MAYORAL COMMITTEE MEETING MINUTES

MINUTES OF THE MAYORAL COMMITTEE MEETING HELD ON THURSDAY, 22 JANUARY 2026 AT 09:00 IN THE COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM.

PLEASE RETAIN THIS DOCUMENT FOR RECORD PURPOSES AS IT WILL NOT BE CIRCULATED AGAIN.

Yours sincerely.

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H.F. DU RAND **DATE**
EXECUTIVE MAYOR

MINUTES OF AN ORDINARY MEETING OF THE MAYORAL COMMITTEE OF SWELLENDAM MUNICIPALITY HELD ON THURSDAY, 22 JANUARY 2026 AT 09:00 AT THE COUNCIL CHAMBERS, RHENIUS STREET, SWELLENDAM.

PRESENT:	**Councillor**	H.F. du Rand	Executive Mayor
		E.J. Lamprecht	Member
		F. Kees	Member

IN ATTENDANCE:	A. Vorster	(Municipal Manager)
	J. van Niekerk	(Acting Director: Community Services)
	W. Treurnicht	(Acting Director Infrastructure and Planning Services)
	J. Etzebeth	(Manager: Administrative Support Services)

SECRETARIAT:

K. Opperman
A. Eksteen

RECORDING OFFICER:

K. Opperman

ALSO PRESENT

Alderman J. du T. Loubser Speaker

1. OPENING AND WELCOME

At 09:00 the Executive Mayor, Councillor H.F. du Rand welcomed everyone at the Mayoral Committee meeting and declared the meeting duly constituted with a quorum present.

Councillor E.J. Lamprecht rendered an opening prayer.

2. ELECTION OF CHAIRPERSON, IF NECESSARY

None

3. APPLICATION FOR LEAVE OF ABSENCE

that leave of absence from the Mayoral Committee meeting held on Thursday, 22 January 2026 be granted to the Municipal Manager, Mrs A. Vorster.

4. SPEECHES AND SUBMISSIONS

None

5. CONFIRMATION OF MINUTES

Proposer: Councillor F. Kees
Seconder: Councillor E.J. Lamprecht

RESOLVED:

5.1 that the minutes of an ordinary meeting of the Mayoral Committee held on Wednesday, 19 November 2025 copies of which were circulated prior to the meeting, be taken as read and be hereby confirmed.

6. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

6.1 Matters arising from the minutes of the Mayoral Committee meeting held on Wednesday, 19 November 2025:

6.1.1 Matters arising from the minutes: p.5: Disaster Management Plan:

In response to a question by the Chairperson, Councillor H.F. du Rand, the Manager Administrative Support Services Mrs J. Etzebeth shared that the Office of the Municipal Manager shared a flow chart on emergency contact numbers and that it would be available to Councillors again before the next Council meeting.

6.1.2 Matters arising from the minutes: p.5: Alienation of Two Portions of Erf 1, Swellendam Bergstreet Area - Rotary Park:

In response to a question by the Chairperson regarding feedback received from the Manager, Town Planning and Building Control, Mr R. Brunings indicating that the land survey of the affected property and surroundings were currently with SCM to go out on tender and that the process was recorded by Property Administration, the CFO, Ms E. Wassermann shared that she would follow up on the matter with the Manager SCM to confirm the state of affairs.

6.1.3 Matters arising from the minutes: p.6: Oefeningshuis:

In response to a question by the Chairperson, Mrs Etzebeth indicated that the tender has been advertised for the sale of the property.

6.1.4 ***Matters arising from the minutes: p.8: Encroachment Erf 5866, Public Open Space in Railton: Application to Buy a Portion of Erf 5866, Railton:***

Mrs Etzebeth indicated that she would follow up on the matter to give feedback.

7 STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR

None

8 DISCLOSURE OF INTERESTS BY COUNCILLORS

None

9 FINANCIAL REPORTING

9.1 Section 71 Report for November and December 2025.

DISCUSSION

In response to a question by the Executive Mayor, Councillor H.F. du Rand regarding the capital expenditure that was on 20%, the CFO, Ms E. Wassermann shared that although the capital expenditure was on 20%, it should be taken into account that the two big projects that had an impact on the percentage were the two WSIG projects that only just started with the site establishment and contracts were in place. She added that one of the two projects was a R20 million project of which only R1.4 million has been spent. She further said that the other project that contributed to the 20% capital expenditure was the electrification of the 950 Housing Project that was a R12 million project of which R3.2 million was spent.

The CFO shared that R8 million was also included for the rebuilding of the buildings, and the tender would be advertised by 23 January 2026.

She added that she could confirm that the awards made on tenders by the end of December 2025 were at 62% which was much higher than previous financial years.

