

DISTRIBUTION AND TASK LIST

COUNCIL MEETING WEDNESDAY, 28 AUGUST 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 EXPENSES	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: PMU	MR. J. Bester
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
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese
SENIOR INTERNAL AUDIT	Mr. A. Petersen
IDP COORDINATOR	Mrs. D. Jonas

INTERNAL MEMORANDUM

To: All relevant officials

Date: Wednesday, 28 August 2024

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during the **Council Meeting** held on **Wednesday, 28 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. The minutes are not yet approved and therefore subject to change.

Item Number	Report	Implementation / Completion/ Cognisance	Instructions	Implementation or completion verified / Notes
Item A124.	Swellendam Compost and Food Garden	Director: Community Services (K. Stuurman) Office of the Municipal Manager (A. Vorster) Manager: Solid Waste & Environment (J. van Niekerk) Manager: Town Planning (R. Brunings)	Initiate land use process; Initiate public participation; Submit full implementation plan by December 2024.	
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)	Informed the client per e-mail on 19 September 2024, finalized.	
Item A126.	Revised Performance and Compliance Management Policy Framework	Municipal Manager (A.Vorster) Performance Management:	Resolution implemented on an ongoing basis	

		(Z. Wiese)	
Item A128.	2024-2025 Process Plan Time Schedule – 3rd Review IDP	Office of the Municipal Manager (A.Vorster) IDP Officer (J. Jonas)	Publish the Time Schedule.
Item A129.	Monthly Report of Municipal Manager: July/August 2024	Office of the Municipal Manager (A.Vorster)	No further action required.
Item A130.	Small Town Regeneration Project	Office of the Municipal Manager (A.Vorster)	Submit quarterly reports on the implementation of the project.
Item A131.	SASRIA Insurance Claim – Thusong Community Hall and Main Municipal Building	Director: Financial Services (E. Wasserman)	Implement the resolution. Ongoing
Item A132.	Capital Implementation 2023/2024 Financial Year	Director: Financial Services (E. Wasserman) Manager PMU (J. Bester0)	No further action required, submitted for cognisance.
Item A133.	Supply Chain Management Monthly Report – July 2024	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	No further action required, submitted for cognisance.
Item A134.	Audit Action Plan for the 2022/2023 Audit Outcome – August 2024	Director: Financial Services (E. Wasserman)	Submit bi-monthly progress reports.
Item A135.	Adjustments Budget: Medium Term Revenue and Expenditure Framework 2024/2025 (Roll-Over Budget)	Director: Financial Services (E. Wasserman) Manager: Budget and Reporting (J. de Jager)	Publish on the website; Submit to NT and PT.
Item A136.	Tender No: Smt30/20/21 – Amendment of Agreement Provision of an Online Bulk Electricity Meter Reading Solution and Related Services	Director: Financial Services (E. Wasserman) SCM Manager: (B. Beyers)	No further action required, submitted for cognisance..
Item A137.	Tender No: Smt44/20/21 – Amendment of Agreement Provision of Legal and Advisory Services MFMA,	Director: Financial Services (E. Wasserman) SCM Manager:	No further action required, submitted for cognisance.

	SCM and Related Services Specialist	(B. Beyers)	
Item A138.	2023/24 Internal Audit Reports for the Period 01 April 2024 – 30 June 2024	Office of the Municipal Manager (A.Vorster) Senior Internal Officer: (A.Petersen)	No further action required, submitted for cognisance.
Item A139.	Appeal Against Decision to Write Off Account Mr. B. Van Zyl: Erf 4590, Swellendam	Director Community Services: (K. Stuurman) Manager Revenue (W. Bekker)	Inform applicant accordingly Inform Revenue Section accordingly.
Item A140.	Asset Management: Asset Count 2023 / 2024	Director: Financial Services (E. Wasserman)	Develop Standard Operating Procedure