



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2019-04-02

## **MINUTES**

### **URGENT MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY**

**2019-04-02 AT 10:00**

**Detailed account of the meeting proceedings is available on audio recording, which is obtainable from The Municipal Manager's Office per Request for Information (RFI)**

**MINUTES**  
**URGENT MEETING OF THE COUNCIL**  
**OF STELLENBOSCH MUNICIPALITY**  
**2019-04-02**

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**MINUTES OF AN URGENT MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY HELD ON 2019-04-02 AT 10:00 IN THE COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH**

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**PRESENT** The Speaker, Cllr WC Petersen (Ms) [Chairperson]  
The Executive Mayor, Ald G Van Deventer (Ms)  
The Deputy Executive Mayor, Cllr N Jindela

**COUNCILLORS**

F Adams	LK Horsband (Ms)
FJ Badenhorst	MC Johnson
GN Bakubaku-Vos (Ms)	DD Joubert
Ald PW Biscombe	N Mananga-Gugushe (Ms)
G Cele (Ms)	C Manuel
PR Crawley (Ms)	XL Mdemka (Ms)
A Crombie (Ms)	N Olayi
JN De Villiers	MD Oliphant
R Du Toit (Ms)	SA Peters
A Florence	MM Pietersen
AR Frazenburg	WF Pietersen
E Fredericks (Ms)	SR Schäfer
T Gosa	Ald JP Serdyn (Ms)
E Groenewald (Ms)	N Sinkinya (Ms)
AJ Hanekom	Q Smit
DA Hendrickse	LL Stander
JK Hendriks	E Vermeulen (Ms)

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**Officials:** Municipal Manager (Ms G Mettler)  
Director: Corporate Services (Ms A De Beer)  
Director: Infrastructure Services (D Louw)  
Director: Community and Protection Services (G Boshoff)  
Chief Audit Executive (F Hoosain)  
Senior Manager: Governance (Ms S De Visser)  
Manager: Secretariat (EJ Potts)  
Senior Administration Officer (T Samuels (Ms))  
Committee Clerk (N Mbali (Ms))  
Interpreter (J Tyatyeka)

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**1. OPENING AND WELCOME**

The Speaker, Cllr WC Petersen (Ms) welcomed all present at the Urgent Council meeting. A moment of silent reflection was observed. During the Speaker's opening and welcome, Cllr DA Hendrickse requested a caucus between the Speaker and the Party Whips, which the Speaker allowed.

**2. APPLICATION FOR LEAVE OF ABSENCE**

The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Cllr FT Bangani-Menziwa (Ms) – 2 April 2019  
 Cllr JG Hamilton – 2 April 2019  
 Cllr NE Mcombring (Ms) – 2 April 2019  
 Cllr RS Nalumango (Ms) – 2 April 2019  
 Cllr P Sitshoti (Ms) – 2 April 2019

**3. DISCLOSURE OF INTEREST**

NONE

**4. APPOINTMENT OF ACTING CHIEF FINANCIAL OFFICER**

**Collaborator No:**

**IDP KPA Ref No:**

**Meeting Date:**

**Good governance and Compliance**

**02 April 2019**

**1. SUBJECT: APPOINTMENT OF ACTING CHIEF FINANCIAL OFFICER****2. PURPOSE**

To appoint an Acting Chief Financial Officer.

**3. DELEGATED AUTHORITY**

COUNCIL

**4. EXECUTIVE SUMMARY**

Section 56(1)(a)(ii) of the Local Government Systems Act provides that Council, after consultation with the Municipal Manager, must appoint an acting manager directly accountable to the Municipal Manager under circumstances and for a period prescribed. The acting period must not be in excess of 3 (three) months. If the period exceeds three months, the Minister of Local Government in the Province extends the period on good cause shown.

The person that is appointed in an acting capacity must at least have the skills, expertise, competencies and qualifications prescribed for such a position.

Council approved the appointment of acting directors when the directors are not available at the 23<sup>rd</sup> Council Meeting: 2019-01-30: Item 7.2.1. At that stage Council approved the acting arrangements of Mr Kevin Carolus, but no other employees were appointed to act when Mr Carolus is not available. Mr Carolus has been appointed as CFO from 1 April 2019. It is not practical to call a council meeting every time a section 56 manager is not available and for that reason council approved a roster in which employees are appointed to act if one of the section 56 managers are not available. This also needs to be put in place for the CFO. Mr Carolus had a medical emergency and now will have to undergo surgery on his teeth. Council therefore has to approve an acting CFO whilst Mr Carolus is unavailable and also to act in situations where he attends other meetings or take leave or is on sick leave.

**URGENT COUNCIL MEETING: 2019-04-02: ITEM 4****RESOLVED** (majority vote)

- (a) that Mr Dalleel Jacobs be appointed to act as Chief Financial Officer when the Chief Financial Officer is not available;
- (b) that an acting allowance be paid as per the approved Acting Allowance Policy of November 2018; and
- (c) that Mr Dalleel Jacobs be added on the rotational roster for the appointment of acting directors when the directors are not available.

*The following Councillors requested that their votes of dissent be minuted:*

*Councillors F Adams; DA Hendrickse and LK Horsband (Ms).*

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Geraldine Mettler
<b>POSITION</b>	<b><i>Municipal Manager</i></b>
<b>DIRECTORATE</b>	<b><i>Municipal Manager</i></b>
<b>CONTACT NUMBERS</b>	<b><i>021 808 8025</i></b>
<b>E-MAIL ADDRESS</b>	<b><i>Geraldine.Mettler@stellenbosch.gov.za</i></b>
<b>REPORT DATE</b>	<b><i>29 March 2019</i></b>

The meeting adjourned at 11:20.

**CHAIRPERSON:** .....

**DATE:** .....

**Confirmed on** ..... **with/without amendments.**