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)
		R. de Ridder	(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 Wednesday, 22 July 2026** at **10:00** in the **Council Chambers, Rhenius Street, Swellendam** to consider the items attached hereto.

17.07.2026

DATE

J. du T. Loubser

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

June 2026

April Plaatjies	SWELLENDAM
Sarah Meiring	SWELLENDAM
Maria Fredericks	SWELLENDAM
Julian Siyabonga Windvogel	SWELLENDAM
Isabella Herder	SWELLENDAM
Mintoor Pick	SWELLENDAM
Elsie Beukes	SWELLENDAM
Eva Jaftha	SWELLENDAM
Ileen Lewis	SWELLENDAM
Mariana Lotz	SWELLENDAM
Betty Pretorius	SWELLENDAM
Hendrik De Koker	SWELLENDAM
Gertruida Syster	SWELLENDAM
Shaheeda Francke	SWELLENDAM
Rosaline Ehlers	SWELLENDAM
Sofia Louw - Snyders	SWELLENDAM
Baby Hermanus	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 A140. 22.07.2026

SUPPLY CHAIN MANAGEMENT MONTHLY REPORT – JUNE 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 record the reasons for any deviation from the procurement process and report it to the next council meeting.

DISCUSSION

The SCM monthly report for June 2026 is attached as **Annexure A.1 to A.2** to enable Council to fulfil its oversight role. The report informs Council 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

Acting Director: Corporate Services

None

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes cognisance of the Supply Chain Management Report for June 2026 attached as **Annexure A.1 to Annexure A.2.**

9.1.2

Item number A141. 22.07.2026

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT – JUNE 2026

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

PURPOSE OF REPORT

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

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, 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 4th SCM quarterly report ending June 2026 is attached as **Annexure A.3** to enable Council to fulfil its oversight role. The report informs on the following matters:

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

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

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003
- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2025

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Director: Infrastructure and Panning Services

None

Municipal Manager

None

RECOMMENDED

1. that cognisance be taken of the Supply Chain Management Quarterly Report ending June 2026 for the 2025/2026 financial year, in terms of Paragraph 6(2)(a) of the SCM Regulations, 2005;

2. that the report be made public in accordance with Section 21A of the Municipal Systems Act, in terms of Paragraph 6(4) of the SCM Regulations, 2005.

9.1.3

Item number A142. 22.07.2026

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

Report of the Director: Financial Services:	Ms. E. Wasserman
Department:	Financial Services
Section:	Financial Services
File number:	5/15/1/1

PURPOSE OF THE REPORT

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

FACTS AND BACKGROUND

A snapshot of the audit outcome is presented below:

OVERALL AUDIT OUTCOMES

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 findings | Not 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.4**.

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	3	5
	Delivery	0	0	0
	Total	**20**	**14**	**6**

The updated Audit Action Plan for the 2024/2025 audit is attached as **Annexure A.4.**

LEGAL IMPLICATIONS

Municipal Finance Management Act, No 56 of 2003

FINANCIAL IMPLICATIONS

The financial implications were determined depending on the actions to be taken. Especially on ICT matters, projects were funded from the 2025/2026 budget, or alternatively financial implications will be referred to the 2026/2027 budget.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting 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 the MPAC Committee, and Management bi-monthly.

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

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

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

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

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that Council take 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 progress on the Audit Action Plan be reported to the Council bi-monthly.

9.1.4

Item number A143. 22.07.2026

2025/26 4th QUARTER AUDIT AND PERFORMANCE AUDIT COMMITTEE (APAC) CHAIRPERSON REPORT FOR THE PERIOD ENDED 30 JUNE 2026 AND THE MINUTES OF THE APAC MEETING HELD ON 25 JUNE 2026.

Report of the Senior Internal Auditor: Mr. A Petersen

Department	Municipal Manager
Section	Internal Audit
Proposed File number	3/3/3/16

PURPOSE OF THE REPORT

The purpose of the report is to submit the 4th Quarter Audit and Performance Audit Committee Chairperson Report and the minutes of the meeting held on 25 June 2026 to Council for cognizance.

FACTS AND BACKGROUND

In terms of National Treasury's Circular 65 of 2003, the Audit and Performance Audit Committee must quarterly report to the Council on the performance of their functions and duties, as well as the functions of the Internal Audit department. This circular was amended in 2012, to adapt to the latest developments and expectations regarding Internal Audit.

DISCUSSION

Based on this Circular, the Audit and Performance Audit Committee drafted its quarterly report for the period ending 30 June 2026 which is submitted to Council for discussion and consideration.

<u>Annexures A.5 to A.6.</u>

1. 2025/26 4th Quarter Audit and Performance Audit Committee Chairperson Report for the period ended 30 June 2026; and
2. Minutes of the Audit and Performance Audit Committee Meeting held on 25 June 2026.

LEGAL IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that cognisance be taken of the 2025/26 4th Quarter Audit and Performance Audit Committee Chairperson report for the period ended 30 June 2026; and
2. that cognisance be taken of the minutes of the Audit and Performance Audit Committee meeting held on 25 June 2026.

9.1.5

Item number A144. 22.07.2026

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) AND PERFORMANCE QUARTERLY REPORT FOR PERIOD ENDED 30 June 2026

Report of the Municipal Manager:	Mrs A Vorster
Department:	Municipal Manager
Section:	Performance Management
File number:	2/13

PURPOSE OF REPORT

The purpose of the report is to submit to Council the Service Delivery and Budget Implementation Plan (SDBIP) and Performance Quarterly Report for the quarter ending 30 June 2026.

FACTS AND BACKGROUND

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

DISCUSSION

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

The Quarterly Budget Statement and Quarter SDBIP Report are **attached as Annexure A.7.**

The key elements can graphically be presented as follows:

1. Implementation of Budget

   For the fourth quarter, the following are highlighted.

   The total revenue excluding capital transfers and contributions budget is R560,5 million, with a year-to-date revenue of R 530,5 million.

   Property rates reflect at 103,7% of the budgeted amount, while the electricity amount raised represents 96,7% of the budgeted amount. The water revenue amount represents 103,3% of the budgeted amount.

   The total expenditure budget is R594,0 million and the year-to-date actual is R508,0 million which is 85,5%.

