	Ad-hoc	→	→	→	→	→	Manager and Board	Operational	Submit proof of submission to CID Branch.
13	Manage and monitor the service request process	Complete daily reports of service requests and monitor outstanding issues	Monthly	12	12	12	12	12	Manager and Board	Operational	Follow up with sub-council in respect of outstanding service requests
14	Participate in the review / development of the City's Integrated Development Plan	Annual submissions to Subcouncil Manager	Annually	1	1	1	1	1	Manager and Board	Operational	October to February of every year.
15	Participate in the City's Capital and Operating Budgets process	Annual submissions to Subcouncil Manager.	Annually	1	1	1	1	1	Manager and Board	Operational	By September of each year.
16	Maintain NPC membership	Up to date NPC membership register	Ad-hoc	→	→	→	→	→	Manager and Board	Operational	Maintain up to date membership list on website.
17	Submit an extension of term application	Submit a comprehensive extension of term application for approval by the members and the CCT Council.	In year 5					1	Manager and Board	Operational	Prepare a new business plan in the last year of term.
18	Annual Tax Compliance Status	Within one month after expiry date.	Annually	1	1	1	1	1	Manager and Board	Operational	Upload Tax Compliance Status via the eServices portal.
19	Adjustment Budget	Board approved adjustment budget	Annually	1	1	1	1	1	Manager and Board	Operational	Submit Board minutes and approved adjustment budget to the CCT by end of March.
20	First Board meeting post AGM	Allocate portfolios, elect Chairperson, sign Declaration of Interest, complete POPIA declaration	Annually	1	1	1	1	1	Manager and Board	Operational	All new directors to receive relevant documents.
21	Register with the Information Regulator of South Africa	Compliance with Information Regulator of South Africa	Year 1	→					Manager and Board	Operational	
22	VAT reconciliation and tax returns	Bi-monthly VAT returns and annual tax returns submitted to SARS on time	Bi-monthly	6	6	6	6	6	Manager and Board	Operational	
23	At least 90% of the approved budget is spent on each line item relating to the capital budget	Total capital expenditure as a percentage of total capital budget	Year 1- Year 5	→	→	→	→	→	Manager and Board	Annual Report	Total spend for each capital line item must exceed 90%
24	At least 90% of the approved budget is spent on each line item relating to the core services budget	Total core services (public safety, cleaning and maintenance, environmental and social development) expenditure as a percentage of total core services budget	Year 1- Year 5	→	→	→	→	→	Manager and Board	Annual Report	Total spend for each core services line item must exceed 90%

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS
				Y1	Y2	Y3	Y4	Y5			
25	At least 90% of the approved budget is spent on each line item relating to the project budget	Total project expenditure as a percentage of total project budget	Year 1- Year 5	→	→	→	→	→	Manager and Board	Annual Report	Total spend for each project line item must exceed 90%

PUBLIC SAFETY											
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	REPORTING	COMMENTS
				Y1	Y2	Y3	Y4	Y5			
1	Develop a Public Safety strategy and management plan	Up to date Public Safety Management and Strategy Plan	Year 1	→					Board, Manager and Service Provider	Annual Report	This is done comprehensively at the beginning of a new term and then modified continuously in conjunction with the SAPS, Local Authority and existing Public Safety service provider using their experience as well as available crime statistics
2	Appoint a Public Safety service provider(s)	Contracted PSIRA registered public safety service provider(s)	Year 1	→					Board	Board	The Public Safety service provider(s) could include Public Safety Patrols, Control Room services and CCTV Monitoring through a fair, equitable, transparent and competitive process
3	Review and approve the Public Safety strategy and management plan	Approved Public Safety strategy and management plan	Annually	1	1	1	1	1	Board and Manager	Annual Report	Clear deliverables and defined performance indicators to guide safety services by the appointed service provider and evaluate levels of service provided.
4	Record Public Safety Incidents	Up to date public safety incident records	Ad-hoc	→	→	→	→	→	Manager and Service Provider	Board and Annual Report where applicable	Indicative records to be included in Annual Report
5	CID participation in joint operations	Participated in joint operations	Ad-hoc	1	1	1	1	1	Manager and Service Provider	Annual Report where applicable	Participation in joint operations dependent on the public safety needs of the area
6	Deploy Public Safety resources accordingly and effectively on visible patrols. Public Safety personnel and patrol vehicles to be easily identifiable	Effective Public Safety patrols	Daily	→	→	→	→	→	Manager and Service Provider	Operational	Utilise the "eyes and ears" of all Public Safety and gardening/street cleaning staff, as well as own staff, to identify any breaches
7	Participate in local safety forums	Attend local safety forums	Quarterly	4	4	4	4	4	Manager and Service Provider	Operational	Participate in existing Neighbourhood Watch, Community Police Forum, other CIDs and SAPS meetings

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS
				Y1	Y2	Y3	Y4	Y5			
8	Plan deployment of CCTV cameras	CCTV Camera deployment included in Public Safety strategy and management plan	Ongoing	→	→	→	→	→	Board, Manager and Service Provider	Board and Operational	
9	Monitor CCTV Cameras	Monitoring of CCTV Cameras by appropriately qualified service providers.	Daily	→	→	→	→	→	Manager	Operational	Service providers to be reappointed or new providers to be appointed in last year of contract period by means of a competitive process. Well Documented.

MAINTENANCE AND CLEANSING											
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	REPORTING	COMMENTS
				Y1	Y2	Y3	Y4	Y5			
1	Develop a maintenance and cleansing strategy and management plan	Up to date maintenance and cleansing strategy and management Plan	Year 1	→					Board, Manager and Service Provider	Annual Report	This is done comprehensively at the beginning of term and then modified continuously in conjunction with the service provider using their experience as well as available statistics
2	Appoint a maintenance and cleansing service provider(s)	Contracted service provider(s)	Year 1	→					Board	Board	Appoint a maintenance and cleansing service provider(s) through a fair, equitable, transparent and competitive process
3	Review and approve the maintenance and cleansing management plan	Approved maintenance and cleansing strategy and management plan	Annually	1	1	1	1	1	Board and Manager	Annual Report	Clear deliverables and defined performance indicators to guide maintenance and cleansing services by the appointed service provider and evaluate levels of service provided.
4	Cleaning of streets and sidewalks supplementary to those provided by the CCT	Clean streets and sidewalks in partnership with the CCT	Daily	→	→	→	→	→	Manager	Operational	Identify hotspot areas of littering to provide additional street cleaning and log a CCT service request
5	Health and safety issues reported to the CCT	Logged CCT service request resolved	Ad-hoc	→	→	→	→	→	Manager	Operational	Follow up with sub-council in respect of outstanding CCT service requests
6	Combat Illegal dumping	Logged CCT service request resolved	Ongoing	→	→	→	→	→	Manager	Operational	Follow up with relevant department in respect of outstanding CCT service requests
7	Removal of illegal posters	Urban infrastructure free from illegal posters	Ongoing	→	→	→	→	→	Manager	Operational	Monitor the removal of illegal posters by the CCT and where relevant log a CCT service request
8	Removal of graffiti	Urban infrastructure free of graffiti	Ongoing	→	→	→	→	→	Manager	Operational	Monitor the removal of graffiti by the CCT and where relevant log a CCT service request

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS
				Y1	Y2	Y3	Y4	Y5			
9	Record maintenance and cleansing activities	Up to date maintenance and cleansing records	Ongoing	→	→	→	→	→	Manager and Service Provider	Board and Annual Report where applicable	Indicative records to be included in Annual Report
10	Identify problems, requiring minor maintenance to CCT infrastructure and perform relevant maintenance on: a. Water and Sanitation infrastructure b. Roads and Stormwater infrastructure c. Road markings d. Grass cutting in Public Open Spaces incl. Parks e. Street furniture	Completed minor maintenance to CCT infrastructure	Ongoing	→	→	→	→	→	Manager and Service Provider	Operational, Board and Annual Report	Engage with relevant department before undertaking maintenance
11	Identify problems, required maintenance or damage to CCT infrastructure and report to relevant department including: a. Street lighting b. Water and Sanitation c. Roads and Stormwater d. Traffic signals and road markings e. Public Open Spaces incl. Parks	Report findings to the relevant CCT department and log CCT service request	Ongoing	→	→	→	→	→	Manager	Operational, Board and Annual Report	Follow up with sub-council in respect of outstanding CCT service requests


ENVIRONMENTAL DEVELOPMENT											
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	REPORTING	COMMENTS
				Y1	Y2	Y3	Y4	Y5			
1	Develop an environmental development strategy and management plan	Up to date environmental development strategy and management Plan	Year 1	→					Board, Manager and Service Provider	Annual Report	This is done comprehensively at the beginning of term and then modified continuously in conjunction with the service provider using their experience as well as available statistics
2	Appoint an environmental development service provider(s)	Contracted service provider(s)	Year 1	→					Board	Board	Appoint an environmental development service provider(s) through a fair, equitable, transparent and competitive process. This could be an existing service provider.