In response to a question by the Executive Mayor regarding the R300 000 for the pipe replacement in Glen Barry Street, the Acting Director Infrastructure Services, Mr W. Treurnicht shared that there was a contractor to whom the tender was awarded and he would have to follow up on the progress of the project.

In terms of the MIG Upgrading of the Railton Sports Grounds, Mr Treurnicht shared that the project was almost complete as only the clubhouse remained for upgrading.

Mr Treurnicht said that in terms of WSIG one project remained which was the Swellendam (Railton) pump station upgrading which was awarded and the contractor came on site during December 2025. He added that the old pump station would then be removed.

The CFO indicated that the 2024-2025 rollovers that was not approved by National Treasury was the previous year's WSIG allocation of R8.9 million that was lost due to the appeal.

Mr Treurnicht shared that the Water Resilience Grant for the Swellendam Bulk Water Reticulation – Grootkloof 3 Gravity Main to Hermitage Pump Station was an award to help with the raw water pipe line project and the funding was used to purchase some of the pipes and was in process to reevaluate the project that was partially funded by MIG, partially counter-funded and partially through the Water Resilience Grant.

In terms of the Integrated National Electrification Programme (INEP) Grant, Mr Treurnicht shared that there might not be enough beneficiaries to fill the houses to which the Executive Mayor indicated that the application period was extended to March 2026 and persons who qualified for a house within the next few months would be included.

Mr Treurnicht shared that ASLA did not want to complete the houses until the beneficiaries was enough to fill the houses because they did not want to take the risk for houses to be vandalised as there has already been R1 million worth of vandalism that took place and clarity would have to be obtained with regard to who the responsible entity for the amount of R1 million was. The CFO, Ms E. Wassermann said that a legal opinion would have to be obtained regarding who the responsible entity was to carry the cost. The Executive Mayor indicated that the legal opinion would have to be obtained as soon as possible before any further damages occurred.

The Speaker, Alderman J. du T. Loubser expressed the opinion that Council would have to bear the cost of vandalism that took place after ASLA built the houses to which Ms Wassermann indicated that she would draft an Item to table to Council as it would amount to irregular expenditure should the municipality spend money on assets that has already been financed. She indicated that the liability would be on Council and not the administration should it be approved.

The Speaker wanted to know how much the fine would be should the municipality exceed the R3500 minimum income bracket as indicated by Province, to be able to accommodate individuals above the threshold and develop a better town with people who received an income. The CFO said that the municipality would have to return a contribution to a certain percentage worth of the houses that would have to be paid by the beneficiary. She said that the possibility of exceeding the threshold could be discussed with the Manager Human Settlements.

The Executive Mayor shared that Minister Tersius Simmers would be visiting the municipality on 29 January 2026 to hand over the houses from 14:00 and said that a meeting could possibly be arranged with the Minister to discuss the possibility of a commitment from the Provincial Department to provide funding to finance repair of houses subjected to vandalism.

In response to a question by the Executive Mayor regarding the borehole installation and groundwater quality monitoring, the Acting Director Community Services Mr J. van Niekerk indicated that the service provider finished the job, but the boreholes collapsed and would be on site to fix the boreholes.

In terms of the Local Government Financial Management Grant (FMG) the CFO, Ms E. Wassermann shared that there was an Internal Audit project that the municipality wanted to implement, however the software for the programme was too expensive and would now have to change the plan and identify another project to spend the FMG Grant on. She said that projects that would be considered would be system upgrades or the appointment of finance interns. She added that she was also in process of improving the Finance Department's delegation system in terms of the MFMA as it has been found that there was a lack of delegations in the division that was linked to each person's job descriptions.

In response to a question by the Executive Mayor regarding the possibility of an incentive on recycling, the CFO Ms E. Wassermann shared that the problem with the idea was that the current service provider at the landfill site worked at a fixed rate regardless of the tonnage they produced. She said that this was a practice she would propose Council to move away from and only pay the service provider a fixed rate for the service provided and compensation based on the amount of tonnage delivered which means *that the municipality would then have a variable contract based on the tonnage that went to the landfill site. She said that only if the municipality could move to this stage, and residents started to recycle, less waste would go to the landfill site and Council would save on costs. She added that no organic waste would be able to go to the landfill site in 2027.*

Ms Wassermann said that two areas have been identified in Railton where illegal dumping took place and suggested that the municipality started with park development with proper fencing and cameras as a community project to prevent residents from dumping in certain areas.

The Executive Mayor proposed that an Item be drafted to be tabled to Council to plan for park development with proper fencing at a selected park upon availability of future funds to prevent illegal dumping in certain areas.

