COUNCIL MEETING AGENDA

To:	**Councillors:**	J. du T. Loubser	(Speaker)
		H.F. du Rand	
		F. Kees	
		E. J. Lamprecht	
		D. Julius	
		A. Bokwana	
		G. Libazi	
		M.T.A. Swart	
		D.J. Julius	
		I.H. Ferguson	
		J.A. Matthysen	
	Ex Officio:	A. Vorster	(Municipal Manager)
		E. Wassermann	(Director: Financial Services)
		J. Bester	(Acting Director: Infrastructure and Planning Services)

AGENDA FOR AN ORDINARY COUNCIL MEETING

Notice is hereby given that an **Ordinary Council meeting** of the Municipal Council of Swellendam Municipality will be **held on Friday, 29 May 2026** at 10:00 in the **Council Chambers, Rhenius Street, Swellendam** to consider the items attached hereto.

22.05.2026

J. du T. Loubser **DATE**

SPEAKER

INDEX

1.	OPENING AND WELCOME

2.	ELECTION OF ACTING SPEAKER, IF NECESSARY

3.	APPLICATION FOR LEAVE OF ABSENCE

4.	MOTIONS OF JOY AND SORROW

4.1 Announcement of birthdays:

None

4.2 Announcements of deaths by Municipal Manager

<u>April 2026</u>

Dirk Johannes Plaatjies	SWELLENDAM
Michelle Erica Palmer	SWELLENDAM
Isak Mattheus Douwrie	SWELLENDAM
Frederick Windvogel	SWELLENDAM
Getruida Esau	SWELLENDAM
Magrieta Weels	SWELLENDAM
Jonathan Stuart	SWELLENDAM
James Baardman	SWELLENDAM
Magret Magrieta Wilhelmina Fredericks	SWELLENDAM
Roselien Adams	SWELLENDAM
Nicolaas Abrahams	SWELLENDAM
Johanna Hendricks	SWELLENDAM
John Henry Pike	SWELLENDAM
Jackson Joseph Mphunyetsane	SWELLENDAM
Welda Tobias	SWELLENDAM
Jan de Wee	SWELLENDAM

5.	SPEECHES AND SUBMISSIONS

6.	STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

7.	STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR

8.	DISCLOSURE OF INTERESTS BY COUNCILLORS

9.	MATTERS FOR CONSIDERATION

9.1 Items submitted by officials to Council

9.1.1

Item number A93. 29.05.2026

COMMUNITY SERVICES: HOUSING DEVELOPMENT: SWELLENDAM, RAILTON CDB PROJECT

Report of the Human Settlement Manager: L. Cupido

Department	Community Services
Section	Housing
File number	17/4/2/3/25/1

PURPOSE OF THE REPORT

The purpose of the report is to update Council on the Housing initiative.

FACTS AND BACKGROUND

The Railton Business Hub (as it is broadly known) is centrally located within Railton and favourably positioned for development purposes. The Hub takes access directly off Bontebok Road and Oak Street and comprises a collection of smaller cadastral entities which have been zoned for business purposes, with the balance being zoned for parking. Most of the erven are registered in the name of the Municipality, although several are privately owned.

Discussions were also held with the Department of Infrastructure (DOI) in relation to the housing component of the project, and the funding thereof. The DOI has since determined that the Hub would be considered as a housing project separate from Rondomskrik and would be supported as it forms part of an integrated land use initiative that includes a variety of community and commercial uses. The Swellendam Housing Unit will continue to spearhead communication with the DHS towards implementation of the housing component as set out.

<u>Cadastrally the design of the Railton Hub area will yield the following</u>:

- A dedicated and easily accessible public parking area for the Railton Clinic and the Railton Community Hall.
- Vastly improved pedestrian and vehicle access to the Railton Clinic.
- A dedicated erf (369m^2 in extent) adjacent to the Railton Clinic, to provide room for 40% expansion of its existing facility.
- A wide and visible public walkway that can also be used for less-formal trade.
- 22 new housing opportunities, immediately adjacent to the commercial hub, Bontebok Primary School, and the Railton Foundation Youth Centre.
- A dedicated erf (1843m^2 in extent) located adjacent to Oak Street, which is zoned Private Open Space, to be shared by the 2 adjoining early childhood development centers.

- Rezoning of an existing erf (1368m^2) for the establishment of an additional early childhood development center.
- Denotation of 2 zoned General Business erven, 1 erf (5352m^2) centrally located on the Hub property for the establishment a higher order shopping facility and 1 erf (595m^2) located on the corner of Bontebok and Oak Street for the establishment of a formal convenience store or a fast-food restaurant / take-away.
- Formalization of Oak Street as a street.

At its meeting on 29 October 2020, Council resolved as follows:

RESOLVED **Item: A105/29/10/2020**

1. That the content of the report on the status quo of the Railton Hub redesign / development and a suggested process for the alienation of 2 zoned General Business erven within the property be noted.

2. That valuation reports be procured for the 2 zoned business erven on the Hub property, for consideration.

3. That the 2 zoned business erven be alienated, at a price to be determined by Council based on the valuation reports received.

4. That engagement be initiated with the Provincial Department of Health regarding the transfer of the newly created erf for the extension of the existing Railton Clinic.

DISCUSSION

The Railton CBD (Hub) Housing Development consists of 22 housing opportunities. The project is approved on the Municipal Housing Pipeline and is in line with the approved IDP. A Project Feasibility Report (PFR) was submitted to the Department of Infrastructure (DOI), and funding for planning purposes was approved and gazette for the 2025/2026 financial year. In the resolution 25/60 dated 09 September 2025 an amount of R2,896 963,00 was made available over two financial years (2025/2026 and 2026/2027) by DOI for the installation of engineering services. In addition to the resolution amount **(Annexure A.1)**, we submitted an additional application letter to service the 7 business erven and still wait for approval. The allocation in the resolution 25/60 was duly gazetted for both financial years. Upon completion of the installation of services, the next phase of the project, being the erection of the top structures, will commence.

According to the agreement with the Implementing Agent (ASLA) appointed by the municipality, they must do the installation of engineering services for the 22 residential sites. The engineering services planned for the development consist of the following services:

1) Roads;
2) Stormwater;
3) Water distribution network;
4) Sewer network; and
5) Electrical link connection

Attached is the approved layout of the 22 residential and the 7 business sites **(Annexure A.2)**. Taking into consideration the strategic location of the project within the Railton Business Hub (CBD), it is recommended that the 22 residential sites be made available to middle-income beneficiaries earning between R3,501.00 - R22 000.00 per month, and who do not qualify for an IRDP housing subsidy, but who are financially capable of purchasing a serviced erf and constructing their own dwelling. These applicants can make use of the FLISP subsidy programme to purchase a serviced residential site.

In the case where we do not have sufficient applications the salary bracket of R22 001.00 and more must be considered. The sale of the 22 serviced sites must be administered by the Property Administration Section and placed out on tender.

According to the Western Cape Housing Demand Database (WCHDDB), there are approximately 150 applicants within the Swellendam catchment area who earn above R3,501.00 per month and therefore do not qualify for an IRDP subsidy.

The sale of these plots holds the following benefits for the Municipality:

1. Full recovery of the R2 896 963.00 million investment (Annexure A)
2. Promotion of structured and sustainable CBD residential development
3. Prevention of informal settlement formation
4. Increased property rates-base
5. Encouragement of private housing construction
6. Economic stimulation within the CBD.

LEGAL IMPLICATIONS

The Constitution (Section 26)
Housing Act (No 107 of 1997)
National Housing Code, 2009
Public Finance Management Act (No 1 of 1999)
Municipal Finance Management Act (No 56 of 2003)

FINANCIAL IMPLICATIONS

Grant funding for the development comes from the Department of Infrastructure (DOI) via the Human Settlements Development Grant (HSDG).

Senior Manager: Town Planning, Building Control & Environment

The 22 sites were never planned and / or designed to be sold to 22 individuals, and then for them to each built a house thereon. The overall property (comprising the 22 sites and the road) was set aside for a single semi-detached duplex development – the sites are too small for anything else. In other words, the overall property is only to be made available to developers, by way of a tender. The developer would then sell each of the developed erven (with a duplex unit) to the open market. It was also understood that the internal services would be for the account of a developer, including the road, which would be private. WCG monies were primarily to be used to ensure that there is sufficient bulk and bulk-link capacity to provide services to the Railton Hub (CBD), which includes the duplex development, and the 2 new commercial erven etc. I am sure it will still work out, as a developer would now merely pay us back for our on-site investment, provided we have latent capacity in the network to still carry the 2 commercial properties.

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community & Corporate Services

None

Director: Financial Services

None

Director: Infrastructure Services

None

Municipal Manager

There is no prescription that the CBD development should be given to a single developer. A survey was undertaken by the Housing Division and there are sufficient potential beneficiaries to qualify for FLISP subsidies. The need for is these type of development has been emphasised during the IDP process on numerous occasions. It should, however, be noted that these type of developments (FLISP) do tend to take longer than when a single developer is allocated via a tender. It should be noted that as these erven have been serviced with funding from the Department of Infrastructure the reserve selling price per erf is set at the input cost.