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS
				Y1	Y2	Y3	Y4	Y5			
3	Review and approve the environmental development management plan	Approved environmental development strategy and management plan	Annually	1	1	1	1	1	Board and Manager	Annual Report	Clear deliverables and defined performance indicators to guide environmental development services by the appointed or existing service provider and evaluate levels of service provided.
4	Promote waste minimization and management thereof through awareness on waste, water, noise and air pollution	Quarterly awareness campaign through newsletters or website to business and property owners.	Quarterly	4	4	4	4	4	Manager and Service Provider	Board	Partner with CCT Urban Waste Management as well as Law Enforcement
5	Implement and maintain landscaping projects	Landscaping projects implemented and maintained	Ongoing	→	→	→	→	→	Manager and Service Provider	Board and Operational	
6	Monitor and report illegal signage and posters	Report findings to the relevant CCT department and log CCT service request	Ongoing	→	→	→	→	→	Manager and Service Provider	Board, Operational and Annual Report where applicable	
7	Improve green urban environment	Green urban environment	Ongoing	→	→	→	→	→	Manager and Service Provider	Board and Operational	Tree planting, maintaining of tree wells, road verges, replanting and maintaining of flower pots etc.
8	Monitor environmental health of waterways	Report findings to the relevant CCT department and log CCT service request	Ongoing	→	→	→	→	→	Manager and Service Provider	Board, Operational and Annual Report where applicable	

SOCIAL AND ECONOMIC DEVELOPMENT											
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	REPORTING	COMMENTS
				Y1	Y2	Y3	Y4	Y5			
1	Develop a social and economic development strategy and management plan	Up to date social and economic development strategy and management Plan	Year 1	→					Board, Manager and Service Provider	Annual Report	This is done comprehensively at the beginning of term and then modified continuously in conjunction with the service provider using their experience as well as available statistics
2	Appoint a social development service provider(s)	Contracted service provider(s)	Year 1	→					Board	Board	Appoint a social development service provider(s) through a fair, equitable, transparent and competitive process. This could be an existing service provider.
3	Review and approve the social and economic development management plan	Approved social and economic development strategy and management plan	Annually	1	1	1	1	1	Board and Manager	Annual Report	Clear deliverables and defined performance indicators to guide social and economic development services by the appointed or existing service provider and evaluate levels of service provided.

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE		COMMENTS
				Y1	Y2	Y3	Y4	Y5			
4	Promote Social Development awareness	Quarterly awareness campaign through newsletters or website	Quarterly	4	4	4	4	4	Manager and Service Provider	Board	Partner with CCT Social Development & Early Childhood Development Directorate and social welfare organisations
5	Work in conjunction with local social welfare and job creation organisations and develop the delivery of the supplementary services to improve the urban environment	Job creation through social intervention	Ongoing	→	→	→	→	→	Manager and social welfare organisations	Annual Report	Partner with CCT Social Development and social welfare organisations
6	Provide social services	Social service to recipients	Ongoing	→	→	→	→	→	Manager and Social Worker	Board and Annual Report	

COMMUNICATION											
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	REPORTING	COMMENTS
				Y1	Y2	Y3	Y4	Y5			
1	Develop a communication strategy and management plan	Up to date communication strategy and management Plan	Year 1	→					Board, Manager and Service Provider	Annual Report	This is done comprehensively at the beginning of term and then modified continuously in conjunction with the service provider using their experience as well as available statistics
2	Appoint a communication service provider(s)	Contracted service provider(s)	Year 1	→					Board	Board	Appoint a communication service provider(s) through a fair, equitable, transparent and competitive process. This could be an existing service provider.
3	Review and approve the communication management plan	Approved communication strategy and management plan	Annually	1	1	1	1	1	Board and Manager	Annual Report	Clear deliverables and defined performance indicators to guide communication services by the appointed or existing service provider and evaluate levels of service provided.
4	Maintain Website	Up to date website	Ad-hoc	→	→	→	→	→	Manager	Board	In terms of CCT CID Policy requirements
5	Newsletters / Newsflashes	Communication distributed	Quarterly	4	4	4	4	4	Manager	Operational	Including use of social media platforms
6	Regular interaction with property and business owners	Feedback on interactions	Ongoing	→	→	→	→	→	Manager	Operational	
7	CID information signage	Clearly identifiable CID signage	Ad-hoc	→	→	→	→	→	Manager	Operational	Signage to be visible and maintained with CCT approval

Zwaanswyk Association of Property Owners (ZAPO) 		ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)									
		5-YEAR TERM BUDGET									
		1 July 2026 to 30 June 2031									
		2026/27		2027/28		2028/29		2029/30		2030/31	
INCOME		R		R		R		R		R	
Income from additional rates		-1 990 566	95.2%	-2 110 000	97.7%	-2 236 599	97.8%	-2 370 795	97.9%	-2 513 043	94.4%
Other: Accumulated surplus		-100 000	4.8%	-50 000	2.3%	-50 000	2.2%	-50 000	2.1%	-150 000	5.6%
TOTAL INCOME		-2 090 566	100.0%	-2 160 000	100.0%	-2 286 599	100.0%	-2 420 795	100.0%	-2 663 043	100.0%
EXPENDITURE		R		R		R		R		R	
Core business		1 278 995	61.2%	1 367 081	63.3%	1 463 706	64.0%	1 567 975	64.8%	1 703 985	64.0%
Cleansing services		68 500		72 610		76 967		81 585		86 480	
Environmental upgrading		164 144		173 993		184 432		195 498		207 228	
Public safety		1 026 351		1 099 278		1 179 835		1 267 072		1 385 027	
Public Safety - CCTV monitoring		20 000		21 200		22 472		23 820		25 250	
Depreciation		208 750	10.0%	208 750	9.7%	208 750	9.1%	206 160	8.5%	148 878	5.6%
Repairs & Maintenance		145 000	6.9%	155 000	7.2%	164 300	7.2%	175 000	7.2%	215 500	8.1%
General expenditure		298 104	14.3%	315 869	14.6%	332 745	14.6%	350 536	14.5%	369 289	13.9%
Accounting and taxation fees		54 000		57 240		60 674		64 315		68 174	
Administration and management fees		132 000		139 920		146 916		154 262		161 975	
Advertising costs		6 500		6 860		7 178		7 512		7 862	
Auditors' remuneration		12 000		12 720		13 483		14 292		15 150	
Bank charges		5 500		5 830		6 122		6 428		6 749	
Catering and food		3 000		3 180		3 339		3 506		3 681	
Computer expenses		10 850		11 501		12 076		12 680		13 314	
Contingency / Sundry		1 500		1 500		1 500		1 500		1 500	
Insurance		45 504		48 234		51 128		54 196		57 448	
Meeting expenses		3 000		3 180		3 339		3 506		3 681	
Printing / stationery / photographic		1 000		1 060		1 113		1 169		1 227	
Secretarial duties		8 000		8 480		8 904		9 349		9 817	
Utilities (not CCT)		15 250		16 164		16 973		17 821		18 711	
Projects		50 000	2.4%	50 000	2.3%	50 000	2.2%	50 000	2.1%	50 000	1.9%
Alien Plant Removal		50 000		50 000		50 000		50 000		50 000	
Capital expenditure (PPE)		50 000	2.4%	-	0.0%	-	0.0%	-	0.0%	100 000	3.8%
CCTV / LPR cameras		50 000		-		-		-		100 000	

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	2026/27		2027/28		2028/29		2029/30		2030/31	
Rolling bad debt reserve 3%	59 717	2.9%	63 300	2.9%	67 098	2.9%	71 124	2.9%	75 391	2.8%
TOTAL EXPENDITURE	2 090 566	100.0%	2 160 000	100.0%	2 286 599	100.0%	2 420 795	100.0%	2 663 043	100.0%
(SURPLUS) / SHORTFALL	-		-		-		-		-	
GROWTH: EXPENDITURE	21.0%		3.3%		5.9%		5.9%		10.0%	
GROWTH: ADD RATES REQUIRED	23.0%		6.0%		6.0%		6.0%		6.0%	