In terms of the Informal Settlement development into super blocks, Mr J. van Niekerk shared that the municipality met with the contractor, but they have not yet provided a date when they would start but indicated that it would be early in 2026. He said that they indicated that it would be a 12-week project to move at least 100 shacks to another location.

The CFO shared that the municipality would have to revisit the EPWP business plan and determine how it would be implemented strategically.

In response to a concern raised by the CFO regarding the management of the EPWP programme the Executive Mayor indicated that the EPWP Business Plan and Policy be tabled at the next Finance and Governance Portfolio Committee Meeting to be reviewed by Council to ensure that the actual operations and business plan were integrated.

The Executive Mayor called for a 5-minute break at 10:40.

The meeting reconvened at 10:48.

The Executive Mayor requested that the report on all the expenditure in terms of capital projects in each department be provided.

The CFO, Ms E. Wassermann indicated that the Finance Department will be formulating a new tender before the end of June 2026 for an ERP software system which was an ERP system with all the systems of the municipality including GIS and Town Planning. She said that part of the MSCOA business processes that would be rolled out was that the ERP system should include a performance function, risk, Internal Audit, document management etc. and that she would draft a report in this regard for submission to Council.

Ms Wassermann shared that the payment rate was at 95% by the end of December 2025.

RESOLVED

9.1.1 that cognisance be taken of the Section 71 Report for November and December 2025.

10 MATTERS FOR CONSIDERATION

10.1 Items submitted by officials of the Council

10.1.1

Item number A.8 22.01.2026

SUPPLY CHAIN MANAGEMENT MONTHLY REPORT – NOVEMBER 2025

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

PURPOSE OF REPORT

The SCM monthly report is prepared to inform Council on key SCM monthly activities and adhere to the reporting requirements in terms of the Legislative Framework.

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, Council has a responsibility to maintain oversight over the implementation of the Supply Chain Management Policy.

Section 36(2) of the Supply Chain Management Regulation requires that the accounting officer must record the reasons for any deviation from the procurement process and report it to the next council meeting.

DISCUSSION

The SCM monthly report for November 2025 is attached as **Annexure A.1** to enable Council to fulfil its oversight role. The report informs on the following matters:

- Procurement Statistics for the month
- Awards made above R 100 000 which was reported to National Treasury
- SCM deviations

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

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003
- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: 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 November 2025 attached as **Annexure A.1.**

The Executive Mayor indicated that the Committee took note of the report.

RECOMMENDED TO COUNCIL

1. that Council takes cognisance of the Supply Chain Management Report for November 2025 attached as **Annexure A.1.**

10.1.2

Item number A9. 22.01.2026

SUPPLY CHAIN MANAGEMENT MONTHLY REPORT – DECEMBER 2025

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

PURPOSE OF REPORT

The SCM monthly report is prepared to inform Council on key SCM monthly activities and adhere to the reporting requirements in terms of the Legislative Framework.

FACTS AND BACKGROUND

In terms of section 6 of the Supply Chain Management Regulations, Council has a responsibility to maintain oversight over the implementation of the Supply Chain Management Policy.

Section 36(2) of the Supply Chain Management Regulation requires that the accounting officer must record the reasons for any deviation from the procurement process and report it to the next council meeting.

DISCUSSION

The SCM monthly report for December 2025 is attached as **Annexure A.3** to enable Council to fulfil its oversight role. The report informs on the following matters:

- Procurement Statistics for the month
- Awards made above R 100 000 which was reported to National Treasury
- SCM deviations

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

LEGAL IMPLICATIONS

- Municipal Finance Management Act, 2003
- Municipal Supply Chain Management Regulation, 2005
- Municipal Supply Chain Management Policy, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: 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 December 2025 attached as **Annexure A.3.**

The Executive Mayor indicated that the Committee took note of the report.

RECOMMENDED TO COUNCIL

1. that Council takes cognisance of the Supply Chain Management Report for December 2025 attached as **Annexure A.3.**

10.1.3

Item number A10. 22.01.2026

SUPPLY CHAIN MANAGEMENT: QUARTERLY REPORT – DECEMBER 2025

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 the 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, the 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 2nd SCM quarterly report ending December 2025 is attached as **Annexure A.4** of the Annexures 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, 2024

FINANCIAL IMPLICATIONS

None

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

None

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that cognisance be taken of the Supply Chain Management Quarterly Report ending December 2025 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.

The Executive Mayor indicated that the Committee took note of the report.

RECOMMENDED TO COUNCIL

1. that cognisance be taken of the Supply Chain Management Quarterly Report ending December 2025 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.

