



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

File no 3/4/3/5/2/1

2014-09-09

# **MINUTES**

## **FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING**

**2014-09-09 AT 15:00**

**MINUTES**  
**FINANCE AND STRATEGIC AND CORPORATE SERVICES**  
**COMMITTEE MEETING**

**2014-09-09**

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COMMITTEE MEETING**

**[Chairperson: Councillor, S Louw (Ms)]  
[Portfolio: Strategic and Corporate Services]**

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**PRESENT** Councillor SJ Louw (Ms) [Portfolio: Strategic & Corporate Services]

**Councillors** F Adams  
JSA Fourie  
N Mananga-Gugushe  
LX Mdemka (Ms)  
LN Siwakamisa

**Officials** Director: Strategic & Corporate Services  
Chief Financial Officer  
Acting Manager: Information Technology (R Mooideen)  
Manager: Communications (V Bowers)  
Senior Legal Advisor (E Williams (Ms))  
Head: Committee Services  
Committee Clerk (B Mgcushe (Ms))  
Interpreter

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

**FINANCE AND STRATEGIC AND CORPORATE SERVICES  
COMMITTEE MEETING: 2014-09-09: ITEM 1.1**

**RESOLVED** (nem con)

that leave of absence be granted to Deputy Executive Mayor, MG Smuts.

**(HEAD: COMMITTEE SERVICES TO ACTION)**

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

None.

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

None.

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[Portfolio: Strategic and Corporate Services]**

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**3. CONFIRMATION OF THE MINUTES**

**3.1 MINUTES OF THE FINANCE AND STRATEGIC AND CORPORATE  
SERVICES COMMITTEE MEETING HELD ON 2014-06-10 (3/4/3/5/2/1)**

The above-mentioned minutes were previously distributed.

**FOR CONFIRMATION**

**(HEAD: COMMITTEE SERVICES)**

**FINANCE AND STRATEGIC AND CORPORATE SERVICES  
COMMITTEE: 2014-09-09: ITEM 3.1**

**RESOLVED** (nem con)

that the minutes of the Finance and Strategic and Corporate Services  
Committee meeting held on 2014-06-10, be confirmed.

**(HEAD: COMMITTEE SERVICES TO ACTION)**

**4. REPORT FROM DIRECTOR(S) RE RESOLUTIONS TAKEN AT  
PREVIOUS COMMITTEE MEETINGS (3/4/3/5/2/1)**

The report by the Director on outstanding resolutions taken at the Finance  
and Strategic and Corporate Services Committee meeting held on  
2014-05-13 is attached as **APPENDIX 1**.

**FINANCE AND STRATEGIC AND CORPORATE SERVICES  
COMMITTEE: 2014-09-09: ITEM 4.**

**RESOLVED** (nem con)

that the report on outstanding resolutions from the Finance and Strategic  
and Corporate Services Committee meeting held on 2014-05-13, be  
noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
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**[Chairperson: Councillor, S Louw (Ms)]  
[Portfolio: Strategic and Corporate Services]**

**5. REPORTS FROM OFFICIALS: STRATEGIC AND CORPORATE SERVICES**

**5.1 NON-DELEGATED MATTERS**

None

**5.2 DELEGATED MATTERS**

**5.2.1 SALGA M-PARTICIPATION REPORT**

*File number* : 10/2/1

*Compiled by* : Manager: IDP/PMS&ICT

*Report by* : Director Strategic & Corporate Services

*Delegated Authority* : Finance & Strategic & Corporate Services

***Strategic intent of item***

Preferred investment destination

Greenest municipality

Safest valley

Dignified Living

Good Governance

**1. PURPOSE OF REPORT**

To give feedback on the latest developments regarding the M-participation toolkit and how Municipalities can strive to great heights by adopting the opportunities this toolkit presents.

**2. BACKGROUND**

On Tuesday, 22 July 2014 SALGA hosted a workshop for the Western Cape roll-out of the M- Participation Toolkit. The session was characterised by excellent participation of municipal officials, a number of political leaders and a few representatives of civil society.

**3. DISCUSSION**

The application of information and communication technology (ICTs) in local government is not a new phenomena; however, the use of mobile technology to advance public participation and improve service delivery in local government is still in its infant stages. In order to assist Municipalities in learning about the various applications and requirements for M-Participation a sub-category of e-Participation, SALGA commissioned the development of the Municipal M-Participation Toolkit.