LIST OF RATEABLE PROPERTIES WITHIN THE ZWAANSWYK CID						
Category	St No.	Street	Suburb	Unit No	LIS Key	ERF No
RESIDENTIAL	3	ALMONDBURY LANE	TOKAI		232743	00004602
RESIDENTIAL	4	ALMONDBURY LANE	TOKAI		232741	00004600
RESIDENTIAL	5	ALMONDBURY LANE	TOKAI		232975	00005290
RESIDENTIAL	1	CHARNWOOD AVENUE	TOKAI		232773	00004651
RESIDENTIAL	2	CHARNWOOD AVENUE	TOKAI		234246	00007766
RESIDENTIAL	3	CHARNWOOD AVENUE	TOKAI		232779	00004657
RESIDENTIAL	5	CHARNWOOD AVENUE	TOKAI		232778	00004656
NON-RESIDENTIAL	7	CHARNWOOD AVENUE	TOKAI		232777	00004655
RESIDENTIAL	8	CHARNWOOD AVENUE	TOKAI		232765	00004643
RESIDENTIAL	9	CHARNWOOD AVENUE	TOKAI		234203	00007662
RESIDENTIAL	10	CHARNWOOD AVENUE	TOKAI		232764	00004642
NON-RESIDENTIAL	12	CHARNWOOD AVENUE	TOKAI		405633	00011452
NON-RESIDENTIAL	12	CHARNWOOD AVENUE	TOKAI		405633	00011452
RESIDENTIAL	14	CHARNWOOD AVENUE	TOKAI		405629	00011448
RESIDENTIAL	16	CHARNWOOD AVENUE	TOKAI		405630	00011449
RESIDENTIAL	18	CHARNWOOD AVENUE	TOKAI		418203	00012365
RESIDENTIAL	20	CHARNWOOD AVENUE	TOKAI		418205	00012367
RESIDENTIAL	22	CHARNWOOD AVENUE	TOKAI		1051508	00013626
RESIDENTIAL	26	CHARNWOOD AVENUE	TOKAI		1073311	00013685
RESIDENTIAL	28	CHARNWOOD AVENUE	TOKAI		232768	00004646
RESIDENTIAL	24A	CHARNWOOD AVENUE	TOKAI		232769	00004647
RESIDENTIAL	1	CHARNWOOD CLOSE	TOKAI		233312	00006253
RESIDENTIAL	2	CHARNWOOD CLOSE	TOKAI		233309	00006248
RESIDENTIAL	3	CHARNWOOD CLOSE	TOKAI		233311	00006252
RESIDENTIAL	5	CHARNWOOD CLOSE	TOKAI		438961	00012537
RESIDENTIAL	6	CHARNWOOD CLOSE	TOKAI		233310	00006249
RESIDENTIAL	1	DEBAREN CLOSE	TOKAI		235451	00009715
RESIDENTIAL	3	DEBAREN CLOSE	TOKAI		235788	00010131
NON-RESIDENTIAL	4	DEBAREN CLOSE	TOKAI		393287	00008531
RESIDENTIAL	5	DEBAREN CLOSE	TOKAI		236000	00010385
RESIDENTIAL	6	DEBAREN CLOSE	TOKAI		393286	00008528
NON-RESIDENTIAL	7	DEBAREN CLOSE	TOKAI		393285	00010436
RESIDENTIAL	8	DEBAREN CLOSE	TOKAI		234583	00008530
RESIDENTIAL	9	DEBAREN CLOSE	TOKAI		236026	00010437

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Category	St No.	Street	Suburb	Unit No	LIS Key	ERF No
RESIDENTIAL	10	DEBAREN CLOSE	TOKAI		393284	00008529
RESIDENTIAL	11	DEBAREN CLOSE	TOKAI		236027	00010438
RESIDENTIAL	12	DEBAREN CLOSE	TOKAI		28168327	00013833
RESIDENTIAL	14	DEBAREN CLOSE	TOKAI		232754	00004626
NON-RESIDENTIAL	16	DEBAREN CLOSE	TOKAI		232755	00004627
NON-RESIDENTIAL	7A	DEBAREN CLOSE	TOKAI		236220	00010695
RESIDENTIAL	2	SUDDIE CLOSE	TOKAI		235453	00009717
RESIDENTIAL	3	SUDDIE CLOSE	TOKAI		54989861	00013936
RESIDENTIAL	5	SUDDIE CLOSE	TOKAI		438962	00012538
RESIDENTIAL	6	SUDDIE CLOSE	TOKAI		235455	00009719
RESIDENTIAL	7	SUDDIE CLOSE	TOKAI		232766	00004644
RESIDENTIAL	8	SUDDIE CLOSE	TOKAI		235456	00009720
NON-RESIDENTIAL	9	SUDDIE CLOSE	TOKAI		405628	00011447
RESIDENTIAL	10	SUDDIE CLOSE	TOKAI		235457	00009721
RESIDENTIAL	11	SUDDIE CLOSE	TOKAI		405627	00011446
RESIDENTIAL	12	SUDDIE CLOSE	TOKAI		235789	00010135
RESIDENTIAL	14	SUDDIE CLOSE	TOKAI	1	405624	00011443
RESIDENTIAL	14	SUDDIE CLOSE	TOKAI	2	405624	00011443
RESIDENTIAL	14	SUDDIE CLOSE	TOKAI	3	405624	00011443
NON-RESIDENTIAL	14	SUDDIE CLOSE	TOKAI		405624	00011443
RESIDENTIAL	15	SUDDIE CLOSE	TOKAI		405626	00011445
RESIDENTIAL	16	SUDDIE CLOSE	TOKAI		405625	00011444
RESIDENTIAL	4A	SUDDIE CLOSE	TOKAI		235454	00009718
RESIDENTIAL	2	THORPE CLOSE	TOKAI		232739	00004597
RESIDENTIAL	4	THORPE CLOSE	TOKAI		232737	00004595
RESIDENTIAL	5	THORPE CLOSE	TOKAI		232825	00004726
RESIDENTIAL	7	THORPE CLOSE	TOKAI		232735	00004593
RESIDENTIAL	3	ZWAANSWYK CLOSE	TOKAI		393361	00004577
RESIDENTIAL	4	ZWAANSWYK CLOSE	TOKAI		232715	00004569
NON-RESIDENTIAL	6	ZWAANSWYK CLOSE	TOKAI		232716	00004570
NON-RESIDENTIAL	8	ZWAANSWYK CLOSE	TOKAI		236210	00010678
RESIDENTIAL	65	ZWAANSWYK ROAD	TOKAI		235416	00009658
RESIDENTIAL	66	ZWAANSWYK ROAD	TOKAI		235428	00009675
RESIDENTIAL	67	ZWAANSWYK ROAD	TOKAI		232771	00004649
RESIDENTIAL	68	ZWAANSWYK ROAD	TOKAI		232713	00004567
RESIDENTIAL	69	ZWAANSWYK ROAD	TOKAI		232775	00004653

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Category	St No.	Street	Suburb	Unit No	LIS Key	ERF No
RESIDENTIAL	70	ZWAANSWYK ROAD	TOKAI		236032	00010457
NON-RESIDENTIAL	71	ZWAANSWYK ROAD	TOKAI		232861	00004776
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	1	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	2	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	3	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	4	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	5	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	6	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	7	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	8	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	9	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	10	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	11	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	12	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	13	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	14	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	15	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	16	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	17	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	18	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	19	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	20	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	21	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	22	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	23	232717	00004572
RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI	24	232717	00004572
NON-RESIDENTIAL	72	ZWAANSWYK ROAD	TOKAI		232717	00004572
NON-RESIDENTIAL	73	ZWAANSWYK ROAD	TOKAI		232862	00004777
RESIDENTIAL	74	ZWAANSWYK ROAD	TOKAI		393362	00011216
RESIDENTIAL	76	ZWAANSWYK ROAD	TOKAI		232721	00004578
RESIDENTIAL	78	ZWAANSWYK ROAD	TOKAI		1000085	00013420
RESIDENTIAL	79	ZWAANSWYK ROAD	TOKAI		14341286	00013727
NON-RESIDENTIAL	80	ZWAANSWYK ROAD	TOKAI		444708	00012923
NON-RESIDENTIAL	81	ZWAANSWYK ROAD	TOKAI		233308	00006245
RESIDENTIAL	82	ZWAANSWYK ROAD	TOKAI		444707	00012922
RESIDENTIAL	84	ZWAANSWYK ROAD	TOKAI		444706	00012921

Category	St No.	Street	Suburb	Unit No	LIS Key	ERF No
RESIDENTIAL	85	ZWAANSWYK ROAD	TOKAI		232759	00004636
RESIDENTIAL	86	ZWAANSWYK ROAD	TOKAI		232723	00004580
RESIDENTIAL	88	ZWAANSWYK ROAD	TOKAI		781504	00013018
RESIDENTIAL	90	ZWAANSWYK ROAD	TOKAI		232725	00004583
NON-RESIDENTIAL	91	ZWAANSWYK ROAD	TOKAI		393288	00008527
RESIDENTIAL	93	ZWAANSWYK ROAD	TOKAI		234582	00008526
RESIDENTIAL	95	ZWAANSWYK ROAD	TOKAI		234581	00008525
RESIDENTIAL	97	ZWAANSWYK ROAD	TOKAI		236009	00010399
RESIDENTIAL	101	ZWAANSWYK ROAD	TOKAI	1	236007	00010397
RESIDENTIAL	101	ZWAANSWYK ROAD	TOKAI	2	236007	00010397
NON-RESIDENTIAL	101	ZWAANSWYK ROAD	TOKAI		236007	00010397
RESIDENTIAL	103	ZWAANSWYK ROAD	TOKAI		236006	00010396
RESIDENTIAL	104	ZWAANSWYK ROAD	TOKAI		232738	00004596
RESIDENTIAL	105	ZWAANSWYK ROAD	TOKAI		236005	00010395
RESIDENTIAL	107	ZWAANSWYK ROAD	TOKAI		236013	00010403
RESIDENTIAL	108	ZWAANSWYK ROAD	TOKAI	1	232740	00004599
RESIDENTIAL	108	ZWAANSWYK ROAD	TOKAI	2	232740	00004599
NON-RESIDENTIAL	108	ZWAANSWYK ROAD	TOKAI		232740	00004599
RESIDENTIAL	109	ZWAANSWYK ROAD	TOKAI		236014	00010404
RESIDENTIAL	110	ZWAANSWYK ROAD	TOKAI		232742	00004601
RESIDENTIAL	111	ZWAANSWYK ROAD	TOKAI		236010	00010400
RESIDENTIAL	112	ZWAANSWYK ROAD	TOKAI		232744	00004604
RESIDENTIAL	113	ZWAANSWYK ROAD	TOKAI		236012	00010402
RESIDENTIAL	115	ZWAANSWYK ROAD	TOKAI		68574981	00014034
RESIDENTIAL	116	ZWAANSWYK ROAD	TOKAI		235167	00009308
RESIDENTIAL	117	ZWAANSWYK ROAD	TOKAI		232752	00004618
RESIDENTIAL	118	ZWAANSWYK ROAD	TOKAI		232745	00004605
RESIDENTIAL	119	ZWAANSWYK ROAD	TOKAI		232898	00004822
RESIDENTIAL	122	ZWAANSWYK ROAD	TOKAI		234107	00007435
NON-RESIDENTIAL	123	ZWAANSWYK ROAD	TOKAI		232751	00004617
RESIDENTIAL	124	ZWAANSWYK ROAD	TOKAI	1	234172	00007514
RESIDENTIAL	124	ZWAANSWYK ROAD	TOKAI	2	234172	00007514
NON-RESIDENTIAL	124	ZWAANSWYK ROAD	TOKAI		234172	00007514
NON-RESIDENTIAL	125	ZWAANSWYK ROAD	TOKAI		234895	00008988
RESIDENTIAL	126	ZWAANSWYK ROAD	TOKAI		232753	00004619
RESIDENTIAL	127	ZWAANSWYK ROAD	TOKAI		233839	00006975