10.1.4

Item number A11. 22.01.2026

MUNICIPAL MANAGER MONTHLY REPORT: DECEMBER 2025 AND JANUARY 2026

WATER STATUS QUO

Swellendam Municipality monitored the water levels in the different towns on a continuous basis and can report that due to light rainfall and lower consumption, the water situation in Swellendam has stabilised some. The dam level is around 53% which means the Municipality has 46 days left at 5ML use per day and about 62 days left at 4 ML per day. During the holiday period the schools were closed and that assisted in reducing the water use. The Municipality will conduct water saving information sessions at the local schools to help with awareness. The schools will also be advised on water saving measures as they are significant water consumers in Swellendam.

Following Council's decision, a local disaster in terms of water was declared in December 2025.

Engagements with the key sectors such as the Hospitality sector, the medical sector and industrial users took place in December to discuss the water situation. Soill was assisted to procure abstraction rights directly from the river to alleviate the pressure on the town's water resources for their production. This will only be applicable until the water restrictions is lifted.

Emerging farmers, the hospitality sector and the general public are supported by providing a tap-off point at lower Murray Street where tanks were put up and where 1 kl water per day can be extracted per person. This was made possible due to water abstraction rights from the Koornlandsriver.

The Municipality identified five places to drill new boreholes. A supply chain process to sink at least two boreholes will be followed. As the situation have stabilised somewhat, it is not necessary to follow an emergency procedure.

The Hospitality sector struggled extensively with the water restrictions and several businesses and hospitality establishments applied for exemptions. Exemptions were considered in terms of the operation of the business, consumption history and water saving measures implemented. The majority of businesses and operations chose to establish tanks, close and cover swimming pools and adapt their business processes. The support received from the Hospitality sector should be commended.

The Department of Social Services and the Al -Imdaad Foundation gifted 5000 litres bottled water to the Municipality which was and is distributed to medical facilities, old age homes, critical care and schools. A follow-up delivery will be provided when the current stock is depleted.

The Buffeljagsrivier dam went from nearly 50% to 97%. Though the dam levels reduced to 80% again, it will increase again with the recent rains. The Buffeljagsrivier dam is again providing irrigation to the surrounding farmers. In light of this situation the water restrictions to Buffeljagsrivier can be reduced to level 1. The water restrictions in Swellendam are to remain the same.

FIRE IN INFORMAL SETTLEMENT OF MATJOKS

On 9 January 2026, a fire occurred in the Swellendam (Railton informal settlement), resulting in the displacement of several families. The incident occurred around 11:50 am and affected 73 structures and 115 people. Gift of the Givers as well as the community and CAP provided support in terms of food, clothing and other necessities. There were no casualties.

FIRE IN SUURBRAAK AND STORMSVLEI

During the week of 8 January there was a veld fire at Stormsvlei that burned for several days and was monitored by both the local farmers and the Overberg District Municipality.

On 9 January there was a smaller veld fire at the back of Suurbraak that was tended to by the locals, the Municipality and the Overberg Fire Services. This was controlled and extinguished.

On late 9 January, early 10 January a veld fire broke out east of Suurbraak, within the Garden Route district area. The Garden Route Municipality tended to this fire with Grootvadersbosch and local farmer support. This fire lasted up to 15 January with mop-up operations still in effect. The Tradouw Pass was closed on several occasions as a result of this fire.

Another separate fire broke out in Barrydale on 11 January 2026 near the municipal reservoirs. The local teams and fire skids of the Municipality as well as the Overberg District Municipality tended to the fire and brought it under control the same day. There was no loss of lives.

The Overberg District suffered extensively with veld fires during the festive season with Overstrand and Cape Agulhas taking the brunt of the veld fires. Swellendam Municipality assisted by availing Traffic law enforcement to Cape Agulhas/Overstrand to relief their officials. This was for one day only.

EMPLOYMENT EQUITY REPORT

Swellendam Municipality submitted their Employment Equity progress report to the Department of Labour on 15 January 2026 under reference 17054. This is in compliance with the prescribed legislation.

BUFFELJAGS COMMUNITY HALL

A business plan was submitted to the Department of Rural Development on a proposed Community Hall in Buffeljagsrivier.

NATIONAL WATER AND SANITATION SERVICES STANDARDS – SUBMISSION FOR EXEMPTION

The Municipality attended a workshop on the National Water and Sanitation Service Standards virtually on 16 January 2026. The Compulsory National Water and Sanitation Services Standards (Regulation 6292) established under section 9 of the Water Services Act, 1997 (Act No. 108 of 1997), outline the obligations that Water Services Authorities must meet when delivering water and sanitation services.

