

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING MONDAY, 19 JANUARY 2026

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr. W. Treurnicht
ACTING DIRECTOR: COMMUNITY SERVICES	Mr J. van Niekerk
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
PMU MANAGER	Mr. J. Bester
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN SETTLEMENTS	Mrs L. Cupido
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese
SENIOR INTERNAL AUDIT	Mr. A. Pietersen
SENIOR HR PRACTITIONER	Mrs. A. Beyers
TRAFFIC CHIEF	Mrs. C Lottring
ADMINISTRATOR:TOWN PLANNING	Mrs. M. Swart

INTERNAL MEMORANDUM

To: All relevant officials

Date: Monday, 19 January 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during a **Special Council Meeting** held on **Monday, 19 January 2026** 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 A2.	Council In Recess: December 2025: Report on Delegated Authority of the Executive Mayor	Office of the Municipal Manager (A.Vorster)	No further action required. Submitted for notification.	
Item A3.	Community Services: Housing Development: Swellendam, Railton 950 Units: Beneficiary Selection: Phase 5 of the Project	Manager: Human Settlements (Mrs L. Cupido)	<u>Feedback on Implementation:</u> Kindly note that Phase 5 of the project has been successfully implemented.	
Item A4.	Upper Limits of Total Remuneration Packages to Municipal Managers and Managers Directly Accountable to Municipal Managers.	Office of the Municipal Manager (A.Vorster)	- Report on feedback on point 2: that the calculation of the grade of the municipality be referred to COGTA and SALGA for comments. New item tabled to Council 30/04/2026	
Item A5.	Addendum to Extend the Fire and Rescue Service Delivery Agreement: Overberg District Municipality and Swellendam Municipality	Office of the Municipal Manager (A.Vorster)	<u>Feedback on Implementation:</u> Completed.	
Item A6.	Amendment: Request For Approval to Appoint Permanent Law Enforcement Officers, Extensions of Law	Office of the Municipal Manager (A.Vorster) Traffic Chief C. Lottring	Indicate progress in respect of submission to Restructuring Committee. <u>Feedback on Implementation:</u>	

	Enforcement EPWP Contracts and Additional Traffic Officers	HR Practitioner A Beyers	Recruitment completed. MOU to be signed.
Item A7.	Amendment: Law Enforcement Expansion Support Swellendam Municipality	Office of the Municipal Manager (A.Vorster) Traffic Chief C. Lottring HR Practitioner A Beyers	Indicate progress in respect of submission to Restructuring Committee. <u>Feedback on Implementation:</u> MOU to be signed.

DISTRIBUTION AND TASK LIST

COUNCIL MEETING THURSDAY, 29 JANUARY 2026.

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr W. Treurnicht
ACTING DIRECTOR: COMMUNITY SERVICES	Mr. J. van Niekerk
PMU MANAGER	Mr. J. Bester
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
TOWN PLANNING: ADMINISTRATOR	Mrs. M Swart
SENIOR INTERNAL AUDIT	Mr. A. Pietersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Thursday, 29 January 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during an **Ordinary Council Meeting** held on **Thursday, 29 January 2026** 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 A8.	Supply Chain Management Monthly Report – November 2025	Director Financial Services: (E. Wassermann)	No further action required.	
Item A9.	Supply Chain Management Monthly Report – December 2025	Director Financial Services: (E. Wassermann)	No further action required.	
Item A10.	Supply Chain Management: Quarterly Report – December 2025	Director Financial Services: (E. Wassermann)	No further action required.	
Item A11.	Municipal Manager Monthly Report: December 2025 and January 2026 Water Status Quo	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on Implementation:</u> For cognisance. No further action required.	
Item A12.	2025/26 2nd Quarter Audit And Performance Audit Committee Chairperson Report For The Period Ended 31 December 2025 And The Minutes of the Apac Meetings Held On 10 December 2025.	Office of the Municipal Manager: (A.Vorster) Internal Audit (A.Petersen)	No further action required.	
Item A13.	Smart Water Meters	Director Financial Services: (E. Wassermann)	Report on the implementation of similar technology for the electricity meter system <u>Feedback on implementation:</u>	