<u>This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.</u>

RECOMMENDED TO COUNCIL

1. that the Item be ***REFERRED BACK*** to allow the administration to prepare a presentation to Council on the different housing options available in terms of the FLISP Programme.

9.1.2

Item number A94. 29.05.2026

PROPOSED ALIENATION OF REMAINDER OF THE FARM TRADOUWSHOEK NR 65 BARRYDALE

Report of	A Vorster
Department	Municipal Manager's Office
Section	Property Administration
File Number	7/2/R

PURPOSE OF REPORT

To consider a proposal for the alienation of the Remainder of the Farm Tradouwshoek Nr 65 Barrydale.

FACTS AND BACKGROUND

The Mayoral Committee indicated that Council should consider the alienation of the Remainder of the Farm Tradouwshoek Nr 65 Barrydale. This portion of land is the old Barrydale Caravan Park.

DISCUSSION

The Remainder of the Farm Tradouwshoek Nr 65 Barrydale is 29.9 hectares. The old Tourism Office is situated on the property, but as can be seen on the locality map as per **Annexure A.3** the rest of the property is not in use and is no longer suitable to operate as a caravan park. There are old, non-functioning toilets on the property that result in numerous complaints from the public. The public use this area as an open space to walk from time to time, but as there is no maintenance on the open land, the area is not actively used. The area is zoned as Public Open Space.

LEGAL IMPLICATIONS

The following legislation regulates property management:

- The stipulations of Section 14 of the Municipal Finance Management Act, 2003, (Act 56 of 2003) (MFMA); This clause is not applicable to leases.
- The By-Law relating to the Management and Administration of Immovable Property, 2018.
- The Asset Transfer Regulations, 2008.
- Land Disposal Policy, 2018.

FINANCIAL IMPLICATIONS

Advertising cost of about R1500 at present.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

Advertising intention to alienate.

COMMENTS FROM DEPARTMENTS

Manager: Town Planning & Building Control: R Brunings

None

Director: Financial Services

The municipality may transfer the ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset which does not provide a minimum level of basic municipal services after council:

- Has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
- Has considered the fair market value of the assets and economic and community value to be received in exchange for the asset.

The expenses associated with repairing the building, along with future maintenance costs, significantly outweigh the profitability generated by the heritage building, especially considering the minimal Lease Agreement amount received per annum.

Acting Director: Infrastructure and Planning Services

None

Municipal Manager

Although the Tourism Office is on the property, it can be sub-divided if Council wish to retain the building with a servitude to secure access, or it can be retained as part of the Remainder of the Farm Tradouwshoek Nr 65 Barrydale. The building or erf is not needed for the minimum level of basic services.

This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.

RECOMMENDED TO COUNCIL

1. that it be confirmed that the Remainder of farm Tradouwshoek Nr 65, Barrydale, is not needed for the minimum level of basic municipal services;
2. that Council confirm their intention to sell the Remainder of farm Tradouwshoek Nr 65, Barrydale at the average of two independent valuations.
3. that Council's intention to sell the Remainder of farm Tradouwshoek Nr 65, Barrydale be advertised for public participation.
4. that if, no objection is received against the proposed alienation of the Remainder of farm Tradouwshoek Nr 65, Barrydale, the Municipal Manager be mandated to proceed to offer the Remainder of farm Tradouwshoek Nr 65, Barrydale for sale per competitive bid, with the average of two independent valuations as the reserve price.

9.1.3

Item number A95. 29.05.2026

STATUS REPORT: REGISTRATION OF ESTATES OF DECEASED BENEFICIARIES IN THE RAILTON 950 HOUSING PROJECT

Report by:	Mrs. L. Cupido
Department:	Community Services
Section:	Human Settlement
Proposed File number	17/4/1

PURPOSE OF THE REPORT

To provide Council with a status update regarding deceased beneficiaries within the Railton 950 Housing Project, to outline the administrative challenges in finalising property transfers to heirs, and to seek a resolution regarding the potential reallocation of subsidies should estate registrations remain outstanding.

FACTS AND BACKGROUND

The Railton 950 Housing Project aims to provide secure tenure to qualifying residents. However, eight (8) approved beneficiaries passed away prior to the formal handover of their units. According to statutory requirements and the National Housing Code, the municipality cannot transfer a property to the heirs of a deceased beneficiary without a valid Letter of Executorship or Letter of Authority issued by the Master of the High Court. The timely registration of these estates is critical to safeguard the property rights of dependents and to ensure the administrative closure of the housing project.

DISCUSSION

Administrative Intervention

The Housing Department has undertaken the following proactive measures to assist the affected families:

Field Visits: Officials conducted site visits to registered addresses to engage directly with next-of-kin.
Tracing: Efforts were made to locate families who had relocated to ensure they were informed of their rights and obligations.
Legal Guidance: Families were advised on the process of registering an estate at the local Clerk of the Court and were referred to Legal Aid South Africa to private legal practitioners where necessary.

Status of registrations

Registered: Two (2) estates have been successfully registered.

In Progress: Two (2) families are currently being assisted by attorneys; one (1) family has consulted the Clerk of the Court.
Outstanding: Two (2) families have reported internal disputes and have been urged to seek urgent legal mediation.
Challenges and Impact

Delays: Primary causes include family disputes, missing documentation, and difficulties in verifying the lawful relationship to the deceased.
Impact: As long as these 8 units remain unassigned, the Railton 950 project cannot be formally closed. This creates administrative bottlenecks and prevents the final handover of assets.

Recommended Actions
Councill to decide if subsidies must be reallocated to the next qualifying beneficiaries should those families who do not produce the estate letter be able to do so on or before 5 June 2026.

LEGAL IMPLICATIONS

- **Constitution of South Africa, 1996**: Section 26 guarantees the right to adequate housing and obliges the state to take reasonable measures to progressively realize this right.
- **Housing Act, 1997:** Provides the framework for housing development, roles of national, provincial, and local government, and funding mechanisms.
- **National Housing Code, 2009**: Sets out detailed policies, guidelines, and subsidy programmes, including RDP housing.
- **Intestate Succession Act, 1987:** Governs inheritance of RDP houses when beneficiaries die without a will.
- **Prevention of Illegal Eviction Act, 1998:** Protects occupants of RDP houses from unlawful eviction.
- Municipal Systems Act, 2000: Guides municipalities in delivering housing services and managing waiting lists.
- **PFMA:** Sets the legal and financial accountability framework for all government departments and municipalities involved in housing delivery.

FINANCIAL IMPLICATIONS

- Failure to close out projects can result in payments being classified as irregular or fruitless expenditure, which must be disclosed in departmental financial statements.
- Funds tied to incomplete projects cannot be reallocated, violating PFMA principles of efficient resource use
- Departments must report project status accurately; failure to close out breaches reporting requirements.

COMMUNICATION IMPLICATIONS

Public Advertisement

COMMENTS FORM DEPARTMENTS

Director: Corporate & Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

Legally the assigned house must be placed in an estate. From the estate it will be transferred to the person who must inherit the house. It may mean that in the meantime the house remains unoccupied with a definite risk of vandalism. There must also be separate agreements in terms of services.

Where there is no one to register the deceased estate, the Municipality should advertise their intention to lay claim to the house.

This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.

RECOMMENDED TO COUNCIL

1. that Council takes cognizance of the status report regarding the deceased beneficiaries in the Railton 950 Housing Project.
2. that Council establish a final deadline of 5 June 2026 for the affected families to produce a valid Letter of Executorship issued by the Master of the High Court.
3. that should the families fail to produce the required documentation by the stipulated deadline, the Housing Department be authorized to:

   Advertise the intention to inform the Provincial Department of Infrastructure of the deceased status of the applicants and their intention to de-register the current subsidy applications with the further intention to re-allocate the housing units to the next qualifying beneficiary on the municipal waiting list.

4. that the Provincial Department of Infrastructure (Subsidy Division) be informed accordingly.

5. that if no person comes forward after two rounds of advertisements in respect of the deceased estate, Council proceed to de-register the current subsidy applications and re-allocate the housing units to the next qualifying beneficiary on the municipal waiting list.

6. that, should the families/beneficiaries agree in writing that the houses be occupied while the estate is in the process of being finalised, a municipal services agreement be concluded in the name of the occupiers.

9.1.4

Item number A96. 29.05.2026

APPLICATION TO BUY A PORTION OF ERF 1, SWELLENDAM NEXT TO ERF 8556

Property Management	A. Vorster
Department	Municipal Manager
Section	Property Management
File Number	7/2/R

PURPOSE OF REPORT

To consider the alienation of a portion of Erf 1, next to Erf 8556 Swellendam.

FACTS AND BACKGROUND

Swellendam Municipality received an application for the purchase of a portion of erf 1 Swellendam, adjacent to Erf 8556 Swellendam. There are no servitudes on this area. The area to be purchased is zoned undetermined and is about 284.99m².

Find a site map attached as Annexure A.4.

DISCUSSION

An application was received from M du Plessis to purchase a portion of erf 1 Swellendam, adjacent to her erf 8556. The applicant motivates that the area is currently used as a dumping site and is frequented by people using illegal substances.

Find the application and site map attached as **Annexure A.4**.

