



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/5/3/5/2/2

2014-09-03

MINUTES

ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING

2014-09-03 AT 15:00

MINUTES
ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING
2014-09-03

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MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING 2014-09-03

[Chairperson: Engineering Services: Councillor DC Botha]

PRESENT Councillor DC Botha (Chairperson)

Councillors DS Arends
JA Davids
V Fernandez (Ms)
N Gcaza (Ms)
JK Hendriks
LX Mdemka (Ms)
L Ronoti

Also Present Councillor: DA Hendrickse
Mr C Manuel (Councillor to be introduced)

Officials Director: Engineering Services
Senior Legal Advisor (E Williams (Ms))
Manager: Solid Waste Management (S Haider)
Principal Technician: C Hendricks
Head: Committee Services
Committee Clerk (B Mgcushe (Ms))
Interpreter

1. APPLICATION FOR LEAVE OF ABSENCE (3/4/3/3)

None

2.1 DECLARATION OF INTEREST (3/6/2/2)

None

2.2 COMMUNICATION BY THE CHAIRPERSON (3/4/3/6)

Chairperson, DC Botha congratulated the Directorate on the 97.6% on capital spending. The NMT project and the cycle crossing are a great success and they have started with commissioning of new Waste Water Treatment Works at Wemmershoek.

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3. CONFIRMATION OF THE MINUTES

**3.1 CONFIRMATION OF THE MINUTES OF THE ENGINEERING SERVICES
AND HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON
2014-08-06 (3/4/3/5/2/2)**

The above-mentioned minutes were previously distributed.

FOR CONFIRMATION

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-09-03: ITEM 3.1**

RESOLVED (nem con)

that the minutes of the meeting of Engineering Services and Human Settlements Committee held on 2014-08-06, be confirmed.

(HEAD COMMITTEE SERVICES TO ACTION)

**4. REPORT BY THE DIRECTOR(S) RE RESOLUTIONS TAKEN AT THE
MEETING HELD ON 2014-08-06 (3/4/3/5/2/2)**

None.

(HEAD: COMMITTEE SERVICES TO ACTION)

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6. REPORTS FROM OFFICIALS: ENGINEERING SERVICES

6.1 NON-DELEGATED MATTERS

6.1.1 None

6.2 DELEGATED MATTERS

6.2.1 MONTHLY REPORT JULY 2014: ENGINEERING SERVICES

File number : 8/1/Engineering Services

Report by : Director: Engineering Services

Compiled by : Senior Administrative Officer – Office Management

Delegated Authority : Engineering Portfolio Committee

Strategic intent of item

| | |
|----------------------------------|-------------------------------------|
| Preferred investment destination | <input checked="" type="checkbox"/> |
| Greenest municipality | <input checked="" type="checkbox"/> |
| Safest valley | <input checked="" type="checkbox"/> |
| Dignified Living | <input checked="" type="checkbox"/> |
| Good Governance | <input checked="" type="checkbox"/> |

1. PURPOSE

To inform the Committee of monthly activities in the Directorate: Engineering Services. The report on the monthly review i.r.o JULY 2014 is attached as **APPENDIX 1A-1F**.

2.1 OFFICE OF THE DIRECTOR

Innovation and Infrastructure Committee (IIC)

The Directorate: Engineering Services participates in the IIC meetings and reports to the Engineering Portfolio Committee on the activities and progress of the ICC on a regular basis, in terms of the Terms of Reference of the Committee.

The aim of the IIC is to ensure that an integrated and sustainable Strategic Infrastructure Plan (SIP) is developed for Stellenbosch that

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addresses the infrastructure backlogs of the Greater Stellenbosch area. The SIP needs to be linked to a sustainable Financial Plan (FP) to ensure delivery of services. This, however, can only be achieved if green economy-oriented innovations and inventive solutions away from “business as usual” are given the uppermost priority. This process innovation to formulate an SIP and FP has to combine knowledge and capacity from the Administration; the University; and Business.

The solutions considered by the IIC will have a marked emphasis on innovation, in recognition for the ever changing technological environment, and moving away from “business-as-usual”.

As reported last month, the IIC in its recent sessions focused on producing some strategic guidance for the municipality in terms of finding spatial solutions which could, via the SDF, provide direction for development in Stellenbosch over the next 30 years. In this regard the IIC integrates with the Shaping Stellenbosch project as well as through the feasibility study for the Transit Orientated Development project.

