

**MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 30 JULY 2025 AT 10:00**

**PRESENT**

**Councillors**

Councillor EM Sidego (DA) (Speaker)  
Councillor TE Abrahams (DA) (Executive Mayor)  
Alderman K Adams (DA)  
Councillor WJ Alexander (PA)  
Councillor P Daniels (DA)  
Councillor S de Bruin (DA)  
Councillor GJ Franse (DA)  
Councillor JP Fredericks (FF Plus)  
Councillor AL Gili (ANC)  
Councillor JS Mouton (ANC)  
Councillor MJ Ndaba (ANC)  
Councillor N Nogcinisa (ANC)  
Councillor KA Robyn (GOOD)  
Councillor J Rooi (Witzenberg Party)  
Alderman HJ Smit (DA)  
Alderman D Swart (DA)  
Councillor IL Swartz (PA)  
Alderman JJ Visagie (DA)  
Councillor J Zalie (ANC)

**Officials**

Mr D Nasson (Municipal Manager)  
Mr HJ Kritzinger (Director: Finance)  
Mr S Swartz (Director: Community Services)  
Mr M Mpeluza (Director: Corporate Services)  
Ms N Oerson (Chief Internal Audit Executive)  
Ms L Nieuwenhuis (Senior Manager: Legal Services)  
Mr A Hofmeester (Manager: IDP)  
Ms R Hendricks (Manager: Communication and Marketing)  
Ms M Arendse-Smith (Acting Manager: Administration)  
Mr GJ Lukas (Head: Law Enforcement)  
Mr J Pieterse (Senior ICT Officer)  
Mr T McClune (Intern: Administration)

**1. OPENING AND WELCOME / OPENING EN VERWELKOMING**

The Speaker welcomed everyone present and requested Councillor Rooi to open the meeting with prayer.

**NOTED.**

**2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION**

**2.1 Consideration of application for leave of absence  
Aansoeke om verlof tot afwesigheid  
(3/1/2/1)**

Verbal applications for leave of absence from the meeting were received from Councillors' GG Laban; N Phatsoane; K Yisa and Executive Deputy Mayor, Councillor J Nel.

Mondelinge aansoeke om verlof tot afwesigheid van die vergadering is ontvang vanaf raadslede GG Laban; N Phatsoane; K Yisa en Uitvoerende Onderburgemeester, raadslid J Nel.

**RESOLVED**

*that the applications for leave of absence from the meeting, received from Councillors GG Laban; N Phatsoane; K Yisa and Executive Deputy Mayor, Councillor J Nel, be held in abeyance until the next Council meeting for the submission and consideration of the written applications for leave of absence.*

**BESLUIT**

*dat die aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslede GG Laban; N Phatsoane; K Yisa en Uitvoerende Onderburgemeester, raadslid J Nel, oorstaan tot die volgende raadsvergadering vir die indiening en oorweging van die skriftelike aansoeke om verlof tot afwesigheid.*

**2.2 Confidentiality and Conflict of Interest Declaration  
Vertroulikheid en Botsing van Belange Verklaring  
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was attached as **annexure 2.2.**

No conflict of interest was declared.

**NOTED.**

**3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED  
MEDEDELINGS, AANKONDIGINGS OF SAKE GEOPPER**

**3.1 Gratitude, Congratulations and Commiseration  
Waardering, Gelukwensing en Meelewing  
(11/4/3)**

Councillor J Mouton conveyed Council's congratulations to the following Councillors on their birthdays with the blessing of Psalm 91:

❖	Councillor JP Fredericks	13 July
❖	Councillor IL Swartz	15 July
❖	Councillor K Yisa	7 August

**NOTED.**

**3.2 Matters raised by the Speaker / Sake deur die Speaker geopper  
(09/1/1)**

The Speaker conveyed the following to the meeting:

- Saddened by the loss of two (2) Ward Committee members as well as dear family members. For this reason, the meeting was requested to observe a moment of silence.
- Women's Day will be celebrated next month. All female Councillors therefore requested to meet after the Council meeting in this regard.
- Invitation received from Build-It for the u/13 netball and soccer tournament on 9 August 2025, Lyell Street, Ceres to which all Councillors are invited and request that RSVP be made timeously to the office of the Speaker if interested.
- Military veterans meeting held yesterday where it was requested that Councillors convey to their wards that disabled persons engage with the Section Housing to be part of the housing processes.
- Members of Public attending Council meetings are requested and reminded that video recordings and photographs taken during Council meetings are strictly prohibited.

**NOTED.**

**3.3 Matters raised by the Executive Mayor  
Sake deur die Uitvoerende Burgemeester geopper  
(09/1/1)**

The Executive Mayor conveyed the following:

The Executive Mayor has a great responsibility to adhere to the vision of the municipality and community, which requires one to be professional and ethical. Strategic leadership requires that you not neglect said function and for this reason, the following strategic matters have been included in the agenda:

- LED Strategy
- Witzenberg Service Charter
- Housing Pipeline
- Long-term loan

It is, however, also important to address challenges. This was done by introducing Project Fix-It. Councillors and the Administration are thanked for their efforts thus far and that a report regarding phase one of the project is awaited. The program for phase 2 of the project will be distributed in due course.

