

DISTRIBUTION AND TASK LIST

MAYORAL COMMITTEE: TUESDAY, 23 APRIL 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
DIRECTOR: COMMUNITY SERVICES	Mr. K. Stuurman
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr. J. Bester
MANAGER: HUMAN SETTLEMENTS	Mr. J. Engel
TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: INCOME	Mrs. W. Bekker
ADMINISTRATOR: TOWN PLANNING AND BUILDING CONTROL	Mrs. M. Swart
ADMINISTRATIVE OFFICER: PROPERTY MANAGEMENT	Mrs. L. Baransky

INTERNAL MEMORANDUM

To: All relevant officials

Date: Tuesday, 23 April 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Items were resolved during the **Mayoral Committee meeting** held on **Tuesday, 23 April 2024** and are delegated to the following officials for completion, implementation or cognisance. You are therefore requested to give urgent attention to the delegated tasks. Minutes have not been approved yet and therefore are subject to change.

Item Number	Report	Implementation / Completion	For cognisance	Implementation or completion verified / Notes
9.1	The Section 71 Reports for March 2024 (Separate Addendum)	Director: Financial Services (E. Wasserman)	Referred to Council: 30 April 2024	
Item A54.	Extension of Service Level Agreement With (GVB) Grootvadersbosch Conservancy PBO No.18/11/4506	Director: Community Services (K. Stuurman) Manager: Solid Waste and Environment (J. van Niekerk)	Referred to Council: 30 April 2024	
Item A55.	Supply Chain Management Monthly Report – March 2024	Director: Financial Services (E. Wasserman) Manager SCM (B. Beyers)	Referred to Council: 30 April 2024	
Item A56.	Addendum to the Fire and Rescue Service Delivery Agreement: Overberg District Municipality and Swellendam Municipality	Office of the Municipal Manager: (A.Vorster)	Referred to Council: 30 April 2024	
Item A57.	Application to Register a Servitude Over Municipal Land (Farm Tradouwshoek No. 65) in Barrydale	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Referred to Council: 30 April 2024	

Item A58.	Supply Chain Management: Quarterly Report – March 2024	Director: Financial Services (E. Wasserman) Manager SCM (B. Beyers)	Referred to Council: 30 April 2024
Item A59.	Community Services: Railton Informal Settlement - Upgrading	Director Community Services: (K. Stuurman) Manager: Human Settlements (J. Engel)	Referred to Council: 30 April 2024
Item A60.	Monthly Report of Municipal Manager: April 2024	Office of the Municipal Manager: (A.Vorster)	Referred to Council: 30 April 2024
Item B6.	Item B6. Renewal of Lease Agreement – Golf Club, Swellendam	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Inform the applicant accordingly; Publish Mayco's intention to extend the lease; Inform the Revenue Section accordingly. The applicant was informed of Council's decision per email – 15 May 2024. The decision was advertised for public comment, no feedback was received. An addendum was signed, still in process with drafting a new lease agreement.

DISTRIBUTION AND TASK LIST

COUNCIL MEETING TUESDAY, 30 APRIL 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	J. Bester
DIRECTOR: COMMUNITY SERVICES	Mr. K. Stuurman
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: HUMAN SETTLEMENTS	Mr. J. Engel
ASSISTANT LEGAL-/RISK MANAGEMENT OFFICER	Mrs. L. Baransky
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Tuesday, 30 April 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during the **Council Meeting** held on **Tuesday, 30 April 2024** and are delegated to the following officials for completion, implementation or cognisance. You are therefore requested to give urgent attention to the delegated tasks. The minutes are not yet approved and therefore subject to change.

Item Number	Report	Implementation / Completion/ Cognisance	Instructions	Implementation or completion verified / Notes
Item A54.	Extension of Service Level Agreement With (Gvb) Grootvadersbosch Conservancy PBO No.18/11/4506	Director Community Services: (K. Stuurman) Manager: Solid Waste and Environment (J. van Niekerk)	Inform GVB Conservancy accordingly; Publish intention to extend the agreement; Note the condition that GVB start with clearing the river.	
Item A55.	Supply Chain Management Monthly Report – March 2024	Director: Financial Services (E. Wasserman)	For cognisance.	
Item A56.	Addendum to the Fire and Rescue Service Delivery Agreement: Overberg District Municipality and Swellendam Municipality	Municipal Manager (A.Vorster)	Publish the intention to extend the SLA for public comment.	
Item A57.	Application to Register a Servitude Over Municipal Land (Farm Tradouwshoek No. 65) in Barrydale	Municipal Manager (A.Vorster) Property Management (L. Baransky)	Informed applicant of the decision of Council per e-mail 6 May 2024. Town Planning is handling the land application for the servitude registration.	
Item A58.	Supply Chain Management: Quarterly Report – March 2024	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	For cognisance.	
Item A59.	Community Services: Railton Informal Settlement - Upgrading	Director Community Services: (K. Stuurman)	Inform WC Department of Human Settlements accordingly; Will Establish Independent Liaison Committee;	

