

MINUTES FOR **CONFIRMATION**

The following minutes are distributed as a separate document for confirmation:

- 11.1** Minutes of Special Council meeting held on Monday, 12 January 2026.
- 11.2** Minutes of a Special Council meeting held on Monday, 19 January 2026.
- 11.3** Minutes of an Ordinary Council meeting held on Thursday, 29 January 2026
- 11.4** Minutes of a Special Council meeting held on Friday, 13 February 2026.

SPECIAL COUNCIL MEETING

MINUTES



**MINUTES OF A VIRTUAL SPECIAL COUNCIL MEETING
OF THE MUNICIPAL COUNCIL OF SWELLENDAM
MUNICIPALITY HELD ON MONDAY, 12 JANUARY
2026 AT 10:00.**

**PLEASE RETAIN THIS DOCUMENT FOR RECORD
PURPOSES AS IT WILL NOT BE CIRCULATED AGAIN.**

Yours sincerely

J. du T. Loubser

SPEAKER

DATE

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MINUTES OF A VIRTUAL SPECIAL COUNCIL MEETING OF THE MUNICIPAL COUNCIL OF SWELLENDAM MUNICIPALITY HELD ON MONDAY, 12 JANUARY 2026 AT 10:00

PRESENT:	Councillor	J. du T. Loubser	Speaker
		H.F. du Rand	Executive Mayor
		A. Bokwana	
		D. Julius	
		D.J. Julius	
		E.J. Lamprecht	
		F. Kees	
		G. Libazi	(joined meeting at 10:12)
		J.A. Matthysen	
IN ATTENDANCE:		A. Vorster	Municipal Manager
		W. Bekker	Acting: Director Financial Services
		J. de Jager	Management Budget, Reporting
			Expenditure

SECRETARIAT:

A. Eksteen

RECORDING OFFICER:

A. Eksteen

1. OPENING AND WELCOME

At 10:00 Chairperson, Councillor J. du Toit Loubser welcomed everybody present at the meeting and declared the meeting duly constituted with a quorum present.

The Municipal Manager Mrs A. Vorster rendered an opening prayer.

2. ELECTION OF ACTING SPEAKER, IF NECESSARY

None

3. APPLICATION FOR LEAVE OF ABSENCE

that leave of absence from the special virtual Council meeting held on Monday, 12 January 2026 be granted to Councillor I.H. Ferguson and Councillor M.T.A Swart due to technical difficulties.

4. DISCLOSURE OF INTERESTS BY COUNCILLORS

None

5. SPEECHES AND SUBMISSIONS

None

6. MATTERS FOR CONSIDERATION

6.1 Items submitted by officials of Council:

6.1.1

Item number A1.

ADJUSTMENTS BUDGET: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2025/2026 (SEPTEMBER 2025 ROLL-OVER BUDGET)

Report from the Director Financial Services:

Ms E Wassermann

Department

Financial Services

Section

Budget

Proposed File number

5/1/1/20

PURPOSE OF THE REPORT

The purpose of the report is to submit the 2025/2026 Adjustments Budget in respect of the unspent rollover grants of 2024/2025 that were approved by Provincial Treasury.

FACTS AND BACKGROUND

Council must apply for a rollover of any grants received from the National Government or Provincial Government that are unspent on 30 June of a financial year, subject to the funds being committed and reasons for the underspending being provided.

The municipality applied on 29 August 2025 for the rollover of certain unspent grant balances as prescribed by Provincial Treasury, and an approval letter dated 13 November 2025 was received.

Subject to the outcome letter, another adjustments budget will be submitted in terms of section 23(3) of the municipal budget and reporting regulation.

DISCUSSION

Based on the above, the adjustments for the roll-over applications that were granted by Provincial Treasury and which were not included in the August 2025 and September 2025 roll-over budgets, are as follows to the 2025/2026 Budget:

Operating Expenditure

Department	Item	Fund	Amount
LIBRARY SERVICES	Outsourced Services: Catering Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R15 000
LIBRARY SERVICES	Outsourced Services: Security Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R62 000
LIBRARY SERVICES	Outsourced Services: Printing Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R84 000

LIBRARY SERVICES	Contractors: Maintenance of Buildings and Facilities	MUNICIPAL REPLACEMENT FUND (OPEX)	R497 239
LIBRARY SERVICES	Consumables: Standard Rated	MUNICIPAL REPLACEMENT FUND (OPEX)	R71 000
LIBRARY SERVICES	Inventory Consumed: Materials and Supplies	MUNICIPAL REPLACEMENT FUND (OPEX)	R59 000
LIBRARY SERVICES	Operational Cost: Municipal Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R26 000
LIBRARY SERVICES	Domestic: Accommodation	MUNICIPAL REPLACEMENT FUND (OPEX)	R10 000
LIBRARY SERVICES	Domestic: Daily Allowance	MUNICIPAL REPLACEMENT FUND (OPEX)	R7 000
LIBRARY SERVICES	Domestic: Incidental Cost	MUNICIPAL REPLACEMENT FUND (OPEX)	R500
LIBRARY SERVICES	Transport without Operator: Own Transport	MUNICIPAL REPLACEMENT FUND (OPEX)	R20 000
INTEGRATED HUMAN SETTLEMENT	Consultants and Professional Services: Infrastructure and Planning: Architectural	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215
FINANCIAL SERVICES	Business and Advisory: Accounting and Auditing	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R460 104
FINANCIAL SERVICES	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R100 000
FINANCIAL SERVICES	Salaries, Wages and Allowances: Basic Salary and Wage	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R176 733
FINANCIAL SERVICES	Social Contributions: Bargaining Council	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R756
FINANCIAL SERVICES	Social Contributions: Unemployment Insurance	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
FINANCIAL SERVICES	Operational Cost: Learnerships and Internships	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R275 000
FINANCIAL SERVICES	Operational Cost: Skills Development Fund Levy	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
INTERNAL AUDIT	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Business and Advisory: Accounting and Auditing	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503
HUMAN RESOURCE MANAGEMENT	Operational Cost: Bursaries (Employees)	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOLOG	Salaries, Wages and Allowances: Basic Salary and Wages	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R6 114 324

Operating Revenue Recognition

Department	Item	Fund	Amount
LIBRARY SERVICES	Non-exchange Revenue: Transfers and Subsidies: Operational: Monetary Allocations: Provincial Government: Western Cape: Capacity Building and Other: MUNICIPAL REPLACEMENT FUND	MUNICIPAL REPLACEMENT FUND (OPEX)	R851 739
INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue: Transfers and Subsidies: Operational: Monetary Allocations: Provincial Government: Western Cape: Capacity Building and Other: INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215

INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R4 780 215
FINANCIAL SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R650 000
INFORMATION & COMMUNICATION TECHNOL	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
INTERNAL AUDIT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503
HUMAN RESOURCE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOL	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:FINANCIAL MANAGEMENT CAPACITY BUILDING	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R1 250 242

Capital Expenditure

Department	Project	Fund	Amount
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Water Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Sewerage Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Roads	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 934 594
INTEGRATED HUMAN SETTLEMENTS	Security Fence at Swellendam Informal Settlement	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R3 283 018
INTEGRATED HUMAN SETTLEMENTS	Provision of Precast Toilets	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R868 767
INFORMATION & COMMUNICATION TECHNOLOGY	Intangible Asset: software	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
TOTAL			-R4 680 215

Considering the above, the 2025/2026 budget is adjusted as follows:

Description	Adjustment Budget (Sep 2025)	Adjustments	Adjusted Budget (Jan 2026)
Total Revenue	R614 637 675	R1 250 242	R615 887 917
Total Expenditure	R565 612 028	R6 114 324	R571 726 352
Total Capital	R114 044 794	-R4 680 215	R109 364 579

The B-Schedules will be distributed under separate cover.

LEGAL IMPLICATIONS

In terms of section 16 of the MFMA (act 56 of 2003),

"Municipal adjustments budgets

28. (1) A municipality may revise an approved annual budget through an adjustment budget.

(2) An adjustments budget-

(b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;

(e) may authorise the spending of funds that were unspent at the end of the past financial year where the underspending could not reasonably have been foreseen at the time to include projected rollovers when the annual budget for the current year was approved by Council."

In terms of the Municipal Budget and Reporting Regulations: sections 23(2) to (5):

"23(2) Only one adjustments budget referred to in sub regulation (1) may be tabled in the municipal council during a financial year, except when the additional revenues contemplated in section 28(2)(b) of the Act are allocations to a municipality in a national or provincial adjustments budget, in which case sub regulation (3) applies."

"23(3) If a national or provincial adjustments budget allocates or transfers additional revenues to a municipality, the mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustment budget, table an adjustments budget referred to in section 28(2)(b) of the Act in the municipal council to appropriate these additional revenues."

FINANCIAL IMPLICATIONS

The funding for these projects is available as per the roll-over application.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS:

Acting Director: Community Services

None

Director: Financial Services

As per the report.

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that Council approves the adjustments as listed below for the 2025/2026 financial year:

Operating Expenditure

Department	Item	Fund	Amount
LIBRARY SERVICES	Outsourced Services: Catering Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R15 000
LIBRARY SERVICES	Outsourced Services: Security Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R62 000
LIBRARY SERVICES	Outsourced Services: Printing Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R84 000
LIBRARY SERVICES	Contractors: Maintenance of Buildings and Facilities	MUNICIPAL REPLACEMENT FUND (OPEX)	R497 239
LIBRARY SERVICES	Consumables: Standard Rated	MUNICIPAL REPLACEMENT FUND (OPEX)	R71 000
LIBRARY SERVICES	Inventory Consumed: Materials and Supplies	MUNICIPAL REPLACEMENT FUND (OPEX)	R59 000
LIBRARY SERVICES	Operational Cost: Municipal Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R26 000
LIBRARY SERVICES	Domestic: Accommodation	MUNICIPAL REPLACEMENT FUND (OPEX)	R10 000
LIBRARY SERVICES	Domestic: Daily Allowance	MUNICIPAL REPLACEMENT FUND (OPEX)	R7 000
LIBRARY SERVICES	Domestic: Incidental Cost	MUNICIPAL REPLACEMENT FUND (OPEX)	R500
LIBRARY SERVICES	Transport without Operator: Own Transport	MUNICIPAL REPLACEMENT FUND (OPEX)	R20 000
INTEGRATED HUMAN SETTLEMENT	Consultants and Professional Services: Infrastructure and Planning: Architectural	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215
FINANCIAL SERVICES	Business and Advisory: Accounting and Auditing	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R460 104
FINANCIAL SERVICES	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R100 000
FINANCIAL SERVICES	Salaries, Wages and Allowances: Basic Salary and Wages	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R176 733
FINANCIAL SERVICES	Social Contributions: Bargaining Council	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R756
FINANCIAL SERVICES	Social Contributions: Unemployment Insurance	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
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FINANCIAL SERVICES	Operational Cost: Skills Development Fund Levy	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
INTERNAL AUDIT	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Business and Advisory: Accounting and Auditing	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503

HUMAN RESOURCE MANAGEMENT	Operational Cost: Bursaries (Employees)	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOLOG	Salaries, Wages and Allowances: Basic Salary and Wages	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R6 114 324

Operating Revenue Recognition

Department	Item	Fund	Amount
LIBRARY SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:MUNICIPAL REPLACEMENT FUND	MUNICIPAL REPLACEMENT FUND (OPEX)	R851 739
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FINANCIAL SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R650 000
INFORMATION & COMMUNICATION TECHNOLOG	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
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TOTAL			R1 250 242

Capital Expenditure

Department	Project	Fund	Amount
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Water Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Sewerage Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Roads	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 934 594

INTEGRATED HUMAN SETTLEMENTS	Security Fence at Swellendam Informal Settlement	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R3 283 018
INTEGRATED HUMAN SETTLEMENTS	Provision of Precast Toilets	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R868 767
INFORMATION & COMMUNICATION TECHNOLOGY	Intangible Asset: software	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
TOTAL			-R4 680 215

2. that the Adjustments Budget for the Financial year 2025/2026, as set out in the below-prescribed budget tables be approved;
 - 2.1 Table B1 Adjustments Budget Summary;
 - 2.2 Table B2 Adjustments Budget Financial Performance (functional classification);
 - 2.3 Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote);
 - 2.4 Table B4 Adjustments Budget Financial Performance (revenue and expenditure);
 - 2.5 Table B5 Adjustments Capital Expenditure Budget by vote and funding;
 - 2.6 Table B6 Adjustments Budget Financial Position;
 - 2.7 Table B7 Adjustments Budget Cash Flows;
 - 2.8 Table B8 Cash-backed reserves/accumulated surplus reconciliation;
 - 2.9 Table B9 Asset Management;
 - 2.10 Table B10 Basic service delivery measurement;
3. that the Adjustment Budget be placed on the municipal website and be submitted to Provincial and National Treasury.
4. that Council approves the adjustments as listed below for the 2025/2026 financial year:

Operating Expenditure

Department	Item	Fund	Amount
LIBRARY SERVICES	Outsourced Services: Catering Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R15 000
LIBRARY SERVICES	Outsourced Services: Security Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R62 000
LIBRARY SERVICES	Outsourced Services: Printing Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R84 000
LIBRARY SERVICES	Contractors: Maintenance of Buildings and Facilities	MUNICIPAL REPLACEMENT FUND (OPEX)	R497 239
LIBRARY SERVICES	Consumables: Standard Rated	MUNICIPAL REPLACEMENT FUND (OPEX)	R71 000
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LIBRARY SERVICES	Domestic: Incidental Cost	MUNICIPAL REPLACEMENT FUND (OPEX)	R500
LIBRARY SERVICES	Transport without Operator: Own Transport	MUNICIPAL REPLACEMENT FUND (OPEX)	R20 000
INTEGRATED HUMAN SETTLEMENT	Consultants and Professional Services: Infrastructure and Planning: Architectural	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215

FINANCIAL SERVICES	Business and Advisory: Accounting and Auditing	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R460 104
FINANCIAL SERVICES	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R100 000
FINANCIAL SERVICES	Salaries, Wages and Allowances: Basic Salary and Wages	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R176 733
FINANCIAL SERVICES	Social Contributions: Bargaining Council	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R756
FINANCIAL SERVICES	Social Contributions: Unemployment Insurance	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
FINANCIAL SERVICES	Operational Cost: Learnerships and Internships	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R275 000
FINANCIAL SERVICES	Operational Cost: Skills Development Fund Levy	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
INTERNAL AUDIT	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Business and Advisory: Accounting and Auditing	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503
HUMAN RESOURCE MANAGEMENT	Operational Cost: Bursaries (Employees)	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOL	Salaries, Wages and Allowances: Basic Salary and Wages	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R6 114 324

Operating Revenue Recognition

Department	Item	Fund	Amount
LIBRARY SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:MUNICIPAL REPLACEMENT FUND	MUNICIPAL REPLACEMENT FUND (OPEX)	R851 739
INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215
INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R4 780 215
FINANCIAL SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R650 000
INFORMATION & COMMUNICATION TECHNOL	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
INTERNAL AUDIT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503

	Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT		
HUMAN RESOURCE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOLOG	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:FINANCIAL MANAGEMENT CAPACITY BUILDING	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R1 250 242

Capital Expenditure

Department	Project	Fund	Amount
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Water Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Sewerage Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Roads	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 934 594
INTEGRATED HUMAN SETTLEMENTS	Security Fence at Swellendam Informal Settlement	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R3 283 018
INTEGRATED HUMAN SETTLEMENTS	Provision of Precast Toilets	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R868 767
INFORMATION & COMMUNICATION TECHNOLOGY	Intangible Asset: software	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
TOTAL			-R4 680 215

5. that the Adjustment Budget for the Financial year 2025/2026, as set out in the below-prescribed budget tables be approved;

5.1 Table B1 Adjustments Budget Summary;

5.2 Table B2 Adjustments Budget Financial Performance (functional classification);

5.3 Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote);

5.4 Table B4 Adjustments Budget Financial Performance (revenue and expenditure);

5.5 Table B5 Adjustments Capital Expenditure Budget by vote and funding;

5.6 Table B6 Adjustments Budget Financial Position;

5.7 Table B7 Adjustments Budget Cash Flows;

5.8 Table B8 Cash-backed reserves/accumulated surplus reconciliation;

5.9 Table B9 Asset Management;

5.10 Table B10 Basic service delivery measurement;

6. that the Adjustments Budget be placed on the municipal website and be submitted to Provincial and National Treasury.

DISCUSSION

In response to a question raised by Councillor J.A. Mathyssen, the Municipal Manager, Mrs. A. Vorster confirmed that the amendment budget for 2025/2026 had to be tabled on Monday, 12 January 2026 due to regulatory requirements, that roll-over approvals must be incorporated into an amendment budget within 60 days of roll-over approval.

The Municipal Manager, Mrs. A. Vorster confirms that the roll overs pertaining to the library funding, the Municipal Financial Management Capability Grant and Integrated Human Settlement Grant, have been included in the amendment budget tabled to Council and the Municipality has already actioned this spending of set grants.

RESOLVED

On proposal by Councilor F.H du Rand, second by Councilor E. Lamprecht, Council unanimously resolved the recommendation as-is.

UNANIMOUSLY RESOLVED

- that Council approves the adjustments as listed below for the 2025/2026 financial year:

Operating Expenditure

Department	Item	Fund	Amount
LIBRARY SERVICES	Outsourced Services: Catering Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R15 000
LIBRARY SERVICES	Outsourced Services: Security Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R62 000
LIBRARY SERVICES	Outsourced Services: Printing Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R84 000
LIBRARY SERVICES	Contractors: Maintenance of Buildings and Facilities	MUNICIPAL REPLACEMENT FUND (OPEX)	R497 239
LIBRARY SERVICES	Consumables: Standard Rated	MUNICIPAL REPLACEMENT FUND (OPEX)	R71 000
LIBRARY SERVICES	Inventory Consumed: Materials and Supplies	MUNICIPAL REPLACEMENT FUND (OPEX)	R59 000
LIBRARY SERVICES	Operational Cost: Municipal Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R26 000
LIBRARY SERVICES	Domestic: Accommodation	MUNICIPAL REPLACEMENT FUND (OPEX)	R10 000
LIBRARY SERVICES	Domestic: Daily Allowance	MUNICIPAL REPLACEMENT FUND (OPEX)	R7 000
LIBRARY SERVICES	Domestic: Incidental Cost	MUNICIPAL REPLACEMENT FUND (OPEX)	R500
LIBRARY SERVICES	Transport without Operator: Own Transport	MUNICIPAL REPLACEMENT FUND (OPEX)	R20 000
INTEGRATED HUMAN SETTLEMENT	Consultants and Professional Services: Infrastructure and Planning: Architectural	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215
FINANCIAL SERVICES	Business and Advisory: Accounting and Auditing	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R460 104
FINANCIAL SERVICES	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R100 000
FINANCIAL SERVICES	Salaries, Wages and Allowances: Basic Salary and Wages	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R176 733
FINANCIAL SERVICES	Social Contributions: Bargaining Council	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R756
FINANCIAL SERVICES	Social Contributions: Unemployment Insurance	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
FINANCIAL SERVICES	Operational Cost: Learnerships and Internships	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R275 000
FINANCIAL SERVICES	Operational Cost: Skills Development Fund Levy	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770

INTERNAL AUDIT	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Business and Advisory: Accounting and Auditing	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503
HUMAN RESOURCE MANAGEMENT	Operational Cost: Bursaries (Employees)	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOL	Salaries, Wages and Allowances: Basic Salary and Wages	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R6 114 324

Operating Revenue Recognition

Department	Item	Fund	Amount
LIBRARY SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:MUNICIPAL REPLACEMENT FUND	MUNICIPAL REPLACEMENT FUND (OPEX)	R851 739
INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215
INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R4 780 215
FINANCIAL SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R650 000
INFORMATION & COMMUNICATION TECHNOL	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
INTERNAL AUDIT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503
HUMAN RESOURCE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOL	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:FINANCIAL MANAGEMENT CAPACITY BUILDING	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R1 250 242

Capital Expenditure

Department	Project	Fund	Amount
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Water Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Sewerage Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Roads	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 934 594
INTEGRATED HUMAN SETTLEMENTS	Security Fence at Swellendam Informal Settlement	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R3 283 018
INTEGRATED HUMAN SETTLEMENTS	Provision of Precast Toilets	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R868 767
INFORMATION & COMMUNICATION TECHNOLOGY	Intangible Asset: software	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
TOTAL			-R4 680 215

2. that the Adjustments Budget for the Financial year 2025/2026, as set out in the below-prescribed budget tables be approved;

- 2.1 Table B1 Adjustments Budget Summary;
- 2.2 Table B2 Adjustments Budget Financial Performance (functional classification);
- 2.3 Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote);
- 2.4 Table B4 Adjustments Budget Financial Performance (revenue and expenditure);
- 2.5 Table B5 Adjustments Capital Expenditure Budget by vote and funding;
- 2.6 Table B6 Adjustments Budget Financial Position;
- 2.7 Table B7 Adjustments Budget Cash Flows;
- 2.8 Table B8 Cash-backed reserves/accumulated surplus reconciliation;
- 2.9 Table B9 Asset Management;
- 2.10 Table B10 Basic service delivery measurement.