Item A14.	Oversight on the Annual Report for the 2024/2025 Financial Year	Office of the Municipal Manager: (A.Vorster) Performance and Compliance (Z. Wiese)	<u>Feedback on Implementation</u> Annual Report process was finalised.
Item A15.	Service Delivery and Budget Implementation Plan (SDBIP) and Performance Quarterly Report for Period Ended 31 December 2025	Office of the Municipal Manager: (A.Vorster) Performance and Compliance (Z. Wiese)	No further action required. SDBIP Process was finalised.
Item A16.	2024/25 Mid-Year Budget and Performance Assessment for the Period 1 July 2025 to 31 December 2025	Director Financial Services: (E. Wassermann)	No further action required.
Item A17.	Audit Action Plan for the 2024/2025 Audit Outcome – January 2026	Director Financial Services: (E. Wassermann)	No further action required.
Item A18.	Report In Terms of The SDBIP – Implementation of Council Resolutions: Municipal Manager	Office of the Municipal Manager: (A.Vorster)	No further action required.
Item A19.	Request to Engage in Private Business / Activities by Officials: T. Mapipa	Office of the Municipal Manager: (A.Vorster) Assistant SDF Ms B Windvogel	<u>Feedback on Implementation:</u> HR is currently in the process of informing the official that his/her request for private work has been approved
Item A20.	Request to Engage in Private Business / Activities by Officials: S. Lintnaar	Office of the Municipal Manager: (A.Vorster) Assistant SDF Ms B Windvogel	<u>Feedback on Implementation:</u> HR is currently in the process of informing the official that

			his/her request for private work has been approved
Item A21.	Afriforum NPC and National Energy Regulator of South Africa and Others - Judgment 2 Dated 4 December 2025	Office of the Municipal Manager: (A.Vorster)	<i>No further action required.</i>
Item A22.	Draft Notice: Upper Limits of the Salaries, Allowances and Benefits of Different Members of Municipal Councils for the 2025/26 Financial Year	Office of the Municipal Manager: (A.Vorster)	<i>No further action required – draft notice.</i>

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING FRIDAY, 13 FEBRUARY 2026

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr. W. Treurnicht
ACTING DIRECTOR: COMMUNITY SERVICES	Mr J. van Niekerk
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
SENIOR HR PRACTITIONER	Mrs. A Beyers
SENIOR INTERNAL AUDIT	Mr A Pietersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Friday, 13 February 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during a **Special Council Meeting** held on **Friday, 13 February 2026** 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 A35.	Foot and Mouth Disease Prevention and Control	Office of the Municipal Manager (A.Vorster)		<u>Feedback on Implementation</u> an engagement was arranged with small scale farmers and emerging farmers in this regard- Completed.
Item A36.	Approval of Organisational Structure	Office of the Municipal Manager: (A.Vorster) Manager: HR (P. Le Roux) HR Practitioner Mrs A Beyers		<u>Feedback on Implementation</u> Completed.

DISTRIBUTION AND TASK LIST

COUNCIL MEETING FRIDAY, 27 FEBRUARY 2026.

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr W. Treurnicht
ACTING DIRECTOR: COMMUNITY SERVICES	Mr. J. van Niekerk
PMU MANAGER	Mr. J. Bester
MANAGER: WATER AND SANITATION	Mr. J. Booysen
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: ELECTRICITY & FLEET	Mr. S. Herbst
MANAGER: TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
ADMINISTRATOR: TOWN PLANNING	Mrs. M. Swart
SENIOR INTERNAL AUDIT	Mr. A. Pietersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Friday, 27 February 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during an **Ordinary Council Meeting** held on **Friday, 27 February 2026** 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	Report	Implementation / Completion/ Cognisance	Instructions	Implementation or completion verified / Notes
Item A23.	Application to Buy a Portion of Erf 4183 Railton	Office of the Municipal Manager: (A.Vorster) Property Management	Item Referred Back <i>Resubmitted to Council on 31 March 2026 per Item A48/2026</i>	
Item A24.	Draft Public Participation Policy	Office of the Municipal Manager: (A.Vorster)	Item Referred Back <i>Resubmitted to Council on 31 March 2026 per Item A63/2026</i>	
Item A25.	Ward Committee Policy and Code of Conduct for Ward Committee Members	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation:</u> The Ward Committee Policy and Code of Conduct for Ward Committee members was placed on the municipal website.	
Item A26.	Quarry on Commonage	Office of the Municipal Manager: (A.Vorster)	Refer report to a special meeting of the Finance & Governance Portfolio Committee <u>Feedback on implementation:</u> In progress.	
Item A27.	Supply Chain Management Monthly Report – January 2026	Director Financial Services: (E. Wassermann)	No further action required.	
Item A28.	Disposal of Movable Assets, Inventory and Materials	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> Auction arranged for the end of May 2026	

