



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2016-02-10

MINUTES

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING

2016-02-09 AT 15:00

MINUTES
FINANCE AND STRATEGIC AND CORPORATE SERVICES
COMMITTEE MEETING

2016-02-09

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**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2016-02-09
COMMITTEE MEETING**

**Chairperson: Councillor, N Jindela]
[Portfolio: Financial Services]**

PRESENT Deputy Executive Mayor, MG Smuts [Portfolio: Strategic & Corporate Services]
Councillor N Jindela [Portfolio: Financial Services]

Councillors A Crombie (Ms)
JSA Fourie
WC Petersen (Ms)
AT van der Walt (from 15:15)
M Wanana

Officials Director: Strategic & Corporate Services (R Esau)
Manager: Human Resources Management
Chief Financial Officer
Manager: ICT (B Mkaza)
Senior Legal Advisor (M Williams)
Manager: IDP & Performance Management (A Rossouw (Ms))
Head: Committee Services (EJ Potts)
Committee Clerk (B Mgcushe (Ms))

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

**FINANCE AND STRATEGIC AND CORPORATE SERVICES
COMMITTEE: 2016-02-09: ITEM 1**

RESOLVED (nem con)

that leave of absence be granted to Councillor N Mananga-Gugushe(Ms).

ABSENT

Councillor, LN Siwakamisa (Ms)

(HEAD: COMMITTEE SERVICES TO ACTION)

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

None

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[Portfolio: Financial Services]**

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

The Deputy Executive Mayor welcomed everyone present, and introduced the new Director of Strategic and Corporate Services and welcomed him to the Municipality.

(-)

3. CONFIRMATION OF THE MINUTES

3.1 MINUTES OF THE FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING HELD ON 2015-11-10 (3/4/3/5/2/1)

The above-mentioned minutes were previously distributed.

FOR CONFIRMATION

**FINANCE AND STRATEGIC AND CORPORATE SERVICES
COMMITTEE: 2016-02-09: ITEM 3.1**

RESOLVED (nem con)

that the minutes of the Finance and Strategic and Corporate Services Committee Meeting held on 2015-11-10, 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)

NONE

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[Portfolio: Financial Services]**

5. REPORTS FROM OFFICIALS: FINANCIAL SERVICES

5.1 NON-DELEGATED MATTERS

5.1.1 MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS

File number : 8/1/Financial
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

1.1 To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2015/2016, by reporting the deviations for the month of January 2016.

2. DISCUSSION

2.1.1 To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2015/2016, by reporting deviations as approved by the Accounting Officer for the period of 01 January until 31 January 2016 (**APPENDIX 1**). Reporting hereof by the Accounting Officer to Council is done in a bid to give effect to Council's oversight role

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**Chairperson: Councillor, N Jindela]
[Portfolio: Financial Services]**

RECOMMENDED

that the deviations as listed, be noted.

(CHIEF FINANCIAL OFFICER TO ACTION)

**FINANCE AND STRATEGIC AND CORPORATE SERVICES
COMMITTEE: 2016-02-09: ITEM 5.1.1**

RECOMMENDED

that the deviations as listed in **APPENDIX 1**, be noted.

(CHIEF FINANCIAL OFFICER TO ACTION)

**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2015-11-10
COMMITTEE MEETING**

**Chairperson: Deputy Executive Mayor, MG Smuts]
[Portfolio: Strategic and Corporate Services]**

6. REPORTS FROM OFFICIALS: STRATEGIC AND CORPORATE SERVICES

6.1 NON-DELEGATED MATTERS

6.1.1 TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) REPORT FOR THE FIRST QUARTER (1 July 2015 to 30 September 2015)

File number : 8/1/3/3/1/4
Report by : Municipal Manager
Compiled by : Director: Strategic & Corporate Services
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 type="checkbox"/>
Good Governance	X

1. PURPOSE OF REPORT

That Council take cognisance of progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Top Layer Service Delivery and Budget Implementation Plan (SDBIP) for the 1st Quarter (1 July 2015 to 30 September 2015).

2. BACKGROUND

In terms of Section 1 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) the service delivery and budget implementation plan (SDBIP) is defined as a detailed plan approved by the mayor of a municipality within 28 days after the approval of the budget for implementing the municipality's delivery of municipal services and its annual budget.