The Meeting tended to the following:

i). Clarify the prohibitions outlined in Regulation 6292,

Ii). Highlight the legal status and enforcement of these prohibitions,

iii). Discuss common areas of potential non-compliance; and

iv). Engage on practical measures to strengthen compliance at municipal level.

A copy of the presentation is attached **(see Annexure A.5).** It is clear from this engagement and practical experience that the Municipality cannot financially and in terms of human resource capacity and infrastructure deliver on these national norms and standards. From this engagement Swellendam Municipality cannot comply to these standards and thus the Municipality should take the challenges experienced up with SALGA and the Department of Water and Sanitation with the request for legislative reform and/or exemption. Legislation currently consulted on recommends a R10 million fine or no more than 10 years imprisonment.

It is further suggested that Swellendam Municipality urgently have a strategic session on future water and sewerage management during February.

UPGRADE OF INFORMAL SETTLEMENT SWELLENDAM

An engagement was held with ASLA on 15 January 2026 on the upgrade of the Informal Settlement in Swellendam. A meeting with the Informal Settlement Committee will be held on 22 January to discuss the procedure to be followed with the relocation for this project.

It should be noted that SANPARKS requested excessive requirements for the proposed fence that overshot the total budget of the whole project. The fence to be put up will be for clearvu and the community will have to take responsibility for the maintenance of the fence.

The project is to be completed at the end of May, depending on how fast the people can be relocated.

SUURBRAAK INFORMAL SETTLEMENT

An engagement was held with the Suurbraak CPA in December and they provided a mandated letter in which they requested that services be provided to the Vatmaar informal settlement. It should also be noted that people are now moving into Vatmaar and the CPA requests the Municipality to remove these people. The official property transfer from Swellendam to the CPA must be prioritised. A report on the possible upgrade and the process to be followed will be tabled to Council.

SOUTH AFRICAN HUMAN RIGHTS COMMISSION: RESTORATION OF EMERGENCY WATER SUPPLY TO THE STORMSVLEI COMMUNITY

The Human Rights Commission wrote an attached letter to Swellendam Municipality, dated 13 January 2026, demanding water supply on private farms in Stormsvlei. The Municipality made it clear that they will not supply internal water on private property and have ceased water delivery to the affected 22 residents. The Municipality did request emergency intermediate water relief from Overberg District Municipality who undertook to provide water to the 22 residents until the end of January 2026. The South African Human Rights Commission was informed accordingly, and responded as per the attached letter **(See Annexure A.6).**

The matter was discussed with the Overberg Mediation team and they engaged with one of the farmers involved in the dispute. The farmer ceded to the erection of a water tank on the farm and indicated that he will allow the repair of the existing dysfunctional water pipeline, but not at his cost. At a previous engagement with the South African Human Rights Commission, the latter undertook to engage with the Department of Water and Sanitation on this matter. Dr D Williams undertook to do a follow-up enquiry with the Provincial division on the Department of Water and Sanitation on this matter.

The Municipal Manager engaged with the Department of Social Services to possibly provide intermediate relief.

TAXI OPERATION AT RED ROCKET WINDFARM

The taxi operation at the Red Rocket Windfarm caused conflict amongst the taxi operators in Bredasdorp. An engagement with Red Rocket Windfarm representatives, the Municipal Manager of Cape Agulhas and Swellendam as well as Overberg Mediation team took place on 15 January 2026. It was confirmed that a Steering Committee where Red Rocket Windfarm, Bredasdorp and Swellendam Taxi Association and CODETA and CATA is represented was established to manage the service provision to the windfarm.

With reference to job creation, it was confirmed by Red Rocket that employment will first be offered to Swellendam residents. If there are no sufficient people available in Swellendam, jobs will be offered to the outer towns within the municipal boundary.

DEMOLITION OF ADMIN BUILDING, SWELLENDAM

The demolition of the Admin Building in Voortrek Street has commenced. Ad hoc fires and security remain a concern on this project.

THUSONG BUILDING REBUILD

The Thusong specifications have been completed and will be advertised by 26 January 2026.

DIRECTOR: TECHNICAL SERVICES and COMMUNITY SERVICES

The position of Director: Technical Services are currently being prepared for shortlisting after the advertisement closed on 9 January 2026. Mr W Treurnicht is currently acting as Director: Technical Services.

The organogram has not been amended yet and thus the Director: Community Services position is still relevant. From 13 January 2026 Mr Johan van Niekerk is acting as Director: Community Service up to 30 January 2026.