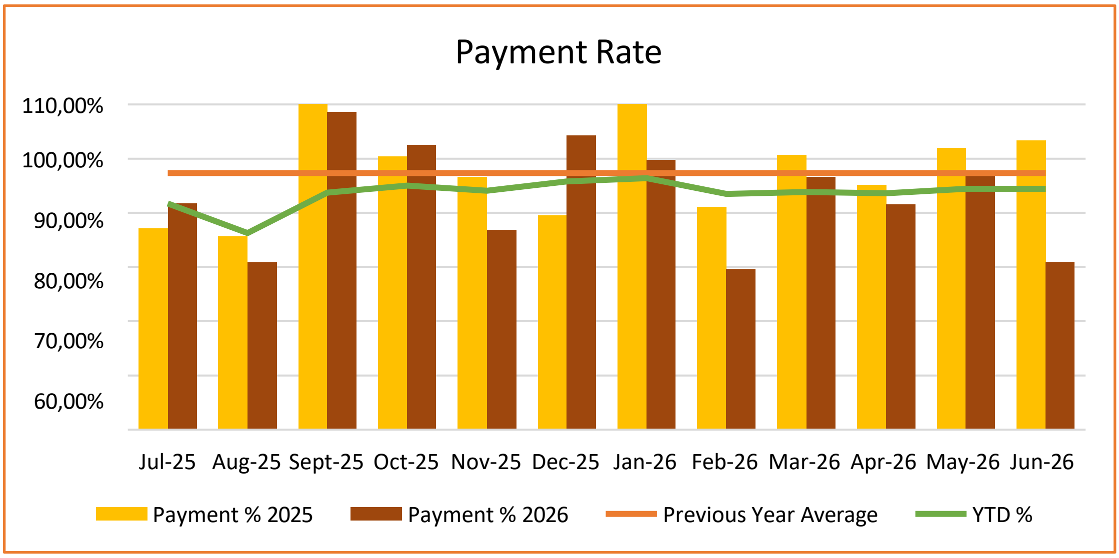
   The budgeted amount for capital expenditure is R102,8 million of which R62,2 million has been expended to date, i.e. 60,5%.

   The actual total cash available on 30 June 2026 amounts to R 217,3 million.

   The liquidity ratio is 3.21:1, which means the Municipality can honour its short-term debt.

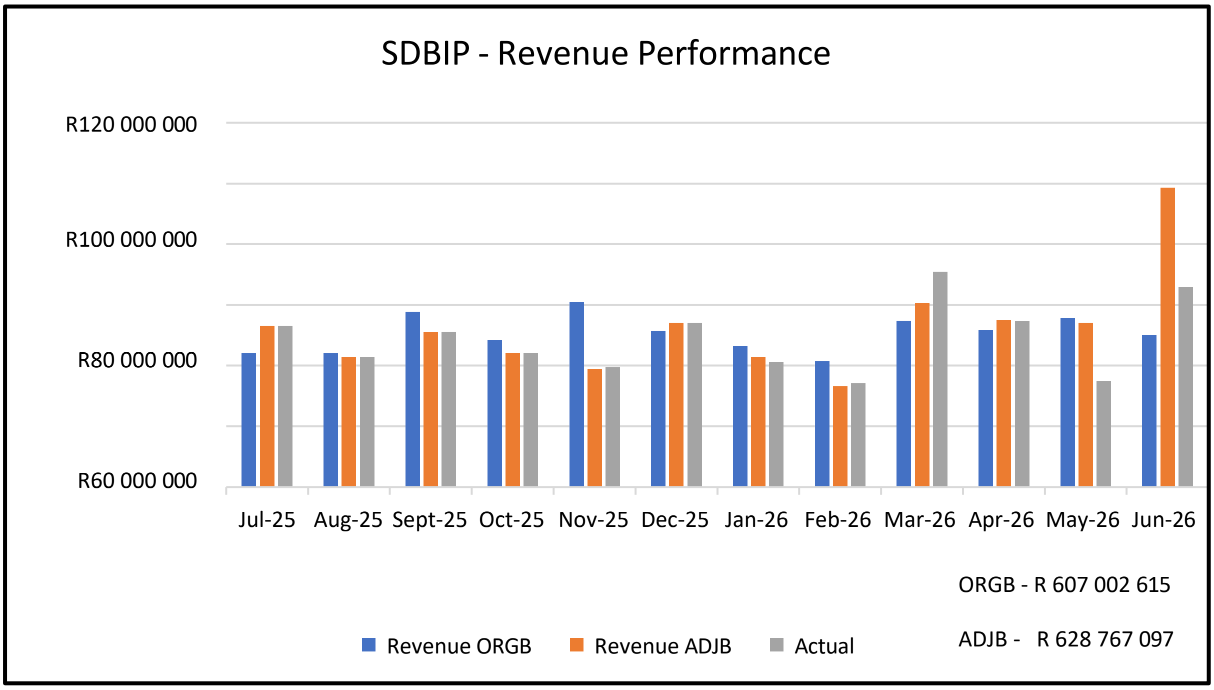
The gearing ratio is 5%, while the payment percentage of debtors is at 92,7%.