LEGAL IMPLICATIONS

The following legislation regulates property management:

- The provisions of Section 14 of the Municipal Finance Management Act, 2003, (Act 56 of 2003);
- The By-Law relating to the Management and Administration of Immovable Property, 2018.
- The Asset Transfer Regulations, 2008.
- Land Disposal Policy, 2018

FINANCIAL IMPLICATIONS

Market value to be determined and normal MFMA and applicable legislation to be followed.

Acting Director: Infrastructure Services

No objection in terms of the sale of the property.

Town Planning & Building Control

The portion of Erf 1 adjacent to Erf 8556, Swellendam was not set aside as an erf, as well as the area adjacent to Erf 8640 (for e.g.), where one could also possibly have included a further 4-5 erven. There may well be a good reason for that, probably stormwater management, or high point of the sewer line – Willem would need to say – services for that area is not yet loaded onto the GIS. That said, there is currently nothing to purchase. Practically speaking, the person (bidder) would have to pay the full cost for the subdivision and rezoning application with the municipality, plus the framing approval and registration of the SG diagram for the new erf, and finally the cost of the property itself (town planner, land surveyor + conveyancer). If he did the sums it would be apparent that the cost for the creation of the one erf exceeds the anticipated budget and may even exceed the actual value of the land.

Director: Financial Services

The property should be disposed of through a public bidding process.

Section 40(b) of the Supply Chain Management regulation stipulates that immovable property may be sold only at market-related prices except when the public interest or the plight of the poor demands otherwise.

It is further recommended that once the property is alienated, it be removed from the municipal asset register.

Municipal Manager

No objection to the sale of the property.

<u>This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.</u>

RECOMMENDED TO COUNCIL

1. that the sale of a portion of Erf 1, Swellendam, adjacent to Erf 8556, be not considered at this juncture and that the possibility of availing it for the purpose of a park be referred to the Town Planning and Building Control Division for further exploration.

9.1.5

Item number A.97 29.05.2026

SWELLENDAM AESTHETICS AND CONSERVATION COMMITTEE: EXTENSION OF THE EXISITNG TERM OF OFFICE AND THE NOMINATION OF PUBLIC REPRESENTATIVES

Report by the Senior Manager Land Use Planning, Mr R. Brunings

Directorate	Infrastructure and Planning Services
Section	Land Use Planning (Town Planning and Building Control)
File number	12/2/3/6

PURPOSE OF REPORT

To advise of the process for the appointment of public representatives to the Swellendam Aesthetics and Conservation Committee; to extend the term of office of the current Committee; and to consider the advertisement for the nomination of new members. **(See Annexure A.5)**

FACTS AND BACKGROUND

In terms of the current "Policy and Protocol of the Aesthetics and Conservation Committee for the Swellendam Municipal Area" a new committee is appointed by Council on the basis of nominations received. If enough public nominations are not received, competent representatives may be nominated by Council. The term of the Swellendam Aesthetics and Conservation Committee is 3 years.

The administration is currently initiating the process to invite nominations for new members, which will appear in the local press, on the Municipal Website and on the Municipal Facebook Page.

DISCUSSION

The term of the current Swellendam Aesthetics and Conservation Committee has lapsed and needs to be extended for a period whilst we undertake the public participation process to invite new nominations, and in order that recommendations of the current committee are not deemed ultra vires. The current committee comprises the following 6 persons: G. Fourie, T. De Goede, A. Heyn, P. Pistorius, L. Mocke and K. Van Wyk.

At a committee meeting held on 19 February 2026, all members present indicated that they would be willing to serve for another 3-year term and would welcome being nominated. Ideally, we would need to attract a further 6 persons to serve on the committee. It is noted that members of the committee serve in a voluntary capacity and are not remunerated in any way. The committee's role is merely advisory.

LEGAL IMPLICATIONS

Recommendations of the committee may be deemed ultra vires.

FINANCIAL IMPLICATIONS

Cost of advertisement in a local newspaper.

PERSONNEL IMPLICATIONS

None.

COMMUNICATION IMPLICATIONS

Preparation of a Public Advertisement.

COMMENTS FROM DEPARTMENTS

Corporate and Community Services

None.

Financial Services

There are no financial implications, as committee members do not receive any remuneration for their service.

Infrastructure and Planning Services

None

Municipal Manager

None

This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.

RECOMMENDED TO COUNCIL

1. that the contents of the report on Swellendam Aesthetics and Conservation Committee: Extension of the existing term of office and the nomination of Councillor E.J. Lamprecht to serve on the Committee, be noted.
2. that the term of the existing Aesthetics and Conservation Committee be extended to 31 July 2026.
3. that the advertisement for the nomination of new members be noted

9.1.6

Item number A98. 29.05.2026

LAND USE PLANNING: FINES AND CONTRAVENTION PENALITY POLICY 2026

Report by the Senior Manager Land Use Planning, Mr R. Brunings

Directorate	Infrastructure and Planning Services
Section	Land Use Planning (Town Planning and Building Control)
File number	5/2/B

PURPOSE OF REPORT

To table the approved the Land Use Planning: Fines and Contravention Penalty Policy 2026 for noting, and to advise of the current status of the Council's resolution dated 27 February 2026 in the above regard.

FACTS AND BACKGROUND

At its meeting on 27 February 2026 regarding the proposed Land Use Planning: Fines and Contravention Policy 2026, Council resolved as follows:

UNANIMOUSLY RESOLVED **Item A34/27/02/2026**

1. that the content of the report be noted.
2. that the Base Quantum component payable for a Contravention Penalty be set at R5000.00 and be included in the Municipal Tariffs List, which is escalated annually.
3. that Council resolves to approve the Land Use Fines and Contravention Penalty Policy, 2026, for public participation.
4. that if no objections to the policy are received, the Municipal Manager be mandated to approve the policy for implementation on the first day of the month that follows the closing date for public comment.

The base Quantum of R5000.00 payable for a Contravention Penalty has since been included in the Municipal Tariffs list. The draft Land Use Planning: Fines and Contravention Penalty Policy 2026 were made available for public participation. The request for public comment was flighted on the Municipal Website, the Municipal Facebook page, and advertised in the Southern Post (SuiderNuus) on 13 March 2026. The deadline for public comment was 13 April 2026.

DISCUSSION

With reference to Council's resolution of 27 February 2026, no public comment on the Land Use Planning: Fines and Contravention Penalty Policy 2026 were received.

It is therefore hereby confirmed, as per Point 4 of Council's Resolution above, that the Municipal Manager has approved the Land Use Planning Fines and Contravention Policy 2026, for implementation as from 1 May 2026. A copy of the approved Policy is included as **(Annexure A.6)**

LEGAL IMPLICATIONS

Application of the Land Use Planning: Fines and Contravention Policy 2026, as applicable.

FINANCIAL IMPLICATIONS

None.

PERSONNEL IMPLICATIONS

None.

COMMUNICATIONS IMPLICATIONS

None.

COMMENTS FROM DEPARTMENTS

Corporate and Community Services

None.

Financial Services

None.

Infrastructure and Planning Services

None.

Municipal Manager

As per the report.

This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.

RECOMMENDED TO COUNCIL

1. that the content of the report on the approved Land Use Planning: Fines and Contravention Penalty Policy 2026 be noted.
2. that the inclusion of the Base Quantum of R5000.00 for a Contravention Penalty in the Municipal Tariffs List be noted.
3. that the tabling of the approved Land Use Planning: Fines and Contravention Penalty Policy 2026 be duly noted by Council.

9.1.7

Item number A99. 29.05.2026

SUPPLY CHAIN MANAGEMENT MONTHLY REPORT – APRIL 2026

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 APRIL 2026 is attached as **Annexure A.7** 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: Corporate and 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 Wednesday, 20 May 2026.

RECOMMENDED TO COUNCIL

1. that Council takes cognisance of the Supply Chain Management Report for April 2026 attached as Annexure A.7.

9.1.8

Item number A101. 29.05.2026

AVAILING OF MUNICIPAL LAND: COMMISSION ON RESTITUTION OF LAND RIGHTS

Office of the Municipal Manager	A Vorster
Department	Municipal Manager
Section	Property Management
File Number	15/10/2/1

PURPOSE OF REPORT

To consider a request to avail municipal land to the Regional Land Claims Commission: Western Cape for restitution purposes.

FACTS AND BACKGROUND

The Martin Family lodged a land claim with the RLCC: WC before 31 December 1998 for ownership rights, which were lost in Swellendam due to the implementation of the Group Areas Act. This claim was perused and the Commissioner of Restitution of Land Rights indicated that the claim complies to the provisions of the Restitution of Land Rights Act.

The claimant indicated that they are interested in land in Swellendam as a settlement option.

The Department of Commission of Restitution wrote to Swellendam Municipality to request that they avail municipal owned land to the Commission of Restitution of Land Rights to offer to the Martin Family as settlement. The letter is attached as **Annexure A.8.**

DISCUSSION

The land that gave rise to the claim are Erven 740, 742 and 743 Swellendam, measuring 660m² each. The claimant family used the properties for residential purposes.

The current owners of the claimant properties are:

Erf No	Current Owner
Rem Erf 2696	Oorgangsraad – Swellendam
Erf 2700	Steenkamp Madelein
Erf 2701	Gerber Jan Hendrik
Erf 2704	Drysdale Marcus & Drysdale Nicolene Mare
Erf 2705	Vorster Paul
Erf 2706	Van Fritz as Familie Trust

The Remainder of Erf 2696 is 7 389m².

