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OVERVIEW OF DELACON GROUP



1. GENERAL INFORMATION

REGISTERED NAME: Delacon CC

REGISTRATION NUMBER: 2005/002780/23

TRADING NAMES: Delacon Group | Delacon Fire |
Delacon Planning | Delacon
Legal

PHYSICAL ADDRESS: Ronin Place
101 Karin Avenue
Doringkloof
Centurion
0157

POSTAL ADDRESS: P.O. Box 7522
Centurion
0045

TELEPHONE NUMBER: 012 667 1993

EMAIL ADDRESS: group@delacon.co.za

WEBSITE ADDRESS: www.delacon.co.za



2. WHO IS DELACON GROUP

The *Delacon Group* is a proudly South African multi-disciplinary consulting company that comprises of the following divisions.



3. WHAT WE DO

Each division specialises in the following:

Delacon Planning

Town Planning and related matters such as rezoning, township establishment, subdivisions, consent use, removal of restrictive conditions and consolidations.

Delacon Legal

Planning and Heritage legislation: applications in terms of the National Heritage Resources Act 1999 and Planning Law matters such as interpretations and opinions and representation at Municipal Planning Tribunals and Municipal Court.

Delacon Fire

Installation, supply, servicing and maintenance of firefighting equipment, and symbolic safety signage and compilation of emergency evacuation plans.

The combination of *Delacon Planning*, *Delacon Legal* and *Delacon Fire* is a unique combination of services under one roof.

The main benefit of having a one-stop service provider is that the client does not have to make multiple calls, visit numerous places or explain his or her problem to more than one person.

Although each business component has its own identity, each operates on the same key values.



4. COMPANY STATUS

4.1 Establishment of Company

Delacon CC, a Closed Corporation, was *established in 2005* and initially consisted of *Delacon Planning* (town planning). Delacon CC diversified into amongst others, *Delacon Legal* in 2010 and *Delacon Fire* in 2012 and the first SABS permit was issued in February 2012.

The three divisions are trading as follows:

Delacon CC trading as Delacon Planning or trading as Delacon Legal or trading as Delacon Fire.

4.2 Location of Company

The *head office* and *workshop* of the Delacon Group is located in Doringkloof, Centurion. We have been operating from this location since January 2009.

4.3 B-BBEE

The Delacon Group qualifies in terms of Code Series 800: Measurement Qualifying Small Enterprises of Broad-Based Black Economic Empowerment under Section 9 of the Broad-Based Black Economic Empowerment Act of 2003 as An *Exempted Micro Enterprise* on the basis that its turnover is less than R10 million.

Delacon Group has a *Level 4 BBEEE rating with a 100% contribution*.

4.4 Corporate Governance

The following documentation can be provided on request:

- *Tax Clearance Certificate* issued by the South African Revenue Services.
- *Letter of Good Standing* from the Department of Labour.
- *BEE certificate*.
- *CK 2 Company Registration* documentation.
- *SABS Permit*.
- *VAT103*.
- *Curriculum Vitae* and *Certificates* of the management of the Delacon Group.



5. COMPANY STRUCTURE

5.1 Management

i. *Head: Executive & Delacon Legal*



Prof Susan Bouillon is the founder of and Executive Head at the Delacon Group and holds 50% shares in the company.

She is responsible for the day-to-day management of the company and manages Delacon Legal.

Qualifications:

Prof Bouillon has the following qualifications:

- *B. Juris (1993); LL.B (1996); LL.M (1999); LL.D (Planning Law)(2004) (University of North West).*
- *South African Qualification and Certification Committee (SAQCC) Fire Service Technician (SANS 1475)(No 15/125).*

Positions and Membership:

- *Extraordinary Associate Professor in Planning Law at the University of North West (since 2014).*

- *Lecturer at University of North West (since 2005) and University of Pretoria (Land and Planning Law)(since 2013).*
- *Admitted Advocate of the Supreme Court of South Africa (since 1997).*
- *Former Chairperson of the South African Heritage Resources Agency (SAHRA) appointed by the Minister of Arts and Culture in terms of the National Heritage Resources Act 25 of 1999 (2016 - 2019).*
- *Chairperson of the Corporate Services Committee established by SAHRA (since 2019).*
- *Chairperson of the Provincial Heritage Resources Authority of Gauteng (PHRA-G) appointed by the MEC for Recreation, Sport Arts and Culture in terms of the National Heritage Resources Act 25 of 1999 (since 2016).*
- *Chairperson of the Appeals Committee established by the PHRA-G (since 2016).*
- *Former Chairperson of the Board of Trustees of KeyHealth Medical Scheme (2018 - 2019).*
- *Corporate member of South African Planning Institute (SAPI)(member no 10180) (since 2005).*

ii. **Head: Operations & Delacon Fire**



Me Belinda van der Merwe is the Head: Operations and manages Delacon Fire.

She is the co-owner of the company and holds 50% shares in the company.