3. that the Adjustment Budget be placed on the municipal website and be submitted to Provincial and National Treasury.

4. that Council approves the adjustments as listed below for the 2025/2026 financial year:

Operating Expenditure

Department	Item	Fund	Amount
LIBRARY SERVICES	Outsourced Services: Catering Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R15 000
LIBRARY SERVICES	Outsourced Services: Security Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R62 000
LIBRARY SERVICES	Outsourced Services: Printing Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R84 000
LIBRARY SERVICES	Contractors: Maintenance of Buildings and Facilities	MUNICIPAL REPLACEMENT FUND (OPEX)	R497 239
LIBRARY SERVICES	Consumables: Standard Rated	MUNICIPAL REPLACEMENT FUND (OPEX)	R71 000
LIBRARY SERVICES	Inventory Consumed: Materials and Supplies	MUNICIPAL REPLACEMENT FUND (OPEX)	R59 000
LIBRARY SERVICES	Operational Cost: Municipal Services	MUNICIPAL REPLACEMENT FUND (OPEX)	R26 000
LIBRARY SERVICES	Domestic: Accommodation	MUNICIPAL REPLACEMENT FUND (OPEX)	R10 000
LIBRARY SERVICES	Domestic: Daily Allowance	MUNICIPAL REPLACEMENT FUND (OPEX)	R7 000

LIBRARY SERVICES	Domestic: Incidental Cost	MUNICIPAL REPLACEMENT FUND (OPEX)	R500
LIBRARY SERVICES	Transport without Operator: Own Transport	MUNICIPAL REPLACEMENT FUND (OPEX)	R20 000
INTEGRATED HUMAN SETTLEMENT	Consultants and Professional Services: Infrastructure and Planning: Architectural	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215
FINANCIAL SERVICES	Business and Advisory: Accounting and Auditing	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R460 104
FINANCIAL SERVICES	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R100 000
FINANCIAL SERVICES	Salaries, Wages and Allowances: Basic Salary and Wages	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R176 733
FINANCIAL SERVICES	Social Contributions: Bargaining Council	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R756
FINANCIAL SERVICES	Social Contributions: Unemployment Insurance	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
FINANCIAL SERVICES	Operational Cost: Learnerships and Internships	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R275 000
FINANCIAL SERVICES	Operational Cost: Skills Development Fund Levy	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R1 770
INTERNAL AUDIT	External Computer Service: Software Licences	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Business and Advisory: Accounting and Auditing	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503
HUMAN RESOURCE MANAGEMENT	Operational Cost: Bursaries (Employees)	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOLOG	Salaries, Wages and Allowances: Basic Salary and Wages	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R6 114 324

Operating Revenue Recognition

Department	Item	Fund	Amount
LIBRARY SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:MUNICIPAL REPLACEMENT FUND	MUNICIPAL REPLACEMENT FUND (OPEX)	R851 739
INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (OPEX)	R4 780 215
INTEGRATED HUMAN SETTLEMENTS	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R4 780 215
FINANCIAL SERVICES	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	-R650 000
INFORMATION & COMMUNICATION TECHNOLOG	Non-exchange Revenue:Transfers and Subsidies:Capital:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000

INTERNAL AUDIT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:National Government:Local Government Financial Management Grant	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (OPEX)	R550 000
SOLID WASTE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R218 503
HUMAN RESOURCE MANAGEMENT	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT	WESTERN CAPE FINANCIAL MANAGEMENT CAPABILITY GRANT (OPEX)	R80 000
INFORMATION & COMMUNICATION TECHNOLOGY	Non-exchange Revenue:Transfers and Subsidies:Operational:Monetary Allocations:Provincial Government:Western Cape:Capacity Building and Other:FINANCIAL MANAGEMENT CAPACITY BUILDING	FINANCIAL MANAGEMENT CAPACITY BUILDING (OPEX)	R100 000
TOTAL			R1 250 242

Capital Expenditure

Department	Project	Fund	Amount
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Water Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Sewerage Services	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 998 703
INTEGRATED HUMAN SETTLEMENTS	Railton Informal Settlements - Roads	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	-R2 934 594
INTEGRATED HUMAN SETTLEMENTS	Security Fence at Swellendam Informal Settlement	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R3 283 018
INTEGRATED HUMAN SETTLEMENTS	Provision of Precast Toilets	INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT (CAPEX)	R868 767
INFORMATION & COMMUNICATION TECHNOLOGY	Intangible Asset: software	LOCAL GOVERNMENT FINANCIAL MANAGEMENT GRANT (CAPEX)	R100 000
TOTAL			-R4 680 215

5. that the Adjustments Budget for the Financial year 2025/2026, as set out in the below-prescribed budget tables be approved;

5.1 Table B1 Adjustments Budget Summary;

5.2 Table B2 Adjustments Budget Financial Performance (functional classification);

5.3 Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote);

5.4 Table B4 Adjustments Budget Financial Performance (revenue and expenditure);

5.5 Table B5 Adjustments Capital Expenditure Budget by vote and funding;

5.6 Table B6 Adjustments Budget Financial Position;

5.7 Table B7 Adjustments Budget Cash Flows;

5.8 Table B8 Cash-backed reserves/accumulated surplus reconciliation;

5.9 Table B9 Asset Management;

5.10 Table B10 Basic service delivery measurement;

6. that the Adjustments Budget be placed on the municipal website and be submitted to Provincial and National Treasury.

7. CLOSURE

The Chairperson thanked all for attending the meeting.

The meeting was adjourned at 10:18.

SPECIAL COUNCIL MEETING

MINUTES



MINUTES OF A SPECIAL COUNCIL MEETING OF THE MUNICIPAL COUNCIL OF SWELLENDAM MUNICIPALITY HELD ON MONDAY, 19 JANUARY 2026 AT 10:00 IN THE COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM.

PLEASE RETAIN THIS DOCUMENT FOR RECORD PURPOSES AS IT WILL NOT BE CIRCULATED AGAIN.

Yours sincerely

J. du T. Loubser

SPEAKER

DATE

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**MINUTES OF A SPECIAL COUNCIL MEETING OF THE MUNICIPAL COUNCIL OF SWELLENDAM
MUNICIPALITY HELD ON MONDAY, 19 JANUARY 2026 AT 10:00.**

PRESENT:

Councillor

J. du T. Loubser
H.F. du Rand
A. Bokwana
D. Julius
E.J. Lamprecht
F. Kees
G. Libazi
I.H. Ferguson
J.A. Matthysen
M.T.A. Swart
D.J. Julius

Speaker
Executive Mayor

IN ATTENDANCE:

A. Vorster
E. Wassermann
J. van Niekerk
W. Treurnicht

Municipal Manager
Director Financial Services
Acting Director: Community Services
Acting Director: Infrastructure and
Planning Services

SECRETARIAT:

K. Opperman
A. Eksteen

RECORDING OFFICER:

K. Opperman

1. OPENING AND WELCOME

At 10:00 the Speaker, Alderman J. du T. Loubser welcomed everyone at the Council meeting and declared the meeting duly constituted with a quorum present. The Speaker welcomed the new Principal Clerk Committee Services, Ms A. Eksteen to the municipality and wished her all the best.

Councillor D. Julius opened with prayer.

2. ELECTION OF ACTING SPEAKER, IF NECESSARY

None

3. APPLICATION FOR LEAVE OF ABSENCE

None

4. DISCLOSURE OF INTERESTS BY COUNCILLORS

None

5. SPEECHES AND SUBMISSIONS

The Executive Mayor, Councillor H.F. Du Rand welcomed everyone back in the new year and wished everybody well for the year ahead. He said he wished to achieve good things throughout the coming year as it was the last year of the current Council's term.

6. MATTERS FOR CONSIDERATION

6.1 Items submitted by officials of Council:

6.1.1

Item number A2. 19.01.2026

COUNCIL IN RECESS: DECEMBER 2025: REPORT ON DELEGATED AUTHORITY OF THE EXECUTIVE MAYOR

Report of the Municipal Manager: Mrs. A. Vorster

Department

Administrative Support

File reference

3/2/2/1

PURPOSE OF THE REPORT

To report on the delegated authority, if any, exercised by the Executive Mayor during the recent Council recess in terms of Council Resolution A2374 of 5 June 2013.

FACTS AND BACKGROUND

Council was officially in recess for the period 09 December 2025 – 14 January 2026 and during periods of recess, all urgent matters shall be dealt with by the Executive Mayor in consultation with the Municipal Manager, if and when required in terms of the delegations per Resolution A2374 taken on 5 June 2013, which reads as follows:

RESOLVED:

1. *that during periods of recess the Executive Mayor be delegated to exercise any power of the Council and/or its political structures, as well as designated powers, in consultation with the Municipal Manager or if the Municipal Manager is not available, the Acting Municipal Manager, Provided that:*
 - (b) *the failure to exercise such power as a matter of urgency would have a substantial detrimental impact on the municipality and/or its services; and/or its people;*
 - (c) *the delegation excludes the exercise of all powers reserved for Council in terms of Section 160 of the Constitution: Passing of By-Laws, Approval of Budget, Imposition of rates and taxes, Levies and Duties, raising of loans*
 - (d) *where the public interest so demands, this power be exercised after consultation with as many members of the Mayoral Committee as reasonably possible.*
2. *"Recess" means the period determined by Council resolution when all councillors shall be on official leave and such period shall commence at 17h00 and shall terminate at 08h00 on the dates determined.*
3. *All resolutions taken by the EM during recess must be tabled at the next meeting of the Council for ratification.*

LEGAL IMPLICATIONS

Constitution of the Republic of South Africa, 1996
Local Government Municipal Structures Act, 117 of 1998
Local Government Municipal Systems Act, 32 of 2000
Local Government Municipal Finance Management Act, 56 of 2003
The delegations as per resolution A2374 dated 5 June 2013.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that the report on the delegated authority of the Executive Mayor during the Council recess of 09 December 2025 – 14 January 2026 be noted;
2. that it be noted that no resolution was taken by the Executive Mayor in terms of his delegated authority during the recess period in 1 above.

DISCUSSION

The Speaker confirmed that the recommendation was noted by all Council members.

UNANIMOUSLY RESOLVED

Item A2/19/01/2026

1. that the report on the delegated authority of the Executive Mayor during the Council recess of 09 December 2025 – 14 January 2026 be noted;
2. that it be noted that no resolution was taken by the Executive Mayor in terms of his delegated authority during the recess period in 1 above.

6.1.2

Item number A3. 19.01.2026

COMMUNITY SERVICES: HOUSING DEVELOPMENT: SWELLENDAM, RAILTON 950 UNITS: BENEFICIARY SELECTION: PHASE 5 OF THE PROJECT

Prepared by the Manager Integrated Human Settlements: L. Cupido

Department Community Services

Section Housing

File number 17/4/2/3/25/1

PURPOSE OF THE REPORT

The purpose of this report is to resubmit the proposal to the Council regarding the Swellendam Railton Housing Development to extend the Phase 5 till the end of March 2026.

FACTS AND BACKGROUND

This report refers to Item A150, dated 28 August 2025, which was unanimously resolved by the Council for Phase 5 of the project. The resolution was as follows:

UNANIMOUSLY RESOLVED

Item A150/28/08/2025

1. That the selection criteria for Phase 5 of the 950 Housing Development in Railton consists of two (2) rounds of the top structure construction following the following guidelines:

1.1 FIRST (1) ROUND:

1.1.1 that the selection criteria for Phase 5 be based on registration date, prioritizing households with at least one non-dependent adult from successively younger cohorts on the database in 5-year increments, descending from the following age categories:

Priority groups

- 60 years and older;
- Physically disabled

Younger cohorts

- 59 to 55 years
- 54 to 50 years
- 49 to 45 years
- 44 to 40 years
- 39 to 35 years

The selection will be based on the following criteria:

- **Citizenship:** Applicant must be a lawful resident of South Africa.
- **Competency:** Applicant must be at least 18 years old and of sound mind, capable of entering into a contract.
- **Government Housing Subsidy:** Applicant must not have previously benefited from a government housing subsidy scheme.
- **Property Ownership:** Applicant must not have owned any fixed residential property, either currently or previously.
- **Marital Status:** Applicant must be married, cohabiting, or single with financial dependents.
- **Monthly Household Income:** Gross monthly household income must not exceed R3,500.
- **Military Veterans:** Priority will be given to applicants classified as military veterans.

- **Aged Applicants:** Priority will be given to applicants classified as aged.
- **Disabled Applicants:** Priority will be given to applicants classified as disabled.

1.1.2 Proof of current address and residence in the Swellendam Municipal area must be provided for the following periods:

Priority groups

- 60 years and older: At least three (3) years
- Physically disabled: At least three (3) years

Younger cohorts

- 59 to 55 years: At least 3 years
- 54 to 50 years: At least 5 years
- 49 to 45 years: At least 7 years
- 44 to 40 years: At least 9 years
- 39 to 35 years: At least 11 years

- These applicants must have resided within the Swellendam project catchment area for at least 70% of the required residency period, as stipulated for their respective age categories. The remaining 30% may have been spent in areas outside the immediate catchment zone but still within the Greater Swellendam region, such as Suurbraak, Buffeljagsrivier, Barrydale, Malgas, Infanta, and surrounding farms within the Swellendam municipal area.

1.1.3 Applicants must have been registered on the database for the required minimum number of years, depending on their age group, prior to selection for an ownership-based opportunity:

Priority groups

- At least three (3) years for 60 years and older
- At least three (3) years for Physical disabled

Younger cohorts

- At least three (3) years for ages 59 to 55
- At least five (5) years for ages 54 to 50
- At least seven (7) years for ages 49 to 45
- At least nine (9) years for ages 44 to 40
- At least eleven (11) years for ages 39 to 35

1.1.4 After pre-screening, the list of successful applicants should be circulated for public comment for a period of 4 weeks (1 month).

1.1.5 Applicants must give consent to the municipality verifying their information, acknowledging that the municipality may use external bodies for verification.

1.1.6 The list and all required supporting documentation must be made available to the Community Services and Housing Portfolio Committee for verification before being submitted to the Provincial Government for approval.

The second (2) round of the proposal will only be considered once the first (1) round has been fully implemented and space remains available within the project.

1.2 SECOND (2) ROUND

1.2.1 That the selection criteria for Phase 5 be based on registration date, prioritizing households with a least one non-dependent adult from successively younger cohorts on the database in 5-year increments, descending from the following age categories:

Priority groups

- 60 years and older: At least three (3) years
- Physically disabled: At least three (3) years

Younger cohorts

- 59 to 55 years
- 54 to 50 years
- 49 to 45 years

- 44 to 40 years
- 39 to 35 years
- 34 to 30 years

The selection will be based on the following criteria:

- **Citizenship:** Applicant must be a lawful resident of South Africa.
- **Competency:** Applicant must be at least 18 years old and of sound mind, capable of entering into a contract.
- **Government Housing Subsidy:** Applicant must not have previously benefited from a government housing subsidy scheme.
- **Property Ownership:** Applicant must not have owned any fixed residential property, either currently or previously.

- **Marital Status:** Applicant must be married, cohabiting, or single with financial dependents.
- **Monthly Household Income:** Gross monthly household income must not exceed R3,500.
- **Military Veterans:** Priority will be given to applicants classified as military veterans.
- **Aged Applicants:** Priority will be given to applicants classified as aged.
- **Disabled Applicants:** Priority will be given to applicants classified as disabled.

1.2.2 Proof of current address and residence in the Swellendam Municipal area must be provided for the following periods:

- 59 to 55 years: At least 3 years
- 54 to 50 years: At least 5 years
- 49 to 45 years: At least 7 years
- 44 to 40 years: At least 9 years
- 39 to 35 years: At least 11 years
- 34 to 30 years: At least 13 years

1.2.3 Applicants must have been registered on the database for the required minimum number of years, depending on their age group, prior to selection for an ownership-based opportunity:

Priority groups

- At least three (3) years for 60 years and older;
- At least three (3) years for Physical disabled

Younger cohorts

- At least three (3) years for ages 59 to 55
- At least five (5) years for ages 54 to 50
- At least seven (7) years for ages 49 to 45
- At least nine (9) years for ages 44 to 40
- At least eleven (11) years for ages 39 to 35
- At least thirteen (13) years for ages 34 to 30

1.2.4 After pre-screening, the list of successful applicants should be circulated for public comment for a period of 4 weeks (1 month).

1.2.5 Applicants must give consent to the municipality verifying their information, acknowledging that the municipality may use external bodies for verification.

1.2.6 The list and all required supporting documentation must be made available to the Community Services and Housing Portfolio Committee for verification before being submitted to the Provincial Government for approval.

1.2.7 that beneficiaries 60 years and older, residing in the Swellendam municipal catchment area who are retired former farm workers and have been on the waiting list for more than 3 years, receive first priority in receiving a house.

DISCUSSION

The above resolution of the Phase 5 delivers the following:

Subsidy Breakdown

Subsidy	Totals
Total subsidies required to complete the project	950
Total subsidies completed	1189
Total subsidies approved	712
Subsidies awaiting approval from the Department of Infrastructure (DOI)	159
Subsidy under review by the housing office	20
Outstanding subsidies to be completed	59

Houses Handover Breakdown	
Handovers	Totals
Total houses handed over until now	692
Houses still need to be handed over	20
Total handovers	692
Outstanding handovers	258

Following the completion and depletion of the age brackets under Phase 5, this item is being resubmitted by the Directorate of Community Services to request an extension of the cut-off period to March 2026.

The current Phase 5 cut-off period was October 2025, and because there are still available opportunities within the project, we request that the cut-off period be extended until the end of March 2026, in accordance with the availability of housing opportunities in the Railton 950 Project.

This extension will allow potential beneficiaries whose birthdays, waiting-list birthdays, and years of residence fall between November 2025 and March 2026 the opportunity to be considered for inclusion in the project.

