



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**A G E N D A**

**I-AJENDA**

<b>DATE / DATUM / UMHLA :</b>	<b>24 FEBRUARY/FEBRUARIE/ FEBHRUWARI 2016</b>
<b>VENUE / PLEK / INDAWO :</b>	<b>BANQUETING HALL / BANKETSAAL CIVIC CENTRE / BURGERSENTRUM / IZIKO LOLUNTU HERMANUS</b>
<b>TIME / TYD / IXESHA :</b>	<b>10:00</b>

## **MUNICIPALITY / MUNISIPALITEIT / UMASIPALA WE-OVERSTRAND**

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

**19 February 2016**

### **NOTICE TO ALL ALDERMEN AND COUNCILLORS**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **Banqueting Hall, Civic Centre, HERMANUS**, on **WEDNESDAY, 24 FEBRUARY 2016** at **10:00** to consider the items set out on the attached agenda.

**C GROENEWALD  
MUNICIPAL MANAGER**

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**19 Februarie 2016**

### **KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE**

**KENNIS WORD HIERMEE GEGEE** dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **Banketsaal, Burgersentrum, HERMANUS**, op **WOENSDAG, 24 FEBRUARIE 2016** om **10:00** vir oorweging van die items op die meegaande agenda.

**C GROENEWALD  
MUNISIPALE BESTUURDER**

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**19 Febhruwari 2016**

### **ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

### **INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba intlanganiso **YESIQHELO YEKOMITI KASODOLOPHU**, iza kuba se **Banqueting Hall, kwiZiko, eHermanus uLWESITHATHU UMHLA, 24 FEBHRUWARI 2016** ngeye-**10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

**C GROENEWALD  
UMPHATHI KAMASIPALA**

**AGENDA/...**

**1. OPENING**

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

**3. CONFIRMATION OF MINUTES**

3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Wednesday, 25 November 2015 at 10:00**

3.2 Minutes of a **Special Meeting** of the **Mayoral Committee** held on **Monday, 18 January 2016 at 10:30**

3.3 Minutes of a **Special Meeting** of the **Mayoral Committee** held on **Friday, 22 January 2016 at 10:00**

**4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR/EXECUTIVE DEPUTY MAYOR**

**5. FIRST AUDIT REPORT OF THE PERFORMANCE AUDIT COMMITTEE (PAC) TO THE OVERSTRAND MUNICIPAL COUNCIL PERIOD 2015/16**

3/2/3/12

DC Van Der Heever

(028) 313 5035

Internal Audit Services

07 January 2016

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**1. Executive Summary**

The purpose of the report is to present Council with the First Audit Report from the Performance Audit Committee (PAC) as required by Regulation 4(a)(iii) of the Local Government: Municipal Planning and Performance Management Regulations, 2001.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Office of the Municipal Manager  
Internal Audit Services

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

None

**5. Legal Requirements**

Local Government: Municipal Planning and Performance Management Regulations, 2001

**6. Background/Discussion/Evaluation/Conclusion**

Section 45 of the Local Government: Municipal Systems Act, 2000 provides that: *The results of performance measurements in terms of section 41(1)(c) must be audited –*

- (a) as part of the municipality's internal auditing processes; and
- (b) annually by the Auditor-General.

In addition, regulation 14(1)(c) of the Municipal Planning and Performance Management Regulations states: *A municipality's internal auditors must –*

- (i) *on a continuous basis audit the performance measurements of the municipality; and*
- (ii) *submit quarterly reports on their audits to the municipal manager and the performance audit committee referred to in subregulation (2).*

Furthermore, regulation 14(4)(a) of the Municipal Planning and Performance Management Regulations states: *A performance audit committee must –*

- (i) *review the quarterly reports submitted to it in terms of sub regulation (1)(c)(ii);*
- (ii) *review the municipality's performance management system and make recommendations in this regard to the council of that municipality; and*
- (iii) *at least twice during the financial year submit an audit report to the municipal council concerned.*

#### **7. Financial Implications**

None

#### **8. Staff Implications**

None

#### **9. Comments from other Departments, Divisions and Administrations**

None

#### **10. Annexures**

Annexure A: 1<sup>st</sup> Audit Report of the Performance Audit Committee to the Overstrand Municipal Council period 2015/16

#### **RECOMMENDATION TO THE COUNCIL:**

that the first Audit Report in respect of the 2015/16 financial year submitted by the Performance Audit Committee as part of their reporting obligations arising from the Local Government: Municipal Planning and Performance Management Regulations, 2001, be noted.