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The engagement on 22 July 2014 kicked-off with three panel presentations that provided local case studies of mobile applications to enhance municipal access and public participation. The panel included Justin Coetzee of GoMetro, Abongile Nyumbeka of Project Lungisa & Gabriella Razzano from the Open Democracy Advice Centre (ODAC) who presented a Housing List Project App.

Following an overview of the M-Participation Toolkit contents, the afternoon session saw an update of the Western Cape Broadband Initiative (BBi) which gave Municipalities further opportunity to engage the Provincial Department of Economic Development & Tourism on the role and implications for Municipalities in broadband roll- out. Ms Olivia Deyers of DEDAT also provided an updated broadband infrastructure sites map so that Municipalities can view the location of broadband infrastructure that will be installed by Neotel.

Cape Chamber of Commerce & Industry, Digital Portfolio Chair, Mr Roderick Lim Banda advocated for “the focus on broadband to be in addressing education and unemployment (particularly youth) and to grow sustainable business”. Mr Lim Banda’s presentation highlighted a number of principles that should be focused on to leverage technology for economic growth, making the link between ICTs and economic development in the local context clear through a number of examples.

Dr Leona Craffert, Director of the Western Cape CoLab for E-Inclusion and Social Innovation which is linked to the Ikamva National e-Skills Institute (iNeSI) showcased their model for stimulating skills development in mobile application development. She also showed practical examples of the development of skills in social innovation (ideation) aimed at M-Participation for addressing local socio- economic challenges.

The overall positive implication for local government in experimenting with the applications of M-Participation technologies are: Effective E- engagement with citizens; better community involvement in developing solutions for socio-economic challenges (co-design LED solutions) and, innovative approaches for public participation.

**4. OPPORTUNITIES PRESENTED BY THE M-PARTICIPATION TOOLKIT**

- (a) Mobile technology applications are not presently geared for the masses in terms of costs to send messages and messages with pictures. Not all mobile users, and once again the less fortunate specifically, have access to smart phones around which Municipal servicing applications are built around. There however exists an opportunity to focus on entrepreneurs and business owners in and around Stellenbosch with certain key services like paying

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their Municipal bills via their mobile phones. For the masses we will need to focus on a push service where we may be able to send out notifications to all citizens of Stellenbosch.

- (b) The Broadband Initiative by Province brings along many opportunities but over a longer period of 3-5 years. It is only after this time would the Municipalities be able to absorb some of their costs into the Broadband Initiative. As this is a Western Cap Initiative covering the entire province, the winning bidder Neotel, needs to have their Infrastructure put in place first before key services may be applied on top of this. It is only after this time may we discuss and leverage on opportunities from other Municipalities –SHARED SERVICES MODEL.

**RECOMENDED**

that the SALGA M-Participation report, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO  
ACTION)**

**FINANCE AND STRATEGIC AND CORPORATE SERVICES  
COMMITTEE MEETING: 2014-09-09: ITEM 5.2.1**

**RESOLVED** (nem con)

that the SALGA M-Participation report, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
COMMITTEE MEETING**

**[Chairperson: Councillor, S Louw (Ms)]  
[Portfolio: Strategic and Corporate Services]**

**5.2.2 MONTHLY REPORT JULY 2014: STRATEGIC AND CORPORATE SERVICES**

*File number* : 8/1/4/2/1  
*Report by* : Director: Strategic and Corporate Services  
*Compiled by* : Managers of the Departments  
*Delegated authority* : Finance & Strategic & Corporate Services Committee

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To report on the functional activities of each Department within the Directorate Strategic and Corporate Services for July 2014.

**2. BACKGROUND**

The Municipal Manager requested all Directorates to submit monthly reports to their respective Portfolio Committee meetings to inform the committee members of the activities performed during each month.

**3 DISCUSSION**

The Departments outlined below submitted individual reports attached hereto as **APPENDIX 1** with Annexures, where applicable:

1. Communications
2. IDP/Performance Management
3. Document Management



**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
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4. Information Communication Technology
5. Legal Services
6. Human Resources

It should be noted that in the case of Human Resources the reporting is done over a longer period.