Item A30.	Feedback on Estate Write Offs of Bad Debts: January 2026	Director Financial Services: (E. Wassermann)	No further action required.
Item A31.	Feedback on Illegal Connections Water and Electricity: 2026	Director Financial Services: (E. Wassermann)	No further action required
Item A32.	Request for Approval to Write Off Bad Debts	Director Financial Services: (E. Wassermann) Manager Revenue Mrs W Bekker	<u>Feedback on implementation:</u> Bad Debt was written off.
Item A33.	Amendment of Indigent Policy: 2026	Director Financial Services: (E. Wassermann)	No further action required
Item A34.	Land Use Planning: Fines and Contravention Penalty Policy 2026	Acting Director Infrastructure and Planning Services: (W. Treurnicht) Sen. Manager: Town Planning: (R. Brunings)	<u>Feedback on implementation:</u> Deadline for public comment is 13 April 2026.
Item A37.	Energy Efficiency Demand Side Management Program: Energy Efficiency Awareness Programme	Acting Director Infrastructure and Planning Services: (W. Treurnicht) Manager: Fleet & Electricity Mr S Herbst	<u>Feedback on implementation:</u>
Item A38.	Asset Management: Disposal of Streetlights and High Mast Lights 2025 / 2026	Director Financial Services: (E. Wassermann) Manager: Fleet & Electricity Mr S Herbst	<u>Feedback on implementation:</u> To be arranged by SCM – May 2026
Item A39.	Monthly Report by Municipal Manager for February 2026	Office of the Municipal Manager: (A. Vorster) Manager Water & Sanitation Mr J Booysen	Feedback on point 3; amendment of Council Resolution regarding the level of water restrictions. <u>Feedback on implementation:</u> Council resolution to be implemented.

Item A40.	February 2026 - Adjustments Budget 2025/2026	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> Submit and placed on website.
Item A41.	Upper Limits of the Salaries, Allowances and Benefits of Different Members of Municipal Councils for the 2025/2026 Financial Year	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation:</u> Council resolution to be implemented.
Item A42.	Patriotic Alliance: Representation On Council Committees, Council Committees (Section 79 And 80) and Other Bodies	Office of the Municipal Manager: (A.Vorster) Manager Admin Support Mrs J Etzebeth	<u>Feedback on implementation:</u> Committee Register was updated and stakeholders informed.
Item A43.	Quarterly Ward Committee Report	Office of the Speaker	No further action required
Item A44.	Commencement: Recruitment and Selection Process for the Position of Director Corporate- & Community Services	Office of the Municipal Manager: (A.Vorster) HR	Item Referred Back Resubmitted to Council on 31 March 2026 per Item A 75/2026
Item A45.	Approval of Amended Macro Structure of Swellendam Municipality	Office of the Municipal Manager: (A.Vorster) HR	Item Referred Back Resubmitted to Council on 31 March 2026 per Item A74/2026

SPECIAL COUNCIL MEETING WEDNESDAY, 18 MARCH 2026

MUNICIPAL MANAGER

Mrs. A. Vorster

DIRECTOR: FINANCIAL SERVICES

Ms. E. Wassermann

ACTING DIRECTOR: INFRASTRUCTURE SERVICES

Mr. W. Treurnicht

ACTING DIRECTOR: COMMUNITY SERVICES

Mr L. Mralasi

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

SENIOR INTERNAL AUDIT

Mr. A. Pietersen

PERFORMANCE AND COMPLIANCE OFFICER

Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Wednesday, 18 March 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during a **Special Council Meeting** held on **Wednesday, 18 March 2026** 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 A57.	Electricity Tariffs 2026 / 2027 Draft	Director Financial Services: (E. Wassermann) Manager Revenue Mrs W Bekker		<u>Implementation on feedback</u> Advertised for public inputs

DISTRIBUTION AND TASK LIST

COUNCIL MEETING TUESDAY, 31 MARCH 2026.