It must also be noted that the war against illegal dumping is ongoing and consideration is given to other strategies in an attempt to keep the towns clean.

**NOTED.**

**3.4 Matters raised by the Municipal Manager  
Sake deur die Munisipale Bestuurder geopper**

The Municipal Manager informed the meeting that an amended presentation will be tabled to Council regarding Tools of Trade for Councillors in due course.

**4. MINUTES / NOTULES**

**4.1 Corrections to the minutes / Wysigings aan die notule  
(3/1/2/3)**

None / Geen

**NOTED / AANGETEKEN**

**4.2 Matters arising from the minutes  
(3/1/2/3)**

None / Geen

**NOTED / AANGETEKEN**

**4.3 Approval of minutes / Goedkeuring van notules  
(3/1/2/3)**

The minutes of the Council meeting, held on 30 May 2025, are attached as **annexure 4.3**.

**UNANIMOUSLY RESOLVED**

*that the minutes of the Council meeting, held on 30 May 2025, be approved and signed by the Speaker.*

**EENPARIG BESLUIT**

*dat die notule van die Raadsvergadering, gehou op 30 Mei 2025, goedgekeur en deur die Speaker onderteken word.*

**5. MOTIONS AND NOTICE OF SUGGESTIONS  
MOSIES EN KENNISGEWING VAN VOORSTELLE**

Councillor A Gili tabled a notice of suggestion regarding the minutes of 30 March 2022, with specific reference to the independent investigation related to the tampering of minutes as well as the establishment of the Ad-hoc Committee to investigate unauthorised expenditure.

The Speaker responded that motions must be tabled in terms of the Rules of Order as information must be presented to all Councillors in order to deal with the matter. Councillor A Gili was requested to submit the motion in writing for the matter to be tabled at the next Council meeting.

**NOTED.**

**6. INTERVIEWS WITH DELEGATIONS  
ONDERHOUDE MET AFVAARDIGINGS**

None / Geen

**NOTED / AANGETEKEN**

**7. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE**

**7.1 Minutes: Committee meetings / Notules: Komiteevergaderings  
(03/3/2)**

The minutes of the following meetings are attached:

- (a) Committee for Corporate and Financial Services, held on 15 April 2025: **Annexure 7.1(a).**
- (b) Committee for Technical Services, held on 15 April 2025: **Annexure 7.1(b).**
- (c) Committee for Housing Matters, held on 25 April 2025: **Annexure 7.1(c).**

**UNANIMOUSLY RESOLVED**

*that notice be taken of the minutes of the Committee meetings and same be accepted.*

**EENPARIG BESLUIT**

*dat kennis geneem word van die notules van die Komiteevergaderings en genoemde aanvaar word.*

**8. RESERVED POWERS GERESERVEERDE BEVOEGDHEDE**

**8.1 Directorate Finance / Direktoraat Finansies**

**8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: May and June 2025**

**Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: Mei en Junie 2025  
(9/1/2/2)**

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:

- (a) May 2025      **Annexure 8.1.1(a)**
- (b) June 2025     **Annexure 8.1.1(b)**

The Section 71 Report for May 2025 was tabled to the Committee for Corporate and Financial Services on 24 June 2025. Notice was taken of the report and there were no comments to Council.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for May and June 2025.
- (b) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for May 2025 be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.
- (c) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 2025 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

**UNANIMOUSLY RESOLVED**

- (a) *that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for May and June 2025.*
- (b) *that the Section 71 Monthly Budget Statement Report of the Directorate Finance for May 2025 be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.*
- (c) *that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 2025 be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.*

### **EENPARIG BESLUIT**

- (a) *dat kennis geneem word van die inhoud van die Artikel 71 Maandelikse Begrotingsverslae van die Direktooraat Finansies vir Mei en Junie 2025.*
- (b) *dat die Artikel 71 Maandelikse Begrotingsverslag van die Direktooraat Finansies vir Mei 2025 verwys word na die Prestasie-, Risiko- en Ouditkomitee en die Komitee vir Munisipale Openbare Rekeninge vir kennisname of 'n aanbeveling aan die Raad indien nodig geag.*
- (c) *dat die Artikel 71 Maandelikse Begrotingsverslag van die Direktooraat Finansies vir Junie 2025 verwys word na die Portefeuljekomitee vir Korporatiewe en Finansiële Dienste, die Prestasie-, Risiko- en Ouditkomitee en die Komitee vir Munisipale Openbare Rekeninge vir kennisname of 'n aanbeveling aan die Raad indien nodig geag.*

#### **8.1.2 Service Delivery and Budget Implementation Plan (SDBIP) 2025/2026 Dienslewering- en Begrotingsimplementeringsplan (SDBIP) 2025/2026 (05/1/5/18)**

The Top Layer Service Delivery and Budget Implementation Plan for 2025/2026, as approved by the Executive Mayor, is attached as **annexure 8.1.2**.