**RECOMMENDED**

that the monthly report of the Directorate: Strategic and Corporate Services for the period 01 July 2014 to 31 July 2014, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE  
MEETING: 2014-09-09: ITEM 5.2.2**

**RESOLVED** (nem con)

that the monthly report of the Directorate: Strategic and Corporate Services for the period 01 July 2014 to 31 July 2014, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
COMMITTEE MEETING**

**[Chairperson: Councillor, S Louw (Ms)]  
[Portfolio: Strategic and Corporate Services]**

**5.2.3 MONTHLY REPORT AUGUST 2014: STRATEGIC AND CORPORATE SERVICES**

*File number* : 8/1/4/2/1  
*Report by* : Director: Strategic and Corporate Services  
*Compiled by* : Managers of the Departments  
*Delegated authority* : Finance & Strategic & Corporate Services Committee

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To report on the functional activities of each Department within the Directorate Strategic and Corporate Services for August 2014.

**2. BACKGROUND**

The Municipal Manager requested all Directorates to submit monthly reports to their respective Portfolio Committee meetings to inform the committee members of the activities performed during each month.

**3. DISCUSSION**

The Departments outlined below submitted individual reports attached hereto as **APPENDICES 1- 7** where applicable:

1. Communications
2. IDP/Performance Management
3. Document Management

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4. Information Communication Technology
5. Legal Services
6. Human Resources
7. Compliance and contract Management

It should be noted that in the case of Human Resources the reporting is done over a longer period.

**RECOMMENDED**

that the monthly report of the Directorate: Strategic and Corporate Services for August 2014, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE  
MEETING: 2014-09-09: ITEM 5.2.3**

**RESOLVED** (nem con)

that the monthly report of the Directorate: Strategic and Corporate Services for August 2014, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
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**[Chairperson: Councillor, S Louw (Ms)]  
[Portfolio: Strategic and Corporate Services]**

**5.2.4 SALGA – HUMAN RESOURCES DEVELOPMENT AND COLLECTIVE BARGAINING WORKING GROUP**

*File number* : 10/2/1

*Compiled by* : Director: Strategic & Corporate Services

*Report by* : Municipal Manager

*Delegated Authority* : Finance & Strategic Corporate Services Committee

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To submit minutes for notification to the Portfolio Committee of the Human Resources Development and Collective Bargaining Working Group.

**2. BACKGROUND**

SALGA is an association not for gain. It is a juristic person recognised in terms of Section 2(1)(4) of the Organised Local Government Act 1997 (Act No. 52) with the power to own property, sue and be sued in its own name.

2.1 The objectives of SALGA are to:

2.1.1 Represent, promote and protect, the interests of local government;

2.1.2 Transform local government to enable it to fulfil its developmental role;

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**[Chairperson: Councillor, S Louw (Ms)]  
[Portfolio: Strategic and Corporate Services]**

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- 2.1.3 Enhance the role and status of its members as provincial representatives and consultative bodies of local government;
- 2.1.4 Enhance the role and status of municipalities;
- 2.1.5 Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government;
- 2.1.6 Ensure the full participation of women in organised local government;
- 2.1.7 Be the National Employers' Association representing all municipal members and, by agreement, associate members;
- 2.1.8 Regulate the relationship between its members and their employees within the meaning of section 213 of the Labour Relations Act 66 of 1995, as amended;
- 2.1.9 Provide legal assistance to its members, in its discretion;
- 2.1.10 Encourage the settlement of disputes among its members and between them and their employees or trade unions through co-operative governance or labour law principles;
- 2.1.11 Affiliate with and participate in the affairs of any international organisation, that will serve the interests of the members;
- 2.1.12 Do such lawful things as may appear to be in the interest of the organisation and its members which are not inconsistent with the objects or any matter specifically provided for in this constitution; and
- 2.1.13 Borrow, invest, lend, subscribe or donate money for the furtherance of the objectives of the organisation.
- 2.2 "Working Groups" means the governance structure established to develop policies, strategies and programmes to address critical local government issues; to facilitate co-operative governance between the spheres of government as mandated by the National Executive Committee or the Provincial Executive Committee respectively and facilitate consultation, co-ordination and participative decision-making between SALGA and its provincial and municipal members; chaired by a person duly appointed by the National Executive Committee or

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**[Chairperson: Councillor, S Louw (Ms)]  
[Portfolio: Strategic and Corporate Services]]**

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the Provincial Executive Committee from amongst the additional and/or co-opted members.

**3. DISCUSSION**

A meeting was held on 14 May 2014 to discuss issues debated by SALGA. Attached are minutes of the meeting for your information.

**4. LEGAL IMPLICATION**

None.

**5. FINANCIAL IMPLICATION**

None.

