

MPAC MEETING MINUTES



**MINUTES OF AN MPAC MEETING OF
SWELLENDAM MUNICIPALITY HELD ON TUESDAY,
20 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.

**M.T.A. SWART
CHAIRPERSON**

DATE

INDEX

	Item number		Page
1.		OPENING AND WELCOME	3
2.		APPLICATION FOR LEAVE OF ABSENCE	3
3.		CONFIRMATION OF MINUTES	3
4.		MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING	3
5.		SPEECHES AND SUBMISSIONS	4
6.		MATTERS FOR CONSIDERATION	4
6.1		ITEMS SUBMITTED BY OFFICIALS	4
6.1.1	MPAC 1	Oversight on the Annual Report for the 2024/2025 Financial Year	4
7.		GENERAL	7
8.		CLOSURE	7

**MINUTES OF A SPECIAL MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)
MEETING OF SWELLENDAM MUNICIPALITY HELD ON TUESDAY, 20 JANUARY 2026 IN
THE COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM.**

PRESENT:

Councillor	M.T.A. Swart	(Chairperson)
Councillor	A. Bokwana	(Deputy Chairperson)
Councillor	D. Julius	(Member)

IN ATTENDANCE:

A. Vorster	(Municipal Manager)
E. Wassermann	(Director: Financial Services)
J. van Niekerk	(Acting Director: Community Services)
W. Treurnicht	(Acting Director: Infrastructure and Planning Services)
A. Petersen	(Senior: Internal Auditor)
Z. Wiese	(Senior Performance and Compliance Officer)

SECRETARIAT:

K. Opperman

RECORDING OFFICER:

K. Opperman

1. OPENING AND WELCOMING

At 10:00 the Chairperson, Councillor M.T.A. Swart welcomed everybody to the Special MPAC meeting and declared the meeting duly constituted with a quorum present.

She thanked the administration for their hard work and guidance to Councillors whenever it was needed.

Councillor A. Bokwana rendered an opening prayer.

2. APPLICATION FOR LEAVE OF ABSENCE
--

None

3. CONFIRMATION OF MINUTES

None

4 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

None

5. SPEECHES AND SUBMISSIONS

None

6. MATTERS FOR CONSIDERATION

6.1 Items tabled by officials are reflected as follows:

6.1.1

Item number MPAC1. 20.01.2026

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.1**.

The Annual Report is distributed as **Annexure A.2**.

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

RECOMMENDED

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; and
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, the payment of a performance be approved by Council after senior management's evaluation session.

DISCUSSION

The Chairperson, Councillor M.T.A. Swart indicated that she was certain that Councillors familiarised themselves with the content and information provided in the report but would like to allow the Senior Performance and Compliance Officer, Mr Z. Wiese the opportunity to provide more clarity on the report.

Mr Wiese shared that after the adoption of the concept Annual Report during December 2025 it was made public for public comment and sent to the Auditor General together with the relevant departments who were given an opportunity to provide comments on the Annual Report until 12 January 2026. He added that the only inputs received was from the Auditor General and the Audit Committee as indicated from page 12 to 14 of the report.

Mr Wiese clarified that a correction was made on page 5 of the report where it referred to the financial year 1 July 2024 to 30 June 2025. He added that on page 13 of the report, Internal Audit gave inputs in terms of the dates where the Audit Committee member attended the Audit Steering Committee of the Auditor General.

Mr Wiese said that Provincial Treasury provided no inputs, and no comments were received from the public.

The Chairperson confirmed that the Committee was in support of the recommendations as-is.

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 of performance bonuses be approved by Council after senior management's performance evaluation session.

7. GENERAL

None

8. CLOSURE

The meeting adjourned at 10:07.