Preference will continue to be given in accordance with the age brackets set out in the approved Phase 5.

LEGAL IMPLICATIONS

The Constitution. Section 26
Housing Act (No 107 of 1997)
National Housing Code, 2009

FINANCIAL IMPLICATIONS

Funding: Department of Human Settlement Development Grant (HSDG)

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that the current Phase 5 cut-off period be extended until the end of March 2026, in accordance with the availability of housing opportunities in the Railton 950 Project as the extension will allow potential beneficiaries whose birthdays, waiting-list birthdays, and years of residence who fall between November 2025 and March 2026, the opportunity to be considered for inclusion in the project.
2. that preference continues to be given in accordance with the age brackets set out in the approved Phase 5.

DISCUSSION

The Executive Mayor, Councillor H.F. Du Rand proposed that the recommendation be accepted as-is.

Proposer: Councillor H.F. Du Rand

Seconder: Councillor D. Julius

Councillor J.A. Matthysen raised his concern that there were a few discrepancies in the project that would have to be investigated as it came to his attention that the records presented to the Housing Department were in many cases not a true reflection of people's information.

Councillor Matthysen proposed that the number of years for the age group 30 to 34 be amended to 5 years on the waiting list and 8 years for the age group 35 to 39.

Councillor Matthysen said that he was concerned that the intended beneficiaries did not receive the houses and that people from outside Swellendam were approved to receive the houses. He said that it was a matter to investigate.

Proposer: Councillor J.A. Matthysen

Seconded: Councillor I.H. Ferguson

The TWO DULY seconded proposals were put to a vote by the Speaker, Alderman J. du T. Loubser.

Proposal 1:

Eight votes: Councillors: H.F. Du Rand; D. Julius; A. Bokwana; F. Kees; E.J. Lamprecht; D.J. Julius; M.T.A. Swart; G. Libazi.

Proposal 2:

Two votes: Councillors: J.A. Matthysen; I.H. Ferguson.

RESOLVED

Item A3/19/01/2026

1. that the current Phase 5 cut-off period be extended until the end of March 2026, in accordance with the availability of housing opportunities in the Railton 950 Project as the extension will allow potential beneficiaries whose birthdays, waiting-list birthdays, and years of residence that fall between November 2025 and March 2026, the opportunity to be considered for inclusion in the project.
2. that preference continues to be given in accordance with the age brackets set out in the approved Phase 5.

6.1.3

Item number A4. 19.01.2026

UPPER LIMITS OF TOTAL REMUNERATION PACKAGES TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS.

Report of the Director: Financial Services:

E. Wassermann

Section

Financial Services

File Number

4/4/1

PURPOSE OF REPORT

To inform Council of Government Gazette 53552 of 18 December 2025, which sets the upper limits of total remuneration packages payable to municipal managers and managers directly accountable to the municipal manager, effective from 1 July 2024.

FACTS AND BACKGROUND

According to Section 72(2A) of the Local Government Municipal Systems Act of 2000, the Minister for Cooperative Governance and Traditional Affairs establish the maximum remuneration packages for municipal managers and those directly accountable to them. Detailed information can be found in the attached gazette.

The Notice takes effect from 1 July 2024 and replaces Government Gazette No 50737 as published on 30 May 2024.

DISCUSSION

Determination of the grade of municipality

The grading of senior managers, as determined per the gazette, is as follows, as set out in Annexure A.

Allocation	2023/2024	Points
Total Municipal Income (R493 169 180 – R107 820 718)	R385 348 462	45
Total Population	47 114	1
Equitable Share (2023/2024)	R 43 486 840	3
		49 = Grade 3

If the municipality applies this calculation, senior managers move to grade 3, similar to councillors.

The gross income of a municipality excludes transfers and/or grants from the national fiscus and provincial fiscus and all value-added tax. The finance department is of the view that insurance refunds do not meet the definition of gross income.

Similarly, construction contract revenue includes transfers/grants from the province for the housing development and should be excluded from the calculation. Based on the above, the adjusted calculation is as follows:

Allocation	2023/2024	Points
Gross Income	R493 169 180	
Less: Transfer and Subsidies	(R107 820 718)	
Less: Construction Contracts	(R56 264 552)	
Less: Insurance Refund	(R15 362 346)	
Total Municipal Income	R313 721 564	42
Total Population	47 114	1
Equitable Share (2023/2024)	R 43 486 840	3
		46 = Grade 2

Despite the Gazette confirmation in Annexure A, the municipality remains at level 2 should the above amended calculation be applied. Below is an extract from the certified AFS for 30 June 2024.

The methodology used in the amended calculation will be referred to COGTA and SALGA for confirmation.

SWELLENDAM MUNICIPALITY			
STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2024			
	Note	2024 Actual R	2023 Restated R
REVENUE		212 815 118	192 929 358
Revenue from Non-exchange Transactions			
Property Rates	22.	50 040 007	50 115 014
Fines, Penalties and Forfeits	23.	48 858 074	42 513 801
Transfers and Subsidies	25.	102 562 044	95 706 519
Surcharges and Taxes	26.	960 623	954 688
Service Charges	27.	3 390 680	3 313 585
Interest, Dividends and Rent on Land Earned	32.	403 820	325 152
Revenue from Exchange Transactions		280 353 083	186 314 769
Licences and Permits	24.	1 273 570	1 209 001
Transfers and Subsidies	25.	5 258 074	5 882 002
Service Charges	27.	177 523 070	153 006 150
Sales of Goods and Rendering of Services	28.	3 205 720	2 900 106
Construction Contract Revenue	29.	56 264 552	2 200 081
Income from Agency Services	30.	2 735 803	2 728 397
Rental from Fixed Assets	31.	751 033	962 735
Interest, Dividends and Rent on Land Earned	32.	14 344 553	9 537 004
Operational Revenue	33.	18 625 001	7 333 527
Gains on Disposal of Capital Assets	46.	281 081	333 607
Total Revenue		493 169 180	379 244 128
EXPENDITURE		434 113 025	327 701 615
Employee Related Costs	34.	118 804 337	108 483 020
Remuneration of Councilors	35.	5 668 078	5 807 289
Depreciation and Amortisation	36.	18 948 659	14 024 275
Impairment Losses	37.	42 877 264	38 958 476
Interest, Dividends and Rent on Land	38.	10 071 519	9 112 644
Bulk Purchases	39.	98 123 267	70 604 101
Contracted Services	40.	90 022 432	29 357 750
Inventory Consumed	41.	16 852 732	16 384 782
Transfers and Subsidies Paid	42.	1 102 117	530 350
Operating Leases	43.	742 700	335 586
Operational Costs	44.	28 165 202	25 660 914
Losses on Disposal of Capital Assets	46.	2 876 700	1 051 528
Total Expenditure		434 113 025	327 701 615
OPERATING SURPLUS / (DEFICIT) FOR THE YEAR		59 056 155	51 542 513
OTHER REVENUE / EXPENDITURE INCURRED			
Gains on Other Operations	45.	412 412	5 080 416
Losses on Other Operations	45.	(262)	-
TOTAL OTHER REVENUE / EXPENDITURE INCURRED		412 150	5 080 416
SURPLUS / (DEFICIT) FOR THE YEAR		59 468 306	56 622 929
Refer to Budget Statement for explanation of budget variances			

Determination of job grades

Under paragraph 6, the new gazette also includes the job grades for all senior manager positions. In this instance, the job grades for a grade 2 and 3 municipality are the same:

Municipal Grade	Managers directly accountable to the Municipal Manager	Municipal Manager
Grade 2	18	20
Grade 3	18	20

The job evaluation of senior managers takes effect from 1 July 2026.

Cell Phone and Data Allowance

A senior manager may, in addition to the annual total remuneration package provided for, be paid a cell phone allowance and data not exceeding R2500 per month in accordance with the applicable municipal council policy.

The municipal cellular phone and data policy allows for an allowance of R3850 for the municipal manager and an allowance of R2950 for managers directly accountable to the municipal manager. The policy will need to be corrected to align with the new gazette, limiting the maximum to R2500.

Payment of remote allowance

The remote allowance applies to existing employee contracts. A remote allowance terminates when the employee's contract with a senior manager ends. The remote allowance applicable to Swellendam, as per Annexure B, is 4%.

There is only one senior manager who receives a market premium allowance, a rural or scarce skills allowance of 10%, which is not eligible for the remote allowance. The market premium allowance will terminate upon the employee's contract ending, as the remote allowance replaced it.

If the remuneration of a senior manager is higher than the applicable pay scales, the personal-to-incumbent will apply, that senior manager shall retain his/her current salary and benefits, provided that the future annual salary adjustments shall be withheld until the incumbent's salary equals the salary scale in the Notice.

Annual total remuneration packages

A senior manager shall be offered remuneration at the minimum level of the applicable salary band and relevant category for the municipality on appointment. The following criteria shall apply to determining pay progression from one notch to the next.

It should be noted that in job means the number of years in-job in the same position in the same municipality.

Minimum	Lower	Midpoint	Upper	Maximum
New appointment	1-2 yrs in job Achieved a performance rating of 3 and above	3+ yrs in job Achieved a performance rating of 3 and above	4+ yrs in job Achieved a performance rating of 3 and above	5+ yrs in job Achieved a performance rating of 3 and above

It should be noted that none of the senior managers were appointed under the amendments to the Municipal Systems Amendment Act 3 of 2022, which were officially proclaimed to come into effect on 1 November 2022.

Therefore, the existing senior managers are not newly appointed managers. The gazette is silent on how existing managers with waivers should be treated. One senior manager was appointed with a waiver on grade 3 maximum, and two senior managers were appointed at the maximum level on grade 2.

For existing senior managers, the calculations were based on the waivers received, as specified in their appointment letters.

LEGAL IMPLICATIONS

Municipal Systems Act, 32 of 2000
Municipal Systems Amendment Act 3 of 2022
Municipal Finance Management Act

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

Not applicable.

Director: Financial Services

The budget provides as follows for senior managers:

Senior Managers (Grade 2)	Years in the same municipality	Pay Progression / Waiver	Upper Limits Grade 2	Budget 2024/2025	Budget 2025/2026
Municipal Manager with 4% Remote Allowance	3+ Years	Maximum (Waiver)	R1 814 912	R1 718 976	R1 606 919
CFO with 4% Remote Allowance	3+ Years	Maximum (Waiver)	R1 372 783	R1 317 504	R1 241 250
Infrastructure Services Vacant	1-2 Years	Minimum	R1 204 283	R860 081	R1 041 483
Community Services - Rural Allowance of 10% remote	5+Years	Maximum Grade 3 (Waiver)	R1 591 583	R1 509 395	R1 462 144
Total			R5 983 562	R5 405 956	R5 351 796
Budget Calculated Shortfall on Senior Managers				(R577 606)	(R631 765)

Although the table indicates a shortfall against the senior manager's budget, the Director Infrastructure Services position remained vacant for the entire 2024/2025 financial year. Therefore, the R860 081 in savings for this position can be utilised to cover the shortfall. Should the increases be paid on grade 2, sufficient funds will be available on the 2024/2025 budget for this purpose.

The projected savings for the Director Infrastructure Services, combined with the Director Community Services, from January 2026, will be sufficient for the shortfall on the 2025/2026 budget. These amounts will be revisited with the adjustment budget process.

Should the Senior Managers be paid in line with the gazette on grade 3, which still needs to be clarified, the budget shortfall is as follows:

Senior Managers (Grade 3)	Years in the same municipality	Pay Progression / Waiver	Upper Limits Grade 3	Budget 2024/2025	Budget 2025/2026
Municipal Manager with 4% Remote Allowance	3+ Years	Maximum (Waiver)	R1 992 532	R1 718 976	R1 606 919

Senior Managers (Grade 3)	Years in the same municipality	Pay Progression / Waiver	Upper Limits Grade 3	Budget 2024/2025	Budget 2025/2026
CFO with 4% Remote Allowance	3+ Years	Maximum (Waiver)	R1 506 406	R1 317 504	R1 241 250
Infrastructure Services Vacant	1-2 Years	Minimum	R1 321 138	R860 081	R1 041 483
Community Services - Rural Allowance of 10% remote	5+Years	Maximum (Waiver)	R1 591 583	R1 509 395	R1 462 144
Total			R6 411 659	R5 405 956	R5 351 796
Budget Calculated Shortfall on Senior Managers				(R1 005 703)	(R1 059 863)

Director: Infrastructure and Planning Services

Noted.

Municipal Manager

Noted.

RECOMMENDED

1. that the Senior Manager's total remuneration package be adjusted as per Government Gazette 53882 from 1 July 2024.
2. that the calculation of the Grade of the municipality be referred to COGTA and SALGA for confirmation.
3. that the senior managers be remunerated on grade 2 until confirmation is received on the calculation.
4. that the municipal Cellular Phone and Data Policy be amended to be in line with the new gazette of a maximum of R2500 per month.
5. that Council notes that the remote allowance will lapse on termination of the existing employment contracts.

DISCUSSION

The Municipal Manager, Mrs A. Vorster asked for all Senior managers to be recused from the meeting while Item A4 was being discussed unless any questions for clarity existed.

Councillor J.A. Matthysen asked whether there was enough provision in the budget to accommodate the adjustment as per the Government Gazette to which the CFO, Ms E. Wassermann confirmed that there was a shortage in the salary vote to pay the adjusted amount, however, there has been savings due to the vacant position of Director Infrastructure and Planning Services that could be allocated and would be able to accommodate the adjusted amount. She said that the matter would be referred to the Adjustments Budget.

Senior Management were recused to leave the Chambers at 10:13 for Council to discuss the Item.

The Executive Mayor, Councillor H.F. du Rand proposed that the recommendation be accepted as-is.

The Speaker, Alderman J. du T. Loubser confirmed that the recommendation was supported by all Councillors.

Senior Management returned to the Chambers at 10:15.

UNANIMOUSLY RESOLVED**Item A4/19/01/2025**

1. that the Senior Manager's total remuneration package be adjusted as per Government Gazette 53882 from 1 July 2024.
2. that the calculation of the Grade of the municipality be referred to COGTA and SALGA for confirmation.
3. that the Senior Managers be remunerated on grade 2 until confirmation is received on the calculation.
4. that the municipal Cellular Phone and Data Policy be amended to be in line with the new gazette of a maximum of R2500 per month.
5. that Council take note that the remote allowance will lapse on termination of the existing employment contracts.

6.1.4

Item number A5. 19.01.2026

ADDENDUM TO EXTEND THE FIRE AND RESCUE SERVICE DELIVERY AGREEMENT: OVERBERG DISTRICT MUNICIPALITY AND SWELLEN DAM MUNICIPALITY

Report of Municipal Manager: Mrs. A Vorster

Department

Office of the Municipal Manager

File number

17/7/R

PURPOSE OF THE REPORT

To obtain approval for the addendum to extend the Fire and Rescue Service Delivery Agreement between Overberg District Municipality and Swellendam Municipality with one year with retrospective effect from 1 July 2025.

FACTS AND BACKGROUND

The function of structural firefighting is assigned to Swellendam Municipality in accordance with the Local Government – Municipal Structures Act 117 of 1998, and in the interest of inter-governmental relations and to the advantage of the communities both municipalities serve; the Overberg District Municipality (ODM) and Swellendam Municipality entered into a service level agreement for the provision of structural fire services in the Swellendam jurisdictional area as a whole.

Commencing in 2021/2022 the agreement is in place for a period of 3 years ending on 30 June 2024.

DISCUSSION

Council during a meeting held on 30 April 2024 has resolved as follows per Resolution A56/30/04/2024:

UNANIMOUSLY RESOLVED

Item A56/30/04/2024

1. that the addendum to the existing Fire and Rescue Service Delivery Agreement between Overberg District Municipality and Swellendam Municipality to the effect that the agreement be extended with another year, ending 30 June 2025 and that Swellendam Municipality will pay the fee of R 1 000 000.00 plus CPIX (VAT exclusive) for the service, be advertised and if no objection is received, be approved and the Municipal Manager be mandated to sign the addendum.

The above-mentioned extension has lapsed on 30 June 2025 and Overberg District Municipality has indicated the desire to extend the addendum which reads as follows with another year:

1. CPIX - the CPI inflation index provided by National Treasury in the MFMA Budget Circular shall be used for this adjustment based on forecast CPI Index as released in the March circular of the proceeding financial year to ensure that the budget and actual levied amounts correspond.
2. The period for agreement will be extended with another year until 30 June 2026 whereafter the contract will be renegotiated.
3. Swellendam Municipality to pay a fee of R 1000 000 plus CPIX, exclusive of VAT for 2025/2026

The initial Fire and Rescue Service Delivery Agreement is attached as **Annexure A.1.**

The proposed addendum is attached as **Annexure A.2.**

Council provided approval for the proposed amendment on 17 November 2025 subject to a public participation process. The proposed amendment was advertised with no input received and is thus tabled to Council for final approval.

LEGAL IMPLICATIONS

Section 37 of the Local Government Finance Management Act, Act 56 of 2003.

Fire and Rescue Service Level Agreement, 2021

FINANCIAL IMPLICATIONS

The current budget makes provision for R 1000 000 vat excluded for the Overberg Municipality to provide structural Fire Services to the municipality.

Should the contract be extended, the amount will be included in the 2024/2025 budget per the agreement. The request to amend the amount with escalation for 2024/2025 is within acceptable norms.

Section 110(2) of the Municipal Finance Management Act, 56 of 2003 excludes the procurement of goods and service procured through a supply chain management process when the municipality contracts with another organ of state.

Section 116 of the Municipal Finance Management Act, refers to the procurement of goods and services through a procurement process and is not applicable for this amendment.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENT FROM DEPARTMENTS

Director: Financial Services

As under Financial Implications

Director: Infrastructure and Planning Services

None

Director: Community Services

None

Municipal Manager

The Overberg District Municipality is providing an exemplary service. Swellendam Municipality does not have the HR and PPE as well as expertise level to provide the services.

RECOMMENDED

1. that an addendum to the existing Fire and Rescue Service Delivery Agreement between Overberg District Municipality and Swellendam Municipality to the effect that the agreement be extended with another year, ending 30 June 2026 in terms of which Swellendam Municipality will pay the fee of R 1 049 000,00 plus CPIX based on 4.3% (VAT exclusive) for the service, be approved subject to advertisement for public comment and if no objection is received, the Municipal Manager be mandated to sign the addendum.
2. that the approval in 1 above be with retrospective effect from 1 July 2025.

DISCUSSION

Councillor J.A. Matthysen shared that he was concerned about the fact that the municipality had a contract with the District Municipality who could not reach fires in time due to the distance they have to travel to get there. He asked that a station be placed closer to the community of Railton due to the imminent risk of fires in the Informal Settlement.

The Speaker, Alderman J. du T. Loubser said that he shared the concern of Councillor Matthysen and suggested that the Service Level Agreement with Overberg District be amended to include the necessary detail in terms of a closer station to assist with fires.

The Municipal Manager added that the contract at hand was the current contract, and the municipality would have to continue with the current terms, however, amendments could be made to add additional needs during the next budget period as the contract expires on 30 June 2026.

Councillor D.J. Julius shared that the ANC caucus was pleased with the service rendered by the Overberg District Municipality in terms of fire control as their response time has been excellent.

Councillor Julius said that the ANC was in support of the recommendation as-is.