The IIC has finalized its Quo Vadis document, which will be submitted to this Committee in the next cycle.

The parallel focus of the IIC is to undertake studies into critical issues, via a mechanism of utilizing Working Groups. The updated Terms of Reference of the Working Groups is still being finalized. Typical studies by the technical Working Groups will include the study to determine the financial impact on Council of the proposed alternate energy source policy.

2014/15 Strategic Projects and Initiatives

Standard Operating Procedures (SOP) Project

The following have been implemented in the Engineering Services Directorate to contribute to the clean audit action plan: Updating of departmental S.O.P.'s. Engineering Services actively took part in the SOP compilation specifications, advertisement of a tender, technical evaluation and the awarding of the tender. The tender was awarded (SOP TENDER BSM24/14) for a professional service provider (Ignite) to review current SOP's in place and to compile new SOP's for the whole of the Stellenbosch Municipality. 100 SOPs were identified from the 276 suggested SOPs received (the contract only allows for the drafting of 100 SOPs by the consultant). Training took place during

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February 2014. Staff has been trained on further compilation of SOPs. Significant progress has been made and the review of some last draft SOPs that were compiled are currently being finalized.

Vacancies

The Office Assistant and Admin Assistant positions are in the process of being advertised.

Training

Senior staff attended participated in the first session of the Minimum Competency Level training.

2.2 ELECTRICAL SERVICES

Operations

As an essential service, electrical supply and service delivery is the main priority for Electrical Services. No serious power outages were experienced.

Capital Projects

| PROJECT DESCRIPTION | STATUS | CHALLENGES |
|------------------------------------|--|---|
| Upgrading of various substations | Orders have been placed | Long delivery time of equipment is expected |
| Electricity Demand Side Management | Contractor was appointed and implementation is in progress | Buy in from community is problematic |

2014/15 Strategic Projects and Initiatives

Reduce Electrical losses:

The Department is continuously auditing electricity meters to stop electricity theft and rectify faulty meters. The Department is also replacing all common base pre-payment meters with the "split" pre-payment meter to prevent theft.

Alternative energy:

The policy on self-generation of electricity is completed. The University of Stellenbosch will assist to determine the financial impact this will have on the Stellenbosch Municipality, via the IIC Working Group study.

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Human Resources

Mr Johannes Coetzee, Acting Manager: Electrical Services' contract has been extended until 9 November 2014. 3 x Electrical Assistants were appointed with effect from 1 August 2014. The position of Manager: Electrical Services is in the process of being advertised.

Vacancies

Electrician x 2 (Ex H Rix and Ex G Abrahams)
Operator x 1 (Ex C Isaacs)
Support Assistant x 1
General Worker x 1 (Ex S Waka)

Training

OHRVS training was done during June 2014. A second course will follow soon. 3 Senior members of Electrical Services' team are participating in the Minimum Competency Level training.

Occupational Health and Safety

OHS meeting took place on 26 June 2014

Incidents:

None

Reporting on Events/Programmes/ Projects

The upgrading of substations is a long term project that can take in the region of ten (10) years and longer. The upgrade of substations was also a recommendation in the NERSA audit report

Challenges/areas where department is not adhering to legislation

Illegal connections not disconnected regularly due to insufficient staff capacity. Access to properties is restricted and dangerous. Cable theft and substation vandalism were experienced and alarm systems are being installed. Thefts were reported to SAPS.

Risks identified and corrective measures

Risk: Electrical Department staff are sometimes threatened and prevented from performing their work. Smartie Town, Cloeteville has been identified as one of the problematic area.

Corrective Measures: The assistance of Law Enforcement are called in but it is not a long term solution.

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Risk: Scarcity of electricity.

Corrective Measures: Demand Side Management projects to encourage consumers to use less energy. Promoting energy efficiency and saving within the community.

Risk: Shortage of technical staff – The Department is experiencing a critical shortage of technical staff and service delivery is hampered. The public are dissatisfied with the service because customer complaints are not addressed effectively. In an attempt to address all the complaints as effectively as possible, employees are requested to work overtime and permissible maximum overtime are exceeded.

Corrective Measure: The shortage of staff must be addressed as a matter of urgency.