### **UNANIMOUSLY RESOLVED**

*that notice be taken of the Top Layer Service Delivery and Budget Implementation Plan (SDIP) for 2025/2026.*

### **EENPARIG BESLUIT**

*dat kennis geneem word van die Strategiese Dienslewering- en Begrotingsimplementeringsplan (SDBIP) vir 2025/2026.*

#### **8.1.3 Paragraph 7(4) Quarterly Report ending 30 June 2025: Implementation of Supply Chain Management Policy Artikel 7(4) Kwartaalverslag eindigend 30 Junie 2025: Implementering van Voorsieningskanaalbestuursbeleid (9/1/2/2)**

A memorandum from the Acting Manager: Supply Chain, dated 4 July 2025, is attached as **annexure 8.1.3**.



The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 30 June 2025.
- (b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after it has been tabled to Council.

**UNANIMOUSLY RESOLVED**

- (a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 30 June 2025.*
- (b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after it has been tabled to Council.*

**EENPARIG BESLUIT**

- (a) dat kennis geneem word van die Artikel 7(4) kwartaalverslag eindigend 30 Junie 2025.*
- (b) dat die verslag supra (a) aan die publiek beskikbaar gestel word ingevolge Artikel 21A van die Wet op Munisipale Stelsels (Wet nr. 32 van 2000) nadat dit aan die Raad voorgelê is.*

**8.1.4 Finance: Adjustment budget 2025/2026**  
**Finansies: Aansuiweringsbegroting 2025/2026**  
**(5/1/1/24)**

The following documents are attached:

- (a) Memorandum from Director: Finance: **Annexure 8.1.4(a).**
- (b) Adjustment budget and budget schedules 2025/2026 to 2026/2027: **Annexure 8.1.4(b).**

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

that the adjustment budget of Witzenberg Municipality for the financial year 2025/2026 as set out in the budget documents be approved:

- (i) Table B1: Budget summary
- (ii) Table B2: Adjustment Budget Financial Performance (by standard classification).

- (iii) Table B3: Budgeted Financial Performance (Revenue and expenditure) by Vote.
- (iv) Table B4: Adjustment Budget Financial Performance (revenue by source).
- (v) Table B5: Budgeted Capital Expenditure by Vote, standard classification and funding.

**UNANIMOUSLY RESOLVED**

*that the adjustment budget of Witzenberg Municipality for the financial year 2025/2026 as set out in the budget documents be approved:*

- (i) *Table B1: Budget summary*
- (ii) *Table B2: Adjustment Budget Financial Performance (by standard classification).*
- (iii) *Table B3: Budgeted Financial Performance (Revenue and expenditure) by Vote.*
- (iv) *Table B4: Adjustment Budget Financial Performance (revenue by source).*
- (v) *Table B5: Budgeted Capital Expenditure by Vote, standard classification and funding.*

**8.1.5 Finance: Approval of long-term loan**  
**Finansies: Goedkeuring van langtermyn lening**  
**(8/2/22/17)**

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 17 July 2025:  
**Annexure 8.1.5(a).**
- (b) Information statement and comments from Provincial Treasury:  
**Annexure 8.1.5(b).**

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act (Act 56 of 2003) to finance capital projects.

**UNANIMOUSLY RESOLVED**

*that the long-term loan be approved in terms of Section 46 of the Municipal Finance Management Act (Act 56 of 2003) to finance capital projects.*

## **EENPARIG BESLUIT**

*dat die langtermyn lening goedgekeur word ingevolge Artikel 46 van die Wet op Munisipale Finansiële Bestuur (Wet 56 van 2003) om kapitaalprojekte te finansier.*

Speaker requested the meeting to break for twenty minutes due to community members disrupting the meeting. The meeting was reconvened at 10:45.

### **8.1.6 In-principle approval to upgrade the financial management system In-beginsel goedkeuring om finansiële bestuurstelsel op te dateer (6/2/5)**

A memorandum from the Director: Finance, dated 17 July 2025, is attached as **annexure 8.1.6**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council that in principle approval be given:

- (i) To proceed with the development of the ICT strategy, subject to all the relevant budgeting, governance and management processes.
- (ii) To proceed with the necessary arrangements to initiate the upgrade/replacement of the core financial management systems.
- (iii) To engage with National Treasury to obtain their input and consideration whether the SAMRAS PLATINUM solution is an upgrade or a new system.
- (iv) To bring back to Council for consideration any input received from National Treasury.
- (v) To provide for the envisage expenditure in future budgets.

### **UNANIMOUSLY RESOLVED**

*That in-principle approval be given:*

- (i) *To proceed with the development of the ICT strategy, subject to all the relevant budgeting, governance and management processes.*
- (ii) *To proceed with the necessary arrangements to initiate the upgrade/replacement of the core financial management systems.*
- (iii) *To engage with National Treasury to obtain their input and consideration whether the SAMRAS PLATINUM solution is an upgrade or a new system.*
- (iv) *To bring back to Council for consideration any input received from National Treasury.*

(v) To provide for the envisage expenditure in future budgets.