Section 34. of the Land Restitution Act stipulates as follows:

Ruling by Court on restoration before final determination of claim

(1) Any national, provincial or local government body may, in respect of land which is owned by it or falls within its area of jurisdiction, make application to the Court for an order that the land in question or any rights in it shall not be restored to any claimant or prospective claimant.
(2) Notice of any such application shall be given to the Commission, which shall investigate and submit a report to the Court on the desirability of making an order referred to in subsection (1): Provided that the provisions of sections 12 and 13 shall not be so construed that it prohibits the Commission from exercising the powers conferred by those sections for the purposes of such investigation. [Subs. (2) substituted by s. 24 of Act 63/97]

(3) Any party making an application to the Court in terms of subsection (1) shall, at its own expense, take such steps as the relevant regional land claims commissioner (or in the case of proceedings in terms of Chapter IIIA, the Court) may direct in order to bring the application to the attention of other persons who may have an interest therein, in order that they may make submissions to and appear before the Court on the hearing of the application. [Subs. (3) substituted by s. 24 of Act 63/97

Swellendam Municipality's asset register is attached as **Annexure A.9.**

The Municipality had an engagement with the representatives of the Restitution commission for clarification. The Commission requests that the Municipality provide them with possible options and relevant conditions for the availing of land.

After a perusal of maps, state land as per the attached **Annexure A.10** was identified. This land is in the vicinity of where the applicants previously owned land and belongs to the Republic of South Africa. It would be ideally suited to sub-divide a portion of the land for the purposes of the Commission.

LEGAL IMPLICATIONS

- The Municipal Finance Management Act, 2003, (Act 56 of 2003);
- Restitution of Land Rights Act, 22 of 1994
- Asset Transfer Regulations
- Land Disposal Policy

FINANCIAL IMPLICATIONS

No property valuation available at this stage.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

As per report.

COMMENTS FROM DEPARTMENTS

Director: Corporate and Community Services

None

Acting Director: Infrastructure and Planning Services

None

Director: Financial Services

As per report.

Municipal Manager

As per report

<u>This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.</u>

RECOMMENDED TO COUNCIL

1. that the portion of State land as per Annexure A.10 be subdivided and availed to the Commission of Land Restitution for the purposes of the Martin family's land claim for ownership rights which were lost in Swellendam due to the implementation of the Group Areas Act, noting that municipal land was not availed for this purpose.

9.1.9

Item number A102.	29.05.2026
REBATE ON SWELLENDAM CARAVAN PARK TARIFF	

Parks	A Vorster
Department	Corporate and Community Services
Section	Caravan Park
File Number	5/5/2/7/1

PURPOSE OF REPORT

Consideration of rebate on Swellendam Caravan Park after the extreme weather conditions experienced on 11 to 12 May 2026.

FACTS AND BACKGROUND

The Western Cape including Swellendam municipal area experienced extreme weather conditions. This lead to severe disruptions with extensive damage throughout the municipality. The Swellendam Caravan Park suffered extensive damage due to fallen trees. There has been damage to the Supervisor home, ablution facilities, electrical points, braai facilities and general environment. The clean-up is underway but will take a significant time to address.

DISCUSSION

A tree fell on the tent of one of the extended stay campers. They experienced damage to camping equipment and to their tent. A request was received for Council to consider a rebate on the extended camping fee.

LEGAL IMPLICATIONS

The following legislation regulates property management:

- The Municipal Finance Management Act, 2003, (Act 56 of 2003);
- The By-Law relating to the Management and Administration of Immovable Property, 2018.
- Swellendam Municipality: Tariff By-Law
- Disaster Management Act
- Municipal Budget

FINANCIAL IMPLICATIONS

Director: Infrastructure and Planning Services

None.

Director: Financial Services

The amount paid is R7 869.97 for the period 19 April 2026 until 19 May 2026.

Municipal Manager

As per report

<u>This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.</u>

RECOMMENDED TO COUNCIL

1. that Council consider the granting of a rebate of 50% on the extended stay camping fee at Swellendam Caravan Park for the duration of the ablution facilities and electrical points being not operational.
2. that Council limit any new camping until the ablution facilities and electrical points as well as general clean-up of the camping site have been restored.
3. that a report on the progress with the clean-up and restoration be provided to Council by the end of June 2026.
4. that any person currently staying at the Caravan Park whose account remains unpaid to date shall not qualify for a rebate or discount.

9.1.10

Item number A103. 29.05.2026

MONTHLY REPORT BY THE MUNICIPAL MANAGER: MAY 2026

PROCUREMENT AS AN ECONOMIC STIMULANT

The procurement statistics, illustrated below, for the three quarters indicate that municipal procurement continues to function as an important economic stimulant within the local economy. The comparative trend across the quarters suggests a significant portion of expenditure awarded in line with BBBE, with 76% of expenditure going to companies with the highest BBBEE ratings. Thirteen percent of expenditure or R25 728 008 has been awarded to companies where ownership is more than 30% female-owned.

Overall, the figures point to continued use of procurement as a mechanism to direct municipal spending into service delivery and related economic activity, showcasing the Municipality's commitment to redressing economic imbalances.

2025-2026

BBBEE LEVEL	Qtr 1	Qtr 2	Qtr 3	TOTAL	%
0	2 411 632	953 798	7 094 188	**10 459 618**	5%
1	55 766 708	45 838 315	39 579 595	**141 184 619**	71%
2	12 232 481	5 836 376	4 646 810	**22 715 667**	11%
3	1 172 527	16 325	357 850	**1 546 702**	1%
4	9 909 378	7 106 853	4 128 662	**21 144 893**	11%
5	72 567	30 901	87 130	**190 599**	0,1%
6	0	64 630	0	**64 630**	0,03%
7	866 376	0	33 435	**899 811**	0,5%
8	571 442	426 811	399 422	**1 397 676**	1%
				199 604 214	

LOCAL	Qtr 1	Qtr 2	Qtr 3	TOTAL	%
N	71 376 535	49 262 136	45 125 472	165 764 142	83%
Y	11 626 577	11 011 873	11 201 621	33 840 072	17%
				199 604 214	

Women Owned	Qtr 1	Qtr 2	Qtr 3	TOTAL	%
>30%	12 033 407	6 601 129	7 093 472	**25 728 008**	13%

LOCAL ECONOMIC DEVELOPMENT: STATUS QUO ENGAGEMENT

The Municipality had an engagement with COGTA and regional role players on the status quo report on local economic development and the development of a strategy for such. As a result of this engagement COGTA and the Municipality is planning an Imbizo on Local Economic Development Strategies to be held on 2 June. Further details will be provided closer to the date.

NOTIFICATION OF THE PLANNED FOLLOW-UP COMPLIANCE MONITORING INSPECTION: KLIPPERIVIER WWTW AT FARM KLIPPE RIVIER 192, PORTION 10, SWELLENDAM

The Breede-Olifants Catchment Management Agency: Compliance Monitoring unit will be conducting a follow-up compliance inspection at the Klipperivier WWTW in Swellendam. The purpose of the follow-up compliance inspection is to ascertain the compliance status with the conditions of the water use licence LICENCE NO.: 18/H70B/CFGI/2832 DATED 30 AUGUST 2015 and with the provisions of the National Water Act 36 of 1998. The planned follow-up compliance monitoring inspection is to take place on 4 June 2026.

POSSIBLE RESEARCH PROJECT

A meeting was held with a professor in the Centre for Social Science Research at the University of Cape Town, Prof Jeremy Seekings, who initiated a research project, funded by the Danish Government, on relations between Independent Power Producers and local communities in South Africa. In the Swellendam area hosts the Excelsior windfarm (operated by Engeo) and the big new Red Rocket project that is under construction. An exploratory engagement took place between Prof Seekings and students from the University of Cape Town and a Danish University. Should Swellendam be chosen as a subject site, the Municipality requested that the research outcome be shared with the Municipality.

IDP AND BUDGET ENGAGEMENTS

Swellendam Municipality concluded their public participation process on the budget and Integrated Development Plan on 14 May 2026. Engagements were held in each of the wards and a Strategic Budget Summit engagement was held on 14 May. The IDP and budget inputs are currently collated for tabling to Council by 28 May 2026. The attendance of the budget engagements was much higher than previous years.

SIME ENGAGEMENT

The SIME engagement was to be held on 12 May 2026, but due to the extreme weather conditions the engagement was postponed to 21 May 2026. The SIME engagement provides a platform for the Municipality to engage with provincial departments for assistance and coordination of cross-boundary projects. This is an integral part of the compilation of the IDP and budget.

EXTREME WEATHER CONDITIONS

An extreme weather event shook large parts of the country on 11-13 May. Swellendam experienced major damage on 11 May with Suurbraak, Buffeljagsrivier, Swellendam and Malagas taking the brunt of the storm in the municipal area. Felled was, structural damage to homes, electricity outages and water supply were compromised. The water supply has been restored, the Municipality is busy with the clearing of felled trees and the restoring of electricity. Malgas experienced severe flooding. A temporary point was established where flooded material could be dumped. The Municipality will then remove the debris. A full report on the damage will be tabled to Council separately.

