

DISTRIBUTION AND TASK LIST

COUNCIL MEETING THURSDAY, 30 APRIL 2026.

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr W. Treurnicht
MANAGER PMU AND CAPITAL PROGRAMME	Mr. J. Bester
MANAGER:SOLID WASTE AND ENVIRONMENTAL MANAGEMENT	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 SPECIALIST	Mr. J. Kapp
SENIOR INTERNAL AUDITOR	Mr. A. Pietersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese
ADMINISTRATOR: TOMN PLANNING	Mrs. M. Swart

INTERNAL MEMORANDUM

To: All relevant officials

Date: Thursday, 30 April 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during an **Ordinary Council Meeting** held on **30 April 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 A77.	Council Recess: 1 July 2026 Until 21 July 2026	Office of the Municipal Manager: (A.Vorster) Media & Communications L Minnies	Place recess period on all relevant platforms <u>Feedback on Implementation:</u> The recess period of Council was advertised on all social media platforms.	
Item A78.	Revised SALGBC Collective Agreement: Conditions of Service for the Western Cape Division	Office of the Municipal Manager: (A.Vorster) HR Management: (J. Kapp)	<u>Feedback on Implementation</u> the amendments were workshopped with management and also at the Local Labour Forum. HR also discussed the matter with the unions and will include the item in information sessions with staff and during induction.	
Item A79.	Buffeljagsrivier Planned Community Hall: Undertaking to the Department of Land Reform and Rural Development (DLRRD)	Infrastructure and Planning Services (J. Bester)	<u>Feedback on Implementation</u> The Geotech inspection and survey has been concluded. The Department of Land Reform and Rural Development (DLRRD) is in the process to finalise the contract with the Professional Service Provider (PSP)	

Item A80.	Findings of the State of Rivers Monitoring Programme	Community Services: Manager: Solid Waste and Environment (J. van Niekerk)	<u>Feedback on Implementation</u> State of the rivers: There is currently a tender out for the clearing of illegal alien clearing in Swellendam. As soon as that is finalised the municipality will proceed according to its Alien Clearing Plan. Grootvadersbosch Conservancy will be involved as per the state of the rivers monitoring program.
Item A81.	Supply Chain Management Monthly Report – March 2026	Director Financial Services: (E. Wassermann)	No further action required, submitted for cognisance
Item A82.	Financial: April 2026 Unforeseen and Unavoidable Budget	Director Financial Services: (E. Wassermann)	<u>Feedback on Implementation</u> Council resolution to be implemented.
Item A83.	Supply Chain Management: Quarterly Report – March 2026	Director Financial Services: (E. Wassermann)	No further action required, submitted for cognisance
Item A84.	Monthly Report by the Municipal Manager: April 2026	Office of the Municipal Manager: (A.Vorster)	No further action required, submitted for cognisance
Item A85.	Proposed Extension of the SLA with the Lower Breede River Conservancy Trust	Office of the Municipal Manager: (A.Vorster)	SLA was concluded.
Item A86.	Upper Limits of Total Remuneration Packages to Municipal Managers and Managers Directly Accountable to Municipal Managers	Director Financial Services: (E. Wassermann)	<u>Feedback on Implementation</u> Council resolution was implemented.
Item A87.	Service Delivery and Budget Implementation Plan (SDBIP) and Performance Quarterly Report for Period Ended 31 March 2026	Office of the Municipal Manager: (A.Vorster) Performance and Compliance (Z. Wiese)	<u>Feedback on Implementation</u> No further action required, submitted for cognisance
Item A88.	Update on the Delay in the Upgrade of Services: Informal Settlement, Swellendam	Office of the Municipal Manager: (A.Vorster)	ITEM WITHDRAWN
Item A89.	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 A90.	Quarterly Ward Committee Report	Office of the Speaker	<i>No further action required, submitted for cognisance</i>
Item A91.	Request to Engage in Private Business / Activities by Officials	Office of the Municipal Manager: (A.Vorster) Assistant SDF Ms B Windvogel	• <i>Inform employee accordingly and record on SP File</i> <u><i>Feedback on Implementation:</i></u> The application of the employee was approved by Council and individual would be informed accordingly.
Item A92.	2025/26 Internal Audit Reports for the Period 01 January 2026 – 31 March 2026	Office of the Municipal Manager: (A.Vorster) Internal Audit: (A.Petersen)	<i>No further action required, submitted for cognisance</i>