#### **8.1.7 Draft IDP and Budget Process Plan for 2026/2027**

##### **Konsep Geïntegreerde Ontwikkelings- en Begrotingsprosesplan vir 2026/2027 (2/2/1)**

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), Council must adopt an IDP and Budget Process Plan. The Municipal Finance Management Act (Act 56 of 2003) further stipulates that at least ten months before the start of the budget year, the Executive Mayor should table a time schedule outlining key deadlines in respect of the IDP/Budgetary process.

Section 29 of the Municipal Systems Act (Act 32 of 2000), specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
  - Local communities, both in terms of needs and priorities as well as consultation during development;
  - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and the annual Budget. The table below highlights these steps, with a brief description of each step:

<b>Steps</b>		<b>Process</b>
<b>1</b>	<b>Planning</b>	Schedule dates, establish consultation forums, review previous processes
<b>2</b>	<b>Strategi-zing</b>	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
<b>3</b>	<b>Preparing</b>	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
<b>4</b>	<b>Tabling</b>	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
<b>5</b>	<b>Approving</b>	Council approves the IDP, the Budget and related policies
<b>6</b>	<b>Finalising</b>	Publish the IDP, Budget and approve the SDBIP and performance targets

In capturing the above steps, this IDP & Budget Process Plan seeks to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Factor-in the shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Finalisation of the annual Budget and IDP in terms of the relevant legislation.

Pursuant to the above statutory requirements, a Draft IDP and Budget Process Plan for the 2026/2027 cycle is attached as **annexure 8.1.7**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Draft IDP and Budget Process Plan for 2026/2027.
- (b) that the Draft IDP and Budget Process Plan for 2026/2027 be published for public comments and inputs.

**UNANIMOUSLY RESOLVED**

- (a) *that notice be taken of the Draft IDP and Budget Process Plan for 2026/2027.*
- (b) *that the Draft IDP and Budget Process Plan for 2026/2027 be published for public comments and inputs.*

**EENPARIG BESLUIT**

- (a) *dat kennis geneem word van die Konsep Geïntegreerde Ontwikkelings- en Begrotingsprosesplan vir 2026/2027.*
- (b) *dat die Konsep Geïntegreerde Ontwikkelings- en Begrotingsprosesplan vir 2026/2027 gepubliseer word vir openbare kommentaar en insette.*

**8.1.8 Quarterly Budget Statement [Section 52(d)] Report: 4<sup>th</sup> Quarter 2024/2025**  
**Kwartaallikse Begrotingsverslag [Artikel 52(d)]: 4de Kwartaal 2024/2025**  
**(9/1/1 & 9/1/2/2)**

The Quarterly Budget Statement [Section 52(d)] Report for the 4<sup>th</sup> Quarter of 2024/2025 is attached as **annexure 8.1.8**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council:

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4<sup>th</sup> Quarter of 2024/2025.
- (b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.

**UNANIMOUSLY RESOLVED**

- (a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 4<sup>th</sup> Quarter of 2024/2025.*
- (b) that the report supra (a) be referred to the Portfolio Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee to take notice or to advise Council if deemed necessary.*

**EENPARIG BESLUIT**

- (a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag [Artikel 52(d)] vir die 4de Kwartaal van 2024/2025.*
- (b) dat die verslag supra (a) verwys word na die Portefeuljekomitee vir Korporatiewe en Finansiële Dienste, die Prestasie-, Risiko- en Ouditkomitee sowel as die Munisipale Openbare Rekeninge Komitee vir kennisname of 'n aanbeveling aan die Raad indien nodig geag.*

## **8.2 Directorate Technical Services / Direktooraat Tegniese Dienste**

### **8.2.1 Permanently restricting access for purposes of one-way street: Prince Alfred's Hamlet: Reid Street (from Astrid Avenue to Herta Avenue) and Herta Avenue (from Reid Street to Abraham Street) Permanente beperking van toegang vir doeleindes van eenrigtingstraat: Prince Alfred's Hamlet: Reidstraat (vanaf Astridlaan tot Hertalaan) en Hertalaan (vanaf Reidstraat tot Abrahamstraat) (16/4/2)**

The following documents are attached:

- (a) Letter from St Marks Primary School, dated 8 March 2024: **Annexure 8.2.1(a)**.
- (b) Report from the Senior Manager: Streets and Storm Water, dated 11 November 2024: **Annexure 8.2.1(b)**.

The Committee for Technical Services resolved on 15 April 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) Change Reid Street (from Astrid Avenue to Herta Avenue) to a one-way street in a westerly direction.
- (b) Change Herta Avenue (from Reid Street to Abraham Street) to a one-way street in a northerly direction for continuation of the loop.
- (c) Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.
- (d) Place the required road signs and signage for one-way streets according to the South African Traffic Signs Manual.
- (e) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(2), give notice of such intention in the local newspaper in at least two official languages.
- (f) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

The Executive Mayoral Committee resolved on 20 May 2025 to recommend to Council:

- (a) Change Reid Street (from Astrid Avenue to Herta Avenue) to a one-way street in a westerly direction.