The format of the Service Delivery and Budget Implementation Plan (SDBIP) is prescribed by MFMA Circular Number 13 issued by National Treasury. In terms of the said Circular Number 13 the Service Delivery and Budget Implementation Plan (SDBIP) must depict the service delivery areas, budget allocations and enable monitoring and evaluation. It specifically requires the

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[Portfolio: Strategic and Corporate Services]**

Service Delivery and Budget Implementation Plan (SDBIP) to include, inter alia, the following:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Information for expenditure and delivery; and
- Detailed capital works plan.

Section 41(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 (MSA)), stipulates that a process must be established of regular reporting to Council. This process is detailed in the Performance Management Framework of the Municipality.

3. DISCUSSION

Included under separate cover is:

- (a) A copy of the 1st Quarter (1 July 2015 to 30 September 2015). Top Layer Service Delivery and Budget Implementation Plan (SDBIP) Report for the 2015/16 financial year as **APPENDIX 1**.

A Service Delivery and Budget Implementation Plan (SDBIP) seeks to promote municipal accountability and transparency and is an important instrument for service delivery, budgetary monitoring and evaluation. It can be seen as a partnership contract entered into between the Administration, Council and the community, in which the goals and objectives set by Council are expressed.

The Service Delivery and Budget Implementation Plan (SDBIP) provides an excellent basis for the Councillors of the Stellenbosch Municipality to monitor the implementation of service delivery programmes and initiatives across the municipal area. The scorecard in the Service Delivery and Budget Implementation Plan (SDBIP) presents a clear mandate to the Councillors in terms of playing their oversight function.

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[Portfolio: Strategic and Corporate Services]**

4. COMMENTS BY RELEVANT DEPARTMENTS

4.1 Human Resource Management

The accountability of the Administration, inclusive of the Municipal Manager and Senior Managers as addressed under Legal Implications is noted.

4.2 Financial

The SDBIP is viewed as an implementation and monitoring tool rather than a financial tool, however this plan is supported by the financial information reported to Council in terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

4.3 Legal

MFMA Circular No. 13

The SDBIP serves as a “contract” between the administration, council and community expressing the goals and objectives set by council as quantifiable outcomes that can be implemented by the administration over the next twelve months. The SDBIP provides the vital link between the mayor, council (executive) and the administration and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community.

MFMA

A “*service delivery and budget implementation plan*” is defined as follows in Section 1 of the MFMA :

“... means a detailed plan approved by the mayor of a municipality in terms of Section 53(1)(c)(ii) for implementing the municipality’s delivery of municipal services and its annual budget, and which must indicate –

- (a) *Projections for each month of –*
 - (i) *Revenue to be collected, by source; and*
 - (ii) *Operational and capital expenditure, by vote;*
- (b) *Service delivery targets and performance indicators for each quarter; and*
- (c) *Any other matters that may be prescribed;*

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[Portfolio: Strategic and Corporate Services]**

and includes any revisions of such plan by the mayor in terms of Section 54(1)(c).

In accordance with Section 53 of the MFMA, the mayor of a municipality must-

“(1)(c)(ii) take all reasonable steps to ensure that the municipality’s service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

(1)(c)(iii)(bb) that the annual performance agreements as required in terms of Section 57(1)(b) of the MSA for the municipal manager and all senior managers are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan.”

Quarterly projections of service delivery targets and performance indicators for each vote, is one of the five components of the top-layer SDBIP that must be made public as detailed in MFMA Circular 13.

RECOMMENDED

that Council take cognisance of the 2015/16 Top Layer Service Delivery and Budget Implementation Plan (SDBIP) Report for the 1st Quarter (1 July 2015 to 30 September 2015) attached **under separate cover** as **APPENDIX 1**.

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

**FINANCE AND STRATEGIC AND CORPORATE SERVICES
COMMITTEE: 2016-02-09: ITEM 6.1.1**

RECOMMENDED

that Council take cognisance of the 2015/16 Top Layer Service Delivery and Budget Implementation Plan (SDBIP) Report for the 1st Quarter (1 July 2015 to 30 September 2015) attached **under separate cover** as **APPENDIX 1**.

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

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[Portfolio: Strategic and Corporate Services]**

6.2 DELEGATED MATTERS

6.2.1 MONTHLY REPORT JANUARY 2016 - STRATEGIC AND CORPORATE SERVICES

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

Strategic intent of item

Preferred investment destination
 Greenest municipality
 Safest valley
 Dignified Living
 Good Governance

1. PURPOSE OF REPORT

To inform the Committee of monthly activities in the Directorate: Strategic and Corporate Services as per the SDBIP of 2015/2016.