**RECOMMENDED**

that the minutes of the SALGA Human Resources Development and Collective Bargaining Working Group, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE  
MEETING: 2014-09-09: ITEM 5.2.4**

**RESOLVED** (nem con)

that the minutes of the SALGA Human Resources Development and Collective Bargaining Working Group, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
COMMITTEE MEETING**

**[Chairperson: Deputy Executive Mayor, MG Smuts]  
[Portfolio: Financial Services]]**

**5.2.5 SALGA – GOVERNANCE AND INTERGOVERNMENTAL RELATIONS  
WORKING GROUP**

*File number* : 10/2/1

*Compiled by* : Director: Strategic & Corporate Services

*Report by* : Municipal Manager

*Delegated Authority* : Finance & Strategic Corporate Services  
Committee

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To submit minutes for notification to the Portfolio Committee of the Governance and Intergovernmental Relations Working Group.

**2. BACKGROUND**

SALGA is an association not for gain. It is a juristic person recognised in terms of Section 2(1)(4) of the Organised Local Government Act 1997 (Act No. 52) with the power to own property, sue and be sued in its own name.

2.1 The objectives of SALGA are to:

2.1.1 Represent, promote and protect, the interests of local government;

2.1.2 Transform local government to enable it to fulfil its developmental role;

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[Portfolio: Financial Services]**

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- 2.1.3 Enhance the role and status of its members as provincial representatives and consultative bodies of local government;
- 2.1.4 Enhance the role and status of municipalities;
- 2.1.5 Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government;
- 2.1.6 Ensure the full participation of women in organised local government;
- 2.1.7 Be the National Employers' Association representing all municipal members and, by agreement, associate members;
- 2.1.8 Regulate the relationship between its members and their employees within the meaning of section 213 of the Labour Relations Act 66 of 1995, as amended;
- 2.1.9 Provide legal assistance to its members, in its discretion;
- 2.1.10 Encourage the settlement of disputes among its members and between them and their employees or trade unions through co-operative governance or labour law principles;
- 2.1.11 Affiliate with and participate in the affairs of any international organisation, that will serve the interests of the members;
- 2.1.12 Do such lawful things as may appear to be in the interest of the organisation and its members which are not inconsistent with the objects or any matter specifically provided for in this constitution; and
- 2.1.13 Borrow, invest, lend, subscribe or donate money for the furtherance of the objectives of the organisation.
- 2.2 "Working Groups" means the governance structure established to develop policies, strategies and programmes to address critical local government issues; to facilitate co-operative governance between the spheres of government as mandated by the National Executive Committee or the Provincial Executive Committee respectively and facilitate consultation, co-ordination and participative decision-making between SALGA and its provincial and municipal members; chaired by a person duly appointed by the National Executive Committee or



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[Portfolio: Financial Services]**

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the Provincial Executive Committee from amongst the additional and/or co-opted members.

**3. DISCUSSION**

A meeting was held on 15 August 2014 to discuss issues debated by SALGA. Attached are minutes of the meeting for your information.

**4. LEGAL IMPLICATION**

None.

**5. FINANCIAL IMPLICATION**

None.

**RECOMMENDED**

that the minutes of the SALGA Governance and Intergovernmental Relations Working Group, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE  
MEETING: 2014-09-09: ITEM 5.2.5**

**RESOLVED** (nem con)

that the minutes of the SALGA Governance and Intergovernmental Relations Working Group, be noted.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)**

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
COMMITTEE MEETING**

**[Chairperson: Deputy Executive Mayor, MG Smuts]  
[Portfolio: Financial Services]**

**6. REPORTS FROM OFFICIALS: FINANCIAL SERVICES**

**6.1 NON-DELEGATED MATTERS**

**6.1.1 SUPPLY CHAIN MANAGEMENT: APPROVED DEVIATIONS AND RATIFICATIONS FOR 01 JULY 2014 – 31 JULY 2014**

*File number* : *8/1/Financial*  
*Report by* : *Chief Financial Officer*  
*Compiled by* : *Supply Chain Management*  
*Delegated authority* : *Council*

***Strategic intent of item:***

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

**1. PURPOSE OF REPORT**

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2014/2015, by reporting on deviations and ratifications as approved by the Accounting Officer for the period 01 July 2014 until 31 July 2014. Reporting hereof by the Accounting Officer to Council is done in a bid to give effect to Council's oversight role.