**RESPONSIBLE OFFICIAL :**

**DC VAN DER HEEVER**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

**OVERSTRAND MUNICIPALITY**  
**PERFORMANCE AUDIT COMMITTEE**



**1<sup>st</sup> AUDIT REPORT OF THE PERFORMANCE AUDIT  
COMMITTEE (PAC) TO THE OVERSTRAND MUNICIPAL  
COUNCIL – PERIOD 2015/16**

**07 JANUARY 2016**



**PERFORMANCE AUDIT COMMITTEE (PAC):**  
**1<sup>st</sup> AUDIT REPORT OF THE PAC**  
**TO THE OVERSTRAND MUNICIPAL COUNCIL**

## 1. INTRODUCTION

Section 45 of the Municipal Systems Act 32 of 2000 provides that: The results of performance measurements in terms of section 41(1)(c) must be audited-

- (a) as part of the municipality's internal auditing processes; and
- (b) annually by the Auditor-General.

In addition, regulation 14(1)(c) of the Municipal Planning and Performance Management Regulations states: *A municipality's internal auditors must-*

- (i) *on a continuous basis audit the performance measurements of the municipality; and*
- (ii) *submit quarterly reports on their audits to the municipal manager and the performance audit committee referred to in subregulation(2).*

Furthermore, regulation 4(a) of the Municipal Planning and Performance Management Regulations states: *A performance audit committee must-*

- (i) *review the quarterly reports submitted to it in terms of subregulation (1)(c)(ii);*
- (ii) *review the municipality's performance management system and make recommendations in this regard to the council of that municipality; and*
- (iii) *at least twice during the financial year submit an audit report to the municipal council concerned.*

Based on the above and as part of the Performance Audit Committee's role and responsibilities the Performance Audit Committee performed the relevant reviews (*as listed under **Quarterly Reports Reviewed** below*) and accordingly submit our report to the Overstrand Municipal Council.

## 2. BACKGROUND INFORMATION

The municipality and the Section 54A (Municipal Manager) and Section 56 (Directors) managers are measured on the Top Layer Service Delivery Budget Implementation Plan (*hereafter referred to as SDBIP*) and the way that it is incorporated to the lower level staff is through the departmental SDBIP. The Top Layer SDBIP is used for reporting on performance in the quarterly reports and annual performance report, whilst the departmental SDBIP is the detail which feeds into the Top Layer SDBIP.

The quarterly Predetermined Objectives (PDO's) reports submitted by the municipality's Internal Audit Services and SDBIP reports, submitted by the Management Services directorate, are reviewed quarterly by the Performance Audit Committee and include additional reports containing information that is needed to perform its duties.

For the period 01 July 2015 – 31 December 2015 the Performance Audit Committee consisted of four (4) members listed hereunder and held two (2) meetings (16 September 2015 and 25 November 2015) for the six months under review.

Name of member	Number of meetings attended
Mr. HV Liebenberg (Chairperson) (external)	2
Mrs. KE Montgomery (external)	2
Mr. H Beekman (external)	2
Mr. B Van Staaden (external)	2



**PERFORMANCE AUDIT COMMITTEE (PAC):**  
**1<sup>ST</sup> AUDIT REPORT OF THE PAC**  
**TO THE OVERSTRAND MUNICIPAL COUNCIL**

### 3. QUARTERLY REPORTS REVIEWED

The following quarterly reports were reviewed by the PAC, which included the minutes of such meeting as *Annexure A*:

#### PAC meeting held on 16 September 2015

- PDO Quarter 4 (01 April 2015 – 30 June 2015) for the financial period 2014/2015.
- SDBIP Report: Fourth Quarter (01 April 2015 – 30 June 2015).
- Annexure A – minutes of the PAC meeting held on 16 September 2015.

#### PAC meeting held on 25 November 2015

- PDO Quarter 1 (01 July 2015 – 30 September 2015) for the financial period 2015/2016.
- SDBIP Report: First Quarter (01 July 2015 – 30 September 2015)
- Annexure B – minutes of the PAC meeting held on 25 November 2015.


### 4. CONCLUSION

In reviewing the quarterly reports and the performance management system there were no material findings concerning the usefulness and reliability of the information. Where anomalies were identified appropriate corrective action were taken by management, as per Internal Audit Services recommendations, which included *pro-active* action, by management, to prevent a re-occurrence thereof.