Qualifications:

Me van der Merwe has the following qualifications:

- *Baccalaureus degree in Town and Regional Planning (Cum Laude) (1986) (University of Pretoria).*
- *B Com (Hons) Economics (Cum Laude) (1987) (University of Pretoria).*
- *IFE Level 2 Certificate in Fire Science, Operations and Safety (Institute for Fire Engineers) (2013).*
- *South African Qualification and Certification Committee (SAQCC) Fire Service Technician (SANS 1475) (No 15/126).*

Positions and Membership:

- *Registered as a Professional Planner at the South African Council for Planners (SACPLAN)(since 1992).*
- *Member of the SAQCC Fire 1475 Committee (since 2016).*

- *Chairperson of the Fire Fighting Equipment Traders Association (FFETA) (since 2016).*
- *Member of Fire Engineering Association of South Africa (since 2015).*

iii. **Divisional Manager: Delacon Planning**



Me Marie Pienaar is the Divisional Manager at Delacon Planning.

Qualifications:

Me Pienaar has the following qualifications:

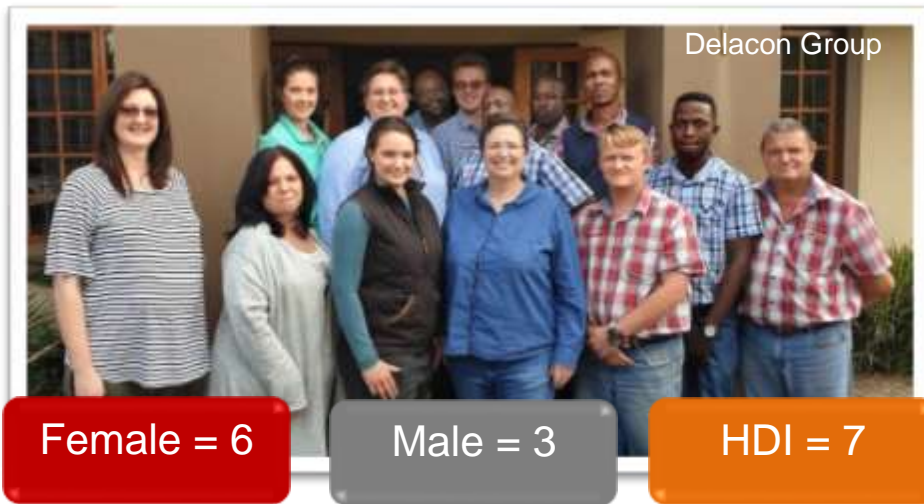
- *Baccalaureus in Town and Regional Planning (2012) (University of Pretoria).*

Positions and Membership:

- *Registered as a Professional Planner at the South African Council for Planners (SACPLAN)(since 2015)*

5.2 Workforce

The Delacon Group currently has a *workforce of 16 people*. All employees have proper experience in their respective field of expertise.



5.3 Health

The fire technicians and assistants at Delacon Fire are required to undergo a *medical fitness examination* on an annual basis in order to determine if they are fit to work at heights and to conduct their daily functions.

5.4 Equipment

Except for a competent workforce, the Delacon Group also has trustworthy *equipment and vehicles* which are owned and available to its disposal at any time. All equipment and vehicles are serviced and maintained regularly minimising the possibility of breakdowns.

All the vehicles of the Delacon Group are branded and easily recognisable. Delacon Fire has three panel vans that are utilised as *mobile workshops*.



The fire technicians and assistants at Delacon Fire also wear branded or corporate clothing.



The clothing usually consists of a checked shirt with the Delacon Fire logo on the breast and a blue jean.

5.5 Occupational Health and Safety

The Delacon Group subscribes to the prescriptions of the Occupational Health and Safety Act 85 of 1993. In this regard the Delacon Group has adopted an Occupational Health and Safety Management System. A *Health and Safety file* is therefore available for all projects that especially Delacon Fire forms part of.

The Delacon Group also implements disciplinary procedures if a worker does not comply with the requirements of the Health and Safety Plan on a site.

Personal protective equipment (PPE) and wear have been issued to all employees of Delacon Fire. Each employee has been instructed and trained in the correct use of the PPE issued. PPE is worn by all employees whenever present on a work site.

The following PPE has been issued:

Personal protective equipment and –wear		
Corporate wear with company logo ✓	Identification Cards ✓	Safety shoes ✓
Reflector jacket ✓	Ear plugs ✓	Eye protection ✓
Hard hat ✓	Dusk mask ✓	Other



6. ELECTRONIC FOOTPRINT

The Delacon Group has the following electronic footprint:



Webpage

We have a webpage that can be visited at **www.delacon.co.za**. The webpage is maintained and updated regularly to reflect the current position of the company and its divisions.



Facebook

The Delacon Group is active on Facebook as well. Our Facebook page can be visited at **<https://www.facebook.com/pages/Delacon-Group/122478194482041>**.