**2. DISCUSSION**

The Deviations and ratifications for the period 01 July 2014 until 31 July 2014 are attached as **APPENDICES 1 and 2.**

**3. LEGAL IMPLICATION**

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[Portfolio: Financial Services]**

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Not required.

**4. FINANCIAL IMPLICATION**

Not required.

**5. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**

Not required.

**6. CONCLUSION**

Not required

**RECOMMENDED**

that the Supply Chain Management deviations and ratifications for the period 01 July 2014 until 30 July 2014, be noted.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

**FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE  
MEETING: 2014-09-09: ITEM 6.1.1**

**RECOMMENDED**

that the Supply Chain Management deviations and ratifications for the period 01 July 2014 until 30 July 2014, be noted.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2014-09-09  
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**[Chairperson: Deputy Executive Mayor, MG Smuts]  
[Portfolio: Financial Services]**

**6.1.2 PROPOSED AMENDMENT TO INDIGENT POLICY**

*File number* : 5/P/10  
*Compiled by* : Manager: Treasury  
*Report by* : Chief Financial Officer  
*Delegated Authority* : Council

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To obtain Council approval for the amendment of the Indigent Policy of 2014/15 in order to provide Free Basic Electricity to all households in informal settlements.

**2. BACKGROUND**

The Indigent Policy as approved by Council on 28 May 2014 makes provision in Paragraph 1.3(b) that only occupants of informal structures registered in the official informal structures register will qualify for subsidy a subsidy. The establishment and maintenance of such an official informal structures register is proving not to be workable. The effect of a lack of such a register is that many residents of informal settlements who should be enjoying the relief of free basic electricity are not able to do so.

**3. DISCUSSION**

The Indigent Policy makes mention of an “official informal structures register” where informal households need to be registered to be considered for free electricity.

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**[Chairperson: Deputy Executive Mayor, MG Smuts]  
[Portfolio: Financial Services]**

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It has proven to be a task of administrative proportions that the municipality simply does not have the capacity to fulfil. New shacks are being built or moved on a daily basis. Occupants move from one shack to another on a daily basis. It is just impossible to keep track of such changes and keep prepaid meters linked to the correct consumers on the financial management systems.

A more pressing negative effect of not having a proper register as stipulated is that there are now many occupants of informal structures that are prepaid electricity consumers and should be getting free basic electricity, that are not able to enjoy this benefit.

To rectify this situation and provide free electricity to deserving families, while simultaneously simplifying the administrative processes and thereby enhancing the municipality's service delivery efforts, it is proposed that the Indigent Policy be amended.

The proposed amendment will remove the reference to the "official informal structures register" and further stipulate that all informal structures where a prepaid electricity meter has been installed by the Stellenbosch Municipality will qualify for the subsidy. Furthermore, the policy will also deem all residents of informal settlements that are supplied with off-grid electricity by an authorised service provider appointed in terms of S1.7.2 as indigent for purposes of qualifying for relief.

For purposes of Free Basic Electricity, the assumption will be that all occupants of informal settlements are deemed to be indigent and be given 60 Units of free electricity per month. This will negate the need for such households to apply for indigent status and be registered as such. It will alleviate the administrative municipal burden and will make it much easier to ensure that free basic electricity goes to the families that need it most.

Only two minor amendments need to be made to the Indigent Policy in order to bring about the proposed improvements:

Paragraph 1.3(b) should be amended to read from

*"Only informal structures registered in the official informal structures register will qualify for this subsidy"*

To

*"All informal structures where a prepaid electricity meter has been installed by Stellenbosch municipality will qualify for this subsidy. In cases where off-grid electricity is supplied by an authorised service*

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*provider appointed in terms of s1.7.2, such households will also qualify for subsidy, which subsidy will be paid directly to the authorised service provider.”*

And paragraph 2(b) should be amended to read from

*“Only one subsidy per formal housing unit or registered informal housing unit may be allocated”*

To

*“Only one subsidy per formal or informal housing unit may be allocated”*

**4. LEGAL IMPLICATION**

There is no legal implication other than the municipality improving on its legal mandate to provide free basic services to its poorer residents.

**5. FINANCIAL IMPLICATION**

On 30 June 2014, there were 6194 informal structures in the Stellenbosch municipal area. Some of these structures are already receiving free basic electricity, but in a worst case scenario the additional expense to the municipality would be:

6194 units x R46.58 per month x 12 months = R3 462 198.24

This will be funded by the National Equitable Share allocation and be expensed to the Free Basic Electricity Vote 144000785, where funding is available.