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr W. Treurnicht
ACTING DIRECTOR: COMMUNITY SERVICES	Mr. S.L. Mralasi
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
MANAGER PMU & CAPITAL PROGRAMMES	Mr. J. Bester
MANAGER WATER & SANITATION	Mr. J. Booysen
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
SENIOR HR SPECIALIST:	Mrs. A. Beyers
SENIOR INTERNAL AUDIT	Mr. A. Petersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese
TOWN PLANNING ADMINISTATOR	Mrs. M. Swart
SENIOR MEDIA % COMMUNICATONS CLERK	Mrs. L. Minnies

INTERNAL MEMORANDUM

To: All relevant officials

Date: Tuesday, 31 March 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during an **Ordinary Council Meeting** held on **31 March 2026** 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 A46.	Supply Chain Management Monthly Report – February 2026	Director Financial Services: (E. Wassermann)	No further action required. Placed on website.	
Item A47.	Property Register of Swellendam Municipality	Office of the Municipal Manager: (A.Vorster) Snr Manager Town Planning & Control R. Brunings	<u>Feedback on Implementation</u> Identification of serviced municipal erven not needed for the provision of minimum municipal services, for alienation, is in process.	
Item A48.	Resubmission: Application to Buy a Portion of Erf 4183 Railton	Office of the Municipal Manager: (A.Vorster)	• Inform applicant • Advertise for public consultation • Obtain valuations <u>Feedback on implementation</u> The applicant was informed about the council resolution. The erf was advertised for public inputs. In the process of obtaining valuations	
Item A49.	Request for Land: Kingdom Builders Ministries, Swellendam	Office of the Municipal Manager: (A.Vorster)	• Inform applicant • Advertise for public consultation • Obtain valuations <u>Feedback on implementation</u>	

			The applicant was advised on the Council resolution. Tender process in progress.
Item A50.	Caravan Park Section 78 Investigation	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on Implementation</u> Will be advertised for public participation.
Item A51.	Section 78 Investigation: Barrydale Irrigation Water Service	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on Implementation</u> Will be advertised for public participation.
Item A52	New Municipal Head Office	Director Financial Services: (E. Wassermann)	<u>Feedback on Implementation</u> Will be advertised for public participation.
Item A53.	Western Cape Water Resilience Strategy (2025-2035)	Municipal Manager A Vorster Acting Director Infrastructure and Planning Services: (W. Treurnicht) Manager Water & Sanitation J Booysen Senior IDP Officer D Jonas	• Apply for funding to DMA before 4/5/2026 • Craft Water Resilience Alignment Plan within 90 days • Quarterly reporting • Include in IDP <u>Feedback on implementation</u> Council resolution to be implemented.
Item A54.	Water Discolouration in Buffeljagsrivier from 18 February 2026 until 3 March 2026	Acting Director Infrastructure and Planning Services: W. Treurnicht Manager Water & Sanitation J Booysen Snr Comms & Media Clerk L Minnies	<u>Feedback on implementation</u> The necessary protocols are in place. The sooner we get the notice with all the relevant detail, the sooner we will post. Service Delivery Departments are encouraged to designate

			the function of reporting service delivery problems, to be communicated with the public, to a specific employee in the department as this will rule out unnecessary delays.
Item A55.	Land Use Planning: Subdivision of Municipal Land (Transnet Links) – Erf 9546, Swellendam	Acting Director Infrastructure and Planning Services: (W. Treurnicht) Sen. Manager: Town Planning: (R. Brunings)	<u>Feedback on Implementation</u> Subdivision Application Process to be initiated and an Item to be prepared for the MPT for consideration.
Item A56.	South African Local Government Bargaining Council: Circular No 4/2026: Salary and Wage Increase for the 2026/27 financial year	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation</u> Cognisance.
Item A58	Monthly Report By The Municipal Manager: March 2026	Office of the Municipal Manager: (A.Vorster)	Also refer to Item 53/2026: Water Resilience Strategy: State of Disaster declared by national minister: Apply for funding - Government Gazette 54076 of 5/2/2026 before 4/5/2026
Item A59.	Ad-Hoc Grants-in-Aid to Organisations – 2025/2026	Director Financial Services: (E. Wassermann) Executive PA Municipal Manager C Gaffley	<u>Feedback on implementation</u> The Ad-hoc Grant in Aid applications is in the process of being finalised. The applications had been sent to the financial department for final verification and payment.
Item A60.	Local Economic Development	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation</u> Draft situation report received – deliberation on 28 April 2026.
Item A61.	Invitation to Mr. Johan Van Niekerk to Join the South	Office of the Municipal Manager: (A.Vorster)	Add copy of Council Resolution to Mr van Niekerk's HR file