- (b) Change Herta Avenue (from Reid Street to Abraham Street) to a one-way street in a northerly direction for continuation of the loop.
- (c) Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.
- (d) Place the required road signs and signage for one-way streets according to the South African Traffic Signs Manual.
- (e) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(2), give notice of such intention in the local newspaper in at least two official languages.
- (f) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

Councillor GG Laban raised concerns regarding the implementation of a one-way street as well as the effect on the traffic flow and enquired why Law Enforcement could not regulate traffic to prevent such fruitless expenditure. Furthermore, that an extensive Public Participation Process takes place to note concerns raised.

The Council resolved on 30 May 2025 that the matter related to Permanently restricting access for purposes of one-way street: Prince Alfred's Hamlet: Reid Street (from Astrid Avenue to Herta Avenue) and Herta Avenue (from Reid Street to Abraham Street), be held in abeyance.

**UNANIMOUSLY RESOLVED**

- (a) Change Reid Street (from Astrid Avenue to Herta Avenue) to a one-way street in a westerly direction.*
- (b) Change Herta Avenue (from Reid Street to Abraham Street) to a one-way street in a northerly direction for continuation of the loop.*
- (c) Provide formal parallel parking bays on the southern side of the road for parents and taxis doing drop-offs.*
- (d) Place the required road signs and signage for one-way streets according to the South African Traffic Signs Manual.*
- (e) In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(2), give notice of such intention in the local newspaper in at least two official languages.*



- (f) *In accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: By-law relating to streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.*

**8.2.2 Witzenberg Municipality: Local Integrated Transport Plan: 2022 until 2027**  
**Munisipaliteit Witzenberg: Plaaslike Geïntegreerde Prosesplan: 2022 tot 2027**  
**(16/P)**

The following documents are attached:

- (a) Memorandum from Senior Manager: Streets and Stormwater, dated 21 July 2025: **Annexure 8.2.2(a)**.
- (b) Minutes of meeting between Witzenberg Municipality, Cape Winelands District Municipality and SMEC South Africa, held on 20 June 2022: **Annexure 8.2.2(b)**.

**UNNIMOUSLY RESOLVED**

*that notice be taken of the minutes of the meeting between Witzenberg Municipality, Cape Winelands District Municipality and SMEC South Africa.*

**EENPARIG BESLUIT**

*dat kennis geneem word van die notule van die vergadering tussen Munisipaliteit Witzenberg, Kaapse Wynland Distriksmunisipaliteit en SMEC South Africa.*

### **8.3 Directorate Community Services / Direktooraat Gemeenskapsdienste**

#### **8.3.1 Housing: Revisiting of Witzenberg Housing Administration Policy Behuising: Hersiening van Witzenberg Beleid oor Behuisingsadministrasie (17/4/P)**

The Committee for Housing Matters resolved on 25 April 2025:

- (a) that the item related to the status of the current tenants and proposed cancellation of rental agreements for Trichardt Street flats, Ceres be held in abeyance and dealt after review of the Housing Policy and contract terms.
- (b) that a special meeting be scheduled to revisit the Housing Policy and contract terms.

Report from the Manager: Housing, dated 13 May 2025:

#### **"Purpose**

To inform the Committee around the request for revisiting the allocation policy and rental contract of the Trichardt Street Flats.

#### **Legislation**

- (a) National Housing Act 107 of 1997.
- (b) Witzenberg Housing Administration Policy, March 2022:  
**Annexure 8.3.1(a).**

#### **Financial implications**

Unknown."

The Committee for Housing Matters proposed the following amendments to the Witzenberg Housing Administration Policy:

- That item 6.1, which reads: "Subsidized Municipal Rental Stock" be amended to "Municipal Rental Stock".
- That the reference of "young professionals", which is stated throughout item 6.5, be amended to "professionals".
- That item 6.5.7, which reads as follows:  
"The housing administration must table a full report to the Housing Department before any allocation will be made" be amended to read:  
"The housing administration must table a full report to the Housing Committee before any allocation will be made".

The Committee for Housing Matters resolved on 20 May 2025:

- (a) that the proposed amendments to the Witzenberg Housing Administration Policy, March 2022, be made by the Manager: Housing.

- (b) that the Committee for Housing Matters recommends to the Executive Mayoral Committee and Council:

that the proposed amendments to the Witzenberg Housing Administration Policy be approved by Council.

A memorandum from the Manager: Housing, dated 21 July 2025, is attached as **annexure 8.3.1(b)**.

The Executive Mayoral Committee resolved on 28 July 2025 to recommend to Council that the amended Witzenberg Housing Administration Policy be workshopped and approved by Council.

The policy was workshopped by Council on 29 July 2025.

**UNANIMOUSLY RESOLVED**

*that the amended Witzenberg Housing Administration Policy be approved.*

**EENPARIG BESLUIT**

*dat die gewysigde Witzenberg Beleid oor Behuisingsadministrasie goedgekeur word.*

**8.3.2 Disaster Risk Reduction Plan: Witzenberg Municipality**  
**Ramprisikoverminderingsplan: Munisipaliteit Witzenberg**  
**(17/7/3/2)**

The following documents are attached:

- (a) Letter from Department of Local Government, dated 25 February 2025: **Annexure 8.3.2(a)**.
- (b) Disaster Risk Reduction Plan: **Annexure 8.3.2(b)**.