Vandalism/Theft

Vandalism and theft of metal were experienced and alarm systems are being installed. Incidents were reported to SAPS.

2.3 WATER SERVICES

Operations

Water is the most fundamental and indispensable of natural resources – fundamental to life, the environment, food production and hygiene. Poverty reduction and improved water management are inextricably linked. Regular site inspections, routine repairs and maintenance are done on a daily basis to ensure that the water network operates effectively. With various vacant positions, the Department makes every effort to supply an efficient service to the public. The Department: Water Services is currently preparing for the Blue and Green Drop evaluations.

Capital Projects

Most of the Capital Projects are in line with the Service Delivery Budget Implementation Plans (SDBIP) of the Department.

Flagship Projects

| PROJECT DESCRIPTION | STATUS | CHALLENGES |
|-------------------------------------|---|--|
| Upgrade Waste Water Treatment Works | Project in progress and will be completed by August 2014. | Mechanical and electrical work is behind schedule. |

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| | | |
|---|---|------|
| (Franschoek/Wemmershoek) Phase 3 | Civil work 99% completed Mechanical and Electrical work 98% completed. | |
| Extension of Waste Water Treatment Works: Stellenbosch | Refurbishment project 100% completed. Emergency phase of extended refurbishment contract for the Stellenbosch WWTW is in progress and 60% complete. The preliminary design of the Extension of the Stellenbosch WWTW is 100% completed. The detail design phase is 70% completed. | None |
| Water Pipe Replacement | Construction work 100% completed. | None |
| Bulk Water Supply Pipe Cloetesville / Idas Valley | Project in progress and 40% completed. | None |

2014/15 Strategic Projects and Initiatives

Waste Water Reduction:

Re-use of waste water reduction initiatives are currently under investigation and addressed with the upgrading of the Stellenbosch Waste Water Works and the **Wemmershoek WWTW**.

Risks identified and corrective measures:

Risk: Urgent need for security services at all Water & Waste Water Treatment works

Corrective Measure: Public Safety & Community Services will be approached to assist with the implementation of security services at the plants.

Risk: Possible scarcity of water during summer months

Corrective measures: Water restriction plan in place. Promoting water conservation techniques in the community. Water conservation demand management plan to be implemented. Upgrade of various Reservoirs and Works are in process (Capital Projects).

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Vandalism/Theft

1. 2 July 2014 : break-in at beltpress, computers stolen.
2. 2 July 2014: signage stolen at Pniel WWTW.

Human Resources

A total of 42 positions are vacant and are in the process of being advertised:

Water Reticulation - 12 Positions

Waste Water Treatment Works - 30 Positions

WWTW appointed 4 x Class IV Process Controllers (one declined), 1 x Millwright and 1x Electrician. Interviews were conducted for 1 x Senior Clerk and 18 x Process Controllers (Class I-III) and 4 Trainee Operators. Appointments will follow shortly. Awaiting Human Resources Management to appoint x 3 workers i.t.o. Bargaining Council ruling. LED workers already interviewed, 13 appointed and waiting for Municipal Manager's approval of all vacant funded posts at WWTW.

LED/EPWP WORKERS

Operational

34 EPWP workers were appointed for approximately 6 months to assist with the refurbishment of Idasvalley's slow sandfilters, general maintenance at Waste Water Treatment Works and reservoirs.

Training

2 Senior staff members are participating in the Minimum Competency Level training.

Occupational Health and Safety

None

Incidents: 2 – Back injuries

Challenges/areas where department is not adhering to legislation

Hydraulic and organic load on waste water systems due to the exceeding of the current design capacity of the waste water works

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Reporting on Events/Programmes/ Projects

Blue Drop & Green Drop evaluations during July 2014

2.4 TRANSPORT, ROADS & STORMWATER

Operations

Operational teams continue to clear and repair stormwater infrastructure as well as maintaining road surfaces by undertaking patch repairs.

Stormwater Management Programme

Several Households have been flooded as a result of heavy rains and overflowing stormwater systems. The department is currently liaising with private property owners in this regard. Stormwater investigations is underway. The Department of Environmental Affairs had received Roads and Stormwater department's updated and revised Environmental Impact Assessments – for approval to carry out works on River Banks.

Pedestrian and cycle paths

No new sidewalks were built.