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Category	St No.	Street	Suburb	Unit No	LIS Key	ERF No
RESIDENTIAL	128	ZWAANSWYK ROAD	TOKAI		232746	00004606
RESIDENTIAL	129	ZWAANSWYK ROAD	TOKAI		233838	00006973
RESIDENTIAL	130	ZWAANSWYK ROAD	TOKAI		235168	00009309
RESIDENTIAL	131	ZWAANSWYK ROAD	TOKAI		234371	00008163
RESIDENTIAL	133	ZWAANSWYK ROAD	TOKAI		233832	00006966
RESIDENTIAL	135	ZWAANSWYK ROAD	TOKAI		233833	00006967
RESIDENTIAL	137	ZWAANSWYK ROAD	TOKAI		233834	00006968
RESIDENTIAL	139	ZWAANSWYK ROAD	TOKAI		233835	00006969
RESIDENTIAL	141	ZWAANSWYK ROAD	TOKAI		233836	00006970
RESIDENTIAL	143	ZWAANSWYK ROAD	TOKAI		233837	00006971
RESIDENTIAL	129A	ZWAANSWYK ROAD	TOKAI		28448691	00013837
RESIDENTIAL	70A	ZWAANSWYK ROAD	TOKAI		234270	00007802
RESIDENTIAL	72A	ZWAANSWYK ROAD	TOKAI		236276	00010789
RESIDENTIAL	95A	ZWAANSWYK ROAD	TOKAI		236008	00010398

Z.M. Libaga

EKSEKUSIEVEILING
Macassar

IN DIE HOOGGEREGSHOF VAN SUID-AFRIKA (WES-
KAAPSE AFDELING, KAAPSTAD). Saaknr. 20498/2023.
In die saak tussen: ABSA HOME LOANS GUARANTEE
COMPANY (RF) (PTY) LTD en ABSA BANK BEPERK
(Eisers) en ZACHARIA MAKONDELELE LIBAGA (ID-nr.
790601 5664 08 0)(Verweerder). 1. Eindom: Beech Slot
5, Acorn Creek, Hoofweg 501, Macassar; 2. Domicilium:
Osunisingel 44, Zandspruit 101617, Uitbreiding 4,
Johannesburg; en 3. Woonadres: Beech Slot 5, Acorn
Creek, Hoofweg 501, Macassar. Ter uitvoering van 'n
vonnis van die bogenoemde agbare hof gedateer 4
Desember 2024, sal die ondervermelde onroerende
eiendom op DONDERDAG, 6 NOVEMBER 2025 om 11:00
by die BALJU-KANTOOR, TWIN OAK SENTRUM,
HOOFWEG 148, SOMERSET-WES in eksekusie verkoop
word aan die hoogste bieder onderhewig aan 'n
reserweprys van R2 240 000,00, asook onderhewig aan
sodanige reserweprys, indien enige, as wat in terme van
Reël 46(5)(a) deur 'n preferente skuldeiser of plaaslike
owerheid vasgestel mag word, asook onderhewig aan die
hiernavermelde en sodanige verdere voorwaardes as wat
deur die balju by die veiling uitgelees sal word, sowel as
die Verbruikersbeskermingswet, 68 van 2008 (soos
gewysig): ERF 1837 SITARI, in die STAD KAAPSTAD,
Afdeling STELLENBOSCH, Wes-Kaap Provinsie geleë te
BEECH SLOT 5, ACORN CREEK, HOOFWEG 501,
MACASSAR; groot 170 vierkante meter; gehou kragtens
Transportakte nr T29434/2020. Beskrywing: Die
volgende inligting word verstrek, maar nie gewaarborg
nie: DUBBELVERDIEPING WOONHUIS MET GEPLEI-
STERDE MURE, BESTAANDE UIT 3 X SLAAPKAMERS, 2
X BADKAMERS, LEEFKAMER, EETKAMER, KOMBUIS,
ENKEL MOTORHUIS. EIENDOM IS ALGEMEEN
RESIDENSIEEL GESONEER EN IS IN 'N GOEIE AREA EN
GOEIE TOESTAND. Betaalvoorwaardes: 1. Alle bidders
moet hul identiteitsdokumente en bewys van woonadres
aanbied vir FICA nakoming. 2. Betaling van 'n
registrasiefooi van R15 000,00 (terugbetaalbaar) via
elektroniese kontant-oorsending. 3. Alle bidders moet
registreer op die balju se webtuiste bekend as:
www.sherriffctnorth.co.za. 4. Tien persent (10%) van die
koopprys moet onmiddellik na die veiling betaal word.
Die balans-koopprys tesame met rente daarop is
betaalbaar teen registrasie van oordrag. 5.
Advertensiekostes teen huidige publikasietariewe en
veilingkoste in terme van hofreëls is van toepassing.
Verkoopvoorwaardes: Die volledige verkoopvoorwaardes
leë ter insae by die kantoor van die balju vir die
Hooggereshof, SOMERSET-WES en die kantore van die
ondergetekende.
Gedateer te TYGERVALLEI hierdie 9de dag van OKTO-
BER 2025.



MARAIŠ MÜLLER HENDRICKS
PROKUREURS

MARAIŠ MÜLLER HENDRICKS, Eiser se Prokureurs,
1ste Vloer, Tyger Forum A, Willie van Schoor Rylaan 53,
TYGERVALLEI. (VERW. MJT/Yvette Smith/ZA0762; Tel.
021 943 3000).
2917 - Okt. 17-(4501)/V

824

DIE BURGER

Hoe kan ons help?

Die Burger-intekenare kan ons by die volgende
besonderhede kontak met enige navrae.

Intekenare@media24.com

SMS "diens" na 31069

(SMS kos R1,50)

087 353 1300



KENNISGEWING VAN ALGEMENE JAARVERGADERING

Die Zwaanswyk Association of Property Owners NPC (Zwaanswyk
Association of Property Owners) gaan 'n algemene jaarvergadering hou.
Alle belanghebbendes word genooi na 'n oorsig van die afgelopen boekjaar
se aktiviteite en om die verlening van die CID-termyin goedgekeur.

Datum: 11 November 2025
Tyd: 19h00
Plek: The Range, Tokai

Net bona fide-lede van ZAPO kan oor die resolusies voorgelê by die
ledesvergadering slom. Hierdie komsaak is gratis beskikbaar aan alle
eienaars van eiendom in dZAPO se gebied wat vir die bykomende heffing
aanspreeklik is (betalers van bykomende heffings), maar hulle moet voor
3 November 2025 geregistreer wees.

Die aansoekdokumente vir die verlening van die CID-termyin is vir
inspekte beskikbaar by die bestuurskantoor van die kantore, die kantoor van
die uitvoerende direkteur en word op die bestuurskantoor se webwerf
gepubliseer.

Enige bykomende belastingbetaler wat teen die aansoek om die
uitbreiding van die CID-termyin gekant is, kan binne 30 dae na afloop van
die algemene jaarvergadering 'n skriftelike beswaar indien, sou besware
nie van minstens 40% van bykomende belastingbetalers ontvang word
nie.

Lede van die plaaslike gemeenskap (insluitende eiendomsbesitters,
inwoners, huurders, regspersone, burgerlike organisasies en nie-
regerings- of privaat- of arbeidsorganisasies) kan binne 30 dae na
afloop van die algemene jaarvergadering skriftelike kommentaar oor die
nuwe vyfjaarsakeplan indien.