The Committee for Community Development resolved on 13 March 2025 to recommend to the Executive Mayoral Committee and Council that notice be taken of the Disaster Risk Reduction Plan for Witzenberg Municipality.

The Executive Mayoral Committee resolved on 20 May 2025 that notice be taken of the Disaster Risk Reduction Plan for Witzenberg Municipality.

Council unanimously resolved on 30 May 2025 that the Disaster Risk Reduction Plan for Witzenberg Municipality be workshopped by Council.

**UNANIMOUSLY RESOLVED**

*that notice be taken of the Disaster Risk Reduction Plan for Witzenberg Municipality.*

## **EENPARIG BESLUIT**

*dat kennis geneem word van die Ramprisikoverminderingsplan vir Munisipaliteit Witzenberg.*

### **8.3.3 Redevelopment of LED Strategy Herontwikkeling van Strategie vir Plaaslike Ekonomiese Ontwikkeling (17/19/1)**

A report from the Manager: Local Economic Development, dated 9 May 2025, is attached as **annexure 8.3.3**.

The Executive Mayoral Committee resolved on 27 May 2025 to recommend to Council that the Redevelopment of the LED Strategy be workshopped by Council.

Council unanimously resolved on 30 May 2025 that the Redevelopment of the LED Strategy be workshopped by Council.

## **UNANIMOUSLY RESOLVED**

*that the redevelopment of the LED Strategy be approved.*

## **EENPARIG BESLUIT**

*dat die herontwikkeling van die Strategie vir Plaaslike Ekonomiese Ontwikkeling goedgekeur word.*

### **8.3.4 Witzenberg Municipal Service Charter Witzenberg Raamwerk vir Munisipale Diens (2/2/2)**

A report from the Manager: Local Economic Development, dated 9 May 2025, is attached as **annexure 8.3.4**.

The Executive Mayoral Committee resolved on 27 May 2025 to recommend to Council that the Witzenberg Municipal Service Charter be workshopped by Council.

Council unanimously resolved on 30 May 2025 that the Witzenberg Municipal Service Charter be workshopped by Council.

## **UNANIMOUSLY RESOLVED**

- (a) that the Witzenberg Municipal Service Charter be adopted.*
- (b) that notice be taken of the Communication Plan.*
- (c) that the Charter be provided in a format accessible to the public.*
- (d) that the Charter be translated in three official languages.*

## **EENPARIG BESLUIT**

- (a) dat die Witzenberg Raamwerk vir Munisipale Diens aanvaar word.*
- (b) dat kennis geneem word van die Kommunikasieplan.*
- (c) dat die raamwerk in 'n toeganklike formaat aan die publiek beskikbaar gestel word.*
- (d) dat die raamwerk in drie amptelike tale vertaal word.*

### **8.3.5 Proposed new tariffs for business licence applications** **Voorgestelde nuwe tariewe vir besigheidslisensie-aansoeke** **(5/5/1)**

A memorandum from the Manager: Local Economic Development, dated 16 April 2025, is attached as **annexure 8.3.5**.

The Committee for Local Economic Development and Tourism resolved on 12 June 2025 to recommend to the Executive Mayoral Committee and Council:

- (a) that the fees for business licence applications be:
  - (i) R1 000 for formal businesses
  - (ii) R1 000 for mobile shops
  - (iii) R750 for informal traders (Informal traders who prepare food and trade on demarcated spaces)
- (b) that the frequency for business licence applications be changed from once-off to annually (as well as when new ownership occurs).
- (c) that all established and new businesses that reside in the CBD and all commercial and industrial rezoned areas (including certain types of health facilities and entertainment) apply/re-apply for business licences in the 2025/2026 financial year (if they have not yet applied in the previous five years).
- (d) that existing businesses be given eleven months to apply (from 1 July 2025) for a business licence, with the deadline being end of May 2026.
- (e) that the application form be made available online for easier application for businesses that cannot apply physically.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding proposed new tariffs for business licence applications be held in abeyance to obtain clarity regarding the implementation date.

**UNANIMOUSLY RESOLVED**

*that the matter regarding proposed new tariffs for business licence applications be held in abeyance to obtain clarity regarding the implementation date.*

**EENPARIG BESLUIT**

*dat die aangeleentheid rakende voorgestelde nuwe tariewe vir besigheidslisensie-aansoeke oorstaan om duidelikheid te verkry rakende die implementeringsdatum.*

**8.4 Directorate Corporate Services / Direktooraat Korporatiewe Dienste**

**8.4.1 Minutes: Governance and Intergovernmental Relations Provincial Working Group meeting: 16 May 2025  
(12/1/1/11)**

The minutes of the Governance and Intergovernmental Relations Provincial Working Group meeting, held on 16 May 2025, are attached as **annexure 8.4.1**.

**UNANIMOUSLY RESOLVED**

*that notice be taken of the Governance and Intergovernmental Relations Provincial Working Group meeting, held on 16 May 2025.*

**8.4.2 Availing and sale of land for church purposes: Pine Valley, Wolseley  
Beskikbaarstelling en verkoop van grond vir kerkdoeleindes: Pine Valley, Wolseley  
(7/1/4/2)**

A memorandum from the Senior Manager: Legal Services, dated 15 July 2025, is attached as **annexure 8.4.2**.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding the availing and sale of land for church purposes in Pine Valley, Wolseley be held in abeyance, pending an in loco inspection by the Mayoral Committee members.