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING WEDNESDAY, 13 MAY 2026

MUNICIPAL MANAGER

Mrs. A. Vorster

DIRECTOR: FINANCIAL SERVICES

Ms. E. Wassermann

MANAGER: BUDGET, REPORTING AND EXPENDITURE

Mr. J. De Jager

SENIOR ACCOUNTANT: BUDGET, AFS & COMPLIANCE

Mrs. N. Hendricks

MANAGER: PMU & CAPITAL PROGRAMME

Mr. J. Bester

MANAGER: SUPPLY CHAIN MANAGEMENT

Mr. B. Beyers

PERFORMANCE AND COMPLIANCE

Mr. Z. Wiese

INTERNAL AUDIT

Mr. A. Pietersen

INTERNAL MEMORANDUM

To: All relevant officials

Date: Wednesday, 13 May 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during a **Special Council Meeting** held on **Wednesday, 13 May 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 A100.	Adjustments Budget: Medium Term Revenue and Expenditure Framework 2025/2026 (April 2026 Unforeseen and Unavoidable Budget)	Director Financial Services (E. Wassermann)		<u>Feedback on Implementation</u> Adjustments Budget pass in June 2026 to authorise the unforeseeable/unavoidable expenditure.

DISTRIBUTION AND TASK LIST

COUNCIL MEETING FRIDAY, 29 MAY 2026.

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr W. Treurnicht
MANAGER: PMU AND CAPITAL PROGRAMME	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: HOUSING	Mrs. L. Cupido
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
ADMINISTRATOR: TOWN PLANNING	Mrs. M. Swart
SENIOR INTERNAL AUDITOR	Mr. A. Petersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Friday, 29 May 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during an **Ordinary Council Meeting** held on **Friday, 29 May 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 A93.	Community Services: Housing Development: Swellendam, Railton CDB Project	Manager Human Settlements: (L. Cupido)	REFERRED BACK New item was drafted and submitted to council.	
Item A94.	Proposed Alienation of Remainder of the Farm Tradouwshoek Nr 65 Barrydale	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation:</u> In progress.	
Item A95.	Status Report: Registration of Estates of Deceased Beneficiaries in the Railton 950 Housing Project	Manager Human Settlements: (L. Cupido)	<u>Feedback on implementation:</u> The recommendations have been implemented, and all advertisements have been completed. Feedback was also received from some of the deceased's family members.	
Item A96.	Application to Buy a Portion of Erf 1, Swellendam Next to Erf 8556	Office of the Municipal Manager: (A.Vorster) Senior Manager Town Planning & Building Control R. Brunings	<i>Town Planning to explore and report on the possibility of availing the land in question for the purposes of a park.</i> <u>Feedback on implementation:</u> Recommended that the property be set aside as Public Open Space	

Item A97	Swellendam Aesthetics and Conservation Committee: Extension of the Existing term of Office and the Nomination of Public Representatives	Senior Manager: Land Use and Planning Services (R. Brunings)	<u>Feedback on implementation:</u> The notice inviting nominations lapsed on 3 July. A Council Item with the nominees for appointment will serve for Council at its July meeting.
Item A98.	Land Use Planning: Fines and Contravention Penalty Policy 2026	Senior Manager: Land Use and Planning Services (R. Brunings)	<u>Feedback on implementation:</u> No objections received. MM signed, policy being implemented – as from 1 May 2026.
Item A99.	Supply Chain Management Monthly Report – April 2026	Director Financial Services: (E. Wassermann)	No further action required.
Item A101.	Availing of Municipal Land: Commission on Restitution of Land Rights	Office of the Municipal Manager: (A.Vorster) Property Management	<u>Feedback on implementation:</u> Commission to be informed about Council's resolution. In progress.
Item A102.	Rebate on Swellendam Caravan Park Tariff	Office of the Municipal Manager: (A.Vorster) Corporate and Community Services	<u>Feedback on implementation:</u> Progress report on the clean-up and restoration was tabled to Council per Item A123/2026.
Item A103.	Monthly Report by the Municipal Manager: May 2026	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation:</u> Cognisance. No further action required.
Item A104.	SALGA Circular WC 02 of 2026/2027: Request for Input on Reviewed Draft White Paper on Local Government	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation:</u> Closing date for submission of comments was 28 May 2026.
Item A106.	Long Term Borrowing – Fleet – 2025-2026	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> Loan was taken up and paid.
Item A107.	Audit Action Plan for the 2024/2025 Audit Outcome – May 2026	Director Financial Services: (E. Wassermann)	Noted, Two additional actions date, 6 outstanding.