The Speaker confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A5/19/01/2026

1. that an addendum to the existing Fire and Rescue Service Delivery Agreement between Overberg District Municipality and Swellendam Municipality to the effect that the agreement be extended with another year, ending 30 June 2026 in terms of which Swellendam Municipality will pay the fee of R 1 049 000.00 plus CPIX based on 4.3% (VAT exclusive) for the service, be approved subject to advertisement for public comment and if no objection is received, the Municipal Manager be mandated to sign the addendum.
2. that the approval in 1 above be with retrospective effect from 1 July 2025.

6.1.5

Item number A6. 19.01.2026

AMENDMENT: REQUEST FOR APPROVAL TO APPOINT PERMANENT LAW ENFORCEMENT OFFICERS, EXTENSIONS OF LAW ENFORCEMENT EPWP CONTRACTS AND ADDITIONAL TRAFFIC OFFICERS

Department Community Services

Section Traffic

File number 17/2/3/3

PURPOSE OF THE REPORT

The purpose of this report is to request Council approval for three important staffing matters.

Firstly, appoint two permanent law enforcement officers to strengthen enforcement capacity, improve community safety and support the municipality's long-term goals for sustainable service delivery.

Secondly, extend the contracts of twelve EPWP participants currently employed by Swellendam Municipality on one-year contracts. These contracts expire on 30 June 2026.

Thirdly, appoint two additional Senior Traffic Officers in the Traffic Services section to improve traffic law enforcement, enhance road safety and ensure better compliance with municipal by-laws and national road traffic legislation.

These three requests will build a stronger, safer and more effective municipal service for the community.

FACTS AND BACKGROUND

Swellendam Municipality currently uses a mix of permanent staff, temporary Peace Officers and EPWP participants for by-law enforcement and safety operations.

In recent years demand for enforcement services has grown significantly due to rapid tourism growth, increased economic activity and more by-law complaints from the community.

Relying on temporary and contract staff has helped in the short term, but it creates serious problems: difficult to maintain continuous operations, apply laws consistently, build institutional knowledge and retain trained staff over time.

A permanent group of Law Enforcement Officers will improve the municipality's ability to perform legal duties under Section 334 of the Criminal Procedure Act, the Municipal Systems Act and municipal by-laws. This will create a more stable, professional and effective enforcement service.

DISCUSSION

The Swellendam Municipality needs a stable and reliable team of law enforcement officers to meet daily operational needs effectively.

A permanent workforce is essential to:

- respond quickly to growing law enforcement demands
- carry out regular patrols
- manage public events safely
- perform by-law compliance checks
- provide support during emergencies

A consistent, well-trained team ensures professional and dependable services to the community at all times.

LEGAL IMPLICATIONS

The appointment of permanent Law Enforcement Officers is essential to ensure enforcement activities remain lawful and within the correct legal framework.

Officers may only perform duties authorised under:

- Section 334 of the Criminal Procedure Act (CPA)
- relevant By-Laws of the Swellendam Municipality

Permanent staff will provide consistent long-term enforcement of municipal by-laws, traffic and parking regulations (where authorised).

Without enough permanent enforcement personnel the municipality faces increased risks: greater threats to community safety, potential civil liability for failing to perform duties, and difficulty maintaining by-law compliance (leading to complaints, environmental damage, illegal activities and reputational harm).

A stable permanent team reduces these risks, strengthens statutory compliance and protects both the community and the municipality.

FINANCIAL IMPLICATIONS

The 2026/2027 OPEX Budget must provide for the permanent appointment of two Law Enforcement Officers.

Although permanent appointments involve ongoing costs, this is more cost-effective in the long term because it eliminates repeated training of temporary staff and reduces high turnover costs.

The 2026/2027 OPEX Budget must also provide for extending the contracts of twelve EPWP participants. Without extension the municipality loses support for foot patrols, by-law assistance, traffic duties, public visibility, events and seasonal operations. This will overburden permanent staff, cause slower responses, reduced patrol coverage and lower enforcement presence.

The 2027/2028 OPEX Budget must provide for two additional Senior Traffic Officers to strengthen traffic enforcement, improve road safety and ensure consistent compliance with municipal by-laws and national legislation.

These budget provisions will secure stable, professional law enforcement and traffic services for Swellendam residents in the coming years.

PERSONNEL IMPLICATIONS

Appointing two permanent Law Enforcement Officers and two Senior Traffic Officers, together with extending the 12 EPWP contracts, will create a more stable and professional workforce.

Permanent positions reduce high turnover, cut repeated training costs, build institutional knowledge and reduce pressure on current staff.

EPWP extensions provide essential short-term support for patrols, by-law enforcement, events and visibility until the new permanent roles are in place.

These changes will improve service reliability, staff morale and the municipality's ability to meet growing enforcement and safety needs.

COMMUNICATIONS IMPLICATIONS

COMMENTS FROM DEPARTMENTS

Town planning

Director: Community Services: I fully support the approval of these appointments and contract extensions as they are essential to strengthen our law enforcement and traffic services, improve community safety, and ensure consistent by-law compliance in response to growing demands. Permanent positions will provide the stability and professionalism our operations urgently need, while extending the EPWP contracts will maintain critical short-term capacity without overburdening existing staff. This investment will deliver safer streets, better service delivery, and long-term value for the residents of Swellendam.

Director: Financial Services

All requests must align with the 2026/2027 salary budget. Council cannot commit to permanent employment for new positions outside the established budgetary process. Proposed new positions should be prioritised alongside all other organisational requests and referred to the relevant committees for thorough consideration and assessment of budgetary implications.

It is proposed that council note the report and refer the requests to the 2026/2027 budgetary process for consideration.

Director: Infrastructure and Planning Services

None

Municipal Manager

Whilst the need is acknowledged, the requests must be accommodated within the budget and staffing processes.

RECOMMENDED

that the request to appoint permanent Law Enforcement Officers, extensions of Law Enforcement EPWP contracts and additional Traffic Officers, be referred to the Budget Steering Committee for possible inclusion in the 2026/27 budget.

DISCUSSION

The Executive Mayor Councillor H.F. Du Rand indicated that the DA caucus was in support of the recommendation as-is.

The Speaker confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A6/19/01/2025

that the request to appoint permanent Law Enforcement Officers, extensions of Law Enforcement EPWP contracts and additional Traffic Officers, be referred to respectively the Restructuring Committee and the Budget Steering Committee for possible inclusion in the 2026/27 budget.

6.1.6

Item number A7. 19.01.2026

AMENDMENT: LAW ENFORCEMENT EXPANSION SUPPORT SWELLEDAM MUNICIPALITY

Department	Community Services
Section	Traffic Services
File number	17/2/3/3

PURPOSE OF THE REPORT

To obtain Council's approval for the expansion of law enforcement capacity in Barrydale and Malgas through provincial training support and municipal follow-up contracts.

FACTS AND BACKGROUND

Several law enforcement officers resigned last financial year for better jobs, leaving vacancies. The municipality must ensure community safety, traffic management, and by-law enforcement. Demand for visible officers has increased due to population growth, tourism, more service requests, and more protests. The municipality works with SAPS and the Provincial Department of Mobility to improve safety. More trained officers are needed.

DISCUSSION

The Department of Police Oversight and Community Safety (POCS) offers to train 5–10 new peace officers and fund their first-year contract. After the first year, Swellendam Municipality must sign a Memorandum of Understanding (MOU) and provide a second-year contract via the Expanded Public Works Programme (EPWP).

Barrydale

- Recruit from Barrydale area (saves fuel and travel costs).
- Officers report daily to Barrydale municipal office and sign attendance register.
- Weekly supervisor visits from Swellendam.
- Monthly staff meetings at Swellendam Traffic office.

Malgas

- Recruit from Malgas area (saves fuel and travel costs).
- Weekly supervisor visits from Swellendam.
- Monthly staff meetings at Swellendam Traffic office.

LEGAL IMPLICATIONS

Ensure that the recruits will perform their duties authorized under the Criminal Procedure Act (CPA) and By-Laws of the Swellendam Municipality.

FINANCIAL IMPLICATIONS

Budget provision must be made in the operating expenditure (OPEX) for 5–10 EPWP contracts in the 2027/2028 financial year.

PERSONNEL IMPLICATIONS

None

COMMUNICATIONS IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Town planning

Acting Director: Community Services

I support this proposal as it addresses critical staffing shortages and improves visible law enforcement in the outlying areas. The use of local recruits and provincial training support ensures cost-effective implementation. I recommend council approval of this item.

Director: Financial Services

All requests must comply with the 2026/2027 salary budget process. The Council cannot authorise additional expenditures for new employment outside the established budgetary process.

Any proposed new positions should be prioritised alongside all other organisational requests and submitted to the relevant committees for comprehensive review and assessment of budgetary implications.

The total costs associated with these proposals—including travel arrangements, required tools of trade, uniforms, and similar expenses—must be incorporated into the budgetary process.

Consideration should also be given to the impact on the existing EPWP programme and the availability of grant funding. An evaluation is necessary to determine whether sufficient EPWP funds are available to extend the programme for an additional 12 months.

It is recommended that Council take note of this report and refer the requests to the 2026/2027 budgetary process for further consideration.

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

The CFO's input is supported. Whilst it is acknowledged that law enforcement capacity is needed, it should be noted that their powers are very limited, and they cannot perform any traffic law enforcement in an independent manner. The cost on PPE and travel and subsistence cost is a significant amount and is currently not included in the budget.

RECOMMENDED

that the request for the expansion of Law Enforcement capacity in Barrydale and Malgas, be referred to the Restructuring Committee.

DISCUSSION

The Executive Mayor, Councillor H.F. Du Rand indicated that the DA caucus was in support of the recommendation as-is, however, they would prefer that the request be tabled to the Budget Steering Committee first for inclusion in the budget before being tabled to the Restructuring Committee.

Councillor D.J. Julius confirmed that the ANC caucus was in support of the recommendation as-is but would like the whole of Ward 3 to be included and not just Malagas. He proposed that the two permanent positions be distributed as one in Barrydale and the other in Suurbraak.

The Speaker, Alderman J. du T. Loubser indicated that the distribution of the two posts could be included in the next discussion of the Restructuring Committee.

The Speaker confirmed that the recommendation was supported by all Councillors.

UNANIMOUSLY RESOLVED

Item A7/19/01/2025

that the request for the expansion of Law Enforcement capacity in Barrydale and Malgas, be referred to the Restructuring Committee then to the Budget Steering Committee for possible inclusion in the 2026/27 Budget.

7. CLOSURE

The meeting adjourned at 10:23.

ORDINARY COUNCIL MEETING

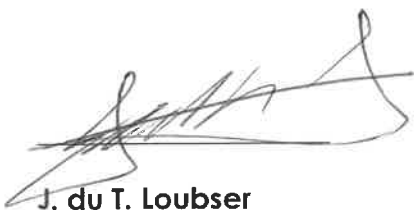
MINUTES



**MINUTES OF AN ORDINARY COUNCIL MEETING
HELD ON THURSDAY, 29 JANUARY 2026 AT 10:00
IN THE COUNCIL CHAMBERS, RHENIUS STREET,
SWELLENDAM.**

**PLEASE RETAIN THIS DOCUMENT FOR RECORD
PURPOSES AS IT WILL NOT BE CIRCULATED
AGAIN.**

Yours sincerely



J. du T. Loubser

SPEAKER

25/02/2026.
DATE

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PRESENT:	Councillor	J. du T. Loubser	Speaker
		H.F. du Rand	
		E.J. Lamprecht	
		F. Kees	
		A. Bokwana	
		D. Julius	
		I.H. Ferguson	
		G. Libazi (from 10:03)	
		D.J Julius	
		J.A. Matthysen	

IN ATTENDANCE:

A. Vorster	(Municipal Manager)
E. Wassermann	(Director: Financial Services)
J. Etzebeth	(Manager: Administrative Support)

K. Opperman
A. Eksteen

K. Opperman

Mr. N Maphangwa – Road Accident Fund (10:00 – 10:14)
9 Members of the public

At 10:00 the Speaker, Alderman J. du T. Loubser welcomed everyone at the Council meeting and declared the meeting duly constituted with a quorum present.

Councillor F. Kees rendered an opening prayer.

None

3. APPLICATION FOR LEAVE OF ABSENCE

RESOLVED

that leave of absence from the Ordinary Council meeting held on Thursday, 29 January 2026 be granted to Councillor M.T.A. Swart and the Acting Director Community Services, Mr J. van Niekerk.

4. MOTIONS OF JOY AND SORROW

4.1 Announcement of birthdays:

Donovan Julius – 01 January
Agnes Bokwana – 09 January
F. Kees – 02 February

The Municipal Manager, Mrs A. Vorster congratulated all Councillors on their birthdays and wished them well.

4.2 Announcements of deaths by Municipal Manager

December 2025

Hendrik Manuels	SWELLENDAM
Gert Pretorius	SWELLENDAM
Henrico Philander	SWELLENDAM
Rufus Toerien	SWELLENDAM
Anthony Ronnie Petersen	SWELLENDAM
Johanne Makhosonke Mkhafu	SWELLENDAM
Pieter Jagers	SWELLENDAM
John Johannes January	SWELLENDAM
Piet Jooste	SWELLENDAM
John August	SWELLENDAM
Andy Margo Fillies	SWELLENDAM
Amelia Hendricks	SWELLENDAM

The Municipal Manager, Mrs A. Vorster also conveyed her sincere condolences in the passing of the brother of PA of the Director Financial Services, Ms O. February. She then observed a moment of silence in tribute to those who passed away.

5. SPEECHES AND SUBMISSIONS

RAF Presentation:

Mr Nkhumbuleni Maphangwa, Senior Stakeholder Relations Officer at the Road Accident Fund at the Office of the CEO gave a presentation on the Road Accident Fund.

He shared that the RFA was an Act of Parliament, Act 56 of 1996 where government came up with a way to stop people from suing each other after an accident which means government was going to indemnify the person who caused the accident in regards to paying back for medical expenses as well as getting that person back to society for working.

He added that RAF existed to assist people with medical expenses, as well as rehabilitation, in terms of the bodily injuries that they've had.

Mr Maphangwa shared that pedestrians were becoming a big issue and there has been a high increase in accidents related to pedestrians in Swellendam. He asked that road safety initiatives to educate people in terms of road safety be enforced in Swellendam through Councillors in the different wards.

The Municipal Manager shared that the municipality had a two-day road safety initiative where vehicles transporting learners could go through a road safety test free of charge. She added that through this contribution by the municipality added to the endeavor to ensure a low fatality rate on a continuous basis.

She added that the impending AARTO Act was putting municipalities at risk of having to render a service whilst its income was taken away.

She concurred that substance abuse was a substantial contributing factor in pedestrian fatalities and added that awareness about road safety could be raised through the Council's existing platforms and she encouraged Mr. Maphangwa to forward any RAF material that he would want to share, to the municipality.

Councillor D.J. Julius requested to address the house and the Speaker granted his request.

"Geagter Speaker, Raadslede, Administrasie, kollegas,

Ons almal wat hier sit is in diens van ons gemeenskap. Vandag staan ek voor julle met 'n swaar hart, maar ook met 'n hart vol dankbaarheid en vasberadenheid. Dié is my laaste jaar as Raadslid in hierdie Raad. Ek sal myself nie weer as Wykskandidaat beskikbaar stel nie. Hierdie tydperk was vir my 'n skool van leierskap, 'n toets van karakter en roeping om te dien. Ons het gefaal en geslaag. Soos Nelson Mandela ons geleer het, ware leiers definieer deur realiteit, dien hulle mense met opoffering en bou 'n beter toekoms nie vir hulle self nie, maar vir almal. Ek wil vandag herinner vir ons almal, politici en administrasie het 'n heilige verantwoordelikheid en ons het 'n plig om na ons mense om te sien en hul lewensomstandighedes te verbeter ongeag waar hulle hul kruisie gemaak het'.

Onreg is 'n bedreiging vir geregtigheid oral. Ons is vasgevang in 'n netwerk van wedersydse verbondenheid, wat een deel van ons gemeenskap tref, tref ons almal. Ons kan nie kieskeurig wees met ons diens nie. Nie volgens party-lyne of stemme nie, maar volgens beginsel en menslikheid. Die munisipaliteit is tweede beste in die land, so kom ons maak ons Informele Nedersettings die netjeste en beste in die land met beter dienste en beter beplanning. Ons kan nie net soontoe gaan wanneer ons hul stemme nodig het nie, ons moet elke dag daar wees met werklike oplossings, waardigheid en respek.

Ons moet die realiteit in die gesig staar. Die situasie in Die Boord is 'n krisis. Ons kan nie ons hande vou en sê hulle wil so leef nie. Nee. Dit is ons verantwoordelikheid om op te tree. Matjoks is hier, dit gaan nie wegraak nie. Ek wil sê ons doen goeie werk in Matjoks, maar ons kan altyd verbeter veral met rampvoorkoming en skoonmaakprojekte. Dis nie net take nie, dis die bou van die gemeenskap wat veilig en trots moet voel. In Suurbraak in Vatmaar het ons mense krag en water nodig, kom ons gee dit aan hulle, nie omdat ons politieke punte wil score nie, maar omdat dit die regte ding is om te doen.

Want soos Maya Angelou ons herinner, ons moet opstaan vir onself en vir mekaar, want dit is die regte ding om te doen, ongeag die politieke wind. Barrydale benodig beter beplanning in hulle Informele Nedersetting en deurgaans soek ons beter beplanning vir 'n volhoubare toekoms. Dit is nie 'n nice to have nie, dit is ons verantwoordelikheid om ons mense die beste te gee. Nie môre nie, nie eendag nie, nou.

En aan my bruin nasie, my mense, my familie. Die tyd het aangebreek om op te staan, wakker te skrik en te besef, niemand kom ons red nie. Ons bruin jeug, dit het tyd geword dat ons besef, die almagtige krag wat ons besit, en dit is ons stem. Dit het tyd geword dat ons nie meer die bal is wat rond ge-pass word nie, maar die speler wat self die game kan wen.

As ons as een opstaan, saam staan, nie een-een nie, nie twee-twee nie, maar almal tesaam. Dan kan ons die toekoms vorm wat ons verdien.

Speaker, Ek wil afsluit met die ewige belofte van die Here Jesus Christus soos Hy in Jeremia 29 vanaf vers 11 skryf: Ek weet Swellendam Munisipaliteit wat ek vir julle beplan het sê die Here, ek beplan voorspoed vir julle, nie teëspoed nie. Ek wil hê dat julle hoop vir die toekoms moet hê. Mag hierdie woorde ons lei, mag ons saamwerk tot daardie voorspoed, tot daardie hoop.

Speaker, dankie dat julle my toegelaat het om saam met julle te dien, kollegas, mag God ons almal seën in die stryd vir 'n beter môre.

6. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

The Speaker, Alderman J. du T. Loubser shared that he was invited to the Mayoral Committee meeting that was held on Thursday, 22 January 2026 and was disappointed when he had a negative experience with the behaviour of a Senior Official that he deemed not fit within the institution. He said that when a request was made to urgently look into a matter by the Infrastructure Services Portfolio Committees to escalate to Council his request was dismissed in a negative manner, which would not help the municipality move forward in a positive way. He asked that Senior Management pay urgent attention to this as it was a serious matter about the wrong attitude amongst officials that needed to be addressed.

7. STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR

The Executive Mayor, Councillor H.F. du Rand thanked the Speaker, Alderman J. du T. Loubser for his presence at the recent Mayoral Committee and for the inputs he provided with his years' experience and knowledge that was much appreciated.