**6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**

**Housing**

The proposed amendment to the policy significantly eases the burden on especially the Informal Settlement Department, as it is extremely onerous and taxing on the said department to verify each and every applicant as a resident. It has been found that the structure or informal unit has a greater permanency than the residents and it therefore makes sense to link the prepaid meter with the structure as a location, rather than to a household. The proposed amendment to the policy is supported.

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**Legal**

The proposed amendments are supported, subject thereto that the proposed amendments be public participated. The recommendations should be amended accordingly.

**7. CONCLUSION**

An amendment to the Indigent Policy as proposed will stream line and improve the municipality's administrative processes while simultaneously improving on service delivery, especially in poorer areas where it is most required.

**RECOMMENDED**

- (a) that the report of the Chief Financial Officer regarding the amendment of the Indigent Policy be noted; and
- (b) that, after the required public participation process, the following amendments be made to the Indigent Policy: with immediate effect:

- (i) Paragraph 1.3(b) be amended to read:

*“All informal structures where a prepaid electricity meter has been installed by Stellenbosch municipality will qualify for this subsidy. In cases where off-grid electricity is supplied by an authorised service provider appointed in terms of s1.7.2, such households will also qualify for subsidy, which subsidy will be paid directly to the authorised service provider”*

- (ii) And paragraph 2(b) be amended to read:

*“Only one subsidy per formal or informal housing unit may be allocated”*

**(CHIEF FINANCIAL OFFICER TO ACTION)**

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**RECOMMENDED**

- (a) that the report of the Chief Financial Officer regarding the amendment of the Indigent Policy be noted; and
- (b) that, after the required public participation process, the following amendments be made to the Indigent Policy whereafter same be resubmitted to this Standing Committee for consideration and subsequent recommendation to Mayco and Council
  - i. Paragraph 1.3(b) be amended to read:

*“All informal structures where a prepaid electricity meter has been installed by Stellenbosch municipality will qualify for this subsidy. In cases where off-grid electricity is supplied by an authorised service provider appointed in terms of s1.7.2, such households will also qualify for subsidy, which subsidy will be paid directly to the authorised service provider”*

- (iii) And paragraph 2(b) be amended to read:

*“Only one subsidy per informal housing unit may be allocated”*

**(CHIEF FINANCIAL OFFICER TO ACTION)**



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**6.1.3 REPORT ON THE STATUS QUO PERTAINING TO SPECIAL RATING AREAS**

*File number* : 1/3/1/18  
*Compiled by* : Manager: Treasury  
*Report by* : Chief Financial Officer  
*Delegated Authority* : Council

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To inform Council of the latest developments with regards to Special Rating Areas.

**2. BACKGROUND**

The municipality has an approved Special Ratings Area (SRA) policy and also a SRA Bylaw that was promulgated in Provincial Gazette 7015 of 20 July 2012.

The municipality may by resolution of its council determine an area within the municipality as a special rating area in terms of section 22 of the Municipal Property Rates Act (MPRA), Act 6 of 2004.

The purpose of an SRA is to enable self-funded community initiatives that aim to improve and/or upgrade neighbourhoods by making use of a non-profit company (NPC).

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3. DISCUSSION

In brief, a SRA works as follows:

- A neighbourhood decides that it wants to establish an SRA with the aim of collecting funds and using it to procure goods and services for the benefit of that community.
- Should sufficient support be gathered, an application is lodged with the municipality.
- If the application is approved and the SRA is established, the municipality levies an additional rate against the property within the boundaries of the SRA. This tariff is calculated on the basis of being able to collect sufficient funds to cover the budget that the NPC has submitted to council along with its application.
- Additional rates are then collected by the municipality and it is paid over to the NPC who then appropriates the funds in line with the business plan and budget that was submitted to council together with its application.
- The specific steps to be taken and requirements to be met are clearly set out in the SRA policy and By-law.

To date, two different communities have initiated proceedings for the establishment of an SRA:

- Tegnopark
- Jonkershoek residential and agricultural area

**Tegnopark** has gathered sufficient support amongst the property owners for the establishment of a SRA. A meeting was advertised in the press and held on 7 August 2014. The aim of this meeting was to inform property owners of developments and the intention to lodge an application to establish a SRA with the municipality.