NMT Upgrades (Provincial funding for R44 NMT Facility to Jamestown)

This department still awaits approval for funding for which an application was submitted to the Department Transport & Public Works in October 2013 to complete the rest of the facility in Jamestown.

Pavement (Roads) Management Programme

The implementation of the Roads Rehabilitation Programme within the Stellenbosch Municipal area, commenced in January 2014 and was completed by June 2014.

A total of 14km of roads have been rehabilitated and resealed.

Capital Projects

Progress has been made with the appointment of consultants.

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2014/15 Strategic Projects and Initiatives

Transit Oriented Development (Transport)

As part of the plan to address the traffic congestion problem in Stellenbosch this department has embarked on the process to investigate the feasibility of a Transit Orientated Development. A TOD is a development concept that focuses on land use planning to support transport initiatives. It will entail the densification of areas and the direction of development along transport corridors. This study needs to investigate the following:

- North South mobility through Stellenbosch
- Utilisation of the rail system
- Development potential and land use around this precinct
- Parking
- NMT
- Transport integration
- Modal interchange, etc

The outcome will be a feasibility study on a proposed land use and transport model. This document will guide the Municipality in terms of land use planning and transport initiatives. This project has the potential to integrate communities by breaking down barriers like the R44 and the railway line.

A consultant has been appointed and an inception meeting was held. A “charrette” session was held in July 2014 and the planning process has started.

Traffic congestion mitigation

No interventions were rolled out during this month.

Human Resources

The positions of Bricklayer and Workers are in the process of being advertised. Advertisements were sent to Human Resources Department in March 2014.

Vacancies:

Bricklayer x 1

Workers x 2

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Training

No training occurred in the month of July 2014

Occupational Health and Safety

Monthly OHS meeting was held on 28 July 2014. All staff that are exposed to chemical and hazardous material went for medical assessments and a detailed report will be submitted to the Human Resources Department.

Incidents: No incidents were reported at the meeting held on 28 July 2014.

Reporting on Events/Programmes/ Projects

This department has no events and programmes to report on. All projects are registered and monitored on IMQS.

Challenges/areas where department is not adhering to legislation

1. Acquiring relevant legislative approval to carry out works associated to Stormwater Management within river courses. Legislation is being interpreted in a manner that, allows for unsafe conditions to exist within communities and prohibits the Municipality from carrying out its responsibilities with regard to duty of care.
2. Stormwater courses on private property in not being maintained by relevant owner(s). Municipality does not have authority to instruct owners to carry out maintenance on stormwater courses.

Risks identified and corrective measures

1. Ineffective use of vacuum street sweeper for the cleaning of stormwater channels results in extra work of stormwater catchpit cleaning teams and contributes to localized flooding.
2. Staff carrying out work on stormwater infrastructure in Kayamandi have been threatened with violence and one staff member's cell-phone was stolen.

Corrective Measures:

1. Vacuum street sweeper to be used more effectively under the supervision of Stormwater staff to better co-ordinate municipal resources.

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2. Roads and stormwater staff approached the residents and relevant Councillor. All parties agreed that area is safe for Municipal official to carry out their duties. Situation in Kayamandi will continue to be monitored; staff had been instructed to withdraw immediately should there be any threats of violence.

Vandalism/Theft

In Klapmuts, the theft of stone from gabion structures continues. Theft of these stone could result in flooding and damage to property.

2.5 SOLID WASTE MANAGEMENT

Operations

A tender process will follow to address the potential of beneficiating processing of the clay and rubble on the landfill site.

Capital Projects

Jan Palm Consulting Engineering is busy with the draft design for rehabilitation capping. The soil for potential capping material was tested but unfortunately failed for suitable capping material. Due to capacity constraints in the Supply Chain Management and Solid Waste Management, Capital Projects are not in line with the Service Delivery Budget Implementation Plans of the Department. All projects are registered and monitored on the IMQS. Aurecon has been appointed for the rehabilitation and capping of cell one and two.

Flagship Projects

| PROJECT DESCRIPTION | STATUS | CHALLENGES |
|----------------------------|---------------|---|
| None | | Due to capacity constraints in the Solid Waste Management, Capital Projects are not in line with the Service Delivery Budget Implementation Plans of the Department. Remedial steps were taken to ensure optimal expenditure. |

2014/15 Strategic Projects and Initiatives

- **Trash Back Pilot Project (Mini MRF Pilot project)**
Project could not commence as no provision on budget. Will stand over until the 2014/15 financial year.