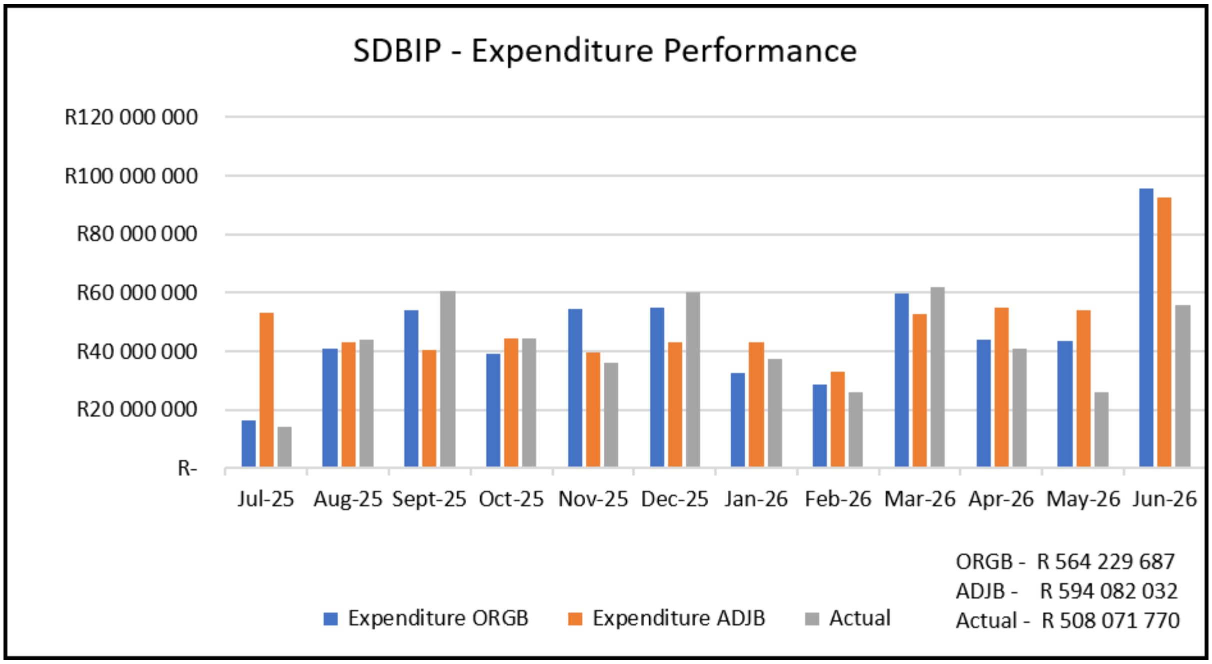
The payment rate remains under pressure with fluctuations as seen in the previous financial year. Continuous credit control actions are implemented.

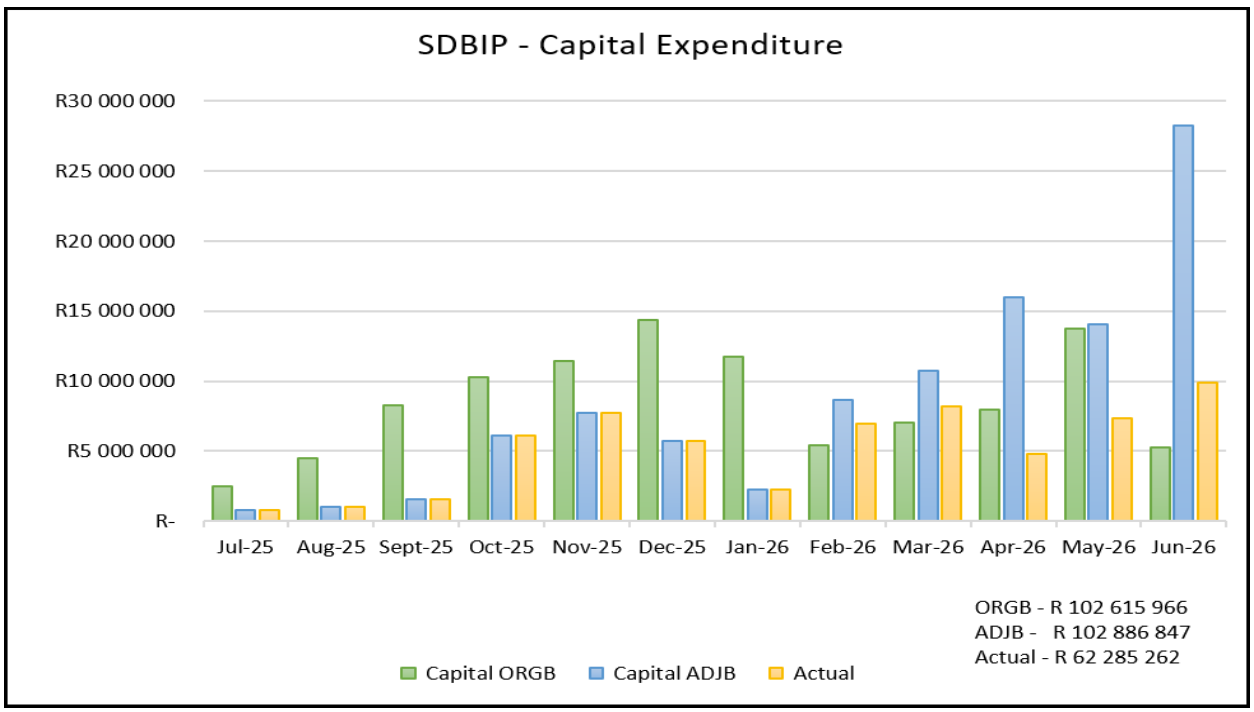


2. Implementation of Performance

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







LEGAL IMPLICATIONS

Section 52(d) of the MFMA

FINANCIAL IMPLICATIONS

No direct financial implication.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes cognizance of the 2025/26 Top Layer Service Delivery and Budget Implementation Plan (SDBIP) and Performance quarterly report for the quarter ended 30 June 2026.
2. that Council takes note of the report on the implementation of the budget and financial state of affairs of the municipality for the quarter ending 30 June 2026, in terms of Section 52 (d) of the MFMA.

9.1.6

Item number A145. 22.07.2026

MUNICIPAL MANAGER'S MONTHLY REPORT FOR JULY 2026

CONFIRMATION OF HUMAN RESOURCES PULSE TRAINING: SWELLENDAM

SALGA will conduct the Municipal HR Pulse Training and Deployment Programme for the Swellendam Municipality on 23 July 2026. The HR Pulse is an automated Human Capital Management profiling tool designed to assess HR practices, identify gaps, and support improvement.

The training will cover the following:

- HR Pulse overview and system usage.

- Completion of assessment and evidence uploading.

- Validation and approval process.

- Interpretation of results and improvement planning.

Mildred Minnaar and Sachin Lintnaar will attend the training.

Buffeljagrivier Grand Stand

The Department of Cultural Affairs and Sport (DCAS) approved funding of R656 000.00 for the Buffeljagsrivier Grandstand. The planned implementation is for the 2026/27 financial year. The project is on the capital budget for the municipality as approved in May 2026. Swellendam Municipality engaged with the Rugby Club on the positioning of the stand. The project is currently in the design development stage.