### 5. RECOGNITION

We would like to thank management, all municipal officials and especially Internal Audit Services for the preparation and professional formatting of reports submitted to the Performance Audit Committee. A special word of thanks and appreciation is also extended to the Executive Mayor (Cllr Nicolette Botha-Guthrie) and the Mayoral Committee member for Management Services (Cllr Philip Appelgrein) for their attendance and participation during our meetings.

Yours sincerely

  
 \_\_\_\_\_  
 Mr HV Liebenberg

2016-01-22  
 Date

**CHAIRPERSON: PERFORMANCE AUDIT COMMITTEE**  
**OVERSTRAND MUNICIPALITY**

Signed on behalf of the Performance Audit Committee – Overstrand Municipality





## MEETING OF THE PERFORMANCE AUDIT COMMITTEE

## VERGADERING VAN DIE PRESTASIE OUDITKOMITEE

### MINUTES / NOTULE

#### ANNEXURE A

<b>DATE / DATUM:</b>	<b>16 SEPTEMBER 2015 (WEDNESDAY / WOENSDAG)</b>
<b>VENUE / PLEK</b>	<b>INTERNAL AUDIT COMMITTEE ROOM/ INTERNE OUDIT KOMITEEKAMER (NERINA HOUSE) NERINA STREET HERMANUS</b>
<b>TIME / TYD</b>	<b><u>11:00</u></b>



MINUTES OF A MEETING OF THE PERFORMANCE AUDIT COMMITTEE HELD IN THE INTERNAL AUDIT COMMITTEE ROOM (NERINA HOUSE) NERINA STREET HERMANUS ON WEDNESDAY, 16 SEPTEMBER 2015 AT 11:00

**1. OPENING BY CHAIRPERSON**

The Chairperson, Mr Liebenberg welcomed everyone present at the Performance Audit Committee (PAC) meeting with a special word of welcome to Councillor Appelgrein and the Municipal Manager.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

**N Botha-Guthrie** (Executive Mayor)

**Persons present** - see the attached attendance register.

**3. STATEMENTS AND COMMUNICATIONS FROM THE CHAIRPERSON**

No further statements and communications expressed by the Chairperson.

**4. CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the Performance Audit Committee meeting dated 28 May 2015 were taken to be read by all.

**RESOLVED**

That the minutes of the Performance Audit Committee meeting dated 28 May 2015 be confirmed as correct.

**5. MATTERS ARISING FROM THE MINUTES**

No matters indicated for feedback.

The Chairperson referred to item 8.1 (Minutes dated 28 May 2015) and enquired about the progress made regarding shared services for Risk Management.

D Arrison provided an update regarding the appointment of the Risk Manager and briefly explained the current working operations. C Groenewald also elaborated further on the function of the Risk Manager and also provided information about the reporting structure in place.

**6. STANDING ITEMS**

**6.1. CAE STATUS REPORT**

D Van Der Heever informed the committee that the 4<sup>th</sup> Quarter review i.r.o. Predetermined Objectives for the financial period 2014/2015 was performed and reported.

**RESOLVED**

That cognizance be taken of the content of the CAE Status Report.

**6.2. SCOPE LIMITATIONS**

The CAE reported that there was no scope limitations i.r.o the review done on the Predetermined Objectives for the 4<sup>th</sup> Quarter of the 2014/2015 financial period.

**RESOLVED**

That cognizance be taken of the reporting i.r.o. no scope limitations.



### 6.3. INTERNAL AUDIT SERVICES (IAS) INDEPENDENCE AND OBJECTIVITY

IAS Declaration of Independence and Objectivity is based on the International Standards for the Professional Practice of Internal Auditing. The following standards are quoted:

**Standard 1100 – Independence and Objectivity**

The Internal Audit Activity (IAA) must be independent, and internal auditors must be objective in performing their work

**Standard 1110 – Organizational Independence**

The Chief Audit Executive (CAE) must report to a level within the organization that allows the IAA to fulfill its responsibilities. The CAE must confirm to the Audit Committee, at least annually, the organizational independence of the IAA.

**Standard 1120 – Individual Objectivity**

Internal Auditors must have an impartial, unbiased attitude and avoid any conflict of interest.

**RESOLVED**

That cognizance be taken of the IAS Independence and Objectivity Declaration.