- Office of the Director
- Communication Services
- Document Management Services
- Human Resources
- IDP and Performance Management
- Information and Communication Technology
- Legal Services

2. DISCUSSION

The report on the monthly review of the various sections below is reported as follows:

2.1 Office of the Director

	KPI	Feedback
D22	90% spent of the total approved capital budget applicable to the directorate	19.82%. Additional funds allocated on the adjustment budget. SCM processes will be accelerated.

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Capital Projects

A breakdown of major Capital Projects and variances on spending indicated according to S71 report:

PROJECT DESCRIPTION	STATUS (Variances)
Upgrade and expansion of the IT infrastructure platforms	-84% Due to additional funds added on the adjustment budget
Public Wi-Fi network	-99% Due to additional funds added on the adjustment budget
Biometrics	-100% Project in Roll out phase 1
Vehicle fleet	-100% Central procurement of vehicles

2.2 Communication Services

Media clippings attached as **APPENDIX 2**

	KPI	Feedback
D24	Develop 10 external newsletters (excluding December and January)	The target has been met for this reporting period and the external newsletters were developed.
D25	Develop 10 internal newsletters (excluding December and January)	The target has been met for this reporting period and the internal newsletters were developed.
D26	Monitoring the uploading of documents unto the website in compliance with sec 75 of the MFMA and report to the Portfolio Committee	APPENDIX 2.1

2.3 Human Resources

	KPI	Feedback
D27	Facilitate the meeting of the Occupational Health & Safety Committee with all departmental health and safety representatives	Next Meeting scheduled for February 2016
D28	Facilitate a quarterly meeting with the employment equity committee on the achievement of employment equity targets	Next meeting scheduled for March 2016

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D30	Convene the Local Labour Forum meetings	Local labour forum meeting held on Thursday 28 th January.
D32	Limit vacancy rate to less than 10% of budgeted post	Current rate at 8%
D33	Compile and submit the EE Plan to the Department of Labour by end January.	EE plan submitted
D43	Implementation of Biometrics system	Roll out of phase 1 – 45 % progress
D71	90% of the total approved capital budget applicable to Human Resources spent (Actual expenditure divided by the total approved capital budget)	Additional funds added for the adjustment budget
D81	Review the Municipal Organisational Staff Structure by the end of January 2016 and develop a implementation plan by 30 June 2016	The organisational Staff Structure has been mapped on Visio for each Directorate to reflect the 'as is' situation.
D96	The number of people from employment equity target groups employed in the top three occupational levels of management in compliance with the municipality's approved employment equity plan	Two people appointed

2.3.1 Occupational Health and Safety

Attached as **APPENDIX 7** is a list of all inspections done at Municipal Buildings as well as the injury report for the reporting period.

2.3.2 Labour Relations

CASE	January 2016
Disciplinary Hearings Finalised	0
Disciplinary Hearings Pending	1
Suspension Hearings Finalised	2
Suspension Hearings Pending	0

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Incapacity Hearings Finalised	0
Incapacity Hearings Pending	5
Grievances Resolved	0
Grievances Pending	0
SALGBC Conciliations/ Condonations/ Arbitrations Finalised	0
SALGBC Conciliations/ Condonations/ Arbitrations Pending	0

2.3.3 Administration

No comments

2.3.4 Skills Development

Preparation for the completion of the Workplace Skills Plan (WSP) is starting. Departments will be requested to provide their training needs for the next financial year which will be captured in the WSP. MMCL training ended in December 2015 and we are awaiting the final results.

External Bursaries as well as internal bursaries has been advertised. External bursaries closed on 22 January 2016 and internal bursaries will close on 29 January 2016.

Training: Other

Other training that is currently in progress is:

- Computer training
- Customer Relationship Development
- Horticulture Learnership
- Artisan Training
- SHE Representative training
- Water & Wastewater Learnerships
- ABET
- Pay Day training
- High Angle Rope Rescue
- Herbicide application
- Brush cutter, weed-eater, Kudu training

2.4 IDP and Performance Management

	KPI	Feedback
D86	Submission of Monthly performance management	Report signed by MM

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	report as well as user status report to MM	
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**OTHER IDP and PUBLIC PARTICIPATION ACTIONS FOR
JANUARY**

- *Prepare Item for the approval of the draft IDP*
- *Gather and start compiling draft IDP document*
- *Status quo report on draft IDP submitted to Manager for presentation at Director's forum*
- *Ongoing process of drafting and finalizing draft IDP*

PUBLIC PARTICIPATION UNIT

22 Ward Plans

- Final formatting of ward plans

Ward Priorities 2016/2017

- Compile a worksheet of all the 2016/2017 ward priorities.