Buffeljagsrivier Community Hall:

The Department of Land Reform and Rural Development (DLRRD) approved funding of the Community Hall project in Buffeljagsrivier. The Department will address the procurement of the contractor and funding of the project for stage 2-6. The funds will not be transferred to the municipality; hence it will not appear on the capital budget of the municipality. The Department will hand over the building once the project is completed.

The intention from DLRRD is to complete the project in their 2026/27 financial year ending March 2027. The approved project rollout has not yet been received but the project is finalising Concept & Viability (stage 2), and it is planned for Design Development (stage 3) from mid-July 2026. The Community Hall is to be located next to the library. This is mainly due to the concern about safety and a deterrent against vandalism. The current vandalised community hall was of great concern to the donor department, and the project was nearly cancelled due to concern about the safety of the asset.

See picture below for the site on the new community hall.

SA Local Government Association approached High Court to interdict Phase Two of the AARTO Act rollout

The Administrative Adjudication of Road Traffic Offences Act aims to centralise traffic fine management, shifting violations from courts to administrative processes.

The South African Local Government Association (SALGA) has approached the North Gauteng High Court to interdict Phase Two of the AARTO Act rollout.

The Administrative Adjudication of Road Traffic Offences Act aims to centralise traffic fine management, shifting violations from courts to administrative processes.

SALGA said that municipalities are already under severe financial strain, with limited resources to deliver essential services.

SALGA and Western Cape Municipalities attempted to engage with the Department of Transport but to no avail.

The High Court scrapped SALGA's court case from the role as they deemed it as non-urgent. Western Cape Municipalities all approached the Minister of Transport to delay AARTO until certain operational and legal matters could be resolved, but the Minister has not responded.

The City of Cape Town, with the support of municipalities in the Western Cape, declared an inter-governmental dispute on AARTO and thus AARTO has not been implemented in the Western Cape.

OUTA has now also approached the court to put a hold on AARTO.

APPEAL AGAINST THE DECISION OF THE BREEDE RIVER ESTUARY MUNICIPAL LIAISON COMMITTEE

An appeal was lodged against the decision of the Breede River Estuary Municipal Liaison Committee.

The Municipality was obliged to consider whether the appeal has been validly lodged in accordance with the applicable legislative framework.

Section 20 of the Swellendam Municipality By-Law Relating to the Management and Use of Rivers provides that a person whose rights are affected by a decision of the Municipality may appeal against such decision by giving written notice of appeal and the reasons to the Municipal Manager within twenty-one (21) days of the date of the decision.

The decision forming the subject of the appeal was dated 7 May 2026.

Applying the prescribed method of calculation, the twenty-one (21) day appeal period expired on 28 May 2026.

The Municipality's records reflect that the appeal was only transmitted to the Municipality by electronic mail on 19 June 2026 at 17h06.

The appeal was therefore lodged approximately twenty-two (22) days after expiry of the prescribed appeal period.

The Appeal Procedure applicable to appeals brought in terms of Section 62 of the Local Government Municipal Systems Act 32 of 2000 expressly provides

that:

- Appeals lodged outside of the prescribed twenty-one (21) day period will not be considered by the Appeal Authority
- The calculation of the prescribed period is based on calendar days;
- The Municipal Systems Act does not provide for the condonation of appeals lodged outside of the prescribed twenty-one (21) day period

The Appeal Authority has neither the right nor the discretion to condone or waive compliance with the twenty-one (21) day notice period prescribed by section 62 of the Systems Act.

In the circumstances, the appeal was not lodged within the peremptory period prescribed by Section 20 of the By-Law and Section 62 of the Local Government: Municipal Systems Act 32 of 2000.

As neither the By-Law nor the Systems Act provides for the extension of the prescribed period or the condonation of a late appeal, the Municipality is of the view that the Appeal Authority cannot entertain the appeal.

The Municipality accordingly placed the appeal before the Appeal Authority (The Executive Mayor) and the Appeal Authority resolved that as the appeal was not lodged within the prescribed twenty-one (21) day period, it not be upheld.

REPAIR OF VANDALISED HOUSES IN SWELLENDAM

ASLA is in the process of prioritising the repair sequence, following the re-assessment done in June.

The first five that could be repaired are the following:

9204 - on both January and June list (R 15 509.24 in January assessment, R 54 618.93 in June assessment)

9444 - on June list (R 39 219.32)

9380 - on June list (R 45 740.33)

9467 - on both January and June list (R 16 968.39 in January assessment, R 76 097.45 in June assessment)

9471 - on both January and June list (R 16 968.39 in January assessment, R 76 097.45 in June assessment)

From the January assessment a total of R 930 150.31 (64 houses), R 235 775.61 (26 houses) worth of repairs have already been completed, leaving R 3 959 063.33 (52 houses) of the R 4 194 838.94 in the June assessment, but R 694 374.70 of the approved R 930 150.31 from the January assessment.

INDUSTRIAL PROPERTY OWNERS' ENGAGEMENT

An engagement was held with the property owners in the Industrial Area to discuss future collaboration on the upkeep, maintenance and upgrading of roads in the Industrial Area. A costing of the upgrading of the roads will be supplied by the Municipality to the industrial owners, whilst further investigation into special rating zones will be undertaken by the Municipality.

COMMUNITY SAFETY MEETING

A community safety meeting was held with stakeholders in the community safety environment. The meeting was well-attended with the following outcomes:

- A survey to be undertaken with recommendation on location of safety cameras.
- Special enforcement on foreigner control and theft in the Nuwe Dorp / Malgas Area.
- Continued operations between SAPS/ Law Enforcement and Department of Home Affairs.
- Continued contact between role-players on 30 June foreigner due date developments.
- Zero tolerance approach on alcohol use in the public.
- Engagement with farmer unions and employers on employment of illegal/ undocumented foreigners.
- Information sharing on procedures around foreigner verification and repatriation.
- Continued engagement on upgrading of informal settlement in Swellendam.
- Zero tolerance around roaming livestock.

COMMUNITY SAFETY: FOREIGNER CONTROL

Early in July there was a group of about 30 farmworkers that held an impromptu protest about foreigners being employed on the farm that they worked on. SAPS monitored the situation and engaged with the employer to de-escalate the situation.

Whilst about 30 foreigners voluntarily left Swellendam, with more than 80 being detained by SAPS, initiatives on foreigner control are continuing.