He congratulated Councillor D.J. Julius with the birth of his daughter during December 2025 and wished him all the best. He added that it was sad to see Councillor Julius finishing his last year in Council as he had so much to contribute especially towards the youth. The Executive Mayor said that he knew that things were not always easy but that his heart was in the right place.

The Executive Mayor wished Councillor D.J. Julius all the best for his future plans and thanked him for the value he added as a Councillor.

8. DISCLOSURE OF INTERESTS BY COUNCILLORS
--

None

9. MATTERS FOR CONSIDERATION

9.1 Items tabled by officials were considered by Council as reflected:

9.1.1

Item number A.8 29.01.2026

SUPPLY CHAIN MANAGEMENT MONTHLY REPORT – NOVEMBER 2025

Report by the Director Financial Services:

Ms. E Wassermann

Department

Financial Services

Section

Supply Chain Management

File number

9/2/1/5

PURPOSE OF REPORT

The SCM monthly report is prepared to inform Council on key SCM monthly activities and adhere to the reporting requirements in terms of the Legislative Framework.

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, Council has a responsibility to maintain oversight over the implementation of the Supply Chain Management Policy.

Section 36(2) of the Supply Chain Management Regulation requires that the accounting officer must record the reasons for any deviation from the procurement process and report it to the next council meeting.

DISCUSSION

The SCM monthly report for November 2025 is attached as **Annexure A.1** to enable Council to fulfil its oversight role. The report informs on the following matters:

- Procurement Statistics for the month
- Awards made above R 100 000 which was reported to National Treasury
- SCM deviations

There are no material problems with the implementation of SCM policy.

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003
- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

This item served on the Mayoral Committee meeting held on Thursday, 22 January 2026.

RECOMMENDED TO COUNCIL

1. that Council takes cognisance of the Supply Chain Management Report for November 2025 attached as **Annexure A.1.**

DISCUSSION

Councillor J.A Matthyssen asked why an extension was made in respect of Nexus Forensic Services while the amount was already as high as it was. The Municipal Manager, Ms A. Vorster shared that the extension was done in line with the SCM regulations.

The CFO, Ms E. Wassermann added that given the nature of any forensic investigation, additional activities had to be investigated that was not initially included in the cost came up and the municipality could not use another company to complete an existing forensic investigation which necessitated the extension of the tender.

The Speaker, Alderman J. du T. Loubser indicated that all Councillors took note of the report.

Proposer: D. Julius

Seconder: F. Kees

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A8/29/01/2026

1. that Council takes cognisance of the Supply Chain Management Report for November 2025 attached as **Annexure A.1.**

9.1.2

Item number A9. 29.01.2026

SUPPLY CHAIN MANAGEMENT MONTHLY REPORT – DECEMBER 2025

Report by the Director Financial Services:	Ms. E. Wassermann
Department	Financial Services
Section	Supply Chain Management
File number	9/2/1/5

PURPOSE OF REPORT

The SCM monthly report is prepared to inform Council on key SCM monthly activities and adhere to the reporting requirements in terms of the Legislative Framework.

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, Council has a responsibility to maintain oversight over the implementation of the Supply Chain Management Policy.

Section 36(2) of the Supply Chain Management Regulation requires that the accounting officer must record the reasons for any deviation from the procurement process and report it to the next council meeting.

DISCUSSION

The SCM monthly report for December 2025 is attached as **Annexure A.3** to enable Council to fulfil its oversight role. The report informs on the following matters:

- Procurement Statistics for the month
- Awards made above R 100 000 which was reported to National Treasury
- SCM deviations

There are no material problems with the implementation of SCM policy.

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003
- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

This item served on the Mayoral Committee meeting held on Thursday, 22 January 2026.

RECOMMENDED TO COUNCIL

1. that Council takes cognisance of the Supply Chain Management Report for December 2025 attached as **Annexure A.3.**

DISCUSSION

Councillor J.A. Matthysen said that he was concerned about the municipality renting a house for years in succession for about R30 000 per month and asked whether a Supply Chain process has been followed annually in this regard. He said that he suspected that the administration was intentionally renting the house from Barry Streicher Trust to benefit their friends.

The Speaker Alderman, J. du T. Loubser indicated that the allegation made by Councillor Matthysen was a very serious allegation and Councillor Matthysen responded that he was not saying that it was the case, however, he suspected it to be a possibility and asked whether it was indeed so, whether the right processes were followed annually and how long the current contract would continue.

The Municipal Manager, Ms A. Vorster categorically denied that the administration favoured any service provider and she cautioned Councillor Matthysen not to make allegations of that nature without any concrete evidence. She added that the tender was readvertised in 2025

for a 3 year period as provided for in the Supply Chain Regulations. She added that the market was tested and it was the only available space that met the tender requirements. She added that any Councillor was obliged and welcome to go to the Municipal Manager as the Accounting Officer or the Speaker to obtain the necessary information before raising accusations of such a serious nature on a public platform and make accusations as it was undermining the integrity of the administration.

The Executive Mayor Councillor H.F. Du Rand shared that it was not a house but office space for the Infrastructure Services Department and the correct process was followed. He said that should any incriminating evidence existed, he would urge Councillor Matthyssen to file a report at the SAPS in this regard.

Councillor D.J. Julius indicated that he was in support of the recommendation but would suggest that more detail be provided in cases where awards above R100 000 were made, to provide more clarity to the public.

Councillor Matthyssen also shared his concern about tenders worth millions of rands within the municipality where young people of Swellendam were not considered for positions while people from outside received the job opportunities. He asked that the municipality ensured that job opportunities at those big projects be reserved for people within the municipal area and not from outside.

The Speaker, Alderman J. du T. Loubser shared that each service provider would have its own criteria to be eligible for some positions for instance the wind farms and one of it was to be sober and that applicants should be sober to be eligible.

Councillor Matthyssen said that he took exception of the statement made by the Speaker and asked that the statement be withdrawn because it created the impression their community consisted of drunks which was why they were not eligible for job opportunities.

Councillor D. Julius asked that the Speaker took care the way some things were phrased by him to avoid people taking offence by what was said.

Proposer: Councillor F. Kees
Seconded: Councillor E.J.Lamprecht

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A9/29/01/2026

1. that Council takes cognisance of the Supply Chain Management Report for December 2025 attached as **Annexure A.3.**

9.1.3

Item number A10. 29.01.2026

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT – DECEMBER 2025

Report by the Director Financial Services:

Ms. E. Wassermann

Department

Financial Services

Section

Financial Services

File number

9/2/1/5

PURPOSE OF REPORT

The SCM quarterly report is prepared to inform the Council of the key SCM quarterly activities and adhere to the reporting requirements in terms of the Legislative Framework.

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, the Council has a responsibility to maintain oversight over the implementation of the Supply Chain Management Policy.

Section 36(2) of the Supply Chain Management Regulation requires that the accounting officer must record the reasons for any deviation from the procurement process and report it to the next Council meeting.

DISCUSSION

The 2nd SCM quarterly report ending December 2025 is attached as **Annexure A.4** of the Annexures to enable Council to fulfil its oversight role. The report informs on the following matters:

- Progress in terms of the Procurement Plan
- Procurement Statistics for the quarter
- Awards made above R 100 000 which were reported to National Treasury
- SCM deviations
- BBBEE Awards and Local spend

There are no material problems with the implementation of the SCM policy.

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003
- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

This Item served on the Mayoral Committee meeting held on Thursday, 22 January 2026.

RECOMMENDED TO COUNCIL

1. that cognisance be taken of the Supply Chain Management Quarterly Report ending December 2025 for the 2025/2026 financial year, in terms of Paragraph 6(2)(a) of the SCM Regulations, 2005;
2. that the report be made public in accordance with Section 21A of the Municipal Systems Act, in terms of Paragraph 6(4) of the SCM Regulations, 2005.

DISCUSSION

In response to a question from Councillor J.A. Matthysen about the R9 500 funeral costs to Swellendam Begrafnisdienste, to which the CFO, Ms E. Wassermann indicated that it was an allocation towards a pauper's funeral. Ms Wassermann said that she would have to confirm and provide feedback whether it was more than one funeral.

Proposer: Councillor F. Kees

Seconder: Councillor D. Julius

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A10/29/01/2026

1. that cognisance be taken of the Supply Chain Management Quarterly Report ending December 2025 for the 2025/2026 financial year, in terms of Paragraph 6(2)(a) of the SCM Regulations, 2005;
2. that the report be made public in accordance with Section 21A of the Municipal Systems Act, in terms of Paragraph 6(4) of the SCM Regulations, 2005.

Councillor G. Libazi requested a caucus at 10:45. The Speaker granted a 5-minute caucus.

The meeting was reconvened at 10:51.

Councillor D.J. Julius reported that the caucus decided to request the Speaker to publicly state that it was not his intention to offend anyone and that he withdrew the statement regarding inebriety and criteria for employment.

The Speaker, Alderman J. du T. Loubser offered his apology and said that it was not his intention to offend but to point out that some projects necessitated certain criteria due to occupational health and safety requirements.

9.1.4

Item number A11. 29.01.2026

MUNICIPAL MANAGER MONTHLY REPORT: DECEMBER 2025 AND JANUARY 2026

WATER STATUS QUO

Swellendam Municipality monitored the water levels in the different towns on a continuous basis and can report that due to light rainfall and lower consumption, the water situation in Swellendam has stabilised some. The dam level is around 53% which means the Municipality has 46 days left at 5ML use per day and about 62 days left at 4 ML per day. During the holiday period the schools were closed and that assisted in reducing the water use. The Municipality will conduct water saving information sessions at the local schools to help with awareness. The schools will also be advised on water saving measures as they are significant water consumers in Swellendam.

Following Council's decision, a local disaster in terms of water was declared in December 2025.

Engagements with the key sectors such as the Hospitality sector, the medical sector and industrial users took place in December to discuss the water situation. Soill was assisted to procure abstraction rights directly from the river to alleviate the pressure on the town's water resources for their production. This will only be applicable until the water restrictions is lifted.

Emerging farmers, the hospitality sector and the general public are supported by providing a tap-off point at lower Murray Street where tanks were put up and where 1 kl water per day can be extracted per person. This was made possible due to water abstraction rights from the Koorlandsriver.

The Municipality identified five places to drill new boreholes. A supply chain process to sink at least two boreholes will be followed. As the situation have stabilised somewhat, it is not necessary to follow an emergency procedure.

The Hospitality sector struggled extensively with the water restrictions and several businesses and hospitality establishments applied for exemptions. Exemptions were considered in terms of the operation of the business, consumption history and water saving measures implemented. The majority of businesses and operations chose to establish tanks, close and cover swimming pools and adapt their business processes. The support received from the Hospitality sector should be commended.

The Department of Social Services and the Al -Imdaad Foundation gifted 5000 litres bottled water to the Municipality which was and is distributed to medical facilities, old age homes, critical care and schools. A follow-up delivery will be provided when the current stock is depleted.

The Buffeljagsrivier dam went from nearly 50% to 97%. Though the dam levels reduced to 80% again, it will increase again with the recent rains. The Buffeljagsrivier dam is again providing irrigation to the surrounding farmers. In light of this situation the water restrictions to

Buffeljagsrivier can be reduced to level 1. The water restrictions in Swellendam are to remain the same.

FIRE IN INFORMAL SETTLEMENT OF MATJOKS

On 9 January 2026, a fire occurred in the Swellendam (Railton informal settlement), resulting in the displacement of several families. The incident occurred around 11:50 am and affected 73 structures and 115 people. Gift of the Givers as well as the community and CAP provided support in terms of food, clothing and other necessities. There were no casualties.

FIRE IN SUURBRAAK AND STORMSVLEI

During the week of 8 January there was a veld fire at Stormsvlei that burned for several days and was monitored by both the local farmers and the Overberg District Municipality.

On 9 January there was a smaller veld fire at the back of Suurbraak that was tended to by the locals, the Municipality and the Overberg Fire Services. This was controlled and extinguished.

On late 9 January, early 10 January a veld fire broke out east of Suurbraak, within the Garden Route district area. The Garden Route Municipality tended to this fire with Grootvadersbosch and local farmer support. This fire lasted up to 15 January with mop-up operations still in effect. The Tradouw Pass was closed on several occasions as a result of this fire.

Another separate fire broke out in Barrydale on 11 January 2026 near the municipal reservoirs. The local teams and fire skids of the Municipality as well as the Overberg District Municipality tended to the fire and brought it under control the same day. There was no loss of lives.

The Overberg District suffered extensively with veld fires during the festive season with Overstrand and Cape Agulhas taking the brunt of the veld fires. Swellendam Municipality assisted by availing Traffic law enforcement to Cape Agulhas/Overstrand to relief their officials. This was for one day only.

EMPLOYMENT EQUITY REPORT

Swellendam Municipality submitted their Employment Equity progress report to the Department of Labour on 15 January 2026 under reference 17054. This is in compliance with the prescribed legislation.

BUFFELJAGS COMMUNITY HALL

A business plan was submitted to the Department of Rural Development on a proposed Community Hall in Buffeljagsrivier.

NATIONAL WATER AND SANITATION SERVICES STANDARDS – SUBMISSION FOR EXEMPTION

The Municipality attended a workshop on the National Water and Sanitation Service Standards virtually on 16 January 2026. The Compulsory National Water and Sanitation Services Standards (Regulation 6292) established under section 9 of the Water Services Act, 1997 (Act No. 108 of 1997), outline the obligations that Water Services Authorities must meet when delivering water and sanitation services.

The Meeting tended to the following:

- i). Clarify the prohibitions outlined in Regulation 6292,
- ii). Highlight the legal status and enforcement of these prohibitions,
- iii). Discuss common areas of potential non-compliance; and
- iv). Engage on practical measures to strengthen compliance at municipal level.

A copy of the presentation is attached (**see Annexure A.5**). It is clear from this engagement and practical experience that the Municipality cannot financially and in terms of human resource capacity and infrastructure deliver on these national norms and standards. From this engagement Swellendam Municipality cannot comply to these standards and thus the Municipality should take the challenges experienced up with SALGA and the Department of Water and Sanitation with the request for legislative reform and/or exemption. Legislation currently consulted on recommends a R10 million fine or no more than 10 years imprisonment.

It is further suggested that Swellendam Municipality urgently have a strategic session on future water and sewerage management during February.

UPGRADE OF INFORMAL SETTLEMENT SWELLENDAM

An engagement was held with ASLA on 15 January 2026 on the upgrade of the Informal Settlement in Swellendam. A meeting with the Informal Settlement Committee will be held on 22 January to discuss the procedure to be followed with the relocation for this project.

It should be noted that SANPARKS requested excessive requirements for the proposed fence that overshoot the total budget of the whole project. The fence to be put up will be for clearvu and the community will have to take responsibility for the maintenance of the fence.

The project is to be completed at the end of May, depending on how fast the people can be relocated.

SUURBRAAK INFORMAL SETTLEMENT

An engagement was held with the Suurbraak CPA in December and they provided a mandated letter in which they requested that services be provided to the Vatmaar informal settlement. It should also be noted that people are now moving into Vatmaar and the CPA requests the Municipality to remove these people. The official property transfer from Swellendam to the CPA must be prioritised. A report on the possible upgrade and the process to be followed will be tabled to Council.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION: RESTORATION OF EMERGENCY WATER SUPPLY TO THE STORMSVLEI COMMUNITY

The Human Rights Commission wrote an attached letter to Swellendam Municipality, dated 13 January 2026, demanding water supply on private farms in Stormsvlei. The Municipality made it clear that they will not supply internal water on private property and have ceased water delivery to the affected 22 residents. The Municipality did request emergency intermediate water relief from Overberg District Municipality who undertook to provide water to the 22

residents until the end of January 2026. The South African Human Rights Commission was informed accordingly, and responded as per the attached letter **(See Annexure A.6)**.

The matter was discussed with the Overberg Mediation team and they engaged with one of the farmers involved in the dispute. The farmer ceded to the erection of a water tank on the farm and indicated that he will allow the repair of the existing dysfunctional water pipeline, but not at his cost. At a previous engagement with the South African Human Rights Commission, the latter undertook to engage with the Department of Water and Sanitation on this matter. Dr D Williams undertook to do a follow-up enquiry with the Provincial division on the Department of Water and Sanitation on this matter.

The Municipal Manager engaged with the Department of Social Services to possibly provide intermediate relief.

TAXI OPERATION AT RED ROCKET WINDFARM

The taxi operation at the Red Rocket Windfarm caused conflict amongst the taxi operators in Bredasdorp. An engagement with Red Rocket Windfarm representatives, the Municipal Manager of Cape Agulhas and Swellendam as well as Overberg Mediation team took place on 15 January 2026. It was confirmed that a Steering Committee where Red Rocket Windfarm, Bredasdorp and Swellendam Taxi Association and CODETA and CATA is represented was established to manage the service provision to the windfarm.

With reference to job creation, it was confirmed by Red Rocket that employment will first be offered to Swellendam residents. If there are no sufficient people available in Swellendam, jobs will be offered to the outer towns within the municipal boundary.

DEMOLITION OF ADMIN BUILDING, SWELLENDAM

The demolition of the Admin Building in Voortrek Street has commenced. Ad hoc fires and security remain a concern on this project.

THUSONG BUILDING REBUILD

The Thusong specifications have been completed and will be advertised by 26 January 2026.

DIRECTOR: TECHNICAL SERVICES and COMMUNITY SERVICES

The position of Director: Technical Services are currently being prepared for shortlisting after the advertisement closed on 9 January 2026. Mr W Treurnicht is currently acting as Director: Technical Services.

The organogram has not been amended yet and thus the Director: Community Services position is still relevant. From 13 January 2026 Mr Johan van Niekerk is acting as Director: Community Service up to 30 January 2026.

This Item served on the Mayoral Committee meeting held on Thursday, 22 January 2026.

RECOMMENDED TO COUNCIL

1. that the monthly report of the Municipal Manager for December 2025 and January 2026, be noted.
2. that the water restrictions for Buffeljagsrivier be reduced to level 1 from 19 January 2026.
3. that a strategic session on future water and sewerage management be scheduled for February 2026.
4. that it be confirmed that Swellendam Municipality will not supply water for internal dissemination on private property in Stormsvlei.
5. that the challenges in terms of compliance to the Water Service Standards Regulations be communicated to both SALGA and the Department with a request for financial reform and exemption.

DISCUSSION

Councillor G. Libazi thanked the municipality for the assistance provided in the recent fires that took place in Matjoks but requested that all those volunteering institutions that provided a helping hand be acknowledged for their valuable and selfless assistance.

The Speaker, Alderman J. du T. Loubser requested that an arrangement be made with the Overberg District Municipality regarding the availability of bulk water within an agreement with the private sector to be able to provide bulk water when fires broke out in remote locations.

Councillor E.J. Lamprecht asked that the Neighbourhood Watch and farmers around Swellendam be acknowledged as well for the services they rendered.

Regarding Suurbraak Informal Settlement, the Municipal Manager shared that communication was received from the Department of Rural Development and Land Reform that Council should survey the land that has already been negotiated with the CPA and provide the measurements to the Department.

The Executive Mayor, Councillor H.F du Rand expressed his gratitude towards Councillor, D.J Julius for his efforts in this regard.

The Municipal Manager said that the Provincial Planning Unit was requested to an assessment of Nuwe Tarief and Vatmaar to be able to formalize it.

Councillor J.A. Matthysen said that there were allegations of nepotism in respect of the recruitment processes of the Red Rocket Windfarm project, however, certain criteria have been set for the approval of appointments and wanted to make sure that it was adhered to. He said that he would prove that not all the applicants had substance abuse problems and he would demand answers from the company.