The management of the Tegnopark Property Owners Association is driving the process and are in the process of establishing a NPC and also adhering to the various requirements as stipulated in the policy and by-law.

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The application, which needs to be submitted before the end of September of any given year, has not been formally lodged with the municipality at the time of writing this report.

**Jonkershoek** is in the process of gathering support amongst its residents. A meeting was advertised in the press and was held on 26 August 2014. Feedback from the meeting is that the idea was very well supported. The members of the steering committee were confirmed and this committee will now proceed with formally obtaining votes, as well as doing the ground work to lodge an application for the establishment of an SRA with the municipality.

In both instances, work has progressed to a level where it is fully expected that applications will be lodged with the municipality before the end of September 2014. Such applications will then form part of the budgetary process of the municipality.

**4. LEGAL IMPLICATION**

The Special Rating Area By-Law was promulgated on 20 July 2012.

**5. FINANCIAL IMPLICATION**

It must be noted that the municipality will not have any additional costs pertaining to the establishment of the SRAs as it entirely funded by the relevant community itself.

**6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**

**Legal Services**

The Item is supported.

**7. CONCLUSION**

Two communities are in the process of lodging applications with the council for the establishment of SRAs in terms of S22 of the MPRA. Although the applications are being expected, no such applications have been lodged to date.

**RECOMMENDED**

that the report by the Chief Financial Officer on the status quo pertaining to Special Rating Areas, be noted.

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**(CHIEF FINANCIAL OFFICER TO ACTION)**

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**RECOMMENDED**

that the report by the Chief Financial Officer on the status quo pertaining to Special Rating Areas, be noted.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

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[Portfolio: Financial Services]**

**6.1.4 PRESENTATION: CLEAN AUDIT PROJECT PLAN 2014-2015**

*File number* : 5/9/2/1(2012-2013)  
*Report by* : Municipal Manager  
*Compiled by* : Chief Audit Executive  
*Delegated authority* : Mayoral Committee

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To inform this Committee and Mayco about the Clean Audit Project Plan for Stellenbosch Municipality for the 2014-2015 financial year.

**2. BACKGROUND**

A strategic planning session with Directors and Managers was held in March 2014. Several areas were discussed at this Strategic Session and Governance Projects/priorities were identified.

The Chief Audit Executive (CAE) was selected the champion of the Clean Audit Project. A meeting was held by the CAE and relevant role players, to draft a project plan.

The CAE presented the plan to the Directors Forum and Informal Mayco respectively and was requested by the Chief Financial Officer to do same presentation to the Finance Portfolio Committee.

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**3. COMMENTS BY RELEVANT DEPARTMENTS**

Not applicable.

**RECOMMENDED**

- (a) that the Clean Audit Project Plan for the 2014-2015 financial year be noted; and
- (b) that the progress made on the Auditor-General Action Plan once approved be submitted to this Committee on a quarterly basis.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

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**RECOMMENDED**

- (a) that the Clean Audit Project Plan for the 2014-2015 financial year be noted; and
- (b) that the progress made on the Auditor-General Action Plan once approved be submitted to this Committee on.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

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**6.1.5 MONTHLY FINANCIAL STATUTORY REPORTING**

*File number* : 8/1/4/2/2  
*Report by* : Chief Financial Officer  
*Compiled by* : Chief Financial Officer  
*Delegated authority* : Council

***Strategic intent of item:***

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

**1. PURPOSE OF REPORT**

- (a) To comply with the requirements of Section 71 of the Municipal Finance Management Act Nr.56 of 2003, by reporting on the state of the Municipality's budget.
- (b) To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2014/2015, by reporting deviations as approved by the Accounting Officer for the period of 01 August 2014 until 31 August 2014. Reporting hereof by the Accounting Officer to Council is done in a bid to give effect to Council's oversight role.

**2. DISCUSSION**

- a. The Monthly Budget Monitoring Report for 01 July 2014 until 31 July 2014 is attached as **APPENDIX 1**.
- b. The deviations for the period 01 August 2014 until 31 August 2014 are attached as **APPENDIX 2**.

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**3. LEGAL IMPLICATION**

Not required

**4. FINANCIAL IMPLICATION**

Not required

**5. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**

Not required

**RECOMMENDED**

that the monthly financial statutory reporting, be noted.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

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**RECOMMENDED**

that the monthly financial statutory reporting, be noted.