Electronic Newsletter

Lastly, our bi-monthly newsletter is also available on our webpage or at **<http://www.delacon.co.za/newsletter.html>**. The newsletter is also forwarded to our clients via e-mail.



7. VISION OF THE COMPANY

The Delacon Group has adopted a vision which it implements in all its actions:

The vision of the Delacon Group is to be innovative, professional, reliant and credible in the services we provide and strive to be client focused and to create a lifelong business relationship with our clients.



DIVISIONS OF THE DELACON GROUP



8. DIVISIONS OF THE DELACON GROUP

8.1 Delacon | Fire

8.1.1 Introduction

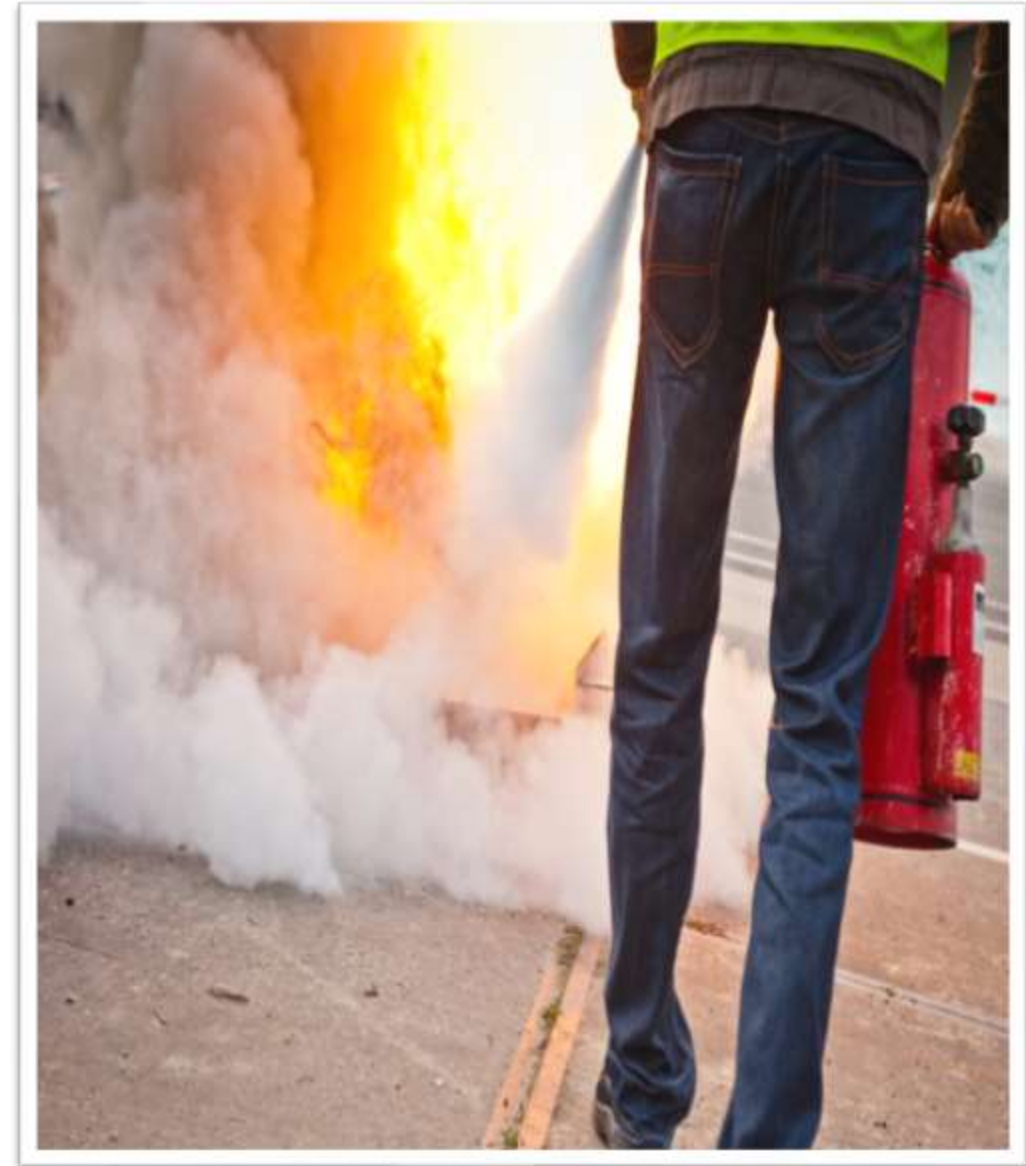


Delacon Fire was established in recognition of the real need for a fire service company that would provide timeous servicing and maintenance of existing fire equipment as well as top quality new equipment. We realised that fire protection is more than just the equipment on a client's premises. It is essential that the equipment will perform when called upon. For that the client needs to trust the technician working on the equipment as well as the company standing behind the service.