On 15 July community representatives alerted Swellendam Municipality and SAPS of community members intending to protest against foreigners that are employed and indicated that foreigners should leave the Swellendam area.

Meetings were held with SAPS, the Municipality, Overberg Mediation Team and spaza shop owners to alert everyone on the risk posed by the sentiment of some community members. Everyone present committed to ensure that legal processes are to be followed and law-abiding persons be protected. At the community meeting on 15 July a small portion of community members indicated that they still wished to organise a protest. SAPS is monitoring the situation, together with other law enforcement agencies.

HOUSE SHOP POLICY AND INDIGENT SUPPORT

A community meeting was held on the request of Cllr JA Matthyssen, where information was shared with the public on the qualification criteria and processes to apply for indigent subsidies. There was also an explanation on the policy and procedures around house shops. Several house shop operators attended the meeting and provided input. This input will be channelled through the Council Portfolio before being tabled to Council.

Please find attached the Media and Communications report for June 2026 as **Annexure A.8.**

A Vorster

MUNICIPAL MANAGER

9.1.7

Item number A146. 22.07.2026

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

Report of the Municipal Manager: Mrs A. Vorster

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

PURPOSE OF THE REPORT

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

The schedules for April to June 2026 **are attached as Annexure A.9.**

DISCUSSION

As under purpose of the report.

LEGAL IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that Council takes cognisance of the report on the implementation of Council Resolutions for the period April to June 2026.

9.1.8

Item number A147. 22.07.2026

COUNCIL IN RECESS: JULY 2026: REPORT ON DELEGATED AUTHORITY OF THE EXECUTIVE MAYOR

Report of the Municipal Manager: Mrs. A. Vorster

Department Administrative Support

File number 3/2/2/1

PURPOSE OF THE REPORT

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

FACTS AND BACKGROUND

Council was officially in recess for the period 1 July 2026 – 21 July 2026 and during periods of recess, all urgent matters shall be dealt with by the Executive Mayor in consultation with the Municipal Manager, if and when required in terms of the delegations per Resolution A2374 taken on 5 June 2013, which reads as follows:

RESOLVED:

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

DISCUSSION:

The following matter was referred to the Executive Mayor:

- Unforeseen and unavoidable expenditure relating to two (2) WSIG projects (Railton Pump Station and Barrydale Bulk Water Phase 2, Portion 3) to the amount of R7 691 000 was authorized by the Executive Mayor in terms of Section 29 of the MFMA;

- This expenditure must be appropriated in an adjustments budget within 60 days after the expenditure was incurred.

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

R7 691 000

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

None

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that the report on the execution of delegated authority by the Executive Mayor during the Council recess of 1 – 21 July 2026 be noted;
2. that it be noted that unforeseen and unavoidable expenditure relating to two (2) WSIG rollover projects (Railton Pump Station and Barrydale Bulk Water Phase 2, Portion 3) to the amount of R7 691 000 was authorized by the Executive Mayor in terms of Section 29 of the MFMA;

3. that it be noted that a special adjustments budget will be tabled to Council in due course.

9.1.9

Item number A148. 22.07.2026

REPORT ON THE DESIGNATION OF AN ACTING EXECUTIVE MAYOR: SECTION 56(7) OF THE MUNICIPAL STRUCTURES ACT

Report by the Office of the Speaker, Alderman J. du T. Loubser

File Number 3/3/3/1

PURPOSE OF REPORT

This report is submitted to Council in terms of Section 56(7) of the Municipal Structures Act, 1998 (Act No. 117 of 1998), which provides for the designation of an Acting Executive Mayor in the event of the Executive Mayor's non-availability or absence.

FACTS AND BACKGROUND

Section 56(7) of the Municipal Structures Act stipulates that:

- If the Executive Mayor is absent or not available, and the Council does not have a deputy executive mayor, the Council must designate an Acting Executive Mayor.
- The Acting Executive Mayor assumes all powers, functions, and responsibilities of the Executive Mayor during the period of absence.

DISCUSSION

The Executive Mayor, Councillor H. F. du Rand, has indicated that he will be on official leave from 3 August 2026 to 28 August 2026

This absence necessitates the designation of an Acting Executive Mayor to ensure continuity in governance and leadership.

Attached as **Annexure A.10** is a letter dated 13 July 2026 received from the Executive Mayor, Councillor H.F. du Rand.

LEGAL IMPLICATIONS

Section 56(7) of the Local Government Municipal Structures Act, Act 117 of 1998.

FINANCIAL IMPLICATIONS

R17 674,34.

RECOMMENDED

1. that it be noted that the Executive Mayor, Councillor H.F. du Rand, will be on official leave from 3 August 2026 until 28 August 2026;

2. that a Councillor be designated as Acting Executive Mayor for the duration of the Executive Mayor's absence;
3. that it be noted that the Acting Executive Mayor will exercise all powers and perform all functions of the Executive Mayor as provided for in the Municipal Structures Act.

9.1.10

Item number A149. 22.07.2026

SWELLENDAM AESTHETICS AND CONSERVATION COMMITTEE: APPOINTMENT OF PUBLIC REPRESENTATIVES

Report by: Senior Manager Land Use Planning

Directorate: Infrastructure and Planning Services

Section: Land Use Planning (Town Planning and Building Control)

File number: 12/2/3/6

PURPOSE OF REPORT

To table the names of persons that have been nominated to serve on the Swellendam Aesthetics and Conservation Committee, for consideration and appointment by Council.

FACTS AND BACKGROUND

On 29 May 2026 Council resolved as follows:

EXTRACT COUNCIL MINUTES: 29 MAY 2026

RESOLVED **Item A97/29/05/2026**

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.

Notices inviting nomination for new members to serve on the Aesthetics and Conservation Committee were placed in the local press, on the Municipal Website and on the Municipal Facebook Page. The closing date for nominations was 3 July 2026.

In response to the Notices, the administration received the names of 3 new nominees. The names of the new nominees will be added to the names of the existing 6 members, who have all indicated their willingness to serve on the Committee for a further term, as indicated in the previous item. Committee members serve in a voluntary capacity and are not remunerated in any way. The committee's role is advisory.