The Speaker indicated that it was Councillor J.A. Matthysen's private prerogative to engage with Red Rocket Windfarm.

The Speaker said that he wanted to make it clear that the only involvement of Council was the fact that the project took place within the jurisdiction of Swellendam that it was a private project by a private company.

The Municipal Manager shared that the shortlisting for the position Director Infrastructure and Planning Services was scheduled for the coming week. She added that the request was that for continuity Mr J. van Niekerk be appointed as the Acting Director of Community Services for the first three months and thereafter Mr L. Mralasi who was the only other option within the Department to act in the position.

Proposer: Councillor H.F. Du Rand

Seconder: Councillor F. Kees

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A11/29/01/2026

1. that the monthly report of the Municipal Manager for December 2025 and January 2026, be noted.
2. that the water restrictions for Buffeljagsrivier be reduced to level 1 from 19 January 2026.
3. that a strategic session on future water and sewerage management be scheduled for February 2026.
4. that it be confirmed that Swellendam Municipality will not supply water for internal dissemination on private property in Stormsvlei.
5. that the challenges in terms of compliance to the Water Service Standards Regulations be communicated to both SALGA and the Department with a request for financial reform and exemption.

9.1.5

Item number A12. 29.01.2026

2025/26 2ND QUARTER AUDIT AND PERFORMANCE AUDIT COMMITTEE CHAIRPERSON REPORT FOR THE PERIOD ENDED 31 DECEMBER 2025 AND THE MINUTES OF THE APAC MEETINGS HELD ON 10 DECEMBER 2025.

Report of the Senior Internal Auditor: Mr A. Petersen

Department Municipal Manager

Section Internal Audit

Proposed File number 3/3/3/16

PURPOSE OF THE REPORT

The purpose of the report is to submit the 2nd Quarter Audit and Performance Audit Committee Chairperson Report and the Minutes of the Committee meetings held on 10 December 2025.

FACTS AND BACKGROUND

In terms of National Treasury's Circular 65 of 2003, the committee must on a quarterly basis report to the Council on the performance of their functions and duties, as well as the functions of the internal audit department. This circular has been amended in 2012, to adapt to the latest developments and expectations regarding internal audit and risk management.

DISCUSSION

Based on this Circular, the committee drafted its 2nd quarterly report for the period ended 31 December 2025 and which is now being submitted to the Council for discussion and consideration.

Annexures attached as Annexures A.7 – A.8:

1. 2025/2026 2nd Quarter Audit and Performance Audit Committee Chairperson Report for the period ended 31 December 2025; and
2. Minutes of the Audit and Performance Audit Committee Meeting held on 10 December 2025.

LEGAL IMPLICATIONS

Section 166 of the Municipal Finance Management Act No. 56 of 2003, requires every Municipality to establish and maintain an Audit Committee, as an independent appraisal function.

In terms of National Treasury's Circular 65 of 2003, the committee must on a quarterly basis report to the Council on the performance of their functions and duties and the functions of the internal audit department.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

This item served on the Mayoral Committee meeting held on Thursday, 22 January 2026.

RECOMMENDED TO COUNCIL

1. that cognisance be taken of the 2025/2026 2nd Quarter Audit and Performance Audit Committee Chairperson Report for the period ended 31 December 2025; and
2. that cognisance be taken of the minutes of the Audit and Performance Audit Committee Meetings held on 10 December 2025.

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A12/29/01/2026

1. that cognisance be taken of the 2025/2026 2nd Quarter Audit and Performance Audit Committee Chairperson Report for the period ended 31 December 2025; and

2. that cognisance be taken of the minutes of the Audit and Performance Audit Committee Meetings held on 10 December 2025.

9.1.6

Item number A13. 29.01.2026

SMART WATER METERS

Report of the Director: Financial Services:

Ms. E Wassermann.

Department

Financial Services

Section

Financial Services

File Number

16/2/3/1

PURPOSE OF REPORT

The objective of this report is to provide the Council with comprehensive information regarding Smart Water Meter technology, highlighting its advantages for both the municipality and its residents. This analysis aims to facilitate informed decision-making concerning the future management and deployment of water meters within the community.

By understanding the benefits, such as enhanced accuracy, real-time data collection, and improved resource management, the Council can evaluate the potential for integrating this innovative technology into existing infrastructure.

Ultimately, this initiative seeks to promote sustainable water usage, operational efficiency, and increased transparency for all stakeholders involved.

FACTS AND BACKGROUND

Smart water metering solutions represent sophisticated technological systems engineered to accurately measure and record water consumption in real-time. These advanced meters leverage digital communication technologies to transmit detailed usage data directly to utility providers and consumers, thereby enabling enhanced water management, improved billing accuracy, and optimised resource allocation. The implementation of such solutions supports sustainable water usage practices and facilitates proactive maintenance and operational efficiency within water distribution networks.

The National Treasury recently awarded a transversal contract that allows municipalities to procure smart electricity and water meters, as well as other services, from seven different service providers. Known as RT29, the contract comprises several categories that municipalities can use.

DISCUSSION

The municipality has approximately 8103 conventional water and electricity meters. Of these, about 930 meters are inaccessible, which is 11.5%. When the municipality takes an actual reading and adjusts the account accordingly, most of the time, customers dispute the actual reading and consumption.

There are various types of new technology for smart water meters, namely:

1) Ultrasonic Water Meter

This meter is built with advanced technology, offering highly accurate readings without moving parts. It ensures durability and requires minimal maintenance. Enjoy real-time monitoring, leak detection, and accurate consumption data, helping you optimise water use and conserve resources. The benefits are:

- ✓ Precision and Efficiency
- ✓ Cutting-Edge Technology
- ✓ Reliability and Minimal Maintenance
- ✓ Does not measure air
- ✓ Real-Time Monitoring
- ✓ Optimised Water Usage
- ✓ Resource Conservation
- ✓ Not damaged by suspended solids eg. sand or grit

2) Automated Meter Reading (AMR)

Automated meter reading is the communication technology water utilities use to automatically collect water consumption and status data from water meters. AMR systems can be either walk-by or drive-by. It can either be retrofit to existing utility meters or installed as new smart meters. An endpoint is connected to the meter's encoder register. The endpoint captures water flow and alarm data which is collected by utility personnel by walking or driving by with a data receiver in proximity to the device. The benefits are:

- ✓ Real-Time Monitoring
- ✓ Billing Accuracy
- ✓ Remote Access
- ✓ Proactive Water management
- ✓ No manual water meter readings

3) Automated Metering Infrastructure (AMI)

This advanced technology transforms utility management by smoothly integrating smart metering features into your infrastructure. With strong security measures and scalable design, AMI is an integrated system of water meters, communication networks and data management systems that enables two-way communication between meter endpoints and utilities. Unlike AMR, AMI doesn't require utility personnel to collect the data. Instead, the system automatically transmits the data directly to the utility at predetermined intervals. The benefits are:

- ✓ Seamless Integration
- ✓ Remote Monitoring
- ✓ Usage Alerts
- ✓ Robust Security Features
- ✓ Scalable Architecture
- ✓ Reliable Metering
- ✓ No manual water meter readings.

4) Water Management device (WMD)

Elevate your water management practices with our state-of-the-art water management device. Designed to streamline efficiency and optimise resource utilisation, our device offers comprehensive monitoring, analysis, and control capabilities.

The Utility Systems water management device, the WMD, is a remote communicating electronic water control valve. When linked to a pulse output water meter, the WMD enables two-way communication, configuration and valve control as well as the option for STS-approved prepaid water supply.

From tracking water usage patterns to identifying leaks and implementing customised conservation strategies, our solution empowers users to make informed decisions and achieve sustainability goals. With user-friendly interfaces and seamless integration, managing water resources has never been easier. The benefits are:

- ✓ Comprehensive Monitoring;
- ✓ Efficiency Optimisation;
- ✓ Leak Identification;
- ✓ Customised Conservation Strategies;
- ✓ Informed Decision-Making.
- ✓ No manual water meter readings.

The disadvantages of smart water technology are:

- ✗ Battery lifespan is between 15 – 20 Years and must then be replaced;
- ✗ Potential data security;
- ✗ Higher meter cost;
- ✗ Cost per meter for software;
- ✗ Potential signal lost;
- ✗ Smart APP application may not be available to all users.

The average cost of a conventional meter is approximately R630, inclusive of VAT. In contrast, the price range for a smart ultrasonic meter varies between R1,700 and R6,000, inclusive of VAT. The variation in cost depends on the specific type of meter and its functionalities, which can influence the overall performance and features offered.

The average cost per meter management range between R175 to R230 per meter.

The cost of smart meter technology can be offset against the meter read salary cost. This should be done in conjunction with smart electricity meters technology of which a separate report will be submitted.

Considering the above the following is proposed:

- Council in principle approve the implementation of smart water meter technology.
- The administration be task to invite companies on the RT 29 transversal to demonstrate smart water meter technology and software solutions.
- The task team made recommendations to bid specification committee on the most economical smart water meter solution.
- A further report be submitted to council on an implementation date, subject to budgetary provisions for final approval.

- An implementation plan be submitted to Council for consideration.
- Once solution is accepted, all future water meters will be standardised on the approved technology;
- The smart meter technology be made available to willing residents which want to convert voluntary at their cost.
- The smart meter technology and software be integrated to Council existing meter software and financial system.

LEGAL IMPLICATIONS

Water Services By-law;
Supply Chain Management regulation;
Municipal Finance Management Act;

FINANCIAL IMPLICATIONS

The final cost implication will be submitted with the implementation report.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

Public Participation on Council intent to move to Smart Water Meter Technology.

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

Such technology will improve efficiency and ensure accurate billing, whilst provide the resident with access to monitor and managed their water consumption.

The implementation of this technology is expected to enhance operational efficiency and guarantee precise billing processes. Additionally, it empowers residents by providing them with access to monitor and manage their water consumption effectively, early detection of leaks and encouraging responsible usage.

Director: Infrastructure Services and Planning Services

Smart meter technology in both the water and electricity sectors is the future of meter management. Online monitoring systems can have a significant operational advantage when enough meters have been replaced in that it can be used to identify pipe breaks and leaks on the network.

The meter technology also holds an advantage to residents who wants to proactively manage their water consumption, and, in that way, Council is enabling the residents to take a more active part in the water management of the town.

Funding can be applied for through various grants.

Municipal Manager

None

This Item served on the Mayoral Committee meeting held on Thursday, 22 January 2026.

RECOMMENDED TO COUNCIL

1. that Council in principle approve the implementation of smart water meter technology.
2. that the administration be tasked to invite companies on the RT 29 transversal to demonstrate smart water meter technology and software solutions.
3. that the Task Team made recommendations to the Bid Specification Committee on the most economical smart water meter solution.
4. that a further report be submitted to Council on an implementation date, subject to budgetary provisions for final approval.
5. that an implementation plan be submitted to Council for consideration.
6. that once the software and meter solution is approved, all future water meters be standardised on the approved technology.
7. that the smart meter technology be made available to willing residents which want to convert voluntary at their cost.
8. that the smart water meter technology and software be integrated into Council's existing meter software and financial system and that the implementation of similar technology and software in respect of Council's electricity meter system be approved in principle and that a further report be submitted in this regard as well.

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A13/29/01/2026

1. that Council in principle approve the implementation of smart water meter technology.
2. that the administration be tasked to invite companies on the RT 29 transversal to demonstrate smart water meter technology and software solutions.
3. that the Task Team made recommendations to the Bid Specification Committee on the most economical smart water meter solution.
4. that a further report be submitted to Council on an implementation date, subject to budgetary provisions for final approval.
5. that an implementation plan be submitted to Council for consideration.
6. that once the software and meter solution is approved, all future water meters be standardised on the approved technology.
7. that the smart meter technology be made available to willing residents which want to convert voluntary at their cost.
8. that the smart water meter technology and software be integrated into Council's existing meter software and financial system and that the implementation of similar technology

and software in respect of Council's electricity meter system be approved in principle and that a further report be submitted in this regard as well.

9.1.7

Item number A14. 29.01.2026

OVERSIGHT ON THE ANNUAL REPORT FOR THE 2024/2025 FINANCIAL YEAR

Department Municipal Manager

File number 9/1/1

PURPOSE OF REPORT

The purpose of the report is to table the Annual Report and Oversight Report for the 2024/2025 financial year for adoption and approval.

FACTS AND BACKGROUND

Annual Report 2024/2025

The Draft Annual Report for 2024/2025 was tabled to Council on 4 December 2025 as per item number A227.

DISCUSSION

The Annual Report was made public by advertisement in the local newspaper on 4 December 2025. The closing date for public comments was 12 January 2026 to ensure compliance with Council's Rules of Order.

All the inputs from the public and relevant stakeholders below are also herewith tabled to Municipal Public Accounts Committee (MPAC) and Council.

Audit- and Performance Audit Committee (APAC)

The APAC met on 10 December 2025 to inter alia discuss the Draft Annual Report.

Auditor-General of South Africa (AGSA)

The AGSA provided their inputs on 13 January 2026 and audited Chapter 3 – Performance Information as part of their annual auditing processes.

Other stakeholders

No comments were received from the public, Provincial Treasury or any other stakeholder.

Oversight Report

The Oversight Report on the 2024/2025 Annual Report was prepared for adoption by Council. The Draft Oversight Report on the Annual Report for 2024/2025 as well as the comments from the APAC, AGSA and the public is included in the Oversight Report as an **Annexure A.9**.

The Annual Report is distributed as **Annexure A.10**.

LEGAL IMPLICATIONS

1. Section 127(2) of the MFMA stipulates that the annual report must be tabled in the municipal Council within seven months after the end of the financial year.
2. Section 121 of the MFMA stipulates that every municipality must for each financial year prepare an annual report in accordance with Chapter 12 of the MFMA. Council must within 9 months after the end of the financial year deal with the annual report.
3. Section 129(2) of the MFMA stipulates that the minutes of the meetings where the Annual Report was discussed, in the presence of the accounting officer (Municipal Manager) be submitted to the Auditor-General, the Provincial Treasury and the Western Cape Department for Local Government.
4. Section 129(3) of the MFMA stipulates that the Oversight report be made public.
5. Section 132(1) of the MFMA stipulates that the Annual- and Oversight reports must be submitted to the Western Cape Legislature.

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

This Item served on the Municipal Public Accounts Committee held on Tuesday, 20 January 2026.

RECOMMENDED TO COUNCIL

1. that, having fully considered the 2024/2025 Annual Report and representations thereon, the 2024/ 2025 Oversight Report attached as Annexure A.1 be adopted by Council.
2. that Council approves the 2024/ 2025 Annual Report without reservations.
3. that the minutes of the meetings where the 2024/2025 Annual Report was discussed, in the presence of the accounting officer (Municipal Manager) be submitted to the Auditor-General, Provincial Treasury and the Western Cape Department for Local Government, in terms of section 129(2) of the MFMA.
4. that the 2024/2025 Oversight Report of Swellendam Municipality be made public in terms of Section 129(3) of the MFMA and be submitted to the Western Cape Legislature in terms of Section 132(1) of the MFMA.
5. that, on acceptance of the Oversight Report on the 2024/2025 Annual Report, the payment a performance bonuses be approved by Council after senior management's performance evaluation session.

The Executive Mayor, Councillor H.F. Du Rand indicated that the DA caucus was in support of the recommendation as-is.

Proposer: Councillor H.F. Du Rand

Seconder: Councillor F. Kees

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A14/29/01/2026

1. that, having fully considered the 2024/2025 Annual Report and representations thereon, the 2024/ 2025 Oversight Report attached as Annexure A.1 be adopted by Council.
2. that Council approves the 2024/ 2025 Annual Report without reservations.
3. that the minutes of the meetings where the 2024/2025 Annual Report was discussed, in the presence of the accounting officer (Municipal Manager) be submitted to the Auditor-General, Provincial Treasury and the Western Cape Department for Local Government, in terms of section 129(2) of the MFMA.
4. that the 2024/2025 Oversight Report of Swellendam Municipality be made public in terms of Section 129(3) of the MFMA and be submitted to the Western Cape Legislature in terms of Section 132(1) of the MFMA.

5. that, on acceptance of the Oversight Report on the 2024/2025 Annual Report, the payment a performance bonuses be approved by Council after senior management's performance evaluation session.

9.1.8

Item number A15. 29.01.2026

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) AND PERFORMANCE QUARTERLY REPORT FOR PERIOD ENDED 31 DECEMBER 2025

Report of the Municipal Manager:

Mrs A Vorster

Department:

Municipal Manager

Section:

Performance Management

File number:

2/13

PURPOSE OF REPORT

The purpose of the report is to submit to Council the Service Delivery and Budget Implementation Plan (SDBIP) and Performance Quarterly Report for the quarter ending 31 December 2025.

FACTS AND BACKGROUND

In terms of Section 52(d) of the Municipal Finance Management Act, 56 of 2003, the Mayor must within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality. This report informs the council on a quarterly basis of the SDBIP and Budget.

DISCUSSION

The Top Layer SDBIP for the 2025/26 financial year was approved by the Executive Mayor on 29 May 2025. The SDBIP was submitted to Provincial and National Treasury in both electronic and hard copy format. The SDBIP was also made public by placement on the website.

The Quarterly Budget Statement and Quarter SDBIP Report are **attached as Annexure A.11 to A.12.**

The key elements can graphically be presented as follows:

1. Implementation of Budget

For the second quarter, the following are highlighted.

The total revenue excluding capital transfers and contributions budget is R544,1 million, with a year-to-date revenue of R 267,6 million.

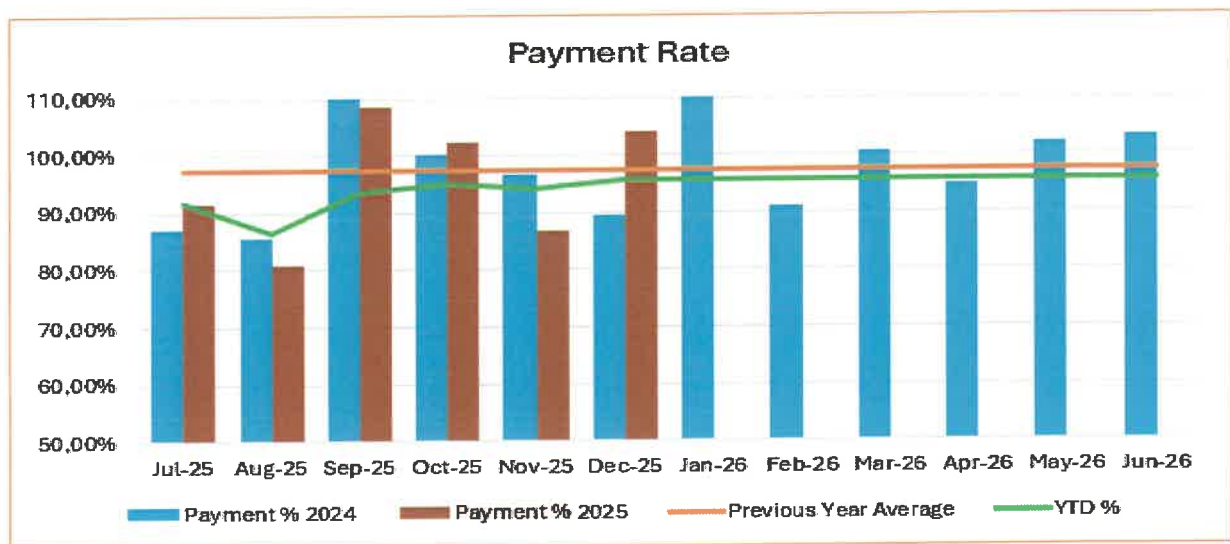
Property rates reflect at 53,4% of the budgeted amount, while the electricity amount raised represents 48,5% of the budgeted amount. The water revenue amount represents 53,0% of the budgeted amount.