8.1.2 Our services

Delacon Fire specializes in the following:

- *Servicing, repair and reconditioning* of portable and wheeled (mobile) fire equipment (fire extinguishers (dry chemical powder (DCP), water, CO₂ and foam), fire hose reels, fire hydrants and booster connections);



- *Supply and installation of new SABS approved fire equipment (fire extinguishers, fire hose reels and fire hydrants), firefighting equipment accessories (such as steel and plastic cabinets, UV resistant covers, fire blankets, fire beaters, Redlam panic bolts, eye wash stations and emergency alarm stations) and symbolic safety signage;*
- *Assessment of property in order to determine if property complies with SANS 10400 (Part T) and Municipal By-laws and for insurance purposes;*
- *Low pressure testing on dry chemical powder (DCP) fire extinguishers;*
- *Manufacturing of extinguisher and signage mounting poles;*
- *Renting of fire extinguishers for events;*
- *Monthly inspections of fire equipment;*
- *First aid kits (Regulation 3 and Regulation 7);*
- *Basic firefighting training;*
- *Fire Plans and Emergency Evacuation Plans;*
- *Pipe work (plumbing) when fire hose reels or fire hydrants are installed;*
- *Record keeping for clients; and*
- *Finding solutions to unique challenges.*

After any firefighting equipment has been serviced, a *Certificate of Service Compliance* will be issued free of charge. Delacon Fire is very particular to keep all the required *record-keeping* of the client's fire-equipment up to date for insurance, by-law and Occupational Health and Safety Act requirements. This entails the completion of *Control Registers* after a service or a monthly inspection. We are in the process to develop an electronic record keeping system.

Many of our corporate clients undergo regular *safety audits* which includes the firefighting equipment and therefore Delacon Fire regards the record keeping aspect of the service as important as the quality of the work performed by our technical teams.

All our fire technicians are *South African Qualifications and Certification Council for Fire (SAQCC Fire)* accredited and have the experience to come and upgrade or install your fire and safety equipment without bringing your project construction or existing establishment to a stand-still.

All maintenance of equipment take place on the client's premises due to the availability of three *mobile workshops*.

8.1.3 Field of Expertise and Focus Areas

Delacon Fire focuses on two interrelated areas: *fire equipment management* and *fire safety*.

Fire equipment management entails the installation, servicing and maintenance of new and existing firefighting equipment, whilst *fire safety* deals with measures to keep your property safe such as fire plans, emergency evacuation plans and Level 1 basic firefighting training.

Surname	First Name	Reg No	Qualification	Level
Smit	Petrus	18/175	Fire Extinguishers	Serviceman
Smit	Petrus	4043	Fire Extinguishers	Serviceman
Pooe	Owageng G.	19/083	Fire Extinguishers	Serviceman
Van Der Merwe	Belinda	15/126	Fire Extinguishers	Serviceman
Bouillon	Susan	15/125	Fire Extinguishers	Serviceman
Van Der Merwe	Werner	16/055	Fire Extinguishers	Serviceman
Montsa	Mokhutlane. E.	18/158	Fire Extinguishers	Serviceman

Delacon Fire is authorised in terms of *SABS Permit* Number 9653/15299 to perform the abovementioned services.

At Delacon Fire we understand that the client needs a competent fire protection service partner who will ensure that the equipment functions properly.

We send out *service reminders* so that the client does not have to worry about forgetting to schedule an inspection and will also recommend *preventative maintenance* we noted during assessments.



8.1.4 Accreditations & Memberships

Delacon Fire is registered with a number of *professional institutions*. Membership is either in an individual professional capacity or as business entity.

- *South African Bureau of Standards (SABS) (Permit Number 9653/15299).*
- *Southern African Emergency Services Institute (SAESI) (Registration Number 1/14.SA/DF)*
- *South African Qualifications and Certification Council for Fire (SAQCC)*
- *Fire Protection Association of South Africa (FPASA)(Member Number 700/521).*
- *Corporate Member of Fire Fighting Equipment Traders Association (FFETA) (Membership Number 14/008).*
- *Corporate member of the Fire Engineers Association of South Africa (FEASA).*

8.1.5 Our Objectives

- To be a *credible and reliable* fire equipment service provider that provides a professional and friendly service.
- We will *not overlook* equipment that could result in fines or equipment failures.
- Our aim is to *suitably address* the needs of our clients whilst providing competitive equipment pricing.
- Our clients will always receive the *highest possible quality services and products*.
- We will ensure fire safety requirement *satisfaction and assurance*.

8.1.6 Our Focus

Through rigorous processes, we will *inspect, service and maintain* your fire protection equipment and systems to the highest industry standards. Delacon Fire ensures your fire protection will be ready in the event of an emergency by providing consistently *reliable service*.



8.2 Delacon | Planning

8.2.1 Introduction



Since its inception, Delacon Planning established itself as a knowledgeable multi-disciplinary consulting company on town planning, strategic and integrated development planning, land use management and social housing. Our experience includes optimising and planning spaces for everything from industrial buildings and commercial offices to residential homes, crèches, guesthouses and even churches.