### 7. NEW ITEMS

#### 7.1 REPORT: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) –

##### 7.1.1 FOURTH QUARTER (APRIL 2015 – JUNE 2015) FOR THE FINANCIAL YEAR 2014/2015

A few thoughts/ ideas were shared i.r.o. the Report: Service Delivery and Budget Implementation Plan for the fourth quarter (April 2015 – June 2015) followed by a short discussion.

**RESOLVED**

That cognizance be taken of the content of the Report: Service Delivery and Budget Implementation Plan – Fourth Quarter (April 2015 - June 2015).

#### 7.2 HIGH LEVEL SUMMARY REPORT:

##### 7.2.1 FOURTH QUARTER (APRIL 2015 - JUNE 2015) FOR THE FINANCIAL YEAR 2014/2015

A few thoughts/ ideas were shared i.r.o. the High Level Summary Report for the fourth quarter (April 2015 – June 2015) followed by a short discussion.

**RESOLVED**

That cognizance be taken of the content of the High Level Summary Report i.r.o the Predetermined Objectives - Quarter 4 for the financial year 2014/2015.

#### 7.3 INTERNAL AUDIT REPORT(S)

##### 7.3.1 PREDETERMINED OBJECTIVES FOURTH QUARTER (APRIL 2015 - JUNE 2015) FOR THE FINANCIAL YEAR 2014/2015

No discussion took place i.r.o. the Internal Audit report regarding Predetermined Objectives for the fourth quarter (April 2015 – June 2015). As the Internal Audit report was not signed the item was referred back that it can be signed off by the relevant persons after which it will be discussed at the next PAC.

**RESOLVED**

That the final signed Internal Audit report regarding Predetermined Objectives for the Fourth Quarter (April 2015 - June 2015) will be discussed during the next PAC.



## 8. GENERAL

The Chairperson referred to the document named "*Public Sector Audit Committee Forum – Principles for the Audit Committee's role in Performance Management.*"

He highlighted the following two (2) aspects where he feels that we are lacking:

- The PAC should have adequate knowledge of the business, and therefore needs to be expose to what's happening in the entity.
- The PAC needs to contribute to the development of KPI's and targets and should not be isolated from the strategic planning process.

The Chairperson commented that at this stage/ point the PAC experiencing a gap between the strategic planning process and the involvement of the PAC during this process.

C Groenewald commented that the officials are not aware of the content of the above-mentioned document and therefore he suggested that the officials familiarize themselves with the content and that the matter will be discussed during the next PAC meeting.

## 9. NEXT MEETING

The date for the next scheduled Performance Audit Committee Meeting will be communicated in due course.

## 10. CLOSING

The meeting closed at 11:50

HV LIEBENBERG  
CHAIRPERSON

25/11/2015

DATE:



**ATTENDANCE REGISTER OF THE COMBINED PERFORMANCE AUDIT  
COMMITTEE AND AUDIT COMMITTEE MEETING**

Held in the INTERNAL AUDIT Committee Room, NERINA House, Nerina street, HERMANUS,  
on Wednesday 16 September 2015 at 1100.

1. Do you or your partner have any financial or other interest in the subject matter of the meeting, which may be considered as constituting a real, potential, or apparent conflict of interest? Y/N
2. Is there anything else, or the perception by others, that could affect your objectivity and independence in this meeting? Y/N

*By signing this register, I hereby declare that the disclosed information is correct and no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform the meeting of any status changes that may be brought to light as a result of any issue that may arise as the meeting progresses. I also undertake to timely inform the department of any changes in these circumstances during the period when I am still serving as an Audit Committee member.*

NAME	POSITION	SIGNATURE	QUEST.1	QUEST.2
HV Liebenberg	Chairperson PAC		No	NO
KE Montgomery	Chairperson AC		No	No
H Beekman	Member		no	no
B Van Staaden	Member		No	No

NAME	POSITION	SIGNATURE
N Botha-Guthrie	Executive Mayor	Apology
P Appelgrein	Chairman: Management Services Portfolio	
D Coetzee	Chairman: Finance Portfolio	Apology
C Groenewald	Municipal Manager	
D Arrison	Director: Management Services	
S Reyneke- Naude	Director: Finance (CFO)	Apology
R Louw	Senior Manager: Strategic Services	
D Van Der Heever	Chief Audit Executive	
C Rossouw	Internal Auditor	
Z Mazuthu	