A Vorster

MUNICIPAL MANAGER

This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.

RECOMMENDED TO COUNCIL

1. that cognisance be taken of the monthly report of the Municipal Manager for May 2026.

9.1.11

Item number A104. 29.05.2026

SALGA CIRCULAR WC 02 OF 2026/2027: REQUEST FOR INPUT ON REVIEWED DRAFT WHITE PAPER ON LOCAL GOVERNMENT

Report by	A. Vorster
Department	Municipal Manager
File Number	1/1/2

PURPOSE OF REPORT

To submit to Council to SALGA WC Circular 02 of 2026, attached as **Annexure A.11** regarding the request for written contributions in response to the Review of the White Paper on Local Government as part of the review process of the White Paper that was adopted in 1998.

FACTS AND BACKGROUND

The 1998 White Paper on Local Government sought to redefine the role of municipalities in a nascent democracy providing a policy framework aimed to anchor local governments as developmental engines ensuring that they provided essential services and actively promoted social and economic growth.

However, over the past 30 years the landscape of local governance has changed, presenting new challenges that necessitated a thorough review of the foundational document.

DISCUSSION

In 2022 Cabinet made the decision to assess how the local government system has performed against the intent of the 1998 White Paper and to set out a refreshed policy framework for the next phase of reform and the process was publicly launched by the Minister of COGTA, Mr. Velenkosini Hlabisa in May 2025.

The process to date included structured engagements with stakeholders, public submissions in response to the Local Government Discussion Document published in April 2025 and specialised research papers.

The Reviewed White Paper I propose a range of short – and long – term policy shifts and is structured around five reinforcing pillars;

- One local government system
- Clean and capable political and administrative governance
- Differentiated powers and functions and a pathway to a single-tier future
- Partnership-based relational governance
- Financial and service delivery reform

The White Paper is attached as **Annexure A.12.**

LEGAL IMPLICATIONS

The White Paper on Local Government, 1998

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

As per report.

COMMENTS FROM DEPARTMENTS

Director Corporate and Community Services

None

Director Infrastructure and Planning Services

None

Director: Financial Services

None

Municipal Manager

As per the report

This Item served on the Mayoral Committee meeting held on Wednesday, 20 May 2026.

RECOMMENDED TO COUNCIL

1. that the contents of SALGA WC Circular 02 of 2026 regarding the request for written contributions in response to the Reviewed Draft White Paper on Local Government be noted;
2. that it be noted that the closing date for written comments and inputs on the Reviewed Draft White Paper is 28 May 2028.

9.1.12

Item number A106. 29.05.2026

Long Term Borrowing – Fleet – 2025-2026

Report of the Director Financial Services: Ms E. Wassermann

Department	Financial Services
Section	Budget, Reporting and Expenditure
File number	5/16/1/1

PURPOSE OF REPORT

The purpose of the report is to consider the long-term debt agreement to procure vehicles as approved in the municipal 2025/2026 annual budget.

FACTS AND BACKGROUND

In terms of section 46 (3) of the MFMA, a municipality may incur long-term debt only if the accounting officer of the municipality –

a) has in accordance with section 21 A of the Municipal Systems Act –
   i) at least 21 days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement, setting out particulars of the proposed debt, including the amount of the proposed debt, the purpose for which the debt is to be incurred and particulars of any security to be provided.
   ii) invited the public, the National Treasury and the relevant provincial treasury to submit written comments on representations to the Council in respect of the proposed debt;

b) has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council together with particulars of –
   i) the essential repayment terms, including the anticipated debt repayment schedule and
   ii) the anticipated total cost in correction with such debt over the repayment period.

DISCUSSION

The information statement, attached as **Annexure A.13** was distributed to all Councilors during the ordinary Council meeting held on 30 April 2026. Additionally, the loan was publicly advertised for comments on 13 March 2026, with a copy of the advertisement included in **Annexure A.13 (Combined Annexure).**

The Annual Budget for 2025/2026 makes provision to procure the following vehicles:

Financial Year	Financing Amount	Details

2025/2026	R 1 600 000	Water Truck (6000l)
2025/2026	R 2 400 000	Sewerage Truck (Vacuum Tanker) (6000l)
2025/2026	R 2 050 000	5x Light Delivery Vehicles

A tender process commenced with one option requested namely:

a) Option 1 – Long Term borrowing – 5 years.

The loan conditions are as follows:

2025/2026 Financial Year	Detail
Term (Payable six-monthly)	Five (5) Years
Interest Rate – Fixed	8,12%
Loan Amount	R 6,050,000-00
Planned Start Date	29 June 2026
Planned End Date	30 June 2031
Type of Instrument	Annuity- New Borrowing
Loan Security	None
Source of Funds	Bank

The final rate will be determined on the date of signing the agreement based on the base rate and liquidity margin.

The estimated cost over a five (5) year period:

2025/2026 Financial Year	Amount
Interest	R 1 434 502-00
Capital Repayment	R 6 050 000-02
Total Cost	R 7 484 502-02
Six-Monthly Installment	R 748 450-20

The annual budget allocates funds for the estimated monthly instalments as outlined in the draft agreement. An extract of the loan repayment schedule is included in **Annexure A.13.**

No comments were received from the public by the closing date of 7 April 2026 at 12H00. Comments received from National as well as Provincial Treasury are included in **Annexure A.13.**

The draft loan agreement is included in **Annexure A.13.**

LEGAL IMPLICATIONS

Municipal Finance Management Act No, 56 of 2003

FINANCIAL IMPLICATIONS

The annual budget allocates funds for the estimated six-monthly instalments as outlined in the draft agreement, totalling R1,500,000.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

The interest and redemption were fully included in the budget for 2025/2026 financial year.

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that the Council approve the draft debt agreement.
2. that Council confirm the taking up of R6.05 million for the 2025/2026 financial year.
3. that the accounting officer has signed the agreement.
4. the Council note that no comments were received from the public.
5. that Council note the comments from National and Provincial Treasury.
6. that the National and Provincial Treasuries be informed of the long-term debt.

9.1.13

Item number A107. 29.05.2026

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

Report of the Director: Financial Services: Ms. E. Wassermann

Department: Financial Services

Section: Financial Services

File number: 5/15/1/1

PURPOSE OF THE REPORT

To submit to Council the bi-monthly progress report on the Audit Action Plan for the 2024-2025 Audit Outcome Report.

FACTS AND BACKGROUND

A snapshot of the audit outcome is presented below:

OVERALL AUDIT OUTCOMES

6. 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				

Unqualified/No material Not
findings audited

Qualified

Adverse/Pervasive
material findings

Disclaimed/Pervasive
material limitation

Material
findings

Improvement

Regression

Unchanged

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:

a) Matters affecting the audit report – These matters should be addressed as a matter of urgency;
b) 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;
c) 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	10	1

	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	2	6
	Delivery	0	0	0
	Total	**20**	**13**	**7**

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: Corporate Services

None

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 the 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 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 Council note the progress made on the 2024/2025 Audit Action Plan for 2024/2025.
3. that the bi-monthly progress report on the 2024-2025 Audit Action Plan, be noted.

9.1.14

Item number A108. 29.05.2026

MSCOA ENABLING ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Report of the Chief Financial Officer:	Ms E Wassermann
Department:	Financial Services
Section:	Financial Services
File number:	5/21

PURPOSE OF REPORT

The purpose of this report is to inform Council of the current state of the financial system and to recommend the procurement of a new, compliant financial system.

FACTS AND BACKGROUND

The Municipal Regulations on a Standard Chart of Accounts (mSCOA) were promulgated by the Minister of Finance on 22 April 2014, with effective date of 1 July 2017.

Chapter 3 of these Regulations provides that the Minister of Finance may prescribe minimum business processes and system requirements through Gazette. MFMA Circular No. 80 **Annexures A.15.1 and A.15.2** further provides guidance on these requirements, as envisaged in Chapter 3 of the Regulations.

MFMA Circular No. 80 outlines the basis for determining minimum business processes and system requirements to ensure mSCOA compliance and to address business process requirements across the full local government financial management accountability cycle.

Municipalities are accordingly required to evaluate the functionality of their existing financial management and internal control systems against these prescribed business processes and technical specifications. Where the assessment outcome is favourable, replacement of the current system may not be necessary.

In this context, it is essential to assess whether the current SAMRAS Classic and SAMRAS Web systems comply with the regulatory requirements and prescribed minimum standards. The assessment included a review of system functionality, compliance with business process requirements, and alignment with the technical specifications set out in MFMA Circular No. 80.

This report presents the outcome of the ICT due diligence assessment conducted on the current financial system (SAMRAS Classic and SAMRAS Web) and outlines the proposed way forward.

DISCUSSION

Swellendam Municipality currently utilises SAMRAS as its primary financial management system. The system environment is structured as follows:

- Budget management, budget compilation, and mSCOA reporting are performed within SAMRAS Web;

- All other financial transactions and reporting functions are processed through SAMRAS Classic.

SAMRAS Classic is primarily used for transactional processing, while budget-related activities and virements are administered through SAMRAS Web, which integrates with SAMRAS Classic to ensure transactional alignment.

As SAMRAS Classic does not fully comply with mSCOA requirements, SAMRAS Web has been implemented to enhance mSCOA functionality, including improved reporting capabilities and the extraction of mSCOA string data for submission to the National and Provincial Treasuries.