8.2.2 Our services

The planning solutions that we are able to offer include the following:

- *Due Diligence and Feasibility Studies;*
- *Township establishment (mixed uses, shopping centres, group housing, residential);*
- *Rezoning (residential, student accommodation, restaurants, office developments, crèches);*
- *Second dwellings;*
- *Consent use (guest houses, home undertaking, place of amusement, place of instruction);*
- *Subdivision & Consolidation;*



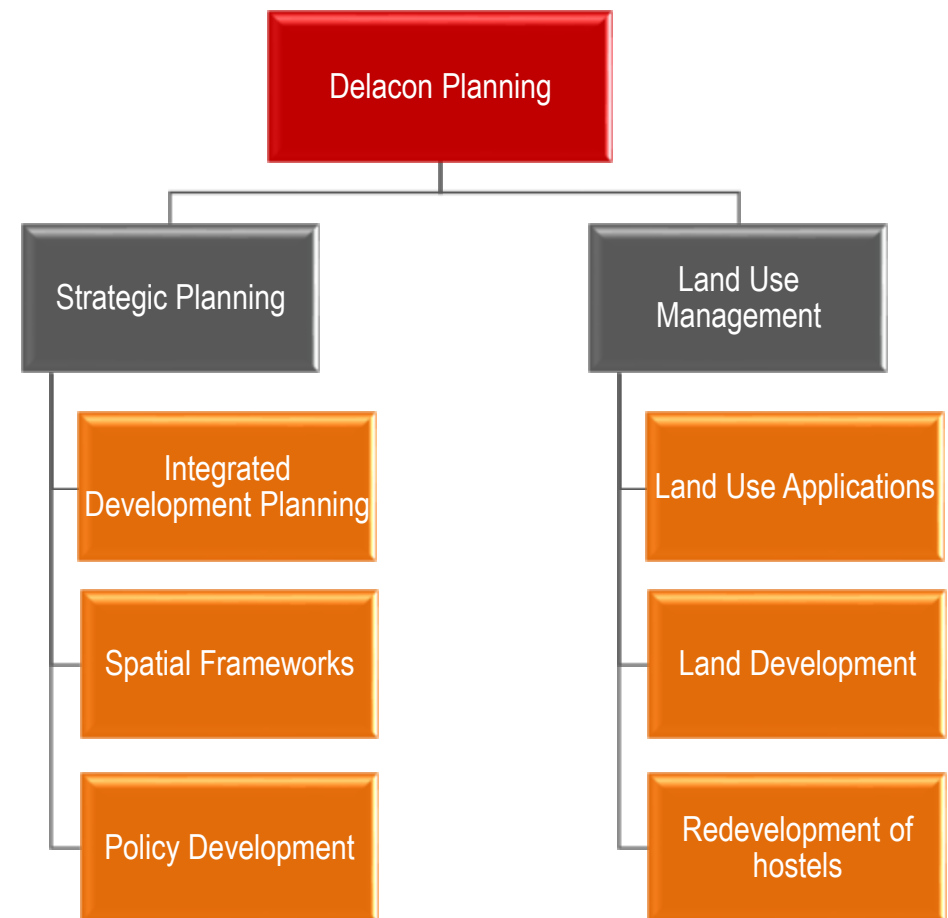
- *Removal of restrictive conditions;*
- *Regulation 38 certificate;*
- *Liquor licences;*
- *Integrated Development Plans;*
- *Strategic planning;*
- *Policies and By-laws;*
- *Land Use Management Schemes / Town Planning Schemes;*
- *Spatial Development Frameworks;*
- *Legalisation of Sectional title schemes with regards to coverage and exclusive use areas;*
- *Redevelopment and revitalisation of existing buildings (especially apartheid era hostels);*
- *Negotiations with objectors and sorting out negative comments from municipal departments.*

8.2.3 Field of Expertise and Focus Areas

Delacon Planning focuses on two interrelated fields namely *strategic planning* and *land use management*.

Strategic planning entails the compilation of strategic plans such as Integrated Development Plans, Spatial Development Frameworks and policy development. Delacon Planning can assist to compile the abovementioned documents or provide inputs on the said

documentation. *Land use management* deals with the various land use applications such as rezoning, subdivision, consolidation, township establishment and more. Delacon Planning deals with these applications on a daily basis as is *au fait* with the process and procedures.



Since the foundation of Delacon Planning in January 2005, it has been involved in various projects including rezoning applications to township applications for residential estates. We are part of a professional team responsible for the re-developments and re-vitalisation of existing buildings that form part of the apartheid hostels in Soweto and the West Rand.

