

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON WEDNESDAY, 27 AUGUST 2025 AT 09:00

Councillors

Alderlady EM Sidego (DA) (Speaker)
Councillor TE Abrahams (DA) (Executive Mayor)
Councillor JF Nel (ICOSA) (Executive Deputy 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 N Phatsoane (ANC)
Councillor KA Robyn (GOOD)
Councillor J Rooi (Witzenberg Party)
Alderman HJ Smit (DA)
Alderman D Swart (DA)
Councillor IL Swartz (EFF)
Alderman JJ Visagie (DA)
Councillor K Yisa (ANC)

Officials

Mr HJ Kritzinger (Acting Municipal Manager)
Mr S Swartz (Director: Community Services)
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 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 K Yisa 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)**

A verbal application for leave of absence from the meeting was received from Councillor J Zalie.

Apologies for absence from the meeting were received from the Municipal Manager and Deputy Director: Finance.

RESOLVED

- (a) that the application for leave of absence from the meeting, received from Councillor J Zalie, be held in abeyance until the next Council meeting for the submission and consideration of the written application for leave of absence.*
- (b) that the apologies for absence from the meeting, received from the Municipal Manager and Deputy Director: Finance, be accepted.*

BESLUIT

- (a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf raadslid J Zalie, oorstaan tot die volgende raadsvergadering vir die indiening en oorweging van die skriftelike aansoek om verlof tot afwesigheid.*
- (b) dat die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munsipale Bestuurder en Adjunk-Direkteur: Finansies aanvaar word.*

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

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

No conflict of interest was declared.

NOTED.

3. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

3.1 IDP and Budget Process Plan for 2026/2027 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:

Steps		Process
1	Planning	Schedule dates, establish consultation forums, review previous processes
2	Strategi- zing	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.
3	Preparing	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	Tabling	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5	Approving	Council approves the IDP, the Budget and related policies
6	Finalising	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, an IDP and Budget Process Plan for the 2026/2027 cycle is attached as **annexure 3.1**.

UNANIMOUSLY RESOLVED

- (a) *that the Reviewed IDP and Budget Process Plan for 2026/2027 be approved.*
- (b) *that in the event of any changes with regard to the dates of the Process Plan, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.*

4. ADJOURNMENT / VERDAGING

The meeting adjourned at 09:15.

Approved on 29 October 2025 without amendments.

ALDERLADY EM SIDEGO
SPEAKER