In accordance with MFMA Circular No. 80, a fully mSCOA-enabled system is required to comply with prescribed minimum business processes and system specifications across the entire local government financial management accountability cycle.

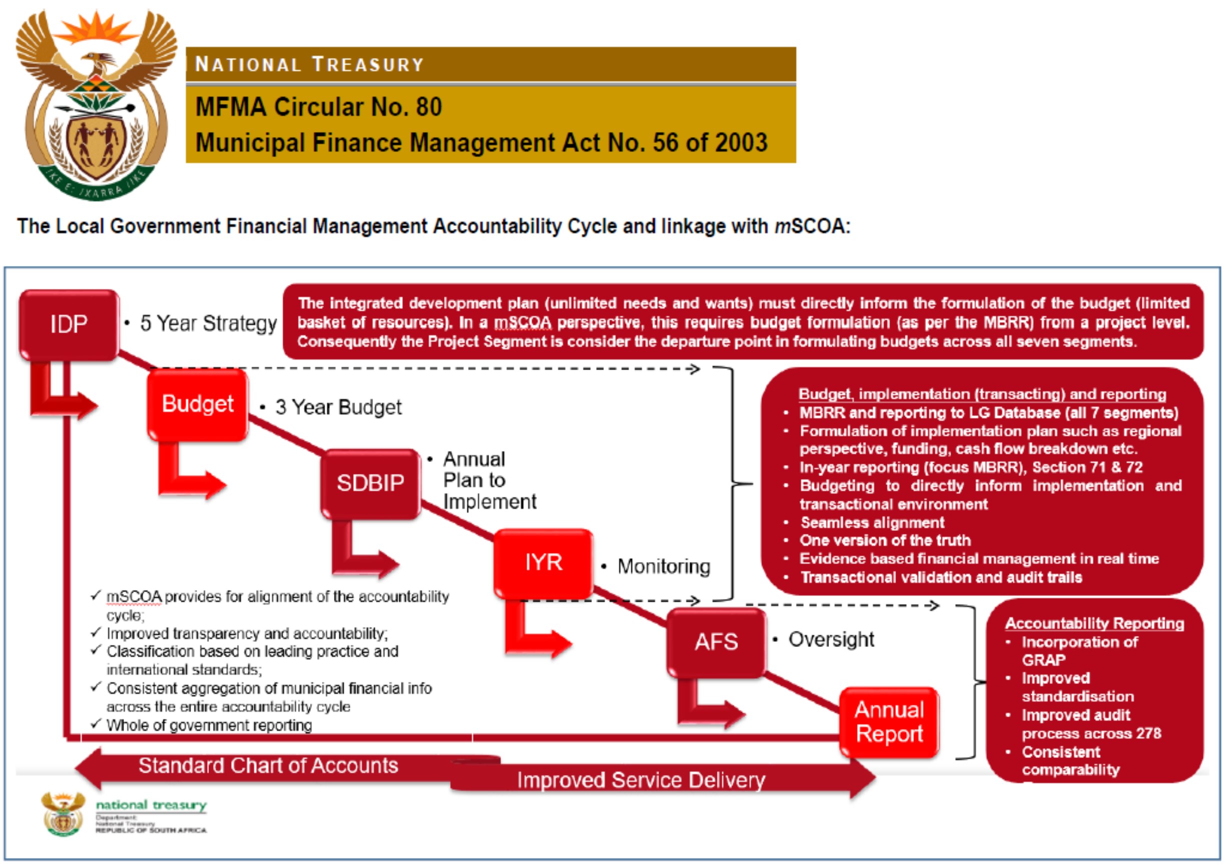

Illustration 1: Extract of MFMA Circular No. 80 – Financial Management Accountability Cycle

The dual use of SAMRAS Classic and SAMRAS Web results in inconsistencies in mSCOA segmental data, necessitating significant manual intervention where automated processes should be in place. The Municipality frequently relies on the SAMRAS Helpdesk to generate mSCOA-compliant reports for submission to the National Treasury. Provincial Treasury, during its budget and in-year monitoring processes, has identified inaccuracies in the municipality's mSCOA data that pose a significant risk, as the reports do not consistently reflect actual financial transactions.

Swellendam Municipality engaged its system vendor, Solvem Consulting (Pty) Ltd, which confirmed that the current versions of SAMRAS Classic and SAMRAS Web are nearing the end of their technical lifecycle **(Annexure A.15.3).** It was further confirmed that no further developmental upgrades will be undertaken on SAMRAS Classic, being the Municipality's primary transactional system. The vendor also highlighted that legacy platforms introduce risks, including escalating support costs, limited compatibility with modern technologies, and increased cybersecurity vulnerabilities. Furthermore, no new enhancements or functionality can be developed on the existing infrastructure.

In light of the above and the ongoing mSCOA compliance requirements prescribed by National Treasury, the Municipality initiated an ICT due diligence assessment of the current SAMRAS system.

On 7 April 2026 a task team consisting of the following Finance officials performed the ICT due diligence assessment:

- Elmari Wassermann – Chief Financial Officer
- Wilma Bekker – Manager: Revenue Services
- Brandon Beyers – Manager: Supply Chan Management
- Johan de Jager – Manager: Budget, Reporting and Expenditure
- Alfredo Meyer – Senior Systems Administrator ICT
- Nadia Hendricks – Senior Accountant: Budget, AFS and Compliance

The ICT due diligence assessment - *"Annexure C of the MFMA mSCOA Circular No. 5 – 15 July 2016"* - was used to assess the current financial system's compliance with the 15 minimum business processes for a B3 Municipality **(Annexure A.15.4).**

Annexure D - ICT due diligence - Summary

#	Business Process	Total Number of System / Applications minimum functionality required for B3	Number of System / Applications complied with	Number of System / Applications unavailable
1	Corporate Governance	46	17	29
2	Municipal Budgeting, Planning and Financial Modelling: (IDP driven, project based main budget module that adhere to MFMA section 53 that as a minimum)	25	10	15
3	Financial Accounting	47	16	31
4	Costing and Reporting	2	0	2
5	Project Accounting	0	0	0
6	Treasury and Cash Management	14	5	9
7	Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	40	7	33
8	Grant Management	5	1	4
9	Full Asset Life Cycle Management including Maintenance Management	8	0	8
10	Real Estate and Resources Management	0	0	0
11	Human Resource and Payroll Management	35	23	12
12	Customer Care, Credit Control and Debt Collection	27	4	23
13	Valuation Roll Management	13	4	9
14	Land Use Building Control	10	0	10
15	Revenue Cycle Billing	83	57	26
	Total Score	**355**	**144**	**211**
	Percentage of Total (%)		**41%**	**59%**

Illustration 2: Extract of Annexure D – ICT due diligence Summary

The ICT due dilligence was submitted to the ICT and mSCOA Steering Committee on 7 May 2026 and recomends that the current SAMRAS financial system be replaced.

The ICT due diligence assessment determined that the current financial system complies with only 41% of the minimum business process and system specification requirements as outlined in MFMA Circular No. 80. This level of compliance represents a significant risk to the Municipality's ability to achieve full alignment with prescribed standards across the local government financial management accountability cycle.

Following the outcome of the assessment, and confirmation from the system vendor that the current system will not be enhanced to meet the required standards, it is evident that the existing financial system is no longer fit for purpose. Accordingly, it is recommended that Swellendam Municipality proceed with the replacement of the current system with a fully compliant mSCOA-enabled Enterprise Resource Planning (ERP) solution.

Although National Treasury is in the process of finalising further regulations relating to minimum business processes and system specifications, the Municipality cannot defer action given the material risks and operational limitations currently experienced. The timely replacement of the existing financial system is therefore considered necessary and unavoidable.

LEGAL IMPLICATIONS

MFMA Circular No. 80 mSCOA – 08 March 2016

MFMA Circular No. 80 Annexure – mSCOA Business processes ad System Specifications

Annexure of the MFMA mSCOA Circular No. 5 – 15 July 2016 – ICT Due Diligence Assessment

Municipal Finance Management Act No. 56 of 2003

Municipal Regulations on a Standard Chart of Accounts (*m*SCOA)

FINANCIAL IMPLICATIONS

The annual cost of the financial system amounts to R1 061 335. Additional costs for amendments and support services are charged separately and are estimated at approximately R200 000 per annum.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Financial Services

Solvem Consulting (Pty) Ltd has provided the Municipality with an alternative cost proposal for the implementation of a new mSCOA-compliant SAMRAS Platinum system. The estimated cost breakdown is as follows:

SAMRAS Platinum	Licence and Maintenance Fees	
Platinum License Fee	R2 738 352	Annually in advance
ICT Cloud Hosting with Huawei Annual Hosting Fee	R720 000	Annually in advance
Offsite Backup Infrastructure Cost Annual cost	R44 100	Annually in advance
Implementation Cost	R5 325 657	Once OFF
Total	**R8 828 109**	

Solvem Consulting (Pty) Ltd has indicated that the SAMRAS Platinum system constitutes an upgrade of the existing SAMRAS Classic system. The Platinum system is currently being implemented at George Municipality.