The total expenditure budget is R565,6 million and the year-to-date actual is R259,7 million which is 45,9%.

The budgeted amount for capital expenditure is R114,0 million of which R22,9 million has been expended to date, i.e. 20,0%.

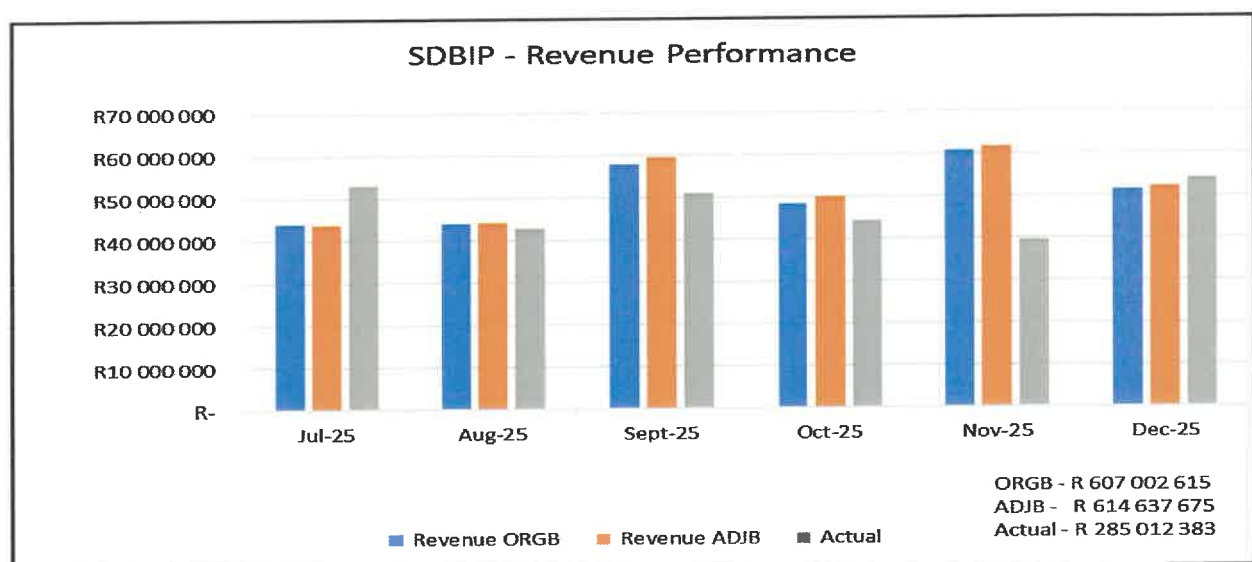
The actual total cash available on 31 December 2025 amounts to R 223,3 million.

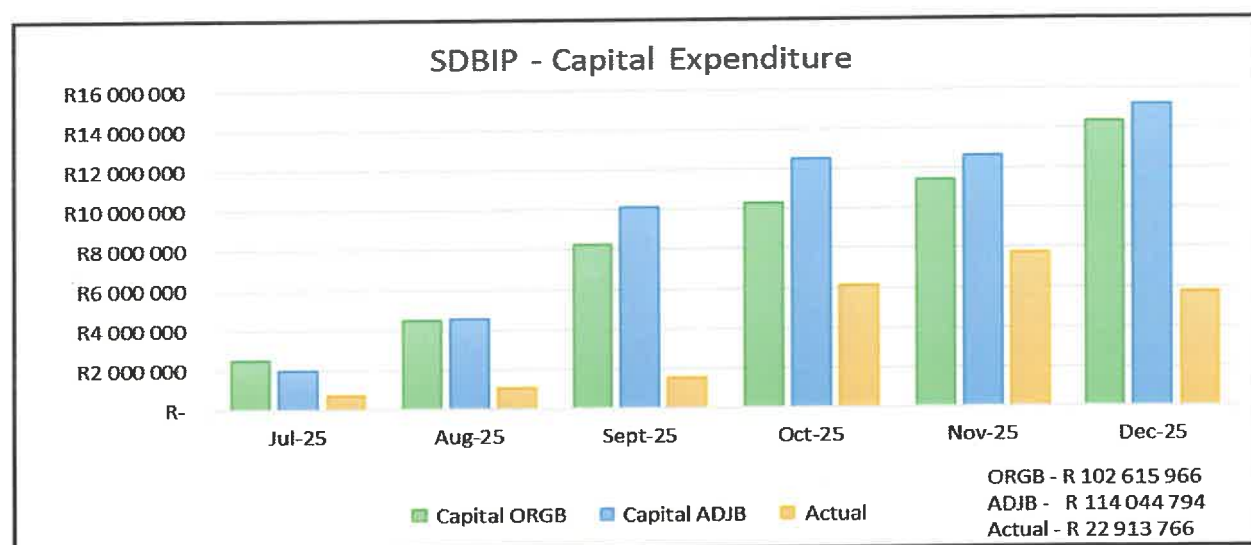
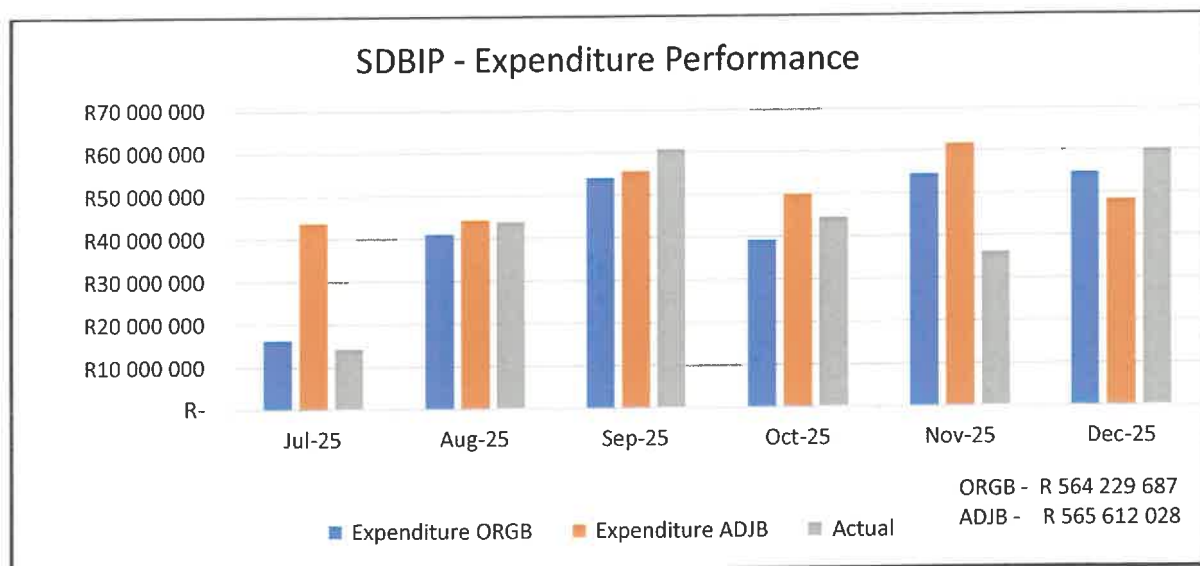
The liquidity ratio is 2.54:1, which means the Municipality can honour their short-term debt. The gearing ratio is 4%, while the payment percentage of debtors are at 95,14%. The payment rate remains under pressure with fluctuations as seen in the previous financial year. Continuous credit control actions are implemented.



2. Implementation of Performance

The performance report is attached as a separate annexure. The financial performance by month is graphically presented below:





LEGAL IMPLICATIONS

Section 52(d) of the MFMA

FINANCIAL IMPLICATIONS

No direct Financial implication.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes cognizance of the 2025/26 Top Layer Service Delivery and Budget Implementation Plan (SDBIP) and Performance quarterly report for the quarter ended 31 December 2025.
2. that Council takes note of the report on the implementation of the budget and financial state of affairs of the municipality for the quarter ending 31 December 2025, in terms of Section 52 (d) of the MFMA.

The Speaker Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A15/29/01/2026

1. that Council takes cognizance of the 2025/26 Top Layer Service Delivery and Budget Implementation Plan (SDBIP) and Performance quarterly report for the quarter ended 31 December 2025.
2. that Council takes note of the report on the implementation of the budget and financial state of affairs of the municipality for the quarter ending 31 December 2025, in terms of Section 52 (d) of the MFMA.

9.1.9

Item number A16. 29.01.2026

2024/25 MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR THE PERIOD 1 JULY 2025 TO 31 DECEMBER 2025

Report by the Municipal Manager: Mrs A Vorster

Department	Municipal Manager
Section	Developmental Services
File number	2/13

PURPOSE OF REPORT

To submit the Midyear Budget & Performance Assessment Report for 2025/2026 to Council for consideration.

FACTS AND BACKGROUND

In terms of Section 72 (1) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (hereinafter referred to as the MFMA), the accounting officer of a municipality must by 25 January of each year-

- a) Assess the performance of the municipality during the first half of the financial year, taking into account-
 - (i) The monthly statements referred to in section 71 for the first half of the financial year;
 - (ii) The municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
 - (iii) The past year's annual report, and progress on resolving problems identified in the annual report; and
 - (iv) The performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities; and
- (b) submit a report on such assessment to-
 - (i) the mayor of the municipality;
 - (ii) the National Treasury; and
 - (iii) the relevant provincial treasury.

Thereafter, the mayor must, in terms of Section 54. (1)-

 - (a) Consider the report;
 - (b) Check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;
 - (c) Consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that

- revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustment budget;
- (d) Issue any appropriate instructions to the accounting officer to ensure-
 - (i) That the budget is implemented in accordance with the service delivery and budget implementation plan; and
 - (ii) That spending of funds and revenue collection proceed in accordance with the budget;
 - (e) Identify any financial problems facing the municipality, including any emerging or impending financial problems; and
 - (f) Submit the report to the council by 31 January of each year.

DISCUSSION

The midyear report for 2025/26 will be tabled at the Council meeting of 29 January 2026. The Midyear Budget & Performance Assessment Report for 2025/2026 is attached as **Annexure A.13**.

LEGAL IMPLICATIONS

Municipal Finance Management Act, 2003 (Act 56 of 2003).

FINANCIAL IMPLICATIONS

It is necessary to prepare an Adjustments Budget and to revise the revenue and expenditure as well as the SDBIP. The impact of the potential reduced water revenue due to the restrictions need to be considered for the rest of the year.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

The midyear report will be advertised in the local newspapers and on the municipal website and distributed to all municipal offices for scrutiny and comments.

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

Based on the mid-year assessment, it is proposed that an adjustment budget be tabled in February 2026. This is mainly due to adjustments to revenue and increased expenditure on maintenance and operations, especially vehicle maintenance. Water revenue will also be carefully recalculated to reflect potential revenue loss due to the water restrictions.

Although the capital expenditure is low at 20%, several awards were made, and the projects will commence in January 2026.

Director: Infrastructure and Planning Services

None

Municipal Manager

Recommendation supported.

RECOMMENDED

1. that the Midyear Budget and Performance Assessment Report for 2025/26, be noted;
2. that it be noted that the Adjustment Budget and a report on Revised Expenditure and Revenue will be tabled at the Council meeting scheduled for February 2026 together with the revised Service Delivery and Budget Implementation Plan (SDBIP).

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A16/29/01/2026

1. that the Midyear Budget and Performance Assessment Report for 2025/26, be noted;
2. that it be noted that the Adjustment Budget and a report on Revised Expenditure and Revenue will be tabled at the Council meeting scheduled for February 2026 together with the revised Service Delivery and Budget Implementation Plan (SDBIP).

9.1.10

Item number A17. 29.01.2026

AUDIT ACTION PLAN FOR THE 2024/2025 AUDIT OUTCOME – JANUARY 2026

Report of the Director: Financial Services:

Ms. E. Wasserman

Department

Financial Services

Section

Financial Services

File number

5/15/1/1

PURPOSE OF THE REPORT

The report aims to inform the Council of the action plan audit findings received during the 2024/2025 audit outcome.

FACTS AND BACKGROUND

A snapshot of the audit outcome is presented below:

OVERALL AUDIT OUTCOMES

The overall audit outcome of the municipality is unqualified with no findings (a clean audit). This is the same as the previous year's audit outcome.

Audit results per outcome area

Outcome area	Movement	2024-25	2023-24	2022-23
Financial statements	▶			
Annual performance report	▶			
Compliance with legislation				
• Annual Financial statements, performance reports and annual reports	▶			
• Expenditure management	▶			
• Utilisation of conditional grants	▶			
• Consequence management	▶			

• Strategic planning and performance management	▶			
• Revenue management	▶			
• Asset management	▶			
• Human resource management	▶			
• Procurement and contract management	▶			



During the 2024/2025 audit, the Auditor-General issued twenty-two (22) communication of audit findings. Four of the communication of audit findings were however resolved or withdrawn by the Auditor-General. The remaining eighteen communication of audit findings contains twenty issues. The detailed audit findings are classified as follows:

- Matters affecting the audit report – These matters should be addressed as a matter of urgency;
- Other important matters – These matters should be addressed to prevent material misstatements in the financial statements or material findings on the annual performance report and compliance with legislation in the future; also includes matters that significantly affected auditee performance;
- Administrative matters – Matters do not directly impact the audit outcome or significantly impact auditee performance, but were communicated to assist with improving processes and mitigating risks.

The updated OPCAR report is attached as **Annexure A.14**.

A summary of the detailed audit findings is as follows:

Classification	Description	Number of Findings	Completed Actions	Outstanding Actions
A) Matters affecting the audit report	Financial	0	0	0
	Performance	0	0	0

	Compliance	0	0	0
B) Other Important Matters	Financial	11	8	3
	Performance	1	1	0
	Compliance	0	0	0
	Internal Control	0	0	0
	Delivery	0	0	0
C) Administrative Matters	Financial	0	0	0
	Performance	0	0	0
	Compliance	0	0	0
	Internal Control	8	1	7
	Delivery	0	0	0
Total		20	10	10

The updated Audit Action Plan for the 2024/2025 audit is attached as **Annexure A.14**.

LEGAL IMPLICATIONS

Municipal Finance Management Act, No 56 of 2003

FINANCIAL IMPLICATIONS

The financial implications must be determined depending on the actions to be taken. Especially on ICT matters, financial implications will be referred to the 2025/2026 budget.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

The audit was completed on 30 November 2025. Most of the findings from the audit have been addressed and corrected during the audit.

Progress on the 2024/2025 audit findings and the audit action plan is reported to the Council and other stakeholders, including National and Provincial Treasury, the Audit and MPAC Committee, and management meetings bi-monthly.

The only outstanding findings from the 2023/2024 financial year are the following:

ICT related matters and Implementation of the Water Services Development Plan.

These outstanding findings will be included in the 2024/2025 audit action plan going forward.

It is proposed that the Council take note of the updated audit action plan for the 2024/2025 audit.

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes note of the 2024/2025 Audit Action Plan based on the audit findings.
2. that progress on the Audit Action Plan be reported to the Council bi-monthly.

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED**Item A17/29/01/2026**

1. that Council takes note of the 2024/2025 Audit Action Plan based on the audit findings.
2. that progress on the Audit Action Plan be reported to the Council bi-monthly.

9.1.11

Item number A18. 29.01.2025

REPORT IN TERMS OF THE SDBIP – IMPLEMENTATION OF COUNCIL RESOLUTIONS: MUNICIPAL MANAGER

Report of the Municipal Manager: Mrs A. Vorster

Department	Office of the Municipal Manager
Division	Administrative Support
File number	3/3/2/1

PURPOSE OF THE REPORT

In terms of the Service Delivery and Budget Implementation Plan as well as to measure the performance with regard to the implementation of Council Resolutions, a quarterly report is submitted. The resolutions are summarized in a schedule with the comments and actions taken.

The schedules for October 2025 to December 2025 **are attached as Annexure A.15.**

DISCUSSION

As under purpose of the report.

LEGAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes cognisance of the report on the implementation of Council Resolutions for the period October to December 2025.

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A18/29/01/2026

1. that Council takes cognisance of the report on the implementation of Council Resolutions for the period October to December 2025.

9.1.12

Item number A19. 29.01.2026

REQUEST TO ENGAGE IN PRIVATE BUSINESS / ACTIVITIES BY OFFICIALS

Report of the Municipal Manager: Mrs. A. Vorster

Department Office of the Municipal Manager
Section Office of the Municipal Manager
File number SP file

PURPOSE OF REPORT

To obtain permission from Council for an official wanting to do private work to secure an additional income.

FACTS AND BACKGROUND

An official applied in writing to engage in private businesses / activities which will provide him/her with an additional income, namely:

Name of applicant	Job Title	Department	Nature of private business / activity
Thembakazi Mapipa	HR Administrator	Human Resources Department	• Providing cleaning services at houses, special occasions such as parties, etc.

The application is attached as **Annexure A16**.

The Director / Manager of the various departments agreed that providing this permission will not negatively impact the operations of his office.

DISCUSSION

Section 4(2)(c) of the Code of Conduct for employees, as contained in Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended, provides that:

"Except with the prior consent of the council of a municipality a staff member of the municipality may not be engaged in any business, trade, or profession other than the work of the municipality."

According to the applicant, his private businesses/activities will take place on the following basis:

- It will be totally outside the context of the relevant official 'official duties, powers, responsibilities, and sphere of influence in Swellendam Municipality.
- It will not interfere with his official job duties, responsibilities, or activities.
- It will not occur during working hours; only on public holidays, weekends, and after hours.
- It will have no direct business- or other connections with Swellendam Municipality and/or any other state organ.

LEGAL IMPLICATIONS

The Code of Conduct for employees as mentioned above.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that the application as received from the following employee, be approved by Council subject to it not having an impact on the Municipality's operations and that no municipal equipment or time may be used.

Name of applicant	Job Title	Department	Nature of private business / activity
Thembakazi Mapipa	HR Administrator	Human Resources Department	• Providing cleaning services at houses, special occasions such as parties, etc.

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A19/29/01/2026

1. that the application as received from the following employee, be approved by Council subject to it not having an impact on the Municipality's operations and that no municipal equipment or time may be used.

Name of applicant	Job Title	Department	Nature of private business / activity
Thembakazi Mapipa	HR Administrator	Human Resources Department	• Providing cleaning services at houses, special occasions such as parties, etc.

9.1.13

Item number A20. 29.01.2025

REQUEST TO ENGAGE IN PRIVATE BUSINESS / ACTIVITIES BY OFFICIALS

Report of the Municipal Manager: Mrs. A. Vorster

Department Office of the Municipal Manager

Section Office of the Municipal Manager

File number SP file

PURPOSE OF REPORT

To obtain permission from Council for an official wanting to do private work to secure an additional income.

FACTS AND BACKGROUND

One official applied in writing to engage in private businesses / activities which will provide him/her with an additional income, namely:

Name of applicant	Job Title	Department	Nature of private business / activity
Sachin Lintnaar	HR Administrator	Human Resources Department	• Selling of vehicle cleaning products. • Selling of electrical appliances and household items

The application is attached as **Annexure A17**.

The Director / Manager of the various departments agreed that providing this permission will not negatively impact the operations of his office.