Delacon Planning further has experience in the drafting of the following strategic documentation:

- Limpopo Spatial Planning and Land Use Management Bill and Regulations for the Limpopo Province;
- 20 Year Growth and Development Plan for Polokwane Local Municipality;
- Integrated Development Plan of the City of Tshwane Metropolitan Municipality for a period of three years.
- Policy of Student Accommodation for Mangaung Metropolitan Municipality.
- Spatial Planning By-law for Mangaung Metropolitan Municipality.

8.2.4 Accreditations & Memberships

Delacon Fire is registered with a number of *professional institutions*. Membership is either in an individual capacity or as business entity.

- South African Planning Institute (SAPI); and
- Council for Town and Regional Planners (SACPLAN).



8.2.5 Our Objectives

Delacon Planning is built on *trust and integrity* and aims at reflecting these beliefs in every action it performs. Years' experience in a municipal and land development environment provided Delacon Planning with the necessary abilities and skills to render a service to its clients that is performed with *pride and professionalism*.

8.2.6 Our Focus

When partnering with Delacon Planning we will strive to *satisfy the needs of our clients* through *extraordinary service delivery* and client services which includes exceptional communication. We will always maintain *integrity and respect* for our clients, colleagues and service providers. We advocate land development and planning practices that are *within the ambit of the prescribed legislation* (Spatial Planning and Land Use Management Act (SPLUMA) 2013). We strive to share our knowledge and expertise on land development

matters with our clients and to grow and improve our knowledge on land development matters where necessary.

8.2.7 Associations

We are currently in association with S.J. Pienaar Attorneys as well as Vita Wilkens Attorneys who deal with all legal matters including conveyancing arising from our projects.

8.2.8 Projects

Our projects include:

Projects

- Upgrading and formalisation of hostels in Soweto
Diepkloof,
Orlando West,
Meadowlands
Dube
- Upgrading and formalisation of hostels in the West Rand
Mohlakeng – Randfontein
Sebokeng – Vanderbijlpark
Sharpville – Vanderbijlpark
Kagido – Krugersdorp
Ratanda – Heidelberg
Sharlimar Ridge – Heidelberg

Projects

- Compilation of 20 Year Growth and Development Plan
- Compilation of strategic IDP for the City of Tshwane Metropolitan Municipality
- IDP support to Bojanala District Municipality and its Local Municipalities
- Investigation Reports
- Township Establishment - Residential
- Rezoning – Industrial, commercial and residential
- Consent Use – Educational, guest house, place of refreshment and place of amusement
- Division of farmland
- Subdivision and Consolidation
- Removal of Restrictive Conditions
- Building Line Relaxation



8.3 Delacon | Legal

8.3.1 Introduction



Our firm is recognised for professional legal services of the highest calibre on Planning and Heritage Law. We draw on our unique knowledge of planning and heritage environment in South Africa, to advise clients on a wide range of technical legal issues. Our approach to planning and heritage law is fresh and innovative.

With a decade of experience to draw on, we assist our clients with matters relating to planning and heritage legislation.

8.3.2 Our services

Delacon Legal specializes in the following:

- Representation of clients at the *Municipal Courts*;
- Representation of clients at *Municipal Planning Tribunal hearings*;
- *Legal advice* on town planning & heritage matters;
- *Legal advice* on *Planning Law*;
- *Legal advice* on *Heritage Law*;



- Applications in terms of heritage legislation (demolition permits, Heritage Impact Assessment);
- Compilation of legislation, By-laws and policies;
- Compilation of Heads of Arguments.

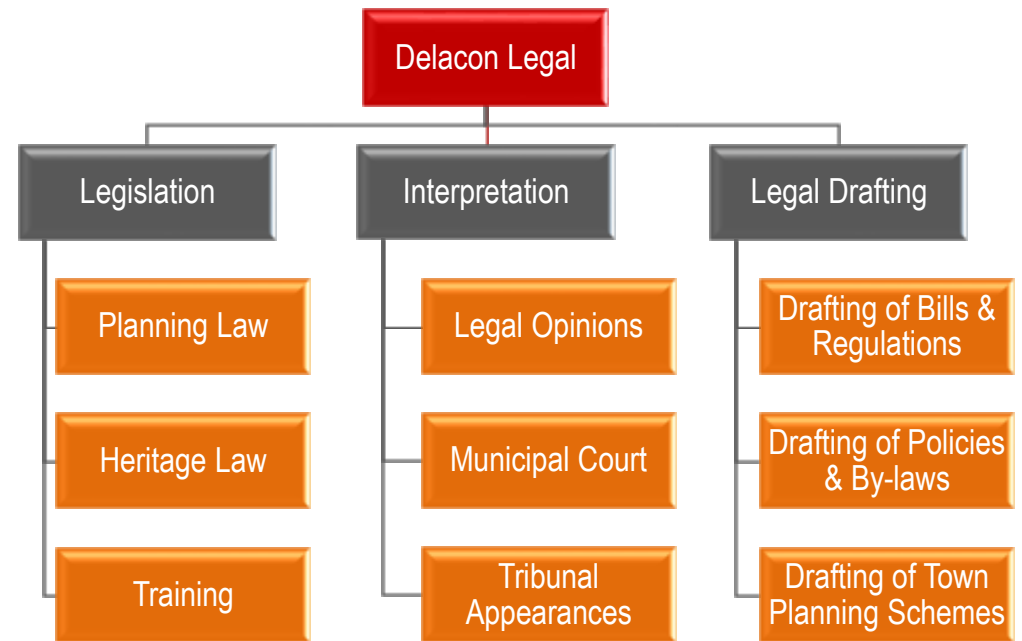
8.3.3 Field of Expertise and Focus Areas