		Manager: Human Settlements (J. Engel)	<i>Inform residents that services will be billed once installation is complete.</i>
Item A60.	Monthly Report of Municipal Manager: April 2024	Municipal Manager (A.Vorster)	<i>For cognisance</i>
Item A61.	Adjustments Budget: Medium Term Revenue and Expenditure Framework 2023/2024 (Additional Allocation)	Director: Financial Services (E. Wasserman)	<i>Completed and finalised.</i>
Item A62.	Report In Terms of The SDBIP – Implementation of Council Resolutions: Municipal Manager	Municipal Manager (A.Vorster)	<i>For cognisance.</i>
Item A63.	Service Delivery and Budget Implementation Plan (SDBIP) And Performance Quarterly Report for Period Ended 31 March 2024	Municipal Manager (A.Vorster)	<i>For cognisance.</i>
Item A64.	Quarterly Ward Committee Report	Office of the Speaker (Councillor J.R. van Schalkwyk)	<i>For cognisance</i>
Item A65.	Tender No: SMT40/22/23 – Amendment of Agreement Provision of Pest Control and Fumigation Services for Swellendam Municipality	Director: Financial Services (E. Wasserman)	<i>Completed.</i>
Item A66.	Council in Recess: Period 15 May to 29 May 2024	Municipal Manager (A.Vorster)	<i>WITHDRAWN</i>
Item A67.	Funding Shortfall on Roads Projects: 2024/2025	Director: Financial Services (E. Wasserman)	<i>Completed.</i>

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING THURSDAY, 16 MAY 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	J. Bester
DIRECTOR: COMMUNITY SERVICES	Mr. K. Stuurman
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: HUMAN SETTLEMENTS	Mr. J. Engel
ASSISTANT LEGAL-/RISK MANAGEMENT OFFICER	Mrs. L. Baransky
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Thursday, 16 May 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during the **Special Council Meeting** held on **Thursday, 16 May 2024** and are delegated to the following officials for completion, implementation or cognisance. You are therefore requested to give urgent attention to the delegated tasks. The minutes are not yet approved and therefore subject to change.

Item Number	Report	Implementation / Completion / Cognisance	Instructions	Implementation or completion verified / Notes
Item A69.	Oversight on the Annual Report for the 2022/2023 Financial Year	Municipal Manager (A.Vorster) PMS and Compliance Officer: (Z. Wiese)		<i>Resolved. Oversight Report and minutes were submitted to the relevant Government Departments.</i>
Item A70.	Commencement: Recruitment and Selection Process for the Position of Director Infrastructure Services	Municipal Manager (A.Vorster) HR Manager: (P. Le Roux)		<i>Informed the candidate accordingly.</i>

DISTRIBUTION AND TASK LIST

MAYORAL COMMITTEE: MONDAY, 20 MAY 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
DIRECTOR: COMMUNITY SERVICES	Mr. K. Stuurman
MANAGER: HUMAN SETTLEMENTS	Mr. J. Engel
TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: INCOME	Mrs. W. Bekker
ADMINISTRATOR: TOWN PLANNING AND BUILDING CONTROL	Mrs. M. Swart
ASSISTANT LEGAL-/RISK MANAGEMENT OFFICER	Mrs. L. Baransky

INTERNAL MEMORANDUM

To: All relevant officials

Date: Monday, 25 May 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Items were resolved during the **Mayoral Committee meeting** held on **Monday, 20 May 2024** and are delegated to the following officials for completion, implementation or cognisance. You are therefore requested to give urgent attention to the delegated tasks. Minutes have not been approved yet and therefore are subject to change.