RECOMMENDED

1. that the monthly report of the Municipal Manager for December 2025 and January 2026, be noted.
2. that the water restrictions for Buffeljagsrivier be reduced to level 1 from 19 January 2026.
3. that a strategic session on future water and sewerage management be scheduled for February 2026.
4. that it be confirmed that Swellendam Municipality will not supply water for internal dissemination on private property in Stormsvlei.
5. that the challenges in terms of compliance to the Water Service Standards Regulations be communicated to both SALGA and the Department with a request for financial reform and exemption.

<u>DISCUSSION</u>

The Executive Mayor, Councillor H.F. du Rand shared that the water crisis has already been reported as a disaster, but Council would like to use the resolution on allowing a deviation to drill boreholes regardless of not being under as much pressure at this stage.

The Speaker, Alderman J. du T. Loubser said that there were different remedies to follow to save water and proposed that the Council decision made in terms of water remained as-is but that the matter compelled urgent decision making by Council and he proposed that it be referred to the next Portfolio Committee to craft a plan with definite actions and identified resources within the next month to be ready for the next Council meeting.

The Acting Director, Mr W. Treurnicht shared that the hydrologist already did the study and five areas have been identified where the municipality could drill bore holes and the advantage was that all *locations were on municipal property and close to the dams. He said that the municipality was ready to start with the process but awaited feedback on whether the municipality had permission to start drilling.*

Mr Treurnicht shared that the specification for the tender was complete but awaited the final documentation from the consultants and hydrologists to proceed. He said that the estimated time was about three months to complete the bore holes. He added that about three to four holes would be drilled and the best two would be utilised and the necessary permission from the catchment management agency would have to be obtained.

He added that from a management perspective he was reluctant to deviate from established procurement procedure even in the event of emergency given the adverse scenario that played out during the recent past.

The CFO, Ms Wassermann shared that the Municipal Manager suggested that a strategic session be held with the Mayoral Committee, Speaker and Senior Management to discuss the different options regarding efficient water management.

The Executive Mayor indicated that the strategic session should be arranged.

The CFO, Ms E. Wassermann shared that an Item would have to be drafted regarding a public participation process that would have to follow in terms of the concept plan and estimated cost of the rebuilding of the Municipal Admin Building. She said that the public would then be able to provide inputs on the concept plan and total cost.

She added that the tender for the rebuilding of the Thusong Building would be advertised by 26 January 2026.

The Executive Mayor confirmed that the Committee was in support of the recommendation as-is.

RECOMMENDED TO COUNCIL

1. that the monthly report of the Municipal Manager for December 2025 and January 2026, be noted.
2. that the water restrictions for Buffeljagsrivier be reduced to level 1 from 19 January 2026.
3. that a strategic session on future water and sewerage management be scheduled for February 2026.
4. that it be confirmed that Swellendam Municipality will not supply water for internal dissemination on private property in Stormsvlei.
5. that the challenges in terms of compliance to the Water Service Standards Regulations be communicated to both SALGA and the Department with a request for financial reform and exemption.

10.1.5

Item number A12. 22.01.2026

2025/26 2ND QUARTER AUDIT AND PERFORMANCE AUDIT COMMITTEE CHAIRPERSON REPORT FOR THE PERIOD ENDED 31 DECEMBER 2025 AND THE MINUTES OF THE APAC MEETINGS HELD ON 10 DECEMBER 2025.

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 2nd Quarter Audit and Performance Audit Committee Chairperson Report and the Minutes of the Committee meetings held on 10 December 2025.

FACTS AND BACKGROUND

In terms of National Treasury's Circular 65 of 2003, the committee must on a quarterly basis report to the Council on the performance of their functions and duties, as well as the functions of the internal audit department. This circular has been amended in 2012, to adapt to the latest developments and expectations regarding internal audit and risk management.

DISCUSSION

Based on this Circular, the committee drafted its 2nd quarterly report for the period ended 31 December 2025 and which is now being submitted to the Council for discussion and consideration.

Annexures attached as Annexures A.7 – A.8:

1. 2025/2026 2nd Quarter Audit and Performance Audit Committee Chairperson Report for the period ended 31 December 2025; and
2. Minutes of the Audit and Performance Audit Committee Meeting held on 10 December 2025.

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 on a quarterly basis 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

Director: Community Services

None

Director: Financial Services

None

Director: Infrastructure and Planning Services

None

Municipal Manager

None

RECOMMENDED

1. that cognisance be taken of the 2025/2026 2nd Quarter Audit and Performance Audit Committee Chairperson Report for the period ended 31 December 2025; and
2. that cognisance be taken of the minutes of the Audit and Performance Audit Committee Meetings held on 10 December 2025.

The Executive Mayor indicated that the Committee took note of the report.

RECOMMENDED TO COUNCIL

1. that cognisance be taken of the 2025/2026 2nd Quarter Audit and Performance Audit Committee Chairperson Report for the period ended 31 December 2025; and
2. that cognisance be taken of the minutes of the Audit and Performance Audit Committee Meetings held on 10 December 2025.