**UNANIMOUSLY RESOLVED**

*that the matter regarding the availing and sale of land for church purposes in Pine Valley, Wolseley be held in abeyance, pending an in loco inspection by the Mayoral Committee members.*

**EENPARIG BESLUIT**

*dat die aangeleentheid rakende die beskikbaarstelling van grond vir kerkdoeleindes in Pine Valley, Wolseley ontstaan hangende 'n inspeksie ter plaatse deur die Uitvoerende Burgemeesterskomitee.*

**8.4.3 Sale of last two vacant plots: Non-serviced and unregistered erven 10915 and 10917: Skoonvlei, Ceres  
Verkoop van laaste twee leë erwe: Ongedienste en ongeregistreerde erwe 10915 en 10917: Skoonvlei, Ceres  
(7/1/4/2)**

A memorandum from the Senior Manager: Legal Services, dated 15 July 2025, is attached as **annexure 8.4.3**.

The Executive Mayoral Committee resolved on 28 July 2025:

- (a) that the matter regarding the sale of the last two vacant plots in Skoonvlei, Ceres be held in abeyance for the subdivision of the non-serviced and unregistered erven 10915 and 10917.
- (b) that a report in respect of supra (a) be tabled to the Executive Mayoral Committee.

**UNANIMOUSLY RESOLVED**

- (a) *that the matter regarding the sale of the last two vacant plots in Skoonvlei, Ceres be held in abeyance for the subdivision of the non-serviced and unregistered erven 10915 and 10917.*
- (b) *that a report in respect of supra (a) be tabled to the Executive Mayoral Committee.*

**EENPARIG BESLUIT**

- (a) *dat die aangeleentheid rakende die verkoop van die laaste twee beskikbare erwe in Skoonvlei, Ceres ontstaan vir die onderverdeling van die ongedienste en ongeregistreerde erwe 10915 en 10917.*
- (b) *dat 'n verslag rakende supra (a) aan die Uitvoerende Burgemeesterskomitee voorgelê word.*

**8.4.4 Lease of erf 3240, Tulbagh to the Hunger to Harvest for purposes of vegetable farming project  
(7/1/4/1)**

A memorandum from the Senior Manager: Legal Services, dated 21 July 2025, is attached as **annexure 8.4.4**.

The Executive Mayoral Committee resolved on 28 July 2025 that the matter regarding the lease of erf 3240, Tulbagh be held in abeyance, pending an in loco inspection be held by the Executive Mayoral Committee.

**UNANIMOUSLY RESOLVED**

*that the matter regarding the lease of erf 3240, Tulbagh be held in abeyance, pending an in loco inspection be held by the Executive Mayoral Committee.*

**EENPARIG BESLUIT**

*dat die aangeleentheid rakende die verhuring van erf 3240, Tulbagh ontstaan hangende 'n inspeksie ter plaatse deur die Uitvoerende Burgemeesterskomitee.*



**9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA  
DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA**

**9.1 Change to Executive Mayoral Committee  
Wysiging aan Uitvoerende Burgemeesterskomitee  
(3/1/1/4)**

Report from the Executive Mayor, dated 29 July 2025:

"In terms of Section 60 of the Structures Act, the Executive Mayor appoints the members of the Executive Mayoral Committee. Alderman JJ Visagie has replaced Councillor P Daniels as a member of the Executive Mayoral Committee in terms of an agreement between the parties. Alderman Visagie has been appointed as Chairperson of the Portfolio Committee for Local Economic Development and Tourism."

**UNANIMOUSLY RESOLVED**

*that notice be taken of the change to the Executive Mayoral Committee to appoint Alderman JJ Visagie as Chairperson of the Portfolio Committee for Local Economic Development and Tourism.*

**EENPARIG BESLUIT**

*dat kennis geneem word van die wysiging aan die Uitvoerende Burgemeesterskomitee om raadsheer JJ Visagie as die Voorsitter van die Portefeuljekomitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme aan te stel.*

**9.2 Appointment of Councillor P Daniels as member of the Portfolio Committees for Local Economic Development and Tourism and Housing Matters  
Aanstelling van raadslid P Daniels as lid van die Portefeuljekomitees vir Plaaslike Ekonomiese Ontwikkeling en Toerisme en Behuisingsaangeleenthede  
(3/3/1/1)**

Report from the Executive Mayor, dated 29 July 2025:

"Council resolution 8.4.4 of 24 January 2024 mandated the Executive Mayor to finalise and make changes to the political structure of Council. Councillor P Daniels will replace Alderman JJ Visagie as an ordinary member of the Portfolio Committee for Local Economic Development and Tourism. Alderman D Swart has resigned from the Committee for Housing Matters and will be replaced by Councillor Daniels."