DISCUSSION

In essence the administration has received 9 nominations to serve on the Aesthetics and Conservation Committee; 6 existing members and 3 new nominations, that were received in response to the public advertisement. The 9 nominations are as follows:

1. Alex Hayn
2. Christiana Louise Mocke
3. Gerald Fourie
4. Kobus Van Wyk
5. Penny Pistorius
6. Theodore De Goede

The following new names have been received:

7. Aat Lindeque (Registered Architect)
8. Nina Jochum (Conservation and Heritage Activist)
9. Saskia Van Leeuwen (Member of the Swellendam Heritage Association)

The documentation received in support of the 3 new nominations is attached for consideration – refer to ***Annexure A.11***. It is submitted that the 3 new nominees have the skills, interest and bona fides to take on the role and responsibilities as a member of the Committee. Indeed, we have been fortunate to receive the nomination of a number a very experienced and qualified persons, which certainly stands Council in good stead moving forward.

LEGAL IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

None.

PERSONNEL IMPLICATIONS

None.

COMMUNICATION IMPLICATIONS

None.

COMMENTS FROM DEPARTMENTS

Director: Financial Services

No additional comments.

Director: Infrastructure and Planning Services

As per report.

Municipal Manager

The appointment of the nominated persons is supported.

RECOMMENDED

1. that the content of the report on the appointment of public representatives on the Swellendam Aesthetics and Conservation Committee with annexures, be noted.
2. that the following persons be appointed to serve on the Swellendam Aesthetics and Conservation Committee for a 3-year term:

   - Alex Hayn
   - Christiana Louise Mocke
   - Gerald Fourie
   - Kobus Van Wyk
   - Penny Pistorius
   - Theodore De Goede
   - Aat Lindeque
   - Nina Jochum
   - Saskia Van Leeuwen

9.1.11

Item number A150. 22.07.2026

DBSA GRANT APPLICATION : REVENUE ENHANCEMENT

Report by the Director Financial Services: Miss. E. Wassermann

Department: Financial Services

File number: 5/6/1/67

PURPOSE OF REPORT

To inform Council on the DBSA revenue enhancement project proposal and implementation plan.

FACTS AND BACKGROUND

Council resolved under item A136/30/09/2021 as follows:

UNANIMOUSLY RESOLVED **Item A136/30/09/2021**

1. that Council approves the Revenue Enhancement Programme with proposed projects.
2. that Council accepts the DBSA's offer for the implementation of the Revenue Enhancement Programme support funded from a grant fund allocation and the management of the disbursement towards progress in deliverables during the implementation of the project.
3. that Council supports the terms of the Agreement.
4. that the Municipal Manager be authorised and mandated to sign the agreement on Council's behalf and to sign and/or dispatch all documents and notices to be signed and/or dispatched by it under or in connection with the Agreement.
5. that the Municipal Manager provide the DBSA with the designated and authorised signatories, any of whom shall represent the municipality on the project steering committee for the purposes stated in the Agreement.
6. that the Municipal Manager provides the relevant FICA documentation required by the DBSA in terms of regulations 3, 4, 5 and 6 of FICA (the Financial Intelligence Centre Act, 38 of 2001).

DISCUSSION

Since 2021, the DBSA has finalised the tender process and has an introductory meeting on 16 July 2027. The DBSA has approved the provision of grant funding to the Municipality in the amount of R5 000 000, inclusive of VAT, subject to certain conditions.

The Revenue Enhancement Support programme aims to improve billing accuracy, optimise collections, and develop medium- to long-term revenue protection. Disbursements to service providers occur within 20 business days of approval, with meetings held monthly.

Focus areas include:

a) Data Cleansing
   - Ensuring billing data is accurate and complete.

- Verifying all consumers are billed for services rendered and at the correct tariffs.
- Updating customer details and ensuring all properties are on the valuation roll.

b) Tariff Structure Review
   - Reviewing and restructuring tariffs for cost reflectiveness (e.g., refuse removal, water, electricity).
   - Recommending new tariff structures and rollout strategies.

c) Metering Audit
   - Auditing meters for functionality, accessibility, and legality.
   - Identifying unbilled stands, illegal connections, and land use discrepancies.

d) Audit of Indigent Register and Free Basic Services
   - Reviewing the indigent register and allocation of free basic services.
   - Reducing the number of customers incorrectly receiving free services.

e) Policy and SOP Review
   - Reviewing and updating revenue-related policies (property rates, credit control, debt collection).
   - Implementing best practice standard operating procedures (SOPs) across the revenue management value chain.

f) Infrastructure Project Identification and Business Planning
   - Identifying and prioritising infrastructure projects to broaden and protect revenue streams.
   - Preparing business plans to access funding for prioritised projects.

g) Municipal Revenue Improvement Plan (MRIP)
   - Compiling and implementing a consolidated MRIP based on project outcomes.
   - Tracking implementation progress post-project.

These focus areas are designed to improve billing accuracy, optimise collections, enhance operational efficiency, and ensure the long-term sustainability of municipal revenue.

The key milestones for the Revenue Enhancement Programme are:

a) Milestone 1 - Project Inception and Preparation
b) Milestone 2 - Conducting a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and compiling reports on the existing situation and stakeholder engagement.
c) Milestone 3 - Cost of Supply Studies and Tariff Structure Review. Analysing and restructuring tariff codes for cost reflectiveness across services.
d) Milestone 4 - Metering Audit - Desktop audit of 100% of meters and 10,600 stands for electricity and water, including metering management and land use/zoning verification.
e) Milestone 5 - Review of Indigent Register and Policies
f) Milestone 6 - Development of Best Practice SOPs and Staffing Requirements. Reviewing and developing standard operating procedures and identifying staffing needs.
g) Milestone 7 - Implementation of Quick Wins and Skills Transfer. Implementing identified low-hanging fruit/initiatives (within a set budget) and transferring skills to municipal officials.

h) Milestone 8 - Identification and prioritisation of Infrastructure Projects - Identifying and prioritising interventions and infrastructure projects for short-, medium-, and long-term revenue protection, and developing business cases for funding.

i) Milestone 9 - Final Consolidated Municipal Revenue Improvement Plan (MRIP) - Compiling and delivering the final MRIP, consolidating all findings and recommendations.