Item A108.	mSCOA Enabling Enterprise Resource Planning (ERP) System	Director Financial Services: (E. Wassermann)	Outstanding letters to PT and NT.
Item A109.	Caravan Park Section 78 Investigation	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation:</u> In progress
Item A110.	Section 78 Investigation: Barrydale Irrigation Water Service	Office of the Municipal Manager: (A.Vorster)	<u>Feedback on implementation:</u> Irrigation agreement concluded.
Item A111.	Waiver of Supplementary Valuation Charges for Properties in Malagas Affected by the Recent Disaster	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> Finalised, extension given to end July 2026.

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING FRIDAY, 29 MAY 2026

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr. W. Treurnicht
DIRECTOR: CORPORATE AND COMMUNITY SERVICES	Vacant
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 SETTLEMENTS	Mrs L. Cupido
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
SENIOR PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Friday, 29 May 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during a **Special Council Meeting** held on **Friday, 29 May 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 A112.	Budget for 2026/2027 MTREF	Director Financial Services (E. Wassermann)	<u>Feedback on implementation</u> Implemented 01 July 2026. Submitted to PT/NT. Placed on website.	
Item A113.	Final Service Delivery Budget Implementation Plan and Performance Agreements for 2026/2027	Office of the Municipal Manager (A.Vorster) Performance Management (Z. Wiese)	<u>Feedback on implementation</u> Cognisance.	
Item A114.	2026-2027 Final Integrated Development Plan (IDP) Review	Office of the Municipal Manager (A.Vorster) IDP Officer: (D. Jonas)	<u>Feedback on implementation</u> Cognisance. Policies will be placed on municipal website.	

DISTRIBUTION AND TASK LIST

SPECIAL COUNCIL MEETING MONDAY, 22 JUNE 2026

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
ACTING DIRECTOR: INFRASTRUCTURE SERVICES	Mr. W. Treurnicht
DIRECTOR: CORPORATE AND COMMUNITY SERVICES	Vacant
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 SETTLEMENTS	Mrs L. Cupido
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
SENIOR PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Monday, 22 June 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during a **Special Council Meeting** held on **Monday, 22 June 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	Implementa- tion or completion verified / Notes
Item A128.	Application to Reduce Capital Contribution: Erf 5474 Swellendam	Office of the Municipal Manager (A.Vorster) Local Economic Development	Feedback on implementation SLA signed. Invoice sent.	

DISTRIBUTION AND TASK LIST

COUNCIL MEETING MONDAY, 29 JUNE 2026.

MUNICIPAL MANAGER	Mrs. A. Vorster
DIRECTOR: FINANCIAL SERVICES	Ms. E. Wassermann
DIRECTOR: INFRASTRUCTURE SERVICES	Mr R. de Ridder
MANAGER: PMU & CAPITAL PROGRAMME	Mr. J. Bester
MANAGER: SOLID WASTE AND ENVIRONEANTAL MANAGEMENT	Mr. J. van Niekerk
MANAGER:TOWN PLANNING & BUILDING CONTROL	Mr. R. Brunings
DIRECTOR: CORPORATE AND COMMUNITY SERVICES	Vacant
MANAGER: BUDGET, REPORTING AND EXPENSES	Mr. J. De Jager
MANAGER: REVENUE	Mrs. W. Bekker
MANAGER: SUPPLY CHAIN MANAGEMENT	Mr. B. Beyers
MANAGER: HUMAN RESOURCES	Mr. P.J. Le Roux
ADMINISTRATOR: TOWN PLANNING	Mrs. M. Swart
SENIOR INTERNAL AUDITOR	Mr. A. Petersen
PERFORMANCE AND COMPLIANCE OFFICER	Mr. Z. Wiese

