

DISTRIBUTION AND TASK LIST

MAYORAL COMMITTEE: MONDAY, 19 AUGUST 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	Mr. E. Delpont
TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: PMU	Mr. J. Bester
MANAGER: ENVIRONMENT AND SOLID WASTE	Mr. J. van Niekerk
INTERNAL AUDIT	Mr. A. Petersen
PMS AND COMPLIANCE	Mr. Z. Wiese
PROPERTY MANAGEMENT OFFICER	Mrs. L. Baransky

INTERNAL MEMORANDUM

To: All relevant officials

Date: Monday, 19 August 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Items were resolved during the **Mayoral Committee meeting** held on **Monday, 19 August 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 May and July 2024 (Separate Addendum)	Director: Financial Services (E. Wassermann)	Referred to Council	
Item A124.	Swellendam Compost and Food Garden	Director Community Services: (K. Stuurman) Environmental and Solid Waste Management	Referred to Council	
Item A125.	Proposal For Alienation of a Portion of Commonage Land (Between Van Eeden- And Moolman Streets), Swellendam, Adjacent to Erf 1203, Swellendam	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Referred to Council	
Item A126.	Revised Performance and Compliance Management Policy Framework	Office of the Municipal Manager: (A.Vorster) Performance Management: (Z. Wiese)	Referred to Council	

Item A128.	2024-2025 Process Plan Time Schedule – 3rd Review IDP	Office of the Municipal Manager: (A.Vorster) IDP Officer: (D. Jonas)	Referred to Council
Item A129.	Monthly Report of Municipal Manager: July/August 2024	Office of the Municipal Manager: (A.Vorster)	Referred to Council
Item A130.	Small Town Regeneration Project	Office of the Municipal Manager: (A.Vorster)	Referred to Council
Item A131.	SASRIA Insurance Claim – Thusong Community Hall and Main Municipal Building	Director: Financial Services (E. Wassermann)	Referred to Council
Item A132.	Capital Implementation 2023/2024 Financial Year	Director: Financial Services (E. Wassermann) PMU Manager J. Bester	Referred to Council
Item B9.	Renewal of Lease Agreement – Suurbraak Rugby Club	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Inform applicant accordingly; Advertise for public comment; Table separate report on establishment of Sport Forum as well as possible cancellation of contracts and in-house handling of sport facilities. Current lease agreement only expires in 2026, no further actions needed now.
Item B10.	Resubmission: Application for the Use/Lease of Municipal Land for Spiritual and Cultural Purposes – House of Judah	Office of the Municipal Manager: (A.Vorster) Property Management (L. Baransky)	Inform applicant accordingly. Informed the client per letter, per hand delivery, as no address was submitted, on 30 September 2024, finalized.