Stakeholder Database Development

- Collecting of information and updating of the stakeholder database.

IDP Public Participation Process – March 2016

- Logistical arrangement regarding the booking of venues for the participation process
- All venues have been provisionally booked.

Water Filter Project (Rotary)

- Completed projects plans for the water filter project in collaboration with Rotary for wards 1, 4 and 19.

Education Sector

- Assisting matriculates with further studies at Northlink College.
- Identify school dropouts for the Youth Program : Whole Sale & Retail at Boland College .It's a two year program ,first year in Stellenbosch and the 2nd year in Strand or Paarl
- Provide information to students of US and Boland College regarding assignments ; Research of Cloeteville and ECD Centres

Tarring Roads in Mooiwater – Dignified Living

- Assisting the contractor with 20 unemployed people in the ward to work for the project.
Referring 1 complaint about a street that is dirty to Dept. Clean and Green.
Referring 1 complaint about street lights that don't work to Dept. Electricity.
Referring 2 complaint about drain blockages to Dept Sewerage.

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- Meeting with 10 community members in La Motte about a back yard food garden.

PERFORMANCE MANAGEMENT

- KPI's on the SDBIP have been amended on 18 January 2016
- Draft Annual report tabled and Mid-Year performance report tabled at Council.
- The draft Annual report has been sent for editing to University of Stellenbosch on the 21st of January 2016. Final product due 12 February 2016.
- Masterfile on SDBIP for Quarter 2 reported to Provincial and National Government

2.5 Information and Communication Technology

	KPI	Feedback
D68	Software backup report submitted to Portfolio Committee	Back up report for October – December 2015 submitted to the committee.

2.5.1 Systems

Strategic ICT Planning

SITA has completed the Strategic ICT Plan review for the Municipality. The ICT plan review was presented and accepted by the executive management at the Directors Forum. Business Connexion will be conducting an ICT assessment that will be amended to the strategic plan before submission to the portfolio committee before the end of the first quarter.

2.5.2 Infrastructure

a) Relocation of Disaster Recovery Site

ICT has submitted budget requirements to the executive management for the relocation of the current disaster recovery site to a more secured environment to prevent data loss. This is in line with the Council approved Disaster Recovery Plan.

The adjustment budget will be formalised at the end of January 2016 after which time we will regroup on moving forward in this regards. Failing in which, this will be scheduled for the new financial year, 1st quarter spend.

b) Telephone System

The Telephone Usage Policy was approved by Council on the 23 September 2015. The policy will be effective as of 1 November 2015, however during system readiness assessment; the telephone system is technically not stable enough for the implementation of the billing module.

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[Portfolio: Strategic and Corporate Services]**

ICT has been engaging with the current service provider to address system issues that need to be resolved in order to ensure system stability and implementation of the billing module thereafter.

The result of the meetings held concludes that the system is running at capacity. The conversation has now taken a commercial direction in that we are reviewing the 3 PABX servers in production with the intention of incorporating this into 1 large single server with enough resources to accommodate all out needs.

c) Tools of Trade

Telkom SA is the preferred service provider to render this service. The bid is scheduled to serve at the BAC on the 6 November 2015. The delivery of the tablets is expected on the 20 November 2015, depending on the SCM processes.

Supply Chain have requested that ICT draws up a Municipal usage contract with the Councillors prior to the bid being formally awarded to Telkom

d) Server Room Clean-Up

Bid was approved on the 29 October 2015 and currently awaiting an order to be issued to the appointed service provider by the SCM department. Mantella is the preferred bidder in this regards. At this stage, SCM is awaiting the signature of the Director Strategic and Corporate Services.

e) Biometric Tender for a Time and Attendance system

The biometric system is fully active but minor problems are to be addressed; ICT is busy re-working the pricing structure with the service provider as the initial bid did not cover the correct amount of the user licences.

ICT is currently are waiting for the new pricing structure from the Service provider. HR Payroll Workshop was held and HR policies were required to guide the workshop. Not all the staff has been registered for the biometrics system. A system registration programme will be drafted to register all employees by the end of November 2015.

The project team which include ICT and HR will provide Stellenbosch Municipality staff members with system sensitisation sessions in order to re-introduce and reposition the biometric system. Spare and additional hardware devices such as scanners and enrolment devices have order to ensure prompt replacement of any faulty scanners.