Item Number	Report	Implementation / Completion	For cognisance	Implementation or completion verified / Notes
9.1	The Section 71 Report for April 2024 (Separate Addendum)	Director: Financial Services (E. Wasserman)	Referred to Council of 30 May 2024.	
Item A68.	Endorsement of the Integrated Waste Management Plan and the Organic Waste Diversion Plan	Director: Community Services (K. Stuurman) Manager: Solid Waste and Environment (J. van Niekerk)	Referred to Council of 30 May 2024.	
Item A71.	Resubmission: Application to Purchase a Portion of Street Reserve, Odendaal Street, Swellendam – Mr & Mrs Kral	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Referred to Council of 30 May 2024.	
Item A72.	Supply Chain Management Monthly Report – April 2024	Director: Financial Services (E. Wasserman) Manager SCM (B. Beyers)	Referred to Council of 30 May 2024.	
Item A73.	Monthly Report of Municipal Manager: April and May 2024	Office of the Municipal Manager: (A.Vorster)	Referred to Council of 30 May 2024.	
Item B7	Renewal of a Lease Agreement – P.D. Smit Family Trust –	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Agreement is finalized. Informed Budget and Expenditure Section accordingly.	

	Building on Portion 13 of the Farm 65 In Barrydale, For Internet and Radio Connectivity		
Item B8.	Application to Lease a Portion of Erf 8481, Industrial Area, Swellendam – Unathi Driving School (UDS)	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	<i>Informed applicant accordingly; Applicant are still deciding.</i>

DISTRIBUTION AND TASK LIST

COUNCIL MEETING THURSDAY, 30 MAY 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	J. Bester
DIRECTOR: COMMUNITY SERVICES	Mr. K. Stuurman
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: HUMAN SETTLEMENTS	Mr. J. Engel
ASSISTANT LEGAL-/RISK MANAGEMENT OFFICER	Mrs. L. Baransky
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Thursday, 30 May 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during the **Council Meeting** held on **Thursday, 30 May 2024** and are delegated to the following officials for completion, implementation or cognisance. You are therefore requested to give urgent attention to the delegated tasks. The minutes are not yet approved and therefore subject to change.

Item Number	Report	Implementation / Completion/ Cognisance	Instructions	Implementation or completion verified / Notes
Item A68.	Endorsement of the Integrated Waste Management Plan and the Organic Waste Diversion Plan	Director Community Services: (K. Stuurman) Manager: Solid Waste and Environment (J. van Niekerk)		<i>The IWMP and OWDP to be published for public comment in the local newspaper; web site and other relevant platforms.</i>
Item A71.	Resubmission: Application to Purchase a Portion of Street Reserve, Odendaal Street, Swellendam – Mr & Mrs Kral	Municipal Manager (A.Vorster) Property Management (L. Baransky)		<i>Informed the applicant per e-mail -5 June 2024. Applicant still deciding if he wants to continue.</i>
Item A72.	Supply Chain Management Monthly Report – April 2024	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)		<i>For Cognisance. No further action required.</i>
Item A73.	Monthly Report of Municipal Manager: April and May 2024	Municipal Manager (A.Vorster)		<i>Cognisance. No further action required.</i>
Item A74.	Public Participation Report for Period 1 January 2024 to 30 April 2024	Municipal Manager (A.Vorster)		<i>Cognisance. No further action required.</i>
Item A75.	2024/2025 Revised Risk Management Strategic Documents	Municipal Manager (A.Vorster) Senior Internal Auditor:		<i>Circulated documents amongst Risk Champions; Published on web site.</i>

		(A.Petersen)	
Item A76.	2024-2025 Final Integrated Development Plan (IDP) Review	Municipal Manager (A.Vorster) IDP Officer: (D. Jonas)	<i>The IDP document was published on the municipal website and submitted to PT and NT.</i>
Item A77.	Final Service Delivery Budget Implementation Plan for 2024/2025	Municipal Manager (A.Vorster) Performance Management: (Z. Wiese)	<i>Submit to Executive Mayor within 14 days after approval of budget and be approved within 28 days after approval of annual budget.</i>
Item A78.	Annual Budget for 2024/2025 to 2027/2028 Financial Years	Municipal Manager (A.Vorster) Director Financial Services: (E. Wassermann)	<i>Publish on relevant platforms; Submit to relevant authorities. Completed and submitted.</i>

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING TUESDAY, 11 JUNE 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	J. Bester
DIRECTOR: COMMUNITY SERVICES	Mr. K. Stuurman
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: HUMAN SETTLEMENTS	Mr. J. Engel
ASSISTANT LEGAL-/RISK MANAGEMENT OFFICER	Mrs. L. Baransky
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Tuesday, 11 June 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during the **Special Council Meeting** held on **Tuesday, 12 June 2024** and are delegated to the following officials for completion, implementation or cognisance. You are therefore requested to give urgent attention to the delegated tasks. The minutes are not yet approved and therefore subject to change.