**UNANIMOUSLY RESOLVED**

*that notice is taken of the appointment of Councillor P Daniels as member of the Portfolio Committees for Local Economic Development and Tourism and Housing Matters.*

## **EENPARIG BESLUIT**

*dat kennis geneem word van die aanstelling van raadslid P Daniels as 'n lid van die Portefeuljekomitees vir Plaaslike Ekonomiese Ontwikkeling en Toerisme en Behuisingsaangeleenthede.*

Meeting break from 11:55 until 12:18.

### **9.3 Changes to SALGA Western Cape Working Groups representatives (3/1/1/5)**

Report from the Executive Mayor, dated 29 July 2025:

"Council appointed the SALGA Western Cape Working Group representatives. The portfolio Chairpersons were appointed as the first representatives whereas other members were appointed as secundis. With Alderman JJ Visagie replacing Councillor P Daniels as member of the Executive Mayoral Committee for the Portfolio Local Economic Development and Tourism, it is recommended that Council appoints Alderman Visagie as the first representative of Witzenberg Municipality to the SALGA Working Group: Economic Empowerment and Employment Creation.

The Executive Mayor will replace Councillor Daniels as the municipal representative for the SALGA Working Group: Municipal Digital Solutions."

## **UNANIMOUSLY RESOLVED**

- (a) that Alderman Visagie be appointed as the first representative of Witzenberg Municipality to the SALGA Working Group: Economic Empowerment and Employment Creation.*
- (b) that the Executive Mayor be appointed as the first representative of Witzenberg Municipality to the SALGA Working Group: Municipal Digital Solutions.*
- (c) that Alderman Visagie be appointed as the first representative of Witzenberg Municipality to the SALGA Working Group: Development Planning and Rural Development.*

**9.4 Political structure: Municipal Public Accounts Committee (MPAC):  
Change of membership  
Politieke struktuur: Munisipale Komitee op Openbare Rekeninge (MPAC):  
Verandering van lidmaatskap  
(3/3/1/1)**

Alderman JJ Visagie was elected as a member of the Municipal Public Accounts Committee by Council. The Alderman has been appointed by the Executive Mayor as a full-time member of the Executive Mayoral Committee, which makes Alderman Visagie ineligible for a position on the MPAC. The Executive Mayor is recommending that Alderman Visagie be replaced by Councillor P Daniels.

**UNANIMOUSLY RESOLVED**

*that Alderman JJ Visagie be replaced by Councillor P Daniels as a member of the Municipal Public Accounts Committee.*

**EENPARIG BESLUIT**

*dat raadslid JJ Visagie deur raadslid P Daniels vervang word as 'n lid van die Munisipale Komitee op Openbare Rekeninge.*

**9.5 Appointment of Councillor S de Bruin as member of the Portfolio Committee for Community Development  
Aanstelling van raadslid S de Bruin as lid van die Portefeuljekomitee vir  
Gemeenskapsontwikkeling  
(3/3/1/1)**

Report from the Executive Mayor, dated 30 July 2025:

"Council resolution 8.4.4 of 24 January 2024 mandated the Executive Mayor to finalise and make changes to the political structure of Council. Councillor S de Bruin will replace Alderman JJ Visagie as an ordinary member of the Portfolio Committee for Community Development."

**UNANIMOUSLY RESOLVED**

*that notice be taken of the appointment of Councillor S de Bruin as member of the Portfolio Committee for Community Development.*

**EENPARIG BESLUIT**

*dat kennis geneem word van die aanstelling van raadslid S de Bruin as 'n lid van die Portefeuljekomitee vir Gemeenskapsontwikkeling.*

**10. FORMAL AND STATUTORY MATTERS  
FORMELE EN STATUTÊRE SAKE**

**10.1 Feedback on matters of outside bodies  
Terugvoering oor sake van buite-organisasies**

**10.1.1 Report: MPAC workshop and meeting: 5 and 6 June 2025  
Verslag: MPAC werkswinkel en vergadering: 5 en 6 Junie 2025  
(3/3/2)**

A report from Councillor J Rooi on the MPAC workshop and meeting, held on 5 and 6 June 2025, is attached as **annexure 10.1.1**.

**UNANIMOUSLY RESOLVED**

*that notice be taken of the report on the MPAC workshop and meeting, held on 5 and 6 June 2025.*

**EENPARIG BESLUIT**

*dat kennis geneem word van die verslag oor die Munisipale Komitee vir Openbare Rekening se werkswinkel en vergadering, gehou op 5 en 6 Junie 2025.*

**11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS  
VRAE en/of SAKE DEUR RAADSLEDE GEOPPER**

**11.1 Overcharge by spaza shops on electricity sales  
(5/R)**

A written question was posed by Alderman D Swart as set out in **annexure 11.1(a)**.

The response of the Director: Finance, dated 21 July 2025, is attached as **annexure 11.1(b)**.

**UNANIMOUSLY RESOLVED**

*that potential offenses be investigated and reported to the South African Police Services.*

**EENPARIG BESLUIT**

*dat potensiële oortredings ondersoek word en aan die Suid-Afrikaanse Polisie diens gerapporteer word.*

Councillor A Gili was excused from the meeting at 12:33.

**12. COUNCIL-in-COMMITTEE / RAAD-in-KOMITEE**

These items are dealt with in the confidential minutes.