Om as lid te registreer of vir meer inligting en dokumentasie, besoek
www.zaapo.co.za. Om 'n skriftelike beswaar of kommentaar in te dien,
e-pos info@zaapo.co.za



MTO FORESTRY (PTY) LTD
Reg. No:1994/006586/07

Tenders are invited for the sale of Pine at the following plantations/sites for 2026:

Commodity	Point of sale	Garcia	Kruisfontein	Tsitsikamma	Longmore	George Sawmill	Longmore Sawmill
Saw Logs	At Roadside	1,795 m ³	795 m ³	18,020 m ³			
Low grade	At Roadside	703 m ³	692 m ³	8,620 m ³	5,449 m ³	660 m ³	2,020 m ³
Poles	At Roadside	100 m ³	100 m ³	1,800 m ³			
Clear-fell	Standing			37,93 ha	16,46 ha		
Thinning	Standing	0	14,85 ha	194,31 ha			

Tender documents are available at the George Sawmill Offices, No.6 Saagmeul Street, George or alternatively visit the MTO website at mto.co.za.

Closing date and time for tender submissions:
Friday, 7th November 2025 @ 12H00.

For further information contact:
Thinus Kok: 082 889 5332

INVITATION TO BID

THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE INVITES BIDDERS FOR THE FOLLOWING TENDERS

- CTICC 025/2026: SUPPLY AND DELIVERY OF MEAT, POULTRY, FROZEN AND PREPARED FOODS, AND DAIRY PRODUCTS
- CTICC 008/2026: HVAC AND REFRIGERATION MAINTENANCE

Suitably qualified, experienced, and registered companies are hereby invited to submit proposals to the Cape Town International Convention Centre (CTICC) for the following tenders:

BID NUMBER	SCORING MECHANISM	TENDER DOCUMENT COLLECTION DETAILS			BRIEFING SESSION		
		DATE	TIME	VENUE	DATE	TIME	VENUE
CTICC 025/2026: Supply and Delivery of Meat, Poultry, Frozen and Prepared Foods, and Dairy Products	90/10	AS OF 17 OCTOBER 2025	10:00	PLEASE REQUEST A COPY OF THE DOCUMENT VIA E-MAIL.	5 NOVEMBER 2025 (NON-COMPULSORY)	13:00	CTICC 2: MEETING ROOM – DAISY
	90 = PRICE 8 = B-BBEE STATUS 2 = LOCALITY				5 NOVEMBER 2025 (COMPULSORY)	10:00	
CTICC 008/2026: HVAC & Refrigeration Maintenance	80/20						
	80 = PRICE 15 = B-BBEE STATUS 5 = LOCALITY						

The tenders will be evaluated on the functionality criteria as stated in the tender document. The minimum qualification score for functionality is 20.

The following department may be contacted only in writing in respect of enquiries with the subject line:

- "TENDER NO. CTICC 025/2026 – Enquiries"
- General Enquiries: Tenders Department at tender1@cticc.co.za
- "TENDER NO. CTICC 008/2026 – Enquiries"
- General Enquiries: Tenders Department at tender2@cticc.co.za

Bidders not registered on the CTICC Database, or the Central Supplier Database are not precluded from submitting tenders but must be registered prior to the adjudication date of the offers to be responsive.

Physical tender documents can be purchased in cash, at a non-refundable fee of R 200 per document and can be collected directly from the supply chain office as of the dates indicated above. Please reserve yourself a set of tender documents, by sending an email to the above-mentioned email address. Preferably, tender documents must be requested electronically, free of charge, by sending a request to the above email address. Additionally, the document can be downloaded from the CTICC website www.cticc.co.za.

To ensure that bids are not invalidated, bid documents must be completed in accordance with the terms and conditions stated on them. The completed original bid documents must be placed in a sealed A4 envelope – clearly stating the bid number and name of tender.

The sealed bids must be deposited into the following tender boxes situated at the reception area on the ground floor of the Cape Town International Convention Centre 1 (No. 1 Lower Long Street, Convention Square, Foreshore, Cape Town):

- Tender Box 1: CTICC 025/2026
- Tender Box 2: CTICC 008/2026

CLOSING DATE AND TIME FOR BIDS: FRIDAY, 28 NOVEMBER 2025 AT 12:00

All bids received will be opened in public, late proposals and proposals submitted by e-mail or fax will under no circumstances be accepted. The CTICC reserves the right to withdraw any invitation and/or to re-advertise or to reject any proposals or to accept any part of it. The CTICC does not bind itself to accepting the lowest bid or to award a contract to the bidder who scores the highest number of points.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.



TENDERKENNISGEWING: T24/25/26 HERNUWING VAN TREND MICRO ANTIVIRUS

Swartland Munisipaliteit vra hiermee kwotasies aan van toepaslik ervare diensverskaffers vir die hernuwing van Trend Micro Antivirus, soos in die amptelike tenderdokumentasie uiteengesit.

Kwotasies en alle ander toepaslike dokumente in 'n geseëde koewert, duidelik gemerk "TENDER T24/25/26: HERNUWING VAN TREND MICRO ANTIVIRUS" moet voor 12:00 op Vrydag, 31 Oktober 2025, in die tenderbus by die Munisipale Hoofkantoor, hoek van Kerk- en Voortrekkerstrade, Malmesbury ingedien word. Geen tenders sal laat, elektronies of per faks aanvaar word nie.

TENDERKENNISGEWING: T26/25/26 VOORSIENING EN AFLEWERING VAN TAFEL- EN NOTABOEKREKENAARS MET BYKOMSTIGHEDE

Swartland Munisipaliteit vra hiermee kwotasies van toepaslik ervare diensverskaffers vir die voorsiening en aflewering van tafel- en notaboekrekenaars met bykomstighede, soos in die amptelike tenderdokumentasie uiteengesit.

Kwotasies en alle ander toepaslike dokumente in 'n geseëde koewert, duidelik gemerk "TENDER T24/25/26: VOORSIENING EN AFLEWERING VAN TAFEL- EN NOTABOEKREKENAARS MET BYKOMSTIGHEDE" moet voor 12:00 op Vrydag, 31 Oktober 2025, in die tenderbus by die Munisipale Hoofkantoor, hoek van Kerk- en Voortrekkerstrade, Malmesbury ingedien word. Geen tenders sal laat, elektronies of per faks aanvaar word nie.

Die dokumente kan gedurende kantoorure by Jo-Maré van der Westhuizen by tel. 022 487 9700 of vanderwesthuizen@swartland.org.za by die Munisipale Kantore, Kerkstraat, Malmesbury, afgehaal word. 'n Nie-verhaalbare kontakfooi van R180,00 is aan Swartland Munisipaliteit betaalbaar by die afhaal van hardkoopie van die tenderdokumente. Gratis elektroniese tenderdokumente is op aanvraag beskikbaar.

Die tender sal ingevolge die Raad se Voorkeurvrykrygingsregulasies en die aangehegte spesifikasies geëvalueer word. Die 80/20-voorkeurpuntstelsel sal gebruik word vir die evaluering van hierdie kontrak. Die Voorkeurvrykrygingsbeleid is gedurende normale kantoorure by die munisipale kantore ter insae beskikbaar.

Tenderaars wat vir die voordele van die B-BBEE-wet wil kwalifiseer met moet die skedule volledig voltooi. Daar sal geen voordele wees indien die skedule nie volledig voltooi is nie. Voorkeurpunt MOET ook in paragraaf 6.1 geëis word. Tenderaars word versoek om oorspronklike en geldige B-BBEE-statusvlak verifiëringstifikate of gewaarmerkte afskrifte daarvan in te dien, ten einde hul B-BBEE-graderingseise te substansieer. Tenderaars moet ook bewys van ligging indien ten einde punte vir ligging te eis.

Hierdie tenders is onderhewig aan die Algemene Tendervoorwaardes, en indien van toepassing, enige ander Spesiale Tendervoorwaardes. Swartland Munisipaliteit is nie daartoe verbind om die laagste, enige deel van 'n tender of 'n tender in geheel te aanvaar nie.

Tegniese navrae rakende hierdie tender kan aan mnr Johan Pienaar by tel: 022 487 9400 gerig word.

Munisipale Kantore
PRIVAATSAK X52
MALMESBURY

JJ SCHOLTZ
MUNISIPALE BESTUURDER
17 Oktober 2025

From: ZAPO <info@zapo.co.za>
Sent: Thursday, 16 October 2025 15:47
To: ninareich@hotmail.com <ninareich@hotmail.com>
Subject: ZAPO AGM

ZAPO AGM 2025

Hi Zwaanswyk residents, 🙌

Quick reminder that the ZAPO AGM is on Tuesday, 11 November at 7:00pm at The Range.

We will be approving our 5 year extension of term and our 5 year proposed budget. Please try arrive a few minutes early to sign in. If you can't make it, please send in a proxy form. ([Proxy form attached](#))

Either drop off at the security hut or email to info@zapo.co.za.

Please also send in any questions you would like answered, ahead of the AGM. Again to the above forms of communication.