10.1.6

Item number A13. 22.01.2026

SMART WATER METERS

Report of the Director: Financial Services:	Ms. E Wassermann.
Department	Financial Services
Section	Financial Services
File Number	16/2/3/1

PURPOSE OF REPORT

The objective of this report is to provide the Council with comprehensive information regarding Smart Water Meter technology, highlighting its advantages for both the municipality and its residents. This analysis aims to facilitate informed decision-making concerning the future management and deployment of water meters within the community.

By understanding the benefits, such as enhanced accuracy, real-time data collection, and improved resource management, the Council can evaluate the potential for integrating this innovative technology into existing infrastructure.

Ultimately, this initiative seeks to promote sustainable water usage, operational efficiency, and increased transparency for all stakeholders involved.

FACTS AND BACKGROUND

Smart water metering solutions represent sophisticated technological systems engineered to accurately measure and record water consumption in real-time. These advanced meters leverage digital communication technologies to transmit detailed usage data directly to utility providers and consumers, thereby enabling enhanced water management, improved billing accuracy, and optimised resource allocation. The implementation of such solutions supports sustainable water usage practices and facilitates proactive maintenance and operational efficiency within water distribution networks.

The National Treasury recently awarded a transversal contract that allows municipalities to procure smart electricity and water meters, as well as other services, from seven different service providers. Known as RT29, the contract comprises several categories that municipalities can use.

DISCUSSION

The municipality has approximately 8103 conventional water and electricity meters. Of these, about 930 meters are inaccessible, which is 11.5%. When the municipality takes an actual reading and adjusts the account accordingly, most of the time, customers dispute the actual reading and consumption.

There are various types of new technology for smart water meters, namely:

1) Ultrasonic Water Meter

This meter is built with advanced technology, offering highly accurate readings without moving parts. It ensures durability and requires minimal maintenance. Enjoy real-time monitoring, leak detection, and accurate consumption data, helping you optimise water use and conserve resources. The benefits are:

- ✓ Precision and Efficiency
- ✓ Cutting-Edge Technology
- ✓ Reliability and Minimal Maintenance
- ✓ Does not measure air
- ✓ Real-Time Monitoring
- ✓ Optimised Water Usage
- ✓ Resource Conservation
- ✓ Not damaged by suspended solids eg. sand or grit

2) Automated Meter Reading (AMR)

Automated meter reading is the communication technology water utilities use to automatically collect water consumption and status data from water meters. AMR systems can be either walk-by or drive-by. It can either be retrofit to existing utility meters or installed as new smart meters. An endpoint is connected to the meter's encoder register. The endpoint captures water flow and alarm data which is collected by utility personnel by walking or driving by with a data receiver in proximity to the device. The benefits are:

- ✓ Real-Time Monitoring
- ✓ Billing Accuracy
- ✓ Remote Access
- ✓ Proactive Water management
- ✓ No manual water meter readings

3) Automated Metering Infrastructure (AMI)

This advanced technology transforms utility management by smoothly integrating smart metering features into your infrastructure. With strong security measures and scalable design. AMI is an integrated system of water meters, communication networks and data management systems that enables two-way communication between meter endpoints and utilities. Unlike AMR, AMI doesn't require utility personnel to collect the data. Instead, the system automatically transmits the data directly to the utility at predetermined intervals. The benefits are:

- ✓ Seamless Integration
- ✓ Remote Monitoring
- ✓ Usage Alerts
- ✓ Robust Security Features
- ✓ Scalable Architecture
- ✓ Reliable Metering
- ✓ No manual water meter readings.

4) Water Management device (WMD)

Elevate your water management practices with our state-of-the-art water management device. Designed to streamline efficiency and optimise resource utilisation, our device offers comprehensive monitoring, analysis, and control capabilities.
The Utility Systems water management device, the WMD, is a remote communicating electronic water control valve. When linked to a pulse output water meter, the WMD enables two-way communication, configuration and valve control as well as the option for STS-approved prepaid water supply.

From tracking water usage patterns to identifying leaks and implementing customised conservation strategies, our solution empowers users to make informed decisions and achieve sustainability goals. With user-friendly interfaces and seamless integration, managing water resources has never been easier. The benefits are:

- ✓ Comprehensive Monitoring;
- ✓ Efficiency Optimisation;
- ✓ Leak Identification;
- ✓ Customised Conservation Strategies;
- ✓ Informed Decision-Making.
- ✓ No manual water meter readings.