Item Number	Report	Implementation / Completion/ Cognisance	Instructions	Implementation or completion verified / Notes
Item A79.	Upper Limits of Total Remuneration Packages to Municipal Managers and Managers Directly Accountable to Municipal Managers.	Director Financial Services (E. Wassermann) Manager: Budgeting and Reporting (J. De Jager)		<i>Adjusted remuneration packages of Senior Managers accordingly. Completed and paid.</i>

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING THURSDAY, 27 JUNE 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr . E. Delport
DIRECTOR: COMMUNITY SERVICES	Mr. K. Stuurman
MANAGER: BUDGET, REPORTING AND EXPENDITURE	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: HUMAN SETTLEMENTS	
OFFICER PROPERTY: MANAGEMENT	Mrs. L. Baransky
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Thursday, 27 June 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during the **Special Council Meeting** held on **Thursday, 27 June 2024** and are delegated to the following officials for completion, implementation or cognisance. You are therefore requested to give urgent attention to the delegated tasks. The minutes are not yet approved and therefore subject to change.

Item Number	Report	Implementation / Completion/ Cognisance	Instructions	Implementation or completion verified / Notes
Item A81.	Supply Chain Management Monthly Report – May 2024	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	No further action required. Submitted for notification	
Item A85.	Outcome of the Public Participation Process on the Proposed Renewal of the SLA with the Lower Breede River Conservancy Trust	Municipal Manager (A.Vorster)	Informed all parties to the Agreement; Informed Budget & Expenditure Divisions;	
Item A86.	Long-Term Financial Plan 2024	Director: Financial Services (E. Wasserman)	No further action required. Submitted for notification	
Item A87.	Audit Action Plan for the 2022/2023 Audit Outcome – June 2023	Director: Financial Services (E. Wasserman) Manager: Budget & Expenditure (J. de Jager)	Bi-monthly reports to be submitted.	
Item A88.	Community Services: Housing Development: Swellendam, Railton 950 Units: Beneficiary Selection: Phase 3 of the Project	Director Community Services: (K. Stuurman)	New report to be submitted to Council for July.	
Item A89.	Community Services: Swellendam Railton Housing Project, 950 Sites: Top Structure Phase of Houses: Challenges	Director Community Services: (K. Stuurman)	Information session with beneficiaries; Infograph for DB boards Implemented on 16 July 2024	

	Regarding Electricity Supply Constraints	Senior Manager Engineering (W. Treurnicht) PMU Manager (J.Bester)	
Item A90.	Request for Approval to Write Off Bad Debts: 2023	Director: Financial Services (E. Wasserman)	<i>Implemented.</i>
Item A91.	2023/24 3rd Quarter Audit and Performance Audit Committee (APAC) Chairperson Report for the Period Ended 31 March 2024 and the Minutes of the APAC Meeting Held on 16 April 2024.	Office of the Municipal Manager (A.Vorster) Senior Internal Auditor (A. Petersen)	<i>No further action required. Submitted for notification</i>
Item A92.	2023/24 Internal Audit Reports for the Period 01 January 2024 – 31 March 2024	Office of the Municipal Manager (A.Vorster) Senior Internal Auditor (A. Petersen)	<i>No further action required. Submitted for notification</i>
Item A93.	Monthly Report of Municipal Manager: May and June 2024	Municipal Manager (A.Vorster) HR Manager (P le Roux) Manager Town Planning (R.Brunings)	<i>Implementation of resolutions re medical aid scheme participation; public toilets at Swellenmark Business Complex; dispute with HRC: private farm in Stormsvlei.</i>
Item A94.	Micro Organisational Structure	Municipal Manager (A.Vorster) HR Manager: (P. Le Roux)	<i>Implemented.</i>
Item A95.	Report on Occupational Health and Safety Activities 2023/2024	HR Manager: (P. Le Roux) Senior Labour Practitioner (J. Kapp)	<i>No further action required. Submitted for notification</i>
Item A96.	Placement Policy	Municipal Manager (A.Vorster) HR Manager: (P. Le Roux)	<i>Implemented.</i>

Item A97.	Community Services: Human Settlements: Vatmaar and Nuwe Tarief	Director Community Services: (K. Stuurman)	REFERRED BACK
Item A98.	Tender No: Tender No: Smt33/17/18 – Amendment of Agreement_Provision of ICT Services	Director: Financial Services (E. Wasserman)	<i>No further action required. Submitted for notification</i>
Item A99.	Public Participation Policy	Municipal Manager (A.Vorster)	WITHDRAWN