The DBSA requires that a Project Steering Committee be established. Their proposal for the project steering committees is as follows:

a) **Municipal Project Steering Committee (MPSC)** - The role of the committee (MPSC) is to provide strategic and technical direction to the project. This committee serve as the primary interface between the stakeholders with respect to the Project. The committee must conduct monthly meetings and approve the progress payments. The proposed members of the committee are:
- Chairperson – Municipal Manager;
- Professional Service Provider - Project Manager;
- DBSA – Revenue Enhancement Specialist;
- Provincial Treasury Representation;
- SALGA Representation;
- Chairperson of Technical Steering Committee (TPSC);
- Director Technical Services;
- Internal audit

b) **Technical Steering Committee (TPSC)** - To provide strategic and technical direction to the project. The proposed members of the committee are:
- Chairperson – Director Financial Services;
- Revenue Manager;
- Representative Town Planning;
- Representative Technical Department;
- Internal audit;
- Any other technical official;

The Terms of Reference for the Project Steering Committee are attached as **Annexure A.12.**

At the introductory meeting, the DBSA requested that Council confirm their commitment by means of a specific resolution template:

WHEREAS:

The Municipality requested grant funding for the Revenue Enhancement Programme from the Development Bank of Southern Africa Limited ("**DBSA**")

The DBSA has approved the provision of grant funding to the Municipality (the "**Grant**") in the amount of **R5 000 000**(the "**Grant Amount**"), inclusive of VAT and applicable taxes thereon and subject to certain conditions precedent.

Accordingly, the Municipality is obliged to enter into a grant agreement with the DBSA (the "**Grant Agreement**"), setting out the terms and conditions upon which the DBSA will make the Grant available to the Municipality. Pursuant to the Grant Agreement, the

Municipality agreed and acknowledged that the Grant Amount shall be paid directly to the Professional Services Provider, appointed by the DBSA, for the provision of the services relating to the Project for the benefit of the Municipality.

Pursuant to the Grant Agreement, the Municipality shall agree and acknowledge that the Grant Amount shall be paid directly to the Professional Services Provider(s) appointed by the DBSA for the provision of the services relating to the Project, for the benefit of the Municipality.

RESOLVED THAT:

Council hereby approves the Project, accepts the Grant and Revenue Enhancement support from the DBSA, and supports the implementation of the Project.

The Municipal Manager be and is hereby authorised and mandated to sign the Grant Agreement on behalf of the Municipality, and to sign and/or despatch all documents and notices (including any Disbursement Request) to be signed and/or despatched by the Municipality under or in connection with the Agreement.

The Municipal Manager do all acts and things so as to give effect to the resolutions contained herein and/or to give or execute all notices, communications, acknowledgements, resolutions or other documents or agreements on behalf of the Municipality in connection with the transactions contemplated thereby, including providing to the DBSA the FICA documentation requested in terms of the DBSA's internal appraisal and approval requirements.

To the extent that the Municipal Manager has already signed any documents or done any act or thing to give effect to the resolutions contained herein, the actions of such Municipal Manager in this regard (to the extent legally possible) be and are hereby retrospectively approved and are ratified and adopted in their entirety.

The Municipality provides the relevant FICA documentation required by the DBSA in terms of regulations 3, 4, 5 and 6 of FICA (the Financial Intelligence Centre Act, 38 of 2001).

The DBSA presentation is attached as **Annexure A.13.**

The draft Project Implementation Plan is attached as **Annexure A.14.** It is proposed that the Municipal Manager be delegated to finalise and sign the Project Implementation Plan.

LEGAL IMPLICATIONS

The following legislation regulates the management of municipal assets:
- The Municipal Finance Management Act, 2003 (Act 56 of 2003).
- The Municipal Asset Transfer Regulations.
- Municipal Policy concerning Asset Management
- General Recognised Accounting Practices (GRAP)

FINANCIAL IMPLICATIONS

The project will be financed through a grant by the DBSA, subject to the signing of an agreement.

PERSONNEL IMPLICATIONS

None

COMMUNICATIONS IMPLICATIONS

None.

COMMENTS FROM DEPARTMENTS

Director: Corporate and Community Services

Director: Infrastructure Service

Director Financial Services

As per the report.

Municipal Manager

RECOMMENDED

1. that Council approves the Project, accepts the Grant and Revenue Enhancement support from the DBSA, and supports the implementation of the Project.
2. that the Municipal Manager be and is hereby authorised and mandated to sign the Grant Agreement on behalf of the Municipality, and to sign and/or despatch all documents and notices (including any Disbursement Request) to be signed and/or despatched by the Municipality under or in connection with the Agreement.
3. that the Municipal Manager does all acts and things so as to give effect to the resolutions contained herein and/or to give or execute all notices, communications, acknowledgements, resolutions or other documents or agreements on behalf of the Municipality in connection with the transactions contemplated thereby, including providing to the DBSA the FICA documentation requested in terms of the DBSA's internal appraisal and approval requirements.
4. that to the extent that the Municipal Manager has already signed any documents or done any act or thing to give effect to the resolutions contained herein, the actions of such Municipal Manager in this regard (to the extent legally possible) be and are hereby retrospectively approved and are ratified and adopted in their entirety.
5. that the Municipality provides the relevant FICA documentation required by the DBSA in terms of regulations 3, 4, 5 and 6 of FICA (the Financial Intelligence Centre Act, 38 of 2001).
6. that the relevant committees as proposed by the DBSA be established.
7. that Council note the Terms of Reference of the Project Steering Committee, and that it be approved at the first committee meeting.
8. that the Municipal Manager be delegated to finalise and sign the Project Implementation Plan.

9.1.12

Item number A151. 22.07.2026

REQUEST TO ENGAGE IN PRIVATE BUSINESS / ACTIVITIES BY OFFICIALS

Report of the Municipal Manager: Mrs. A. Vorster

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

PURPOSE OF REPORT

To obtain permission for an application to engage in private business, received from an official.

FACTS AND BACKGROUND

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

Name of applicant	Job Title	Department	Nature of private business / activity
Elmari Wassermann	Director: Financial Services	Finance Department	• Letting of a private apartment by a private individual on various residential property platforms.

The application is attached as **Annexure A.15.**

The Municipal Manager has agreed that providing this permission will not negatively impact the operations of the office concerned.

DISCUSSION

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

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

According to the applicant, her private business/activities will take place on the following basis:

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

LEGAL IMPLICATIONS

The Code of Conduct for municipal staff members, Schedule 2, Municipal Systems Act, 2000.