The disadvantages of smart water technology are:

- × Battery lifespan is between 15 – 20 Years and must then be replaced;
- × Potential data security;
- × Higher meter cost;
- × Cost per meter for software;
- × Potential signal lost;
- × Smart APP application may not be available to all users.

The average cost of a conventional meter is approximately R630, inclusive of VAT. In contrast, the price range for a smart ultrasonic meter varies between R1,700 and R6,000, inclusive of VAT. The variation in cost depends on the specific type of meter and its functionalities, which can influence the overall performance and features offered.

The average cost per meter management range between R175 to R230 per meter.

The cost of smart meter technology can be offset against the meter read salary cost. This should be done in conjunction with smart electricity meters technology of which a separate report will be submitted.

Considering the above the following is proposed:

- ➢ Council in principle approve the implementation of smart water meter technology.
- ➢ The administration be task to invite companies on the RT 29 transversal to demonstrate smart water meter technology and software solutions.
- ➢ The task team made recommendations to bid specification committee on the most economical smart water meter solution.
- ➢ A further report be submitted to council on an implementation date, subject to budgetary provisions for final approval.
- ➢ An implementation plan be submitted to Council for consideration.
- ➢ Once solution is accepted, all future water meters will be standardised on the approved technology;

- The smart meter technology be made available to willing residents which want to convert voluntary at their cost.
- The smart meter technology and software be integrated to Council existing meter software and financial system.

LEGAL IMPLICATIONS

Water Services By-law;
Supply Chain Management regulation;
Municipal Finance Management Act;

FINANCIAL IMPLICATIONS

The final cost implication will be submitted with the implementation report.

PERSONNEL IMPLICATIONS

None

COMMUNICATION IMPLICATIONS

Public Participation on Council intent to move to Smart Water Meter Technology.

COMMENTS FROM DEPARTMENTS

Director: Community Services

None

Director: Financial Services

Such technology will improve efficiency and ensure accurate billing, whilst provide the resident with access to monitor and managed their water consumption.

The implementation of this technology is expected to enhance operational efficiency and guarantee precise billing processes. Additionally, it empowers residents by providing them with access to monitor and manage their water consumption effectively, early detection of leaks and encouraging responsible usage.

Director: Infrastructure Services and Planning Services

Smart meter technology in both the water and electricity sectors is the future of meter management. Online monitoring systems can have a significant operational advantage when enough meters have been replaced in that it can be used to identify pipe breaks and leaks on the network.

The meter technology also holds an advantage to residents who wants to proactively manage their water consumption, and, in that way, Council is enabling the residents to take a more active part in the water management of the town.

Funding can be applied for through various grants.

Municipal Manager

None

RECOMMENDED

1. that Council in principle approve the implementation of smart water meter technology.
2. that the administration be tasked to invite companies on the RT 29 transversal to demonstrate smart water meter technology and software solutions.
3. that the Task Team made recommendations to the Bid Specification Committee on the most economical smart water meter solution.
4. that a further report be submitted to Council on an implementation date, subject to budgetary provisions for final approval.
5. that an implementation plan be submitted to Council for consideration.
6. that once the software and meter solution is approved, all future water meters be standardised on the approved technology.
7. that the smart meter technology be made available to willing residents which want to convert voluntary at their cost.
8. that the smart meter technology and software be integrated to Council existing meter software and financial system.

DISCUSSION

The CFO, Ms E. Wassermann, suggested that the same process be followed for smart electricity meters.

The Executive Mayor indicated that the Committee was in support of the recommendation with an amendment regarding similar technology and software in respect of Council's electricity meters.

RECOMMENDED TO COUNCIL

1. that Council in principle approve the implementation of smart water meter technology.
2. that the administration be tasked to invite companies on the RT 29 transversal to demonstrate smart water meter technology and software solutions.
3. that the Task Team made recommendations to the Bid Specification Committee on the most economical smart water meter solution.
4. that a further report be submitted to Council on an implementation date, subject to budgetary provisions for final approval.
5. that an implementation plan be submitted to Council for consideration.
6. that once the software and meter solution is approved, all future water meters be standardised on the approved technology.
7. that the smart meter technology be made available to willing residents which want to convert voluntary at their cost.
8. that the smart water meter technology and software be integrated into Council's existing meter software and financial system and that the implementation of similar technology and software in respect of Council's electricity meter system be approved in principle and that a further report be submitted in this regard as well.

10.2 Consideration of matters which require non-disclosure

None

10.3 Consideration of urgent matters

None

11 MINUTES OF THE PORTFOLIO COMMITTEES

None

12 GENERAL

13 CLOSURE

The Executive Mayor thanked everybody for their time and commitment to attend the meeting.

The meeting adjourned at 13:06.