DISCUSSION

Section 4(2)(c) of the Code of Conduct for employees, as contained in Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended, provides that:

"Except with the prior consent of the council of a municipality a staff member of the municipality may not be engaged in any business, trade, or profession other than the work of the municipality."

According to the applicant, his private businesses/activities will take place on the following basis:

- It will be totally outside the context of the relevant official 'official duties, powers, responsibilities, and sphere of influence in Swellendam Municipality.
- It will not interfere with his official job duties, responsibilities, or activities.
- It will not occur during working hours; only on public holidays, weekends, and after hours.
- It will have no direct business- or other connections with Swellendam Municipality and/or any other state organ.

LEGAL IMPLICATIONS

The Code of Conduct for employees as mentioned above.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Community Services

None

Director: Financial Services

None

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that the application as received from the following employee, be approved by Council subject to it not having an impact on the Municipality's operations and that no municipal equipment or time may be used.

Name of applicant	Job Title	Department	Nature of private business / activity
Sachin Lintnaar	HR Administrator	Human Resources Department	• Selling of vehicle cleaning products. • Selling of electrical appliances and household items

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A20/29/01/2026

1. that the application as received from the following employee, be approved by Council subject to it not having an impact on the Municipality's operations and that no municipal equipment or time may be used.

Name of applicant	Job Title	Department	Nature of private business / activity
Sachin Lintnaar	HR Administrator	Human Resources Department	• Selling of vehicle cleaning products. • Selling of electrical appliances and household items

9.1.14

Item number A21. 29.01.2026

AFRIFORUM NPC AND NATIONAL ENERGY REGULATOR OF SOUTH AFRICA AND OTHERS - JUDGMENT 2 DATED 4 DECEMBER 2025

Report by	A. Vorster
Department	Municipal Manager
Section	Litigation
File Number	13/1

PURPOSE OF REPORT

To inform Council of the final order in Case Number 2025/137620 in the High Court of South Africa: Gauteng Division, Pretoria of Afriforum NPC and the National Energy Regulator of South Africa, SALGA, ESKOM Holdings SOC Limited and all municipalities issued on 4 December 2025.

FACTS AND BACKGROUND

On 31 October 2025, the Gauteng Division of the High Court in Pretoria delivered judgment in the above-mentioned case and Council was informed accordingly.

On 4 December 2025 Justice Labuschagne issued the final order, a copy of which is attached as **Annexure A.18**.

DISCUSSION

The High Court ordered that NERSA must extend and improve its public participation process in relation to municipal electricity tariff applications. The court found that the consultation period previously allowed was inadequate and directed NERSA to provide more time and ensure meaningful opportunities for public comment before approving tariffs.

LEGAL IMPLICATIONS

The following legislation is applicable:

Local Government: Municipal Finance Management Act, 56 of 2003
Local Government Municipal Systems Act, 32 of 2000
Local Government: Municipal Structures Act, 117 of 1998
Electricity Regulation Act, 4 of 2006
Municipal Electricity By-Law
Municipal Tariff By-Law

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

As per report.

COMMENTS FROM DEPARTMENTS

Director: Financial Services

None

Municipal Manager

None

RECOMMENDED

that the contents of the final order in the final order in Case Number 2025/137620 in the High Court of South Africa: Gauteng Division, Pretoria of Afriforum NPC and the National Energy Regulator of South Africa, SALGA, ESKOM Holdings SOC Limited and all municipalities issued on 4 December 2025, be noted

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A21/29/01/2026

that the contents of the final order in the final order in Case Number 2025/137620 in the High Court of South Africa: Gauteng Division, Pretoria of Afriforum NPC and the National Energy Regulator of South Africa, SALGA, ESKOM Holdings SOC Limited and all municipalities issued on 4 December 2025, be noted

9.1.15

Item number A22. 29.01.2026

DRAFT NOTICE: UPPER LIMITS OF THE SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS FOR THE 2025/26 FINANCIAL YEAR

Report of the Municipal Manager

A Vorster

Department

Municipal Manager

Section

Councillor support

File Number

5/12/R

PURPOSE OF REPORT

To inform Council on the **draft** notice on the upper limits of the salaries, allowances and benefits of different members of Municipal Councils for the 2025/26 Financial Year.

The draft notice is attached as **Annexure A.19** and for ease of reference SALGA Circular 6/2026 is attached also as **Annexure A.20**.

FACTS AND BACKGROUND

In terms of Section 219(1) and (5) of the Constitution, read with Section 8(4) of the Independent Commission for the Remuneration of Public Office Bearers (Commission Act), the Independent Commission for the Remuneration of Public Office Bearers ("the Commission") is mandated to make annual recommendations relating to the salaries and/or upper limits of the salaries, allowances, benefits and the resources (tools of trade) required by the Public Office Bearers (POBs) that will enable them to perform their duties effectively.

Further, Section 7 of the Remuneration of Public Office Bearers Act, 1998 empowers the Minister responsible for local government to determine the upper limits of the remuneration for Municipal Councillors after consultation with Members of the Executive Councils (MEC's) responsible for local government in each province and after, inter alia, taking into consideration the recommendations of the Commission.

DISCUSSION

LEGAL IMPLICATIONS

- Section 219(1) and (5) of the Constitution, read with Section 8(4) of the Independent Commission for the Remuneration of Public Office Bearers (Commission Act);
- Section (7) of the Remuneration of Public Office Bearers Act, 1998.

FINANCIAL IMPLICATIONS

As per Report.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Community Services

Not applicable.

Director: Financial Services

As per the report.

Acting Director: Infrastructure and Planning Services

Not applicable.

Municipal Manager

As per the report.

RECOMMENDED

that the draft notice on the on the upper limits of the salaries, allowances and benefits of different members of Municipal Councils for the 2025/26 Financial Year, be noted.

The Speaker, Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A22/29/01/2026

that the draft notice on the on the upper limits of the salaries, allowances and benefits of different members of Municipal Councils for the 2025/26 Financial Year, be noted.

9.2 Consideration of matters which require non-disclosure

RESOLVED:

- 9.2.1** that the minutes of an In-Committee Council meeting held on Thursday, 27 November 2025 which were sent to all Councillors within reasonable time prior to the meeting, be taken as read and be hereby confirmed.
- 9.2.2** that the minutes of a Special In-Committee Council meeting held on Thursday, 04 December 2025 which were sent to all Councillors within reasonable time prior to the meeting, be taken as read and be hereby confirmed.

9.3 Consideration of urgent matters

None

10 MINUTES OF COMMITTEES AND AD HOC COMMITTEES

RESOLVED:

that cognisance be taken of the following minutes:

- 10.1** Minutes of an Ordinary Mayoral Committee meeting held on Wednesday, 19 November 2025.
- 10.2** Minutes of a CPA meeting held on 08 December 2025.
- 10.3** Minutes of the Breede River Estuary Liaison Committee meeting held on 13 November 2025.

11 CONFIRMATION OF MINUTES

RESOLVED:

- 11.1** that the minutes of an Ordinary Council meeting held on Thursday, 27 November 2025 which were sent to all Councillors within reasonable time prior to the meeting, be taken as read and be hereby confirmed.
- 11.2** that the minutes of a Special Council meeting held on Thursday, 04 December 2025 which were sent to all Councillors within reasonable time prior to the meeting, be taken as read and be hereby confirmed.

12. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

None

13. CONSIDERATION OF MATTERS OF EXIGENCY

None

14. GENERAL

None

15. CLOSURE

The Speaker thanked everyone for their time and commitment to attend the meeting.
The meeting adjourned at 11:29.

SPECIAL COUNCIL MEETING

MINUTES



MINUTES OF A SPECIAL COUNCIL MEETING OF THE MUNICIPAL COUNCIL OF SWELLENDAM MUNICIPALITY HELD ON FRIDAY, 13 FEBRUARY 2026 AT 10:00 IN THE COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM.

PLEASE RETAIN THIS DOCUMENT FOR RECORD PURPOSES AS IT WILL NOT BE CIRCULATED AGAIN.

Yours sincerely

J. du T. Loubser

SPEAKER

DATE

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PRESENT:

J. du T. Loubser
H.F. du Rand
A. Bokwana
D. Julius
E.J. Lamprecht
F. Kees
G. Libazi
I.H. Ferguson
J.A. Matthysen
M.T.A. Swart
D.J. Julius

4. DISCLOSURE OF INTERESTS BY COUNCILLORS

None

5. SPEECHES AND SUBMISSIONS

The Speaker Alderman, J. du T. Loubser shared that he was very grateful for the rain in Swellendam's catchment area of the southern areas of the Western Cape.

The Municipal Manager, Mrs A. Vorster requested to be afforded the opportunity to report on the urgent need to accommodate 27 soccer teams with the necessary playing fields emanating from the Ward Committee meeting of Ward 5, which was held on 12 February 2026.

The Speaker granted the request.

The Municipal Manager shared that the two areas as reflected on the map attached to the minutes could be used in the interim for this purpose as its zoning would allow such temporary use in terms of the SDF.

The Executive Mayor, Councillor H.F. Du Rand indicated that he also was grateful for the rain and the cooperation of residents when needed to save water. He shared that the dam levels were at 70% and would discuss decreasing the water restriction level considering the financial impact changing to level 2 without additional charges. He said that the matter would be communicated to the community in due course.

6. MATTERS FOR CONSIDERATION

6.1 Items submitted by officials of Council:

6.1.1

Item number A35.

13.02.2026

FOOT AND MOUTH DISEASE PREVENTION AND CONTROL

Report by the Municipal Manager: Mrs. A. Vorster

Department

Municipal Manager

Section

Commonage and Law Enforcement

File Number

17/1/2/2

PURPOSE OF REPORT

To inform Council of the Foot and Mouth Disease (FMD) disaster and prevention and control.

FACTS AND BACKGROUND

Foot and Mouth Disease (FMD) is a severe, highly contagious viral disease of livestock that has a significant economic impact. The disease affects cattle, swine, sheep, goats and other cloven-hoofed ruminants. The virus is found in all body fluids, such as saliva, urine, faeces, milk and in the air that diseased animals expel.

Animals get this disease when eating or breathing in the virus from these body fluids. People can also spread the virus through contaminated clothing, shoes, hands and tyres.

There was one case in the Gouda area, but this was dealt with and addressed in full. There are, however, new cases within the Western Cape.

DISCUSSION

The impact of FMD is disastrous. Farmers lose money because sick animals lose weight, do not grow and produce less milk, with young calves dying. The price of meat and milk will be affected negatively, whilst whole stock can be destroyed. FMD diseased or suspected animals are prohibited to be admitted in an abattoir or slaughtered. If any signs of FMD are seen, the State Veterinarian should be contacted. All equipment must be disinfected with acetic acid to prevent the spread of the virus in the abattoir.

Crucial to the control of FMD is the control of movement of cloven-hoofed animals. Roadblocks will be held at Beaufort and other crucial points entry to the Western Province. All livestock moved from one premises to another (including carcasses) must have Section 6 and 8 forms in terms of the Animal Diseases Act, 35 of 1984. A training session by the Department of Agriculture was held in Swellendam on 10 February and will be repeated on 12 February. This training was aimed at farmers, Provincial and local traffic as well as the South African Police Services. A request was made to the National Government to put a moratorium of auctions. The Department of Agriculture is in process to identify abattoirs where FMD infected animals may be slaughtered.

The Department of Agriculture is working on the roll-out of a permit system for cloven-hoofed ruminants and will continue with monitoring and controlling incidents of outbreak. When an outbreak occurs the farm and all areas within a 10km radius will be quarantined and vaccine will be administered. Only registered vaccines may be used and there are currently only 600 out of 12000 vaccines available. It is important that the livestock on communal land be vaccinated.

Municipalities are requested to do a survey on how many vaccines will be needed on their communal area.

Municipalities are at high risk as they may be sued if it can be proven that FMD originated from communal land.

LEGAL IMPLICATIONS

Constitution, 1996

Municipal Systems Act, 2000

Municipal Finance Management Act, 2003 (MFMA)

Occupational Health and Safety Act, 1993

Animal Diseases Act, 35 of 1984

Stock Theft Act No 57 of 1959

National Road Traffic Act, Act 93 of 1996

FINANCIAL IMPLICATIONS

The Municipality is open to risk in terms of FMD if it can be proven that FMD originated from the municipal commonage.

PERSONNEL IMPLICATIONS

Law enforcement will have to enforce the legal movement of cloven-hoofed animals in terms of the National Road Traffic Act, the Stock Theft Act and the Animal Diseases Act.

COMMUNICATION IMPLICATIONS

Two workshops were held with role players to inform them about the risks associated with FMD; weekly Provincial JOC meetings are to be held. The Municipality informed the emerging farmers of the FMD affects and regulations.

COMMENTS FROM DEPARTMENTS

Acting Director: Community Services

Outreaches and inspections on commonage is essential.

Director: Financial Services

As per report

Acting Director: Infrastructure and Planning Services

As per report

Municipal Manager

The Municipality as property owner remains responsible for all animals on the commonage and thus the Municipality must prioritise the monitoring of animals on municipal commonage. Roaming animals must not be tolerated.

RECOMMENDED

1. that Council note the national disaster declaration on Foot and Mouth Disease (FMD).
2. that the Municipality engage with all small scale and emerging farmers on their commonage on FMD to ensure compliance to the Animal Diseases Act, 35 of 1984.

DISCUSSION

The Municipal Manager, Mrs A. Vorster shared that a Provincial JOP (Joint Operational Centre) was established who meets every Tuesday from 5 to 6:00 to discuss the risk around Foot and Mouth Disease, drought and field fires on a provincial level.

In response to a question by Councillor J.A. asked what measures the municipality used to engage with small scale farmers because the concern was that animals were roaming freely in the community of Railton while there was a risk of Foot and Mouth Disease.

The Municipal Manager indicated that the municipality would be informed of Foot and Mouth Disease as soon as it was detected within a 10km radius of the area and that area would then be quarantined. She said that the matter was discussed and two workshops were held with the established and small-scale farmers by the Department Veterinary Services where Law Enforcement was also involved together with the local police and Traffic Services. She said that this was a national disaster and national regulations would be enforced.

She added that should the disease be identified in the municipal area, Council would be the responsible entity as the property owner and claims could be made against the municipality. Identified animals would be quarantined in a separate area.

Councillor D.J. Julius thanked the Municipal Manager for the engagement with the information sessions.

The Speaker Alderman J. du T. Loubser confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A35/13/02/2026

1. that Council note the national disaster declaration on Foot and Mouth Disease (FMD).
2. that the Municipality engage with all small scale and emerging farmers on their commonage on FMD to ensure compliance to the Animal Diseases Act, 35 of 1984.

6.1.2

Item number A36. 13.02.2026

APPROVAL OF ORGANISATIONAL STRUCTURE

Report of the Municipal Manager Department

Department Municipal Manager

Unit Human Resources

File number 4/8/R

PURPOSE OF REPORT

To propose that Council approve the organisational structure.

PURPOSE AND BACKGROUND

In terms of Council decision, **Item A178/26/09/2025** Council resolved as follows:

UNANIMOUSLY RESOLVED

Item A178/26/09/2025

1. that the reviewed organisational structure be approved in terms of section 66 of the Municipal Systems Act, 2000 read together with the Municipal Staff Regulations, 2021.
2. that all vacant unfunded posts reflected on the current organisational structure remain on the organisational structure until the finalisation of the Adjustments Budget in February 2026 for possible funding and should funding not be made available in February 2026, the positions be removed from the organogram with the understanding that the municipality will endeavour to fill said positions in the next budgeting cycle.
3. that the approved organisational structure be submitted to the Office of the MEC with supporting documentation as prescribed by the MSR.

The approved organisational structure was submitted to the Local Government MEC and no comment was received.

DISCUSSION

As no input was received from the Local Government MEC in the Western Cape, the organisational structure as approved by the Council, is now submitted to Council for final approval and implementation as prescribed by the Municipal Staff Regulations. No changes were made since the approval in September 2025.

LEGAL IMPLICATIONS

Municipal Systems Act, 32 of 2000 (MSA)

- Section 66 requires the Municipal Manager to develop a staff establishment for approval by Council.
- No appointment may be made unless the post exists on that establishment.

- While s66 does not state that only “funded” posts may exist, in practice it is read together with the MSR and MFMA, which require affordability and budget alignment.

Municipal Staff Regulations, 2021 (MSR)

- Design Principle 1 provides that the organisational structure must be sustainable and financially viable.
- The Guidelines further require municipalities to:
 - Ensure the structure is affordable;
 - Prepare a budget for the staff establishment;
 - Obtain Council approval for both.
- The MSR also discourages ad hoc post creation and directs municipalities to remove duplication and non-value-adding functions.

Implication: Posts that are not funded and not essential to the delivery model may lawfully be abolished as part of an MSR-compliant review.

Municipal Finance Management Act, 56 of 2003 (MFMA)

- Section 18 requires municipalities to adopt only funded budgets.
- Payroll is part of operating expenditure; a staff establishment that significantly exceeds the funded budget is inconsistent with MFMA requirements.
- Treasury circulars consistently emphasise the need for “funded budgets”, reinforcing the alignment between staff establishment and affordability.

Water Services Legislation (Exception to the Rule)

- **Water Services Act, 108 of 1997**, read with Regulations on Compulsory National Standards and the Classification of Process Controllers and Works (GN R2834 of 1985, updated), requires Water Services Authorities/Providers to employ suitably qualified and registered process controllers at classified water and wastewater works.
- **National Water Act, 36 of 1998:** water use licences often stipulate staffing and competency requirements.
- **Occupational Health and Safety Act** and **NEMA** impose duties of care for safe operation.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

Once the organisational structure is finally approved, all employees will be placed according to the approved Placement Policy. A Restructuring Committee meeting will be convened to confirm all placements.

RECOMMENDED

1. that it be noted that no submissions or input was received from the Local Government MEC in the Western Cape.
2. that the organisational structure be approved in terms of section 66 of the Municipal Systems Act, 2000 read together with the Municipal Staff Regulations, 2021 for immediate implementation
3. that the approved organisational structure be submitted to the national Minister as prescribed by the MSR for cognisance only.

DISCUSSION

The Executive Mayor, Councillor H.F. Du Rand proposed that the following amend be made to the recommendation:

1. that it be noted that no submissions or input was received from the Local Government MEC in the Western Cape.
2. that the organisational structure be approved in terms of section 66 of the Municipal Systems Act, 2000 read together with the Municipal Staff Regulations, 2021 for immediate implementation.
3. that the organogram be adjusted with the re-evaluated task job titles where applicable.
4. that the approved organisational structure be submitted to the national Minister as prescribed by the MSR for cognisance only.

Proposer: Councillor H.F. Du Rand

Seconder: Councillor F. Kees

Councillor J.A. Matthysen asked about the reason for the urgency of the matter to which the Municipal Manager indicated that the municipality had vacancies that could not be filled and needed Council's approval to be able to proceed with the process.

The Speaker confirmed that all Councillors were in support of the recommendation as-is.

UNANIMOUSLY RESOLVED

Item A36/13/02/2026

1. that it be noted that no submissions or input was received from the Local Government MEC in the Western Cape.
2. that the organisational structure be approved in terms of section 66 of the Municipal Systems Act, 2000 read together with the Municipal Staff Regulations, 2021 for immediate implementation.
3. that the organogram be adjusted with the re-evaluated task job titles where applicable.
4. that the approved organisational structure be submitted to the national Minister as prescribed by the MSR for cognisance only.

7. CLOSURE

The meeting adjourned at 10:15.