Delacon Legal specializes in Planning and Heritage Legislation. We therefore focus on three interrelated fields namely *General Legislation*, *Interpretation* and *Legal Drafting*.

With regards to *General Legislation* Delacon Legal specialises in Planning and Heritage Law as well as the legislation governing land use management. We also provide training sessions on Planning and Heritage Law and land use management.

Interpretation – Delacon Legal also offers legal opinions on Planning and heritage Law related matters as well as matters regarding land use management. We can also assist with interpretation of town planning schemes and policies. Prof Susan Bouillon has *locus standi* to appear in the Municipal Court and can represent clients at municipal tribunals.

Legal Drafting - Over and above interpretation of legislation, we also have experience in the drafting of legislation and by-laws, policy documentation and town planning schemes.



8.3.4 Our Objectives

Delacon Legal strives-

- to achieve results that exceeds expectations by solving problems;
- handling complex and sophisticated matters;
- deliver valuable services in a professional and timely and profitable manner.

We enjoy working with our clients and seek to build lasting relationships. Understanding the technical aspects of the town

planning, development and heritage environment is important to us. It helps ensure that we provide our clients with the very best levels of service.

8.3.5 Projects

Some of our projects include:

Projects

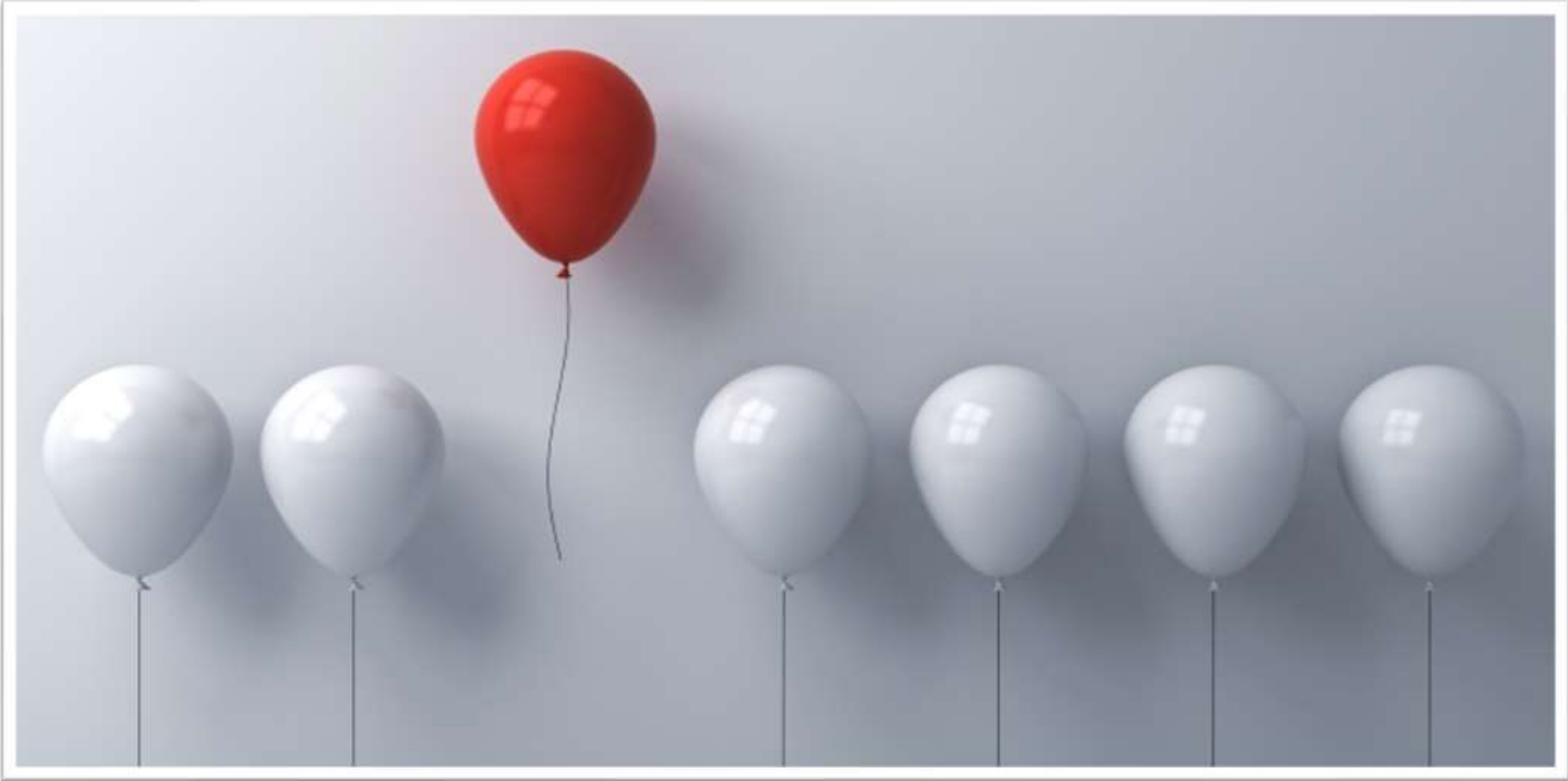
- Compilation of Municipal Land Use Management By-law for the Mangaung Metropolitan Municipality
- Compilation of the Student Accommodation By-law for the Mangaung Metropolitan Municipality
- Legal opinion on the quorum requirements in the Municipal Planning Tribunal for the Mangaung Metropolitan Municipality.
- Compilation of Provincial Spatial planning legislation and Regulations – Limpopo Province
- Appearance at the Municipal Planning Tribunal
- Application in terms of the National Heritage Resources Act 25 of 1999
- Appearance at Municipal Court
- Lodging of objection – Town Planning matters; Environmental matters and Land Claims matter
- Appearance at Liquor Board
- Advice and assistance on heritage matters