Guidance has been received from Provincial Treasury in this regard, and an extract from the attached **Annexure A.15.5** is provided below:

- "It has come to our attention that municipalities on the SAMRAS solution have raised concerns on the way forward with the latest developments taking place.

  The OCPO has provided its view that the implementation of SAMRAS Platinum is a new system and not a system upgrade as the service provider is not enhancing/continuing the development of the existing SAMRAS Classic or Web-based modules but replacing the current SAMRAS systems with the SAMRAS Platinum solution.

  In NTs letter to a municipality that formally tabled the query regarding way forward, OCPO indicated that:

  "…certain IT architecture has reached its useful life and has become obsolete and as such would need to be continued on new modern code that is more adaptable and interoperable. Based on this, it is our assessment that this is a new system that is being procured as the previous financial system would be discontinued in its entirety."

  However, ultimately, the decision to change or upgrade the current ERP system rests with the Council.

  Notwithstanding the above view of the OCPO, municipalities must follow the due diligence processes in terms of MFMA Circulars No. 93, 98, 107, 112, 123 and mSCOA Circulars No. 5 and 6 and the required procurement processes in terms of the SCM Regulation and the municipality's policies, regardless of whether it is a system upgrade or a system change. Thorough consideration must be given to complying with the requirements of the MFMA and its supporting Supply Chain Management (SCM) Regulations in giving effect to the upgrading or replacement of the system, especially Sections 33 and 116 of the MFMA and SCM Regulations 36 (Deviations). Market research to test the market regarding price and available functionality (e.g. issuing a RFI, obtaining quotations, requesting live demonstrations on existing clients' systems, etc.) should be done to substantiate any deviations in the procurement process when the municipality to go to market to procure a mSCOA compliant integrated system solution.

  Considering that SAMRAS Platinum has not been rolled out fully at any municipality in South Africa, nor has its alignment to mSCOA been demonstrated, there is a risk of non-compliance with the mSCOA Regulations that must be closely monitored against the milestones and penalty clauses of the contract entered into with the system provider that are awarded the tender/contract. "

In light of the above, it is proposed that National Treasury and Provincial Treasury be formally notified of the Municipality's intention to replace its current financial system.

Municipal Manager

None

RECOMMENDED

1. that Council takes cognisance of the contents of the report on mSCOA Enabling Enterprise Resource Planning (ERP) System and the annexures thereto.

2. that Council, in principle, approves the replacement of the current financial system and that the National and Provincial Treasuries be formally notified of the Municipality's intention to replace the system.
3. that the comments received be tabled before Council for consideration, and that a final resolution be adopted to initiate the procurement process for the acquisition of a new mSCOA-compliant financial system.

9.1.15

Item number A109. 29.05.2026

CARAVAN PARK SECTION 78 INVESTIGATION

Report of the Municipal Manager

Department	Community Services
Section	Parks & Recreation
File number	17/5/R

PURPOSE OF THE REPORT

The purpose of this report is to table the public comments received on phase 1 of the Section 78 report on the Swellendam Caravan Park to Council, for Council to consider to proceed to phase 2 or not.

FACTS AND BACKGROUND

Council during a meeting which was held on 31 March 2026, considered the following report:

The Municipality manages the Swellendam Caravan Park. This Park was once a very sought-after resort and was well known but has in the last 10 -15 years been neglected and are running at a loss. Readily available budget and manpower to revitalize the park to its former glory are just not available and the Municipality should undertake a Section 78 investigation in terms of the Local Government: Municipal Systems Act, 32 of 2000 to determine if it is still viable for the Swellendam Municipality to run the Caravan Park itself or to privatise the institution.

DISCUSSION

In order for the Swellendam Municipality to have a successful Caravan Park we need to rethink the management of the park within the legislative parameters. A section 78 investigation in terms of the Local Government: Municipal Systems Act, 32 of 2000 will be required to determine the possible outsourcing of the function.

When a review of the delivery mechanisms of municipal services is undertaken, it must first assess the provision of that activity through an internal mechanism, after which it may decide to explore the delivery of that activity through an external mechanism. If the Municipality decides to explore service provision by an external mechanism, it must also conduct a feasibility study.

Section 78 states that:

78 (1) When a municipality has in terms of section 77 to decide on a mechanism to provide a municipal service in the municipality or a part of the municipality, or to review any existing mechanism

(a) it must first assess

(i) the direct and indirect costs and benefits associated with the project if the service is provided by the municipality through an internal mechanism, including the expected effect on the environment and on human health, well-being, and safety:

(ii) the municipality's capacity and potential future capacity to furnish the skills. expertise and resources necessary for the provision of the service through an internal mechanism mentioned in section 76(a):

(iii) the extent to which the re-organisation of its administration and the development of the human resource capacity within that administration.as provided for in sections 51 and 68. respectively. could be utilised to provide a service through an internal mechanism mentioned in section 76(a}:

(iv) the likely impact on development, job creation tind employment patterns in the municipality; and

(v) the views of organized labour; and

(b) it may take into account any developing trends in the sustainable provision of municipal services
Generally:

(2) After having applied subsection (l), a municipality may—
(a) decide on an appropriate internal mechanism to provide the service; or
(b) before it takes a decision on an appropriate mechanism, explore the possibility of providing the service through an external mechanism mentioned in section 76(b).

(3) If a municipality decides in terms of subsection (2)(b) to explore the possibility of providing the service through an external mechanism it must—

(a) give notice to the local community of its intention to explore the provision of the service through an external mechanism; and

(b) assess the different service delivery options in terms of section 76(b), taking into account—
(i) the direct and indirect costs and benefits associated with the project, including the expected effect of any service delivery mechanism on the environment and on human health, well-being, and safety;

(ii) the capacity and potential future capacity of prospective service providers to furnish the skills, expertise, and resources necessary for the provision of the service;

(iii) the views of the local community;

(iv) the likely impact on development and employment patterns in the municipality; and

(v) the views of organised labour.

(4) After having applied subsection (3), a municipality must decide on an appropriate internal or external mechanism, taking into account the requirements of section 73(2) in achieving the best outcome.

(5) When applying this section, a municipality must comply with

(a) any applicable legislation relating to the appointment of a service provider other than the municipality; and

(b) any additional requirements that may be prescribed by regulation.

Council resolved to undertake a Section 78 investigation into the Caravan Park in 2023, but as no funding was available within budgets, the investigation never took place. It is now proposed that the investigation be done internally, including the possibility of possible alienation of the land.

Subsequently Council has resolved as follows:

UNANIMOUSLY RESOLVED ***Item A50/31/03/2026***

1. *that the Section 78 report on the management of Swellendam Caravan Park, including the possibility to alienate the land, be tabled to Council with the draft budget for 2026/27, for consideration.*
2. *that a third option be included in the feasibility study to investigate outsourcing the lease of the Swellendam Caravan Park to a private developer.*

Advertisements for public comments were published on 1 May 2026 **(See Annexure A.16.1).**

Swellendam Municipality approached the Section 78 report in two phases with the first phase stating the challenges and options and testing the community's response there on. The comments received from the public are attached as **Annexure A.16.2 to A16.3.**

All comments must be thoroughly considered by Council. In summary the comments emphasizes the importance of a green belt, the need for affordable holiday and camping accommodation, heritage importance, the need for improved management of the facility and an alleged flawed process.

Most inputs received are based on the assumption that Council already completed the final feasibility study and already made the decision to sell or lease the facility. This is not correct as the first phase of the feasibility study merely indicates the options available and the need to test the market to obtain real-time figures to base a decision on.

Council now have to consider if they wish to proceed to phase two of the feasibility study, which entails testing the market for the lease or sale of the property. Once the market is tested Council can finalise phase 2 of the feasibility study, which again will include a public participation process.

LEGAL IMPLICATIONS

The Constitution, 1996
The Local Government: Municipal Finance Management Act, No 56 of 2003
The Local Government: Municipal Systems Act, Act No 32 of 2000

FINANCIAL IMPLICATIONS

None at this stage.

PERSONNEL IMPLICATIONS

None at this stage

COMMUNICATION IMPLICATIONS

The appointed service provider will have to do a public participation process.

COMMENTS FROM DEPARTMENTS

Director: Corporate and Community Services

As per report

Director: Financial Services

All applicable legislation must be complied with.

Director: Infrastructure and Planning Services

None

Municipal Manager

Legal compliance with the process needs to be ensured.

RECOMMENDED

1. that Council considers the public comments received during Phase 1 of the Section 78 feasibility report on the Swellendam Caravan Park and indicates if they wish to proceed to Phase 2, which includes testing the market.

9.1.16

Item number A110. 29.05.2026

SECTION 78 INVESTIGATION: BARRYDALE IRRIGATION WATER SERVICE

Report by Municipal Manager

Department	Infrastructure
Division	Water Services
File number	16/1/4

PURPOSE OF REPORT

The purpose of this submission is to table the results of the Section 78 report on the management of the Barrydale Irrigation Water Service to Council in terms of Section 78 (3)(c) of the Municipal Systems Act, No 32 of 2000.

