

**DISTRIBUTION AND TASK LIST**

**MAYORAL COMMITTEE: MONDAY, 22 JULY 2024**

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

**INTERNAL MEMORANDUM**

**To:** All relevant officials

**Date:** Monday, 22 July 2024

**IMPLEMENTATION OF COUNCIL RESOLUTIONS**

The following Items were resolved during the **Mayoral Committee meeting** held on **Monday, 22 July 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.

<b>Item Number</b>	<b>Report</b>	<b>Implementation / Completion</b>	<b>For cognisance</b>	<b>Implementation or completion verified / Notes</b>
<b>9.1</b>	The Section 71 Report for May and June 2024 (Separate Addendum)	Director: Financial Services (E. Wasserman)	Referred to Council.	
<b>Item A82.</b>	Resubmission: SANParks' Property Proposal: Bontebok Park Vis-À-Vis Swellendam Industrial Area	Office of the Municipal Manager: (A.Vorster)  Town Planning and Building Control (R. Brunings)	Referred to Council.	
<b>Item A83.</b>	Review of the Building Clause for Erf 8530, Railton (Railton Foundation)	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Referred to Council	
<b>Item A84.</b>	Status of Erf 420, Suurbrak (Library/Municipal Offices/Post Office/Clinic)	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Referred to Council	
<b>Item A100.</b>	2023/24 2nd Quarter Audit and Performance Audit Committee (APAC) Chairperson Report for the Period Ended 31 December 2023 and the Minutes of the APAC Meeting Held on 11 December 2023.	Office of the Municipal Manager: (A.Vorster)  Internal Audit: (A.Petersen)	Referred to Council	

<b>Item A101.</b>	2023/24 4th Quarter Audit and Performance Audit Committee (APAC) Chairperson Report for the Period Ended 30 June 2024 and the Minutes of the APAC Meeting Held on 26 June 2024	Office of the Municipal Manager: (A.Vorster) Internal Audit: (A.Petersen)	Referred to Council
<b>Item A102.</b>	2024/2025 Revised Audit and Performance Audit Committee Charter	Office of the Municipal Manager: (A.Vorster) Internal Audit: (A.Petersen)	Referred to Council
<b>Item A103.</b>	Prevention And Elimination of Harassment In The Workplace Policy	Office of the Municipal Manager: (A.Vorster)  HR Manager: (P. Le Roux)	Referred to Council
<b>Item A104.</b>	Report on: Policy to Manage Requests for Notch Increases and Once-Off Cash Compensation for Unrelated and Additional Duties and Functions	Office of the Municipal Manager: (A.Vorster)  HR Manager: (P. Le Roux)	<b>WITHDRAWN</b> – must be reviewed and submitted to August 2024 Portfolio, Mayco and Council meetings
<b>Item A105.</b>	Proposal for the Introduction And Installation of Permanent Banners: the Swellendam Family Crest Project – Voortrek Street, Swellendam	Office of the Municipal Manager: (A.Vorster)	Referred to Council
<b>Item A106.</b>	Community Services: Review Housing Development: Swellendam, Railton 950 Units: Beneficiary Selection: Phase 3 of the Project	Director Community Services: (K. Stuurman)	<b>WITHDRAWN</b> - session with Mayco and Senior Management to consider implications of age groups before resubmission.
<b>Item A107.</b>	Monthly Report of Municipal Manager: July 2024	Office of the Municipal Manager: (A.Vorster)	Referred to Council
<b>Item A108.</b>	ICT Policies 2024	Director: Financial Services (E. Wasserman)	Referred to Council