**(CHIEF FINANCIAL OFFICER TO ACTION)**



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**6.1.6 APPROVAL TO UTILISE MUNICIPAL RESOURCES TO REPAIR WATER  
LEAKS ON INDIGENT HOUSEHOLD PROPERTIES**

*File number* : 16/1/5/1  
*Compiled by* : Marius Wüst  
*Report by* : Municipal Manager  
*Delegated Authority* : Council

***Strategic intent of item***

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

**1. PURPOSE OF REPORT**

To obtain approval from Council to utilise Municipal resources to repair water leaks on private property of Indigent Households and to replace existing water meters with water meters which will allow limited flow after a specified quantity of water per month.

**2. BACKGROUND**

Some Indigent Households experience increasing outstanding debt to water consumption that relates to water leaks on their properties.

Some of these households cannot afford to repair these water leaks and incur increasing outstanding debt on water consumption.

**3. DISCUSSION**

The Municipality is incurring expenses on water provision which is not recouped from some Indigent Households due to water leaks on the private properties. The July 2014 Indigent Register lists 5236 households. 1024 of these households consumes more than 25 Kl

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per month at an average of 46 Kl per month. If these consumptions could be limited to 6 Kl per month then Council can save R4, 136,140,00 which Indigent Households cannot afford to pay. This will further save 491,520 Kl of water.

By utilizing municipal resources to repair water leaks on private property of Indigent Households and replace the existing water meters with water meters which will allow limited flow after a specified quantity of water per month then the current situation can be addressed to some extent.

**4. LEGAL IMPLICATION**

Comment from the legal advisor:

“The property owners should be identified and consulted and agree that the water leaks be repair. The property owners should further also agree that the existing water meters be replaced with water meters which will limit the flow of water pursuant to a specified quantity of water per month is utilised. The Item is supported.”

**5. FINANCIAL IMPLICATION**

Repairing a water leak and replacing the existing water meter can cost around R5000 per household. If the 200 most severe cases are addressed first then it will cost around R1 million. Although no specific votes are described as “Repairing water leaks on Indigent Household Property” existing votes will be utilised as this matter cannot wait for the next budget cycle commencing July 2015.

**6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**

Water Services:

“To address the water leaks of the most critical households will definitely help in reducing our water losses.

Reducing water losses is one of the most important strategies of our Water Conservation and Demand Management strategy which were approved by Council.

For the project to be successful it is recommended that it be outsource as a result of the lack of capacity within the Water Services Department.”

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**7. CONCLUSION**

Repairing water leaks on Indigent Household properties will reduce bad debt and the cost of providing water that is not affordable. It will also protect the Indigent Household from increasing debt.

**RECOMMENDED**

that Council approve that Municipal resources be utilised to repair water leaks on private property of Indigent Households and to possibly replace existing water meters with water meters which will allow 6 Kl water per month. Thereafter the flow will be restricted for the rest of the month. The decision to install limiting water meters will be made by the Administration.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

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**RECOMMENDED**

that Council approve that Municipal resources be utilised to repair water leaks on private property of Indigent Households and to possibly replace existing water meters with water meters which will allow 6 Kl water per month. Thereafter the flow will be restricted for the rest of the month. The decision to install limiting water meters will be made by the Administration.

**(CHIEF FINANCIAL OFFICER TO ACTION)**

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6.2 DELEGATED MATTERS

NONE

7. NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY  
THE MUNICIPAL MANAGER

7.17.1 QUESTION RELATING TO THE STELLENBOSCH GOLF CLUB

*File number* : 3/4/1/4  
*Report by* : Office of the Speaker  
*Compiled by* : Office of the Speaker  
*Delegated Authority* : Council

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A Notice of a Question, dated 2014-06-10 was received from Councillor DA Hendrickse regarding the Stellenbosch Golf Club.

The said Question is attached as **APPENDIX 1** and the response from the CFO is attached as **APPENDIX 2**.

**FOR CONSIDERATION**

**(OFFICE OF THE SPEAKER TO ACTION)**

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**RESOLVED** (nem con)

that this matter stands over and be discussed in the next Standing Committee Meeting.

**(OFFICE OF THE SPEAKER TO ACTION)**

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**8. CONSIDERATION OF MOTIONS OF EXIGENCY**

NONE

**9. MATTERS TO BE CONSIDERED IN-COMMITTEE**

NONE

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Meeting adjourned at 16:05.

**CONFIRMED**

**CHAIRPERSON**.....

(Signature & date)