

DISTRIBUTION AND TASK LIST

COUNCIL MEETING WEDNESDAY, 31 JULY 2024

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	E. Delpont
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
PROPERTY MANAGEMENT OFFICER	Mrs. L. Baransky
INTERNAL AUDIT	Mr. A. Petersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Wednesday 31 July 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during the **Council Meeting** held on **Wednesday, 31 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.** The minutes are not yet approved and therefore subject to change.

Item Number	Report	Implementation / Completion/ Cognisance	Instructions	Implementation or completion verified / Notes
Item A82.	Resubmission: SANParks' Property Proposal: Bontebok Park Vis-À-Vis Swellendam Industrial Area	Office of the Municipal Manager (A.Vorster) Property Management: (L. Baransky)		New valuations were obtained, amended report submitted to Council in September 2024
Item A83.	Review of the Building Clause for Erf 8530, Railton (Railton Foundation)	Office of the Municipal Manager (A.Vorster) Property Management: (L. Baransky)		Inform applicant accordingly. Engage with applicant about implementation clause. Informed the client per e-mail on 6 August 2024, and discussed the resolution in a meeting on 28 August 2024, finalized.
Item A84.	Status of Erf 420, Suurbraak (Library/Municipal Offices/Post Office/Clinic)	Municipal Manager (A.Vorster) Property Management: (L. Baransky)		No further action required. Submitted for cognisance.
Item A100.	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)		No further action required. Submitted for cognisance

Item A101.	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)	No further action required. Submitted for cognisance
Item A102.	2024/2025 Revised Audit and Performance Audit Committee Charter	Office of the Municipal Manager (A.Vorster) Internal Audit: (A.Petersen)	Publish Charter on municipal website.
Item A103.	Prevention and Elimination of Harassment in the Workplace Policy	Office of the Municipal Manager (A.Vorster) HR Manager: (P. Le Roux)	Circulate and raise awareness among staff.
Item A105.	Proposal for the Introduction and Installation of Permanent Banners: the Swellendam Family Crest Project – Voortrek Street, Swellendam	Office of the Municipal Manager (A.Vorster) Town Planning & Building Control: (R. Brunings)	Inform applicant accordingly. Arrange public participation about application process. Develop relevant policy. Obtain indemnification from Heritage Association.
Item A107.	Monthly Report of Municipal Manager: July 2024	Office of the Municipal Manager (A.Vorster)	No further action required. Submitted for cognisance.
Item A108.	ICT Policies 2024	Director: Financial Services (E. Wasserman)	Publish on website. Circulate and raise awareness among staff
Item A109.	Service Delivery and Budget Implementation Plan (SDBIP) and Performance Quarterly Report for Period Ended 30 June 2024	Office of the Municipal Manager (A.Vorster) Performance Management: (Z. Wiese)	Inform PT and COGTA that report was tabled to Council. Action was implemented by the Finance Department
Item A110.	Performance Evaluation Report of Senior Managers for the 2022/23 Financial Year	Municipal Manager (A.Vorster) Performance Management:	Implement resolution.

		(Z. Wiese)	
Item A111.	Supply Chain Management Monthly Report – June 2024	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	No further action required. Submitted for cognisance.
Item A112.	Supply Chain Management Quarterly Report – June 2024	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	No further action required. Submitted for cognisance.
Item A113.	STS Electricity Pre-Paid Meters Conversion Progress	Director: Financial Services (E. Wasserman)	Launch information campaign.
Item A114.	Tender No: Smt59/20/21 – Amendment of Agreement – Provision of Short-Term Insurance	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	No further action required. Submitted for cognisance.
Item A115.	Quarterly Ward Committee Report	Office of the Speaker	No further action required. Submitted for cognisance.
Item A116.	Council In Recess: June – July 2024: Report on Delegated Authority of the Executive Mayor	Office of the Municipal Manager: (A.Vorster)	No further action required. Submitted for cognisance.
Item A117.	Report in Terms of the SDBIP – Implementation of Council Resolutions: Municipal Manager	Office of the Municipal Manager (A.Vorster)	No further action required. Submitted for cognisance.
Item A118.	Re-Advertising of Vacancy of Director Infrastructure Services	Office of the Municipal Manager (A.Vorster) HR Manager: (P. Le Roux)	Implement resolution.
Item A119.	Appeal Against Decision Not to Write Off Arrear Account: Erf 45 Suurbraak	Office of the Municipal Manager (A.Vorster)	Inform applicant accordingly.
Item A120.	Request to Conduct Paid Work by Employee	Office of the Municipal Manager (A.Vorster)	Inform employee accordingly.

Item A121.	Request for a Rebate on the Purchase of Erf 7106 Swellendam	Office of the Municipal Manager (A.Vorster)	Inform applicant accordingly.
Item A122	Supply Chain Management: Implementation Report for 2023/2024	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	Publish report on municipal website.