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Acting Director: Corporate and Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

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

Name of applicant	Job Title	Department	Nature of private business / activity

Elmari Wassermann	Director: Financial Services	Finance Department	• Letting of a private apartment by a private individual on various residential property platforms.

9.1.13

Item number A152. 22.07.2026

APPLICATION TO LEASE A PORTION OF ERF 1, SWELLENDAM NEXT TO SWELLENDAM GOLF CLUB

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

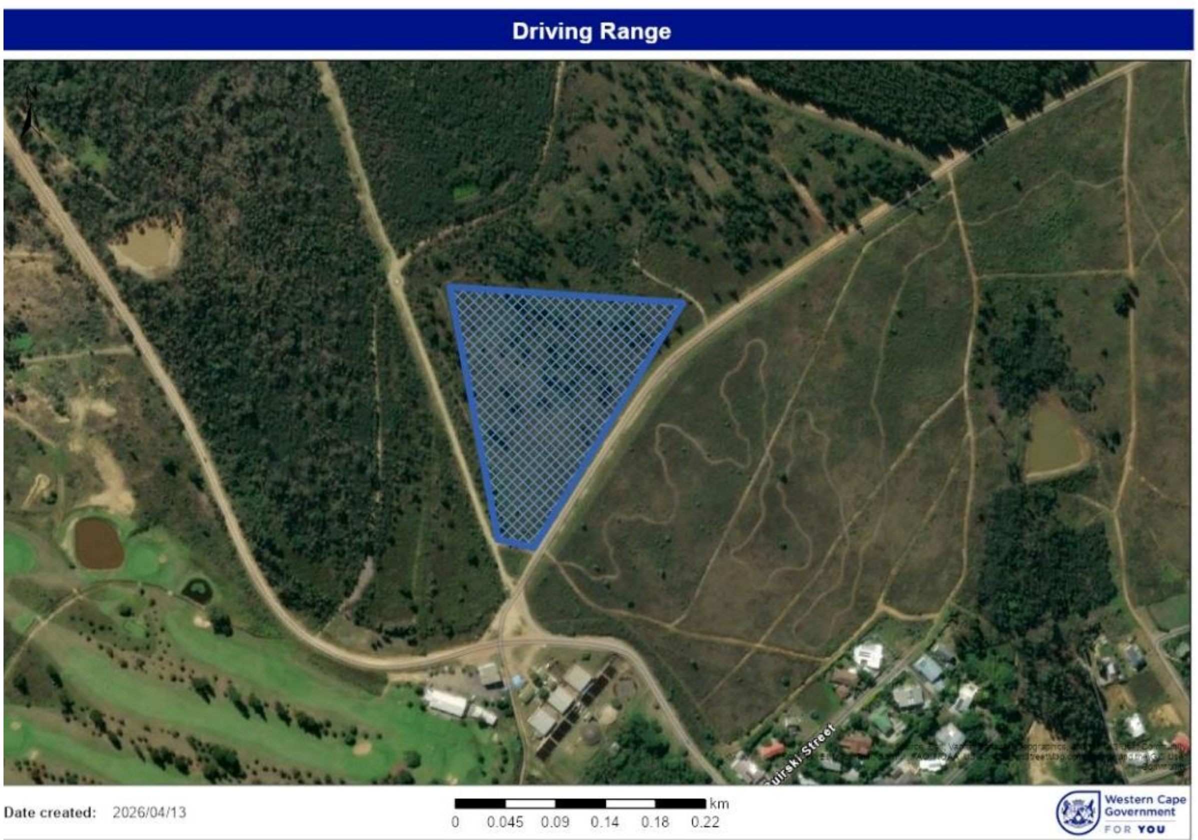
PURPOSE OF REPORT

To consider the long-term lease of a portion of Erf 1, next to the Golf Club in Swellendam.

FACTS AND BACKGROUND

Swellendam Municipality received an application from the Swellendam Golf Club for the long-term lease of a portion of erf 1, next to the Golf Club in Swellendam to use as a driving range. The application is attached as **Annexure A.16.**

The portion of land under discussion is depicted below:



DISCUSSION

The area that is indicated is part of the commonage of Swellendam and used for recreational walks and cycling. It is also outside of the urban edge of Swellendam. As indicated in the map below, the area falls within a critical bio-diversity area and therefore development in this area is not supported.
The coloured-in area illustrates a categorisation of CBA, and it is necessary to avoid those for development / clearing puposes. That is also why the area SE of Erf 10036 was excluded for the new Hermitage erven. The screenshot also reflects an area (in the black outline) for a driving range that was previously discussed with the golf club – that area makes more sense.

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.

Director: Infrastructure and Planning Services

As per report.

Town Planning & Building Control

As per report.

Director: Financial Services

Should Council resolve to alienate/lease the land 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

As this area is in a critical bio-diversity area, the lease of the land for a driving range, is not supported.

RECOMMENDED

1. that the application to lease a portion of Erf 1, Swellendam next to the Golf Club for the purpose of a driving range, be noted.
2. that as the land as per the application falls within a Critical Biodiversity Area and outside of the urban edge, the long-term lease of the land is not approved.

9.2 Consideration of matters which require non-disclosure

<u>See In-Committee Council Agenda</u>

9.3 Consideration of urgent matters

10 MINUTES OF COMMITTEES AND AD HOC COMMITTEES

that cognisance be taken of the following report:

10.1 Section 71 report for June 2026.

11 CONFIRMATION OF MINUTES

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

11.1 Minutes of a Ordinary Council meeting held on Monday, 29 June 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

<u>Swellendam Municipality</u>

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

<u>Date:</u> Wednesday, 22 July 2026
<u>Time:</u> 10:00.
<u>Location:</u> COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM

<u>Swellendam Munisipaliteit</u>

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 **<u>Gewone Raadsvergadering</u>** van die Swellendam Munisipale Raad soos volg geskeduleer is:

<u>Datum:</u> Woensdag, 22 Julie 2026
<u>Tyd:</u> 10:00.
<u>Plek:</u> RAADSAAL, RHENIUSSTRAAT, SWELLENDAM

A. VORSTER
MUNISIPALE BESTUURDER
Kennisgewing nommer: A17/2026

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