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- **Recycling pilot project. (Seperation at source)**

Attached statistics (APPENDIX 1E) reflect the activities for July 2014.

Risks identified and corrective measures

Risk: Appropriate resources to execute tasks and service delivery options must seriously be addressed in order to prevent service delivery ceasure.

Corrective measures: Recommended candidate to be appointed.

Vandalism/Theft

None

Human Resources

The two vacant operator positions are in the process of being advertised. The vacant Principal Technician: Collection position interviews were held and the successful candidate has been appointed to start 1 September 2014.

LED/EPWP Workers

Operational

Solid Waste Management x 27

Contract workers' contracts in the Solid Waste Management Department expired at the end of June 2014. The contracts were extended until September 2014.

Vacancies

Operators x 2

Principal Technician: Collection

Training

No training occurred during the month of of July 2014.

Occupational Health and Safety

Monthly OHS meeting was held on 10 July 2014. All staff that are exposed to chemical and hazardous material went for medical assessments and a detailed report will be submitted to the Human Resources Department.

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Incidents: Two incidents were reported at the meeting held on 10 July 2014.

Reporting on Events/Programmes/ Projects:

This department had no events and programmes during July 2014 to report on.

Challenges/areas where department is not adhering to legislation:

Due to lack of monitoring of stormwater and leachate quality, not all permit conditions are being adhered to. The ideal would be to appoint an analyst to conduct the monitoring.

2.6 DEVELOPMENT SERVICES

Operations

The Manager: Development Services comments on behalf of the Directorate: Engineering Services on all land-use applications, submitted to Council in terms of the Land-use Planning Ordinance of 1985. Land-use applications include land-use changes such as rezonings, subdivisions, consent uses, increase in bulk and departures and mostly lead to further development of a property.

The approval of a proposed land-use change will be evaluated in terms of the availability of bulk services. Should Council be in a position to supply such services, an application can be supported. If not, then an application for a land-use change will not be supported by the Directorate: Engineering Services.

Capital Projects

Most of the Capital Projects are in line with the Service Delivery Budget Implementation Plans (SDBIP) of the Department.

Flagship Projects

| PROJECT DESCRIPTION | STATUS | CHALLENGES |
|--|--|-------------------|
| Bulk water supply pipe Klapmuts | Construction is in progress and work will be completed as planned. | None |

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| | | |
|-------------------------------|--|------|
| New 5 ML Reservoir – Klapmuts | Steel reinforcement and concrete of the reservoir walls is currently in progress. Roof construction started. | None |
|-------------------------------|--|------|

Risks identified and corrective measures

No risks to Council identified.

Vandalism/Theft

No incidents were reported.

Human Resources

The primary function of the Department Development Services is to facilitate development from an engineering perspective. This entails input on all land-use applications (rezonings, subdivisions, departures, consent uses), input on building plans, input on engineering services plans, issuing of wayleaves and liaison with relevant role-players to ensure the availability of bulk services.

The Department Development Services consists of 5 personnel members i.e. Manager, Head, Principal Technician, Technician and a Support Assistant.

Vacancies

None

Training

Personnel from the Department Development Services stay up to date with latest technologies and best practice by attending regular training workshops, seminars and conferences.

Occupational Health and Safety

Monthly OHS meetings are being held and no incidents were reported for July 2014.

Reporting on Events/Programmes/ Projects:

All projects are registered and monitored on a software programme, IMQS.

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Challenges/areas where department is not adhering to legislation

This department adheres to all relevant legislation.

RECOMMENDED

that the Engineering Services monthly report for July 2014, be noted.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-09-03: ITEM 6.2.1**

RESOLVED (nem con)

that the Engineering Services monthly report for July 2014, be noted.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

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7. REPORTS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

**8. NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY
THE MUNICIPAL MANAGER**

NONE

9. CONSIDERATION OF MOTIONS OF EXIGENCY

NONE

10. MATTERS TO BE CONSIDERED IN COMMITTEE

NONE

Meeting adjourned at 15 :55.

CONFIRMED

CHAIRPERSON

(Signature & date)