INTERNAL MEMORANDUM

To: All relevant officials

Date: Monday, 29 June 2026

IMPLEMENTATION OF COUNCIL RESOLUTIONS

The following Council Resolutions were taken during an **Ordinary Council Meeting** held on **Monday, 29 June 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 A116.	Membership of the Municipal Planning Tribunal – New 5 Year Term	Senior Manager: Land Use and Planning Services (R. Brunings)	Feedback on implementation:	Membership of the MPT was advertised in the Provincial Gazette on 1 July 2026.
Item A117.	Draft Waste Management By-Law 2026	Infrastructure and Planning Services: Manager: Solid Waste and Environment (J. van Niekerk)	Feedback on implementation:	Translate the approved English version into the remaining official languages. Thereafter, the draft by-law must be published for public comment. Once the public participation process has been concluded and comments have been considered, the by-law must be submitted to Council for final approval.
Item A118.	Supply Chain Management Monthly Report – May 2026	Director Financial Services: (E. Wassermann)	No further action required, submitted for cognisance.	
Item A119.	Housing Report for May 2026	Manager Human Settlements: (L. Cupido)	No further action required, submitted for cognisance.	
Item A120.	Report on Occupational Health and Safety Activities 2025/2026	Office of the Municipal Manager (A.Vorster) HR	No further action required, submitted for cognisance.	

Item A121.	2024-2025 Performance Evaluation for All Staff	Office of the Municipal Manager (A.Vorster) Performance Management (Z. Wiese)	No further action required, submitted for cognisance Ongoing.
Item A122.	2025-26 Mid-Year Performance Evaluation Report of Senior Managers	Office of the Municipal Manager (A.Vorster) Performance Management (Z. Wiese)	No further action required, submitted for cognisance.
Item A123.	Municipal Manager's Monthly Report for June 2026	Office of the Municipal Manager: (A.Vorster)	No further action required
Item A124.	Auction: Disposal of Movable Assets, Inventory and Materials	Director Financial Services: (E. Wassermann)	To be noted. Assets will be removed from Asset register 30 June 2026
Item A125.	Finance: Adjustment Budget - Unforeseen and Unavoidable Budget – Disaster	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> Submitted to PT/NT and advertised on website.
Item A126.	Request for Land: Assemblies of God Church: Erf 7507, Swellendam	Office of the Municipal Manager: (A.Vorster) Property Administration	<u>Feedback on implementation:</u> Alternative erf offer made.
Item A127.	Barrydale Irrigation Water Service Level Agreement	Office of the Municipal Manager	<u>Feedback on implementation:</u> Irrigation agreement concluded.
Item A129.	Request for Approval to Write off Bad Debts	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> Debt was written off on 30 June 2026.
Item A130.	Consultancy Reduction Strategy and Plan	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> For cognisance.
Item A131.	Extensions and Non-Time Compliance with Provisions	Director Financial Services: (E. Wassermann)	Was submitted to NT / PT

Item A132.	External Quality Assurance Review Results of Internal Audit Function: Nexia SAB&T	Office of the Municipal Manager (A.Vorster) Internal Audit: (A. Petersen)	No further action required Completed.
Item A133.	Draft/Revised Performance, Risk, Business Continuity Management (BCM) and Integrity Management Strategic Documents	Office of the Municipal Manager: (A.Vorster) Governance	<u>Feedback on implementation:</u> Cognisance. No further action required.
Item A134.	Community Services: Railton Hub Group Housing Development - 22 Erven	Manager Human Settlements: (L. Cupido)	<u>Feedback on implementation:</u> Refer to Portfolio.
Item A135.	2026/2027 Revised Audit and Performance Audit Committee Charter	Office of the Municipal Manager (A.Vorster) Internal Audit: (A. Petersen)	No further action required.
Item A136.	Approval of New Positions on the Organisational Structure	Office of the Municipal Manager (A.Vorster) HR	<u>Feedback on implementation:</u> Placement concluded.
Item A137.	ICT Policies – 1 July 2026	Director Financial Services: (E. Wassermann)	<u>Feedback on implementation:</u> Implemented on 1 July 2026.