	African AHP Waste Forum Board	Snr HR Specialist Mrs A Beyers	<u>Feedback on implementation</u> Completed.
Item A62.	Resubmission: Lease of Municipal Land: Portion of a Road, Alice Street In Swellendam	Office of the Municipal Manager: (A.Vorster)	• Inform complainants • Advertise for public consultation • Obtain valuations <u>Feedback on implementation</u> Will be advertised for public inputs.
Item A63.	Draft Public Participation Policy	Office of the Municipal Manager: (A.Vorster)	• Inform SPARC and Mr B du Toit accordingly. • Place on website <u>Feedback on implementation</u> Was placed on the municipal website.
Item A64.	Report on Pre-Compliance Notice and Associated Risks For Suurbraak Waste Disposal Facility	Snr Manager Waste & Environmental Mr J van Niekerk Manager PMU & Capital Programmes	<u>Feedback on Implementation</u> • Point 7 of the Resolution: application for MIG funding • MIG funding is committed until 2028/2029. A decision will be required on which project to remove.
Item A65.	Reconsideration of the Way Forward Regarding the Rental and Use of the Railton Sports Facility by Different Sporting Codes Under the Umbrella of the Swellendam Sports Forum	Municipal Manager A Vorster Manager Parks Cemeteries & Open Spaces (S.L. Mralasi)	• Revised Interim Framework for the use Management of Railton Sports Grounds within 60 days <u>Feedback on implementation</u> Meetings to be scheduled in May 2026.
Item A66.	Provision of Household Waterborne Sewer Connections to Households in Railton, Swellendam	Acting Director Infrastructure and Planning Services: (W. Treurnicht) Manager Water Services:	<u>Feedback on implementation</u>

		(J. Booysen) Snr Manager Town Planning & Building Control Mr R Brunings Snr Comms & Media Clerk L Minnies	• Comments on building plan template • Comments on enhancement of communication protocols
Item A67.	Upgrade of Services: Informal Settlement, Swellendam	Office of the Municipal Manager: (A.Vorster) Manager Housing Mrs L Cupido	• Enter into lease agreements for (G) • Failure to relocate by 1 April 2026: impoundment of livestock <u>Feedback on implementation</u> Urgent interdict for removal Application submitted
Item A68.	2026-2027 Draft Integrated Development Plan (IDP) Review	Office of the Municipal Manager: (A.Vorster) Snr IDP Officer Mrs D Jonas	<u>Feedback on implementation</u> The Draft IDP was advertised for public inputs.
Item A69.	Draft Budget for the 2026/2027 MTREF	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation</u> Draft Budget was advertised for public input.
Item A70.	Draft Service Delivery Budget Implementation Plan For 2026/2027	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation</u> The Draft SDBIP was advertised and made public.
Item A71.	Salga Circular 17: Intervention on Determination Of Electricity Tariffs	Office of the Municipal Manager: (A.Vorster)	No further action required
Item A72.	Audit Action Plan for the 2024/2025 Audit Outcome – March 2026	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation</u> Cognisance.
Item A73.	Report on the Designation of an Acting Executive Mayor: Section 56(7) of the Municipal Structures Act	Office of the Municipal Manager: (A.Vorster)	• Advise payroll administration accordingly • Advise relevant stakeholders accordingly <u>Feedback on implementation</u> Completed.

Item A74.	Approval of Amended Macro Structure of Swellendam Municipality	Office of the Municipal Manager: (A.Vorster) Manager HR (P. Le Roux) Snr HR Practitioner Mrs A Beyers	- Commence with internal consultation - Processes <u>Feedback on implementation</u> Restructuring meeting convened.
Item A75	Commencement: Recruitment and Selection Process for the Position of Director Corporate- & Community Services	Office of the Municipal Manager: (A.Vorster) Manager HR (P. Le Roux) Snr HR Practitioner Mrs A Beyers	Advertise vacant position <u>Implementation on feedback</u> The vacancy was advertised.

DISTRIBUTION AND TASK LIST

IN-COMMITTEE COUNCIL MEETING TUESDAY, 31 MARCH 2026

MUNICIPAL MANAGER

Mrs. A. Vorster

MANAGER: HUMAN RESOURCES

Mr. P.J. Le Roux

SENIOR HR SPECIALIST

Mrs. A Beyers

INTERNAL MEMORANDUM

To: All relevant officials

Date: Tuesday, 31 March 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during a **In-Committee Council Meeting** held on **Tuesday, 31 March 2026** 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 AA4.	Report on the Filling of the Post of Director Infrastructure- & Planning Services: Recommendation for Appointment	Office of the Municipal Manager (A.Vorster) HR Manager: (P. Le Roux) Snr HR Practitioner		<u>Feedback on Implementation</u> Completed.