FACTS AND BACKGROUND

After consideration of the report reflected below Council has resolved as follows per Item A51/2026:

UNANIMOUSLY RESOLVED ***Item A51/31/03/2026***

1. *that approval be granted that the operation of the Barrydale Irrigation Water System, through the Barrydale Water Association, be explored in terms of Section 78 of the Local Government: Municipal Systems Act, Act 32 of 2000.*

In terms of Section 76 of the Local Government: Municipal Systems Act, Act 117 of 1998, a municipality may provide a municipal service in its area or a part of its area through an internal mechanism or an external mechanism by entering into a service delivery agreement, while Section 78 provides the criteria and process to review any existing mechanism for the provision of a municipal service.

Some erven in Barrydale have an additional irrigation water right for which they pay a separate fee captured in Council's budget. For some erven the right to access to irrigation water is entrenched in their Title Deeds, whilst others apply annually to be included if their property is situated next to the reticulation network.

Section 5 (1) of said by law allows for the municipality or a service provider to provide irrigation through a network. Section 5(6) of the by law allows the Municipality to enter into an agreement with a Water Association to manage and maintain this service.

In terms of Section 156(1)(a) of the Constitution, a Municipality has executive authority and the right to administer local government matters listed in Schedule 4B and 5B of the Constitution. The provision of water services is listed in schedule 4B. Schedule 4B, however, limits the provision of water services to potable water. Irrigation (Leiwater) is not a basic municipal service as defined in the Local Government: Municipal Systems Act, No 32 of 2000. Providing irrigation water to consumers, remains a municipal service, albeit an option one.

The Barrydale Leiwater Association is a water users association in Barrydale, consisting of irrigation water users. The Barrydale Association approached the Municipality to take over the irrigation system and to manage this service on behalf of the Municipality.

DISCUSSION

It should be mentioned that large portions of the irrigation channels in Barrydale doubles as stormwater channels. As the provision of irrigation water is not a core municipal function, the Municipality do not undertake major maintenance on the reticulation network and this resulted in a significant back-log, requiring a significant repair and maintenance investment.

There is one permanent official tasked with irrigation water.

Section 78 (3) of the Municipal Systems Act reads as follows:

(3) If a municipality decides in terms of subsection (2) *(b)* to explore the possibility of providing the municipal service through an external mechanism it must-

(a) give notice to the local community of its intention to explore the provision of the municipal service through an external mechanism;

(b) assess the different service delivery options in terms of section 76 *(b)*, taking into account -

(i) the direct and indirect costs and benefits associated with the project, including the expected effect of any service delivery mechanism on the environment and on human health, well-being and safety;

(ii) the capacity and potential future capacity of prospective service providers to furnish the skills, expertise and resources necessary for the provision of the service;

(iii) the views of the local community;

(iv) the likely impact on development, job creation and employment patterns in the municipality; and

(v) the views of organised labour; and

(c) conduct or commission a feasibility study which must be taken into account and which must include –

(i) a clear identification of the municipal service for which the municipality intends to consider an external mechanism;

(ii) an indication of the number of years for which the provision of the municipal service through an external mechanism might be considered;

(iii) the projected outputs which the provision of the municipal service through an external mechanism might be expected to produce;

(iv) an assessment as to the extent to which the provision of the municipal service through an external mechanism will –

(aa) provide value for money;

(bb) address the needs of the poor;

(cc) be affordable for the municipality and residents; and

(dd) transfer appropriate technical, operational and financial risk;

(v) the projected impact on the municipality's staff, assets and liabilities;

(vi) the projected impact on the municipality's integrated development plan;

(vii) the projected impact on the municipality's budgets for the period for which an external mechanism might be used, including impacts on revenue, expenditure, borrowing, debt and tariffs; and
(viii) any other matter that may be prescribed.

The feasibility study was advertised to the public and the comments received are attached as **Annexure A.17.1-2.**

LEGAL IMPLICATIONS

Section 78, Local Government: Municipal Systems Act, Act 32 of 2000.
Constitution of the Republic of South Africa, 1996.
Swellendam By Law on irrigation water

FINANCIAL IMPLICATIONS

PERSONNEL IMPLICATIONS

One staff member is permanently allocated to the irrigation water function in Barrydale.

COMMUNICATION IMPLICATIONS

The inputs from the unions will be tabled to Council.

COMMENTS FROM DEPARTMENTS

Director: Infrastructure Services

None

Director Financial Services

Municipal Manager

As per report.

RECOMMENDED

1. that, depending on a positive input from Labour, the operation of the Barrydale Irrigation Water System, through the Barrydale Water Association, be approved by Council in terms of Section 78 of the Local Government: Municipal Systems Act, Act 32 of 2000 and that a Service Delivery Agreement be drafted in this respect.

9.1.17

Item number A111. 29.05.2026

WAIVER OF SUPPLEMENTARY VALUATION CHARGES FOR PROPERTIES IN MALAGAS AFFECTED BY THE RECENT DISASTER

Report of the Director: Finance:	Ms Elmari Wassermann
Department	Finance
Division	Revenue
File Number	5/2/5

PURPOSE OF REPORT

The purpose of this report is to obtain Council approval for the waiver of supplementary valuation charges applicable to properties in the Malagas area that were affected by the recent disaster and where property values may have materially changed.

FACTS AND BACKGROUND

The Malagas area was recently affected by a disaster that damaged a number of properties. This damage is likely to have affected the market value of the affected properties, thereby necessitating an update to property values for rating purposes.

DISCUSSION

Section 78(1) of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), requires a municipality to conduct a supplementary valuation of any rateable property where there has been a change in the value of the property or in circumstances affecting that valuation.

In addition, section 78(1)(h) provides for a supplementary valuation where there has been a change in the value of the property for any reason.

The need for supplementary valuations arises directly from an unforeseen disaster. As affected property owners may already be experiencing financial hardship, the imposition of supplementary valuation charges would be inequitable in the circumstances.

Waiving these charges would be consistent with the principles of fairness and good governance, provided that the waiver is limited to property owners whose properties sustained water damage as a result of the disaster.

Where an owner requests a revaluation on the basis of the recent disaster and flooding, and the municipal valuer subsequently determines that no water damage occurred, the revaluation fee, as provided for in the approved tariff list, will be levied for the account of the property owner.

LEGAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

The cost to the municipality is estimated at R550 per property, for a total of approximately R200 000.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

DIRECTOR FINANCIAL SERVICES

Properties in Malgas were severely affected by the recent flooding, which may warrant supplementary revaluations under the Municipal Property Rates Act. There are approximately 350 properties in the area. If approximately 50 properties have been affected, the potential revenue impact is approximately R930 000. The full extent of the damage has not yet been confirmed by the municipality.

RECOMMENDED

Council is requested to consider and approve the following:

1. that Council note the disaster due to extreme weather (storm level 8) of 11-12 May 2026 and its potential impact on residential properties in the Malagas area.
2. that Council approve the undertaking of supplementary valuations in terms of section 78 of the Municipal Property Rates Act for the affected area.
3. that Council approve the waiver of supplementary valuation charges for qualifying affected properties.

9.2 Consideration of matters which require non-disclosure

<u>See In-Committee Minutes:</u>

9.2.1 Minutes of an In-Committee Council meeting held on Wednesday, 13 May 2026.

9.3 Consideration of urgent matters

10 MINUTES OF COMMITTEES AND AD HOC COMMITTEES

10.1 Minutes of an Ordinary Mayoral Committee meeting held on Wednesday, 25 March 2026.

10.2 LBRCT Quarterly report.

11 CONFIRMATION OF MINUTES

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

11.1 Minutes of an Ordinary Council meeting held on Thursday, 30 April 2026.

11.2 Minutes of a Special Council meeting held on Wednesday, 13 May 2026.

12. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

13. CONSIDERATION OF MATTERS OF EXIGENCY

14. GENERAL

15. CLOSURE

16. NOTICE TO THE PUBLIC

Swellendam Municipality

Notice is hereby given in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that an **Ordinary Council meeting** of the Municipal Council of Swellendam Municipality is scheduled as follows:

Date: Thursday, 28 May 2026
Time: 10:00
Location: COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM

A. VORSTER
MUNICIPAL MANAGER
Notice number: A10/2026

SWELLENDAM MUNISIPALITEIT

Kennisgewing geskied hiermee in terme van Artikel 19 van die Wet op Plaaslike Regering: Wet op Munisipale Stelsels, 2000 (Wet 32 van 2000) dat 'n **Gewone Raadsvergadering** van die Swellendam Munisipale Raad soos volg geskeduleer is:

Datum: Donderdag, 28 Mei 2026
Tyd: 10:00
Plek: RAADSAAL, RHENIUSSTRAAT, SWELLENDAM

A.VORSTER
MUNISIPALE BESTUURDER
Kennisgewing nommer : A10/2026

Council Meeting Date Changed to Friday, 29 May 2026 at 10:00.

17. BLANK APPLICATION FOR LEAVE OF ABSENCE FORM

SWELLENDAM MUNICIPALITY

APPLICATION FOR LEAVE OF ABSENCE FROM MEETING

(Note: To be submitted to the Chairperson before the start of the meeting)

Name of Councillor …………………………………………………………...

Herewith I apply for leave of absence from the following meeting(s):

MEETING	DATE
Council Meeting	
Special Council Meeting	
Executive Mayoral Committee Meeting	
Any other Committee/Forum/Workshop (Please specify)	
Reason for absence	

_________________________ _________________________

SIGNATURE DATE