As always we are looking for a few passionate residents to join the ZAPO Board. If you care about our neighbourhood and want to help shape future projects and initiatives, we'd love you to get involved! ([Director form attached](#))

All campaigns

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Sort by: Date edited

Details Audience Analytics Actions

ZAPO AGM
Regular email
Last edited Thu, Oct 16 at 09:47 AM by Zoe Ball
Sent
Thu, Oct 16 at 09:47 AM

ZAPO
141 recipients

67.6%
Opens

5.9%
Clicks

View report

ZAPO Update - 7 May 2025
Regular email · Legacy builder
Last edited Wed, May 07 at 07:15 AM by

ZAPO

71.6%

21.2%

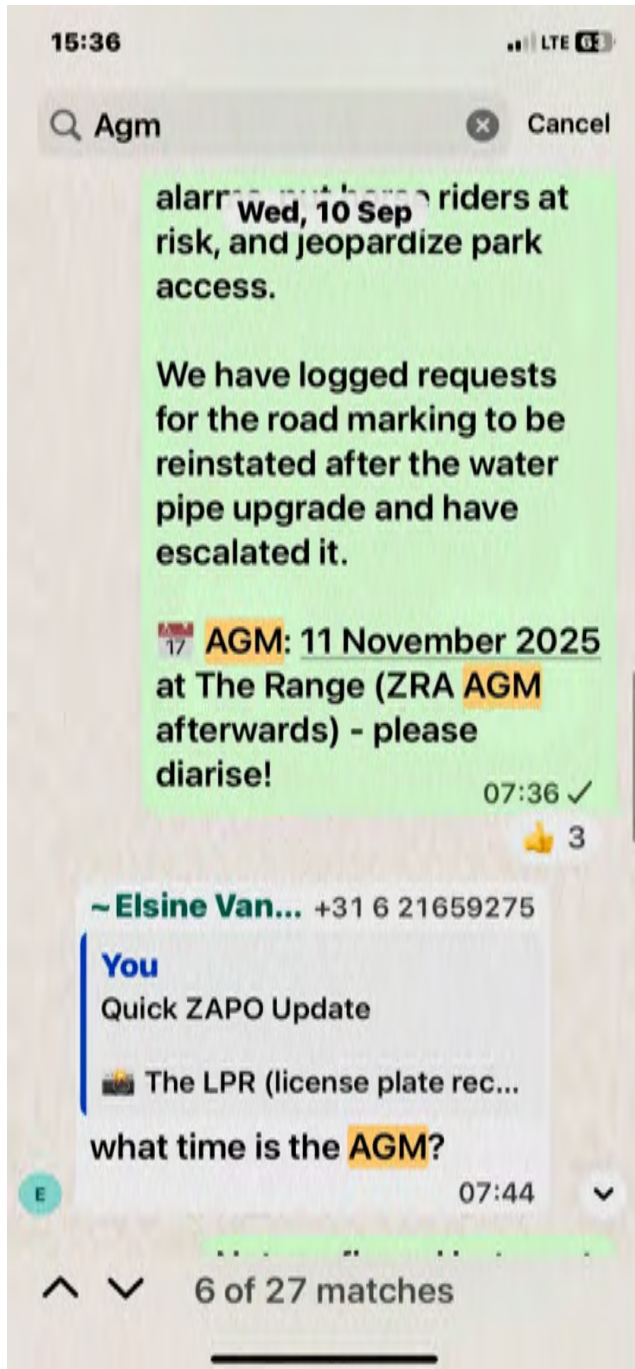
Feedback

ZOE BALL
MANAGER

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)
Non-Profit Company. Reg No: 2008/02/1552/08
Email: info@zapo.co.za

Begin forwarded message:

From: Zoë Ball <brownzoe@gmail.com>
Date: 23 October 2025 at 15:39:02 SAST
To: Zoe Ball <brownzoe@gmail.com>





Zwaanswyk Association of Property Owners (ZAPO)



Notice is hereby given of the Annual General Meeting (AGM) of the ZAPO CID that will take place on 11 November where the following items will be discussed:

AGENDA

1. Registration
2. Welcome & Apologies
3. Membership
 - 3.1 Resignations
 - 3.2 New members
4. Quorum to constitute a meeting
5. Previous AGM minutes
 - 5.1 Approval
 - 5.2 Matters arising
6. Chairperson's Report
7. Feedback on operations 2024/25
8. Approval of the Annual Report for 2024/25
9. Noting of Audited Financial Statements 2024/25
10. Approval of extension of the CID term and new Business Plan for 2026 – 2031 (*includes the approval of the 2026/27 annual budget, surplus utilisation and Implementation Plan*)
11. Surplus Utilisation
 - 11.1 Noting of additional surplus funds utilised in 2024/25 (approved by the Board)
12. Appointment of a Registered Auditor
13. Confirmation of Company Secretary
14. Election of Board Members
15. General
16. Q & A

17. Adjournment

Please note the following:**The present Directors of the ZAPO CID and their respective portfolios are:**

Name	Current CID Portfolio
Caroline Brown	Chairperson and Baboons
Rob Tiffin	Finance and Fire
Antony Peel	Fence
Mark Slingsby	Security
Amy Baines	Community

The local community (including property owners, residents, tenants, body corporates, civic organisations and non-governmental, private sector or labour organisations), stakeholders and interested parties are invited to attend, however, only property owners registered as members of the company may vote.

- Per article 12.2.1 of the Memorandum of Incorporation (MOI), only property owners who are liable for paying the additional rate (additional rate payers) are entitled to Membership of the Company.
- Per article 15.11.5 of the MOI, any members who are in arrears with payment of the additional rate for more than 60 days, shall not be entitled to vote at a members' meeting or taken account of when determining whether a members' meeting is quorate, for so long as they are in arrears, unless they can prove that they have declared a formal dispute with the City or have entered into an appropriate payment arrangement with the City.
- Every member shall be entitled to one vote per R10,000,000.00 (ten million rand) (or portion thereof), of the municipal valuation of each of their rateable properties within the CID to a maximum of ten votes per property, provided that the total number of votes assigned to any single member, or to any number of members under common ownership or control shall not exceed thirty-three and one-third (33-1/3) percent of the total number of votes which may be cast.
- For members under common ownership or control:
 - o those properties with a valuation of R5,000,000 or more, one vote will be assigned per property; and
 - o those below R5,000,000 will get one vote per R10,000,000 of the combined municipal valuation of all such properties.
- Owners wishing to apply for membership should do so via email. New membership applications should be received by 3 November 2025 to be approved and accepted at a board meeting of the ZAPO NPC prior to the AGM.
- Any member may appoint a Proxy to attend the meeting on his/her behalf. Forms of Proxy may be downloaded from the website or requested by email. The proxy form must be delivered to the security hut or emailed no less than 24 hours prior to the advertised time of the start of the meeting, failing which it shall not be deemed to be valid.
- Enquiries should be addressed as far in advance as possible, by email as above or by letter to the registered office of the company. The Annual Financial Statements can be downloaded from the website.
- Article 16.1.9 of the MOI states "As required by item 5(1)(b) of Schedule 1 to the Act, at least one third of the longest serving Directors shall retire from office at every AGM. Retiring Directors shall retain office until the close or adjournment of the AGM. A retiring Director shall, however, be eligible for re-election." Therefore, the following Directors: Rob Tiffin and Antony Peel will resign. They have made themselves available for re-election as directors.
- Forms for nomination of directors may be downloaded from the website or be requested by email. These forms must be emailed no less than 7 days prior to the advertised time of the start of the meeting, failing which it shall not be deemed to be valid.

- Section 27(2)(b)(iii)(aa) of the CID By-law states 'any additional rate payer (ARP) opposed to the application shall submit a written objection to the management body within 30 days of the conclusion of the AGM on a form accompanying the notice or otherwise made available by the management body'.
- Section 27(2)(b)(iii)(bb) of the CID By-law states 'the Council may approve the application if written objections are not received from at least 40% of ARPs in a residential CID.
- Section 27(2)(b)(iii)(cc) of the CID By-Law states 'members of the local community shall submit any comments on the new 5-year business plan in writing within 30 days of the conclusion of the AGM'.
- Section 27(2)(c) of the CID By-Law states 'In the event that the management body makes any material amendments to the business plan after the AGM, the management body must convene a further members' meeting in accordance with the notice requirements in subsection (2)(b) for purposes of approving the amended business plan and soliciting written objections and comment as contemplated in subsection (2)(b)(iii) (with the changes required by the context'.

The following documentation is available on the ZAPO website at www.zapo.co.za

- Membership list
- Advertisements, notice to members and CoR 36.2 form
- Minutes of previous AGM
- Agenda
- Audited AFS (Full set)
- Business Plan 2026-2031
- Membership application form
- Nomination as Director form
- Proxy Form
- Annual report

To submit a written objection or comment e-mail info@zapo.co.za

Zwaanswyk Association of Property Owners (ZAPO)



ZAPO CID – ANNUAL GENERAL MEETING MINUTES

Date: 11 November 2025

Venue: The Range

1. REGISTRATION

Members registered on arrival.

2. WELCOME & APOLOGIES

Chairperson Caroline Brown welcomed all members, noting the ZAPO CID business would be dealt with first before the ZRA Committee was invited to the floor. She also thanked those who were not able to attend but had completed Proxy forms

Additional welcomes:

- Carolynne Franklin – our Ward councilor
- Bonita Ascott – COCT Finance (via video)
- Ros Eachus – new Bookkeeper (via video)

Apologies:

- Antony Peel

3. MEMBERSHIP

Resignations:

- Nina Reich

New Members:

- The Floyd Family

- The Prins Family

4. QUORUM

A quorum of over 10% was confirmed. The meeting was duly constituted.