8.3.6 Associations

Delacon Legal entered into an association with Archaetnos (Prof Anton van Vollenhoven). The reason for the association is to add additional capacity and expertise on heritage related matters.



COMPETITIVE ADVANTAGE



9. KEY BENEFITS TO OUR CLIENTS

By appointing any division of the Delacon Group the client will get the following *benefits*:

- Delacon Group renders a *diversity of services* under one roof. This allows us to provide the maximum benefit to our clients at a competitive cost.
- Delacon Group and its employees are *loyal* and will always have the *best interest* of our clients at heart.
- Delacon Fire does not charge a *call-out fee* to clients within the Centurion area.
- We have a *proper logistic and administrative systems* in place. We are in the process of developing an electronic logistic system (Cloud based) which will benefit our clients even further.
- All employees are well acquainted with the *legislation and By-Laws* applicable to his/her work.
- At Delacon Fire we strive to provide a service to a client on the *same day or within 24 hours* after contacting us. We understand that if the client's fire equipment ceases to work, it may cause huge damage to the client's property.
- We have a fire technician on *standby almost 24/7/365*. It is our goal to assist our clients in any crisis.
- Before fire equipment is due for a service, our Logistics Officer, will contact the client to inform him/her of the *upcoming service*.
- Delacon Fire will ensure that in the case of an *audit*, all records will be up to date and all fire equipment will comply with the standards. All our clients so far received a *clean audit* on their fire equipment since appointing Delacon Fire.
- The Delacon Group is not limited to a *certain geographical area* and we conduct business all over South Africa.
- The management of the Delacon Group plays an *active role* in all jobs/applications, also goes to sites and talk to clients and seldom will leave an employee on his/her own if a problem is experienced on a site. The management together with the employee will find a solution to a problem.
- We do not have a *huge turnover of employees* which creates the opportunity for our clients to build a good working relationship with our employees.
- A specific employee will be allocated to a *specific client/project* and is then responsible for the client's fire equipment. This enables our employees to get to know the property of the client and assist in addressing problems.
- As part of our endeavour to bear the interest of the client at heart, we have assisted clients with *ad hoc support/services* which are not part of our core functions.

- Since we have established systems and processes within the company, our employees are able to focus on the client's needs and can provide an *efficient and reliable service*.

Our *professionalism and attention to detail* have made us a standard by which other companies in the same industry are measured. All divisions of the Delacon Group have the ability to address small projects which other companies preferred not to be bothered. No project is too big or too small. Our commitment to client relationship is our *highest priority*. We take the lifetime approach to our clients thereby valuing a long-term relationship with our clients.



10. OUR CLIENTS

Some of our key clients include:

momentum



SOUTH AFRICAN MINT



Chopper Worx
SPECIALISED HELICOPTER APPLICATIONS



CALTEX

SPAR





A complete list of our clients is available on request.



11. CONTACT DETAILS

DELACON GROUP	
Contact information	Digital Address
Tel: 012 667 1993 Fax: 086 241 3335	Web Page: www.delacon.co.za
Prof Susan Bouillon (Executive Head & Delacon Legal): 083 231 0543	E-Mail: group@delacon.co.za legal@delacon.co.za
Belinda van der Merwe (Head: Operations & Delacon Fire) 083 229 9450	fire@delacon.co.za
Marie Pienaar (Manager: Delacon Planning) 073 284 3829	planning@delacon.co.za

Thank you!