The project team is set to meet with the service provider on the 1st week of November 2015 to address any outstanding project activities and deliverables.

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[Portfolio: Strategic and Corporate Services]**

Enrolment of all Stellenbosch municipality staff – HR has assigned a resource to do all enrolments of all Stellenbosch Municipal employees in the Beltana offices.

Beltana enrolment administrator trained on enrolment software - completed

Enrolment has progressed but is one of the tasks that are being completed slower than the decided deadline. Total number to date of registered employees is 365.

HR Payrule Workshop – a session was held and policies are required. A further 2-4 hour survey workshop is required - As per the project meeting on the 15th of January 2016 Bytes will configure the system with the basic municipal industry configuration payrules – Bytes will then show case the system to the HR division in a workshop – Bytes require the Org Map from the Municipality in order to start configuration of the system. This will be a basic configuration and will require additional configuration after the presentation to the municipality.

f) Municipal Building Screens

Municipal building screens are fully operational. Phase 2 of the Municipal building screen has been advertised and will close on the 25 November 2015. The aim is to supply 10 more TV screens throughout municipal satellite offices and disseminate content throughout.

The tender closed however during the technical review, we found that the solutions offered were not similar to the set in operation from Phase1. A presentation was requested from all Service providers to further confirm the technical review. As a result of not being able to deliver a seamless solution in terms of the current infrastructure, the tender is being reviewed.

2.6 Document Management Services

	KPI	Feedback
D38	Distribute agendas for Council and its committees within 4 days prior to the meetings	APPENDIX 5
D39	Distribute minutes for Council and its committees within 4 days prior to the meetings	APPENDIX 5
D56	User analysis report of Collaborator System tabled Portfolio Committee	APPENDIX 1

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[Portfolio: Strategic and Corporate Services]**

2.7 Legal Services

2.7.1 Legal Input:

Portfolio, Mayco, Council, JOC meetings and Fraud Response Committee meetings:

- Attend on Mayco and Council, provide legal advisory and input during same.
- Provide legal commentary towards items submitted by relevant departments for which I am responsible for;
- Application for deviation from the provisions of the By-law relating to the Control of Boundary Walls and Fences on Erf 11375;
- Application for rezoning and departure on Erf 735 Stellenbosch;
- Attend on meetings with Helena Priem on various Fraud Response Committee items, discuss matters and provide advice.

2.7.2 Matters:

PAIA Applications:

Attend on perusal and approval of PAIA applications received. Requested relevant information/documents from applicable department. Attend on informing applicants of status of application.

Outstanding transfers:

Attend on sorting out files regarding properties that still require transfers. Liaise with the relevant attorneys appointed to assist with the various transfers as well as the Finance Department pertaining to the payment of outstanding purchase prices. Attend on obtaining original title deeds for purposes of the transfers.

Back to Basic Report:

Attend on providing inputs on litigations instituted by the Municipality and/or instituted against the Municipality

Matters

Attend to various matters; provide legal advisory and drafting relevant opinions where applicable:

- Visser Kapperer de Bruin Architects / Stellenbosch Municipality;
- Various insurance claims;
- Attend on objection B/SM 36/16: Supply and delivery of a A4 x2 4 ton cab tip truck and finalise the matter pursuant to considering the matter;

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- Attend on objection B/SM 21/16: The Operating and Management of the Landfill site for a period of twelve months and finalise same pursuant to considering the merits of the objection and tender.

Other administrative matters/functions:

Attend on various telephone calls from the public, service providers as well as clients of the municipality on a daily basis.

Attend various meetings and provide legal advice during same.

Attend on perusing invoices received and recommending same for payment.

RECOMMENDED

that the monthly report of the Directorate: Strategic and Corporate Services for January 2016, be noted.

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

**FINANCE AND STRATEGIC AND CORPORATE SERVICES
COMMITTEE: 2016-02-09: ITEM 6.2.1**

RESOLVED (nem con)

- (a) that the monthly report of the Directorate: Strategic and Corporate Services for January 2016, be noted; and
- (b) that a communiqué be sent to all Councillors to inform them of the status of the procurement of the electronic devices (tablets), as well as the envisaged timelines for issuing same.

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

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[Portfolio: Strategic and Corporate Services]**

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

NONE

8. CONSIDERATION OF MOTIONS OF EXIGENCY

NONE

9. MATTERS TO BE CONSIDERED IN-COMMITTEE

NONE

Meeting adjourned at 15:45.

CONFIRMED

CHAIRPERSON

(Signature & date)