5. PREVIOUS AGM MINUTES

Approval: Approved by show of hands.

Matters Arising: None.

6. CHAIRPERSON'S REPORT

INTRODUCTION

2025 was marked for all of us by the fire. For those of us who were here during the 2015 fire, we had less damage than 10 years ago, mainly because we were dealing with a fynbos fire rather than pine trees.

The fire did burn through the fire break around the reservoir, there was fire damage in gardens and a portion of the fence and cabling were burned. Fortunately, the quick response of residents put it out before it got into any homes. A number of residents left the area due to the heavy smoke, and there was smoke damage to some homes.

80 horses were evacuated from and within Zwaanswyk, in a relatively organized way – all the yard managers just got on with it. The TDRA assisted to link up horses with available stables – thank you to all those who offered to take in horses.

The first phase of the camera project to protect the fence line has been completed, which makes a big difference to our ability to secure the fence from intruders during the night.

STRATEGIC OBJECTIVES

In terms of our Memorandum of Incorporation with the City of Cape Town, the “main objects of the Company are to provide Community Based Private Urban Management within the public areas of the SRA”.

That is complex language to describe our 4 mandated objectives, as approved by Zwaanswyk residents when ZAPO was established:

- A. To erect and maintain a baboon deterrent fence
- B. To provide common area security
- C. To enhance and ensure the maintenance of common areas by the City of Cape Town
- D. To communicate with members on the above aspects and a 5th mandate was subsequently added
- E. Community development and anti-poverty initiatives

KEY EVENTS / CHALLENGES

Security

Despite a significant increase in crime around Zwaanswyk, we have managed to keep the crime within Zwaanswyk very low.

The common area security has focused on securing the perimeter – the fence and the road. This makes us vulnerable if criminals enter legitimately, because they are working on one of the building sites or making a delivery. For your own safety and that of your neighbors, all residents who are building, please insist that your building managers / supervisors audit the employee information and ensure you have IDs/passports, photographs and cell numbers for all people on your site.

Fire

The fire broke out on Friday afternoon 25 April 2025 near the back fence of the picnic site and then later the same evening on Tokai upper tracks (Level 3). The fire had 3 ignition points, so it was started deliberately.

At about 9.30 am on Saturday morning, the fire management team thought they had contained the fire and helicopters were sent back to base, however it was not out and some gusts of wind quickly fanned the flames. By the time the helicopters were able to get back, the fire was raging on a wide front. It spread across inaccessible mountain terrain, including the section above and alongside Zwaanswyk, Silvermine and nearby reserves.

All available firefighting teams and helicopters were mobilized. The fire threatened residential areas of Zwaanswyk and Noordhoek and its surrounds; evacuations were ordered for nearly 200 households in the region.

The Zwaanswyk Premier team did very well to keep the neighbourhood secure whilst allowing access to emergency response. The main gate was open to allow access for fire trucks, and one guard worked 24 hours without rest to man it through the night. The support of residents to prevent fire spectators from clogging up the road was invaluable. And our technical support team was on site on Sunday (the next day) getting damaged sections repaired.

3,000 hectares of vegetation on the mountain slopes around us were completely burned. Stumps continued to burn underground for several weeks. The fire response was able to protect the arboretum. Helicopters tried to protect the grove of redwoods, but they were burned. However, they are fire retardant trees and last time I saw them, it seemed as if only one has died.

Although no major property destruction in Zwaanswyk has been publicly reported, the neighbourhood was extremely lucky that the eucalyptus trees around the reservoir at the top of the road did not catch light, as they would have exploded and spread the fire onto rooves. It seems incredible that the City has critical infrastructure (being the reservoir and water supply equipment) placed at risk by fire accelerant trees.

Following the fire, there has been massive erosion of the tracks in the Park, soot and debris blocked up drainage ditches and pipes, and the lack of vegetation means that storm water cascades down the slopes.

Baboons

The census published shows that the Tokai + Zwaanswyk troops have grown from 86 individuals in 2012 to 147 in 2024 – an 89% increase.

In the Baboon Management Plan, contraception / sterilization is “under consideration”. There is still nothing being done to manage the birth rate.

NORTH TROOPS	Dec. 2012	June 2013	June 2014	June 2015	June 2016	June 2017	June 2018	June 2019	June 2020	Sept.2021	June 2022	June 2023	June 2024	# Change since 2012	% Change since 2012
Constantia 1	60	70	69	77	81	63	46	64	68	40	39	34	43	1	1.7%
Constantia 2 ¹						22	10	8	7	17	18	20	18		
Mountain 1	33	41	47	49	47	37	60	73	63	51	33	36	34	34	163.6%
Mountain 2 ¹										24	32	31	33		
Tokai	61	64	70	62	65	69	75	91	92	110	126	108	115	34	88.5%
Zwaanswyk	25	28	28	30	28	30	20	20	18	20	15	23	32	7	28%
SUBTOTAL	179	203	214	218	221	241	211	256	248	262	285	272	295	116	64.8%
TOTAL	354	368	383	379	404	426	414	448	445	474	498	461	489	135	38.1%

SHORT AND MEDIUM-TERM OUTLOOK

From the annual income (the ZAPO levies) we currently pay for:

- The 3 Premier Guards and facility of the car,
- Premier back up response and support, Omnivision monitoring
- The Zwaanswyk baboon monitor, paintball supplies etc,
- The maintenance of the fence and cameras (cleaning and repairs),
- Electrification and insurance of the fence.
- Professional and managerial services (auditors, manager, Company Secretary etc)

The threats and challenges from the external environment are going to make preserving our security more difficult.

Our main objectives for the year ahead are:

- Protect and maintain the fence
- Deter and respond to any incursions through the fence using our night vision camera system

The Zwaanswyk baboon monitor was not in the business plan and we did not have the funds to sustain this additional service and make a community contribution to the Westlake United Church. I encourage any of you who can make a donation in your private capacity to do so, every cent they received is used for the benefit of the children and the vulnerable in the Westlake community.

The Business plan for the next 5 year period is available for review – your thoughts and input on this plan will be greatly valued.

ACKNOWLEDGMENTS

Our longstanding partnership with Premier continues to be highly valued and appreciated

Councilor Franklin, who is available and responds to queries. And thanks to the team at the City of Cape Town who provide governance and oversight.

We sadly report that Glowin (who have been our fence and gate service providers for many years) have been taken over, but this has led us to appoint Ryan Wilson as our service provider for repairs and technical support. Ryan is a great find, and he is able to assist us with the cameras and the fence/gates.

Thanks to Zoe Ball who keeps everything on track – its been a particularly challenging year trying to keep things running smoothly when our bookkeeper left suddenly.

Particular acknowledgement goes to the commitment and hours of effort that the members of the Board put in for the benefit of the community. Special mention to Antony who is involved every week, checking and repairing the fence and gates; Rob managing the ZAPO operations and finances and Mark who has brought technical insight and innovation.

7. FEEDBACK ON OPERATIONS 2024/25

- Reserves: R1,969,569
- Operating loss: R137,405 due to unbudgeted baboon monitoring
- R470,814 spent on new camera system
- Revenue increased 6.8%
- Audit passed successfully
- 15% income increase included in new 5-year plan
- Bank transition from Investec to Capitec
- Thanks extended to COCT and accounting support teams

The Chairperson explained that due to the sudden resignation of the bookkeeper, the Annual Report, AFS and Business Plan were not distributed in legislated time. Members confirmed they were comfortable proceeding with approvals by show of hands.

8. APPROVAL OF ANNUAL REPORT 2024/25

Approved by show of hands.

9. NOTING OF AUDITED FINANCIAL STATEMENTS

Noted by show of hands.

10. APPROVAL OF EXTENSION OF CID TERM & NEW BUSINESS PLAN 2026–2031

Approved by show of hands.

11. SURPLUS UTILISATION

Noted and accepted by show of hands.

12. APPOINTMENT OF REGISTERED AUDITOR

True North - Confirmed by show of hands.

13. CONFIRMATION OF COMPANY SECRETARY

True North - Confirmed by show of hands.

14. ELECTION OF BOARD MEMBERS

- Rob Tiffin – re-elected

- Antony Peel – re-elected

- Justin Floyd – newly elected

All approved by show of hands.

15. GENERAL

Address by Cllr Carolynne Franklin:

- Road markings to be redone soon
- One of the C3 service requests logged incorrectly
- Debaren road: sandbags installed, no immediate danger; engineering assessment pending
- A property upstream may have diverted natural water flow, which could have contributed to the flooding
- Residents urged to report concerns and hold neighbours accountable

16. Q & A

A question was posed regarding the increase in the levy and the impact of the new developments, as well as the forthcoming property valuation.

The treasurer explained that the City of Cape Town collects the Rand value as approved in ZAPO's budget. This means that as the base becomes bigger with new homes, the percentage from each property will be adjusted downwards, so that the Rand amount remains the same. Similarly with the property valuations – the levy per property will be adjusted so that the CID receives the correct rand amount.

A question was also raised by John Greene regarding why the levy increase in Year 1 of the new five-year budget is noticeably higher than in the remaining years.

The treasurer explained that the previous five-year budget did not provide sufficient annual growth to keep pace with rising monthly operating costs, and some unforeseen costs, like the baboon monitor. As a result, the new budget must correct this shortfall and realign the levy with the actual monthly expenses. Consequently, Year 1 reflects a larger adjustment, after which the levy increases stabilises and follow a standard inflation-based growth for the remainder of the five-year period.

A further question was raised as to why ZAPO are not utilising its reserves instead of increasing the levies. The Chair clarified that reserves may not be used to fund operational expenses. Monthly running costs must be covered by monthly income, and this requirement is monitored

by the City of Cape Town, leaving no flexibility to divert reserves for this purpose. Reserves may only be used for approved capital projects. It was noted that, based on current estimates, the perimeter fence will likely need to be replaced within the next ten years, at a projected cost of approximately R5 million. Maintaining reserves is therefore essential to ensure ZAPO can meet future capital obligations without imposing a financial burden on members at that time.

17. ADJOURNMENT

Meeting adjourned at 20:20.

A handwritten signature in black ink, appearing to read 'Caroline Brown', with a large, stylized initial 'C'.

Caroline Brown
Chairperson
10.12.2025

From: info@zapo.co.za
To: [Nonhlanhla Ngubane](#)
Cc: [Alma Stoffels](#); [Marsha Van der Poel](#); [Joepie Joubert](#); [Caroline Brown](#)
Date: Thursday, 08 January 2026 10:17:32
Attachments: [image001.jpg](#)
[CID Compliance - BP Comments and Objections.xlsx](#)

CAUTION: This email originated outside of the City of Cape Town's network. Please do not click on any links or open attachments unless you know and trust the source. **STOP. THINK. VERIFY.**

Good day Noni,

We have not received any objections or comments.

Thanks,

Zoe

ZOE BALL
MANAGER

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)
Non-Profit Company. Reg No: 2008/02/1552/08
Email: info@zapo.co.za

On 08 Jan 2026, at 10:13, Nonhlanhla Ngubane
<Nonhlanhla.Ngubane@capetown.gov.za> wrote:

Good Day Zoe

With reference to **Section 27 (2)(b)(iii)(aa)** of the City Improvement District By-law, confirm if any **written objections** have been received by the CIDs management body within 30 days of the conclusion of the AGM?

With reference to **Section 27 (2)(b)(iii)(cc)** of the City Improvement District By-law, confirm if any **written comments** have been received by the secretary of the CIDs management body within 30 days of the conclusion of the AGM?

Kind regards,

Nonhlanhla (Nonie) Ngubane

Professional Officer: CID Compliance, Spatial Planning and Environment

Tel: 021 400 4195 | **Cell:** 079 7472 990 | **E-**

mail: nonhlanhla.ngubane@capetown.gov.za



ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) BUSINESS PLAN COMMENTS

DIRECTORATE	DEPARTMENT/BRANCH/SECTION	RESPONDANT	COMMENTS
SAFETY AND SECURITY	Dept: Disaster and Risk Management	Mandy Suzette Thomas	- Disaster Risk Management has no objection to the abovementioned business plan.
	Dept: Traffic Services	Keith Moses	- Traffic Services has no objection.
COMMUNITY SERVICES AND HEALTH	Dept: Community Arts and Culture development	Brian Ford	- In terms of the business plan submitted by Zwaanswyk Association of Property Owners:- Considering the content as outlined under the heading Social Development while it does not align to my departments basket of services I have no objection to what they plan to do ITO alien vegetation.



Marsha Van der Poel

Head: City Improvement Districts
CIVIC CENTRE | IZIKO LOLUNTU | BURGERSENTRUM
12 HERTZOG BOULEVARD CAPE TOWN 8001
P O BOX 4557 CAPE TOWN 8000
www.capetown.gov.za

T: 021 400 3068 | C: 079 526 9014
E: Marsha.VanderPoel@capetown.gov.za

MEMORANDUM

09 December 2025

REQUEST FOR INTERDEPARTMENTAL COMMENT: ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO) BUSINESS PLAN

SAFETY AND SECURITY

Public Safety

Law Enforcement

Att: Johannes Brand	Acting Chief	Att: Ramapulana Ramaboea	Project Finance Specialist
Jason Hamilton	Deputy Chief		

Metro Police

CCTV & Radio

CCTV Response Unit and Operations

Att: Barry Schuller	Director	Att: Jean Hesqua	Senior superintendent
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CCTV Technical and Projects

CCTV Investigations and Support

Att: Christopher Moller	Senior superintendent	Att: Johan Richter	Sergeant
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Traffic Services

Operational Co-ordination

Att: Johannes Brand	Acting Chief	Att: Mark Zeeman	Acting Assistant Chief
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Disaster and Risk Management

Training and Capacity Building (Commerce and Industry)

Att: Moegamat Kippie	Head	Att: Marlene Myburgh	Head
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Disaster Management Planning and Liaison

Public Awareness and Preparedness

Att: Amanda Munnik	Specialist Clerk	Att: Charlotte Powell	Head
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Fire & Rescue Services

Att: Gerard Langenhoven	Assistant Chief	Att: Bernadette Johnson	Administrative Clerk
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Public Communication Emergency Centre

Emergency Policing Incident Command (EPIC)

Att: Suretha Visser	Manager	Att: Matthew Rosenberg	Senior Professional Officer
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SPATIAL PLANNING AND ENVIRONMENT**Planning and building development management****Southern district****Environmental Management**

Att: Craig Alexander	District Manager	Att: Andrew Greenwood	Head
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Urban planning and design

Att: Kier Hennessy	Principal Professional Officer
Siphilele Mndzebele	Principal Professional Officer

URBAN MOBILITY

Att: Brendon Fortuin	District manager
Enrico Bell	Principal Professional Officer

URBAN WASTE MANAGEMENT**Waste Services****Integrated Planning****Cleansing****Events and Partnerships**

Att: Eugene Hlongwane	Manager	Att: Priscilla Booysen	Head
Xolisile Mama	Head		

Collections**By-Law Enforcement**

Att: Erica Gilbert	Head	Att: Alfredo Roman	Head
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Disposal**Waste Markets**

Att: Margot Ladouce	Manager	Att: Alison Evans	Head
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Community Recycling Centres

Att: Lanese Hesselman	Head
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WATER AND SANITATION**Bulk Services****Catchment Storm water & River management****Technical Services**

Att: Ben De Wet	Head	Att: Caashief Adams	Head
Alistair Lee	Senior Professional Officer	Novive Hubela	Principal WPC Inspector

COMMUNITY SERVICES AND HEALTH**City Health****Environmental Health**

Att: Kelebogile Shuping	Head	Att: Anzil Sampson	Head
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Substance Abuse**Specialised Environmental Health**

Att: Letitia Bosch	Principal Professional Officer	Att: Ian Gildenhuys	Head
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Recreation and Parks

Att: David Dunn	Senior Professional Officer	Att: Altus de Wet	Arborist/urban forester
Desiree Galant	Area Manager	Jan Botes	Nursery coordinator
Willem Myburgh	Area Head: Horticulture		
Sihle Jonas	Ecological coordinator		

Social Development and Early Childhood Development**Community Arts and Culture development**

Att: Brian Ford	Area Manager
Moefeeda Salie-Kajee	Area Head
Daniel Sass	Area Head

Economic development and investments**Informal trading**

Att: Sisa Ngondo	Principal Professional Officer
Sadia Nanabhay	Senior Professional Officer

Property Transactions

Att: Raafiq Kolia	Head
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CORPORATE SERVICES**Citizen Interface**

Att: Richard White	Subcouncil 20 Manager
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Dear Colleagues

The Board of the Zwaanswyk Association of Property Owners (ZAPO) is in the process of extending the ZAPO term for the period 2026-2031.

At the recent Annual General Meeting (AGM) on 11 November 2025, the Business Plan received support from ZAPO members and is now applying for Council to consider extending their term for a further five years. If approved the new five-year term will start on 1 July 2026 and terminate on 30 June 2031.

You are requested to review the attached business plan and provide the CID Branch with any comments that could influence the final business plan before it is submitted to Council for consideration.

Please familiarise yourself with the content of the attached Business Plan (Motivation report, Implementation Plan and Budget) and more specifically with the component that relates to your functional area for feasibility and alignment.

All comments on the Business Plan must be submitted to the CID Branch no later than **12 January 2026**. Kindly note that your input will be incorporated into the report presented to the Council when the application is considered.

DESTINATION FOR COMMENTS: Alma.Stoffels@capetown.gov.za
Nonhlanla.Nqubane@capetown.gov.za

PLEASE NOTE:

We kindly request that you share your comments with us no later than **Monday, 12 January 2026**. Should we not hear from you by the specified date, we will assume that you support the matter.

We try with utmost accuracy to ensure that this memo reaches the responsible person in the service department/directorate. However, if this no longer falls within your ambit of responsibility, please advise so that we can approach the correct official(s).

Yours faithfully

**Marsha Van
der Poel**

Digitally signed by
Marsha Van der
Poel
Date: 2025.12.09
11:49:14 +02'00'

Marsha Van der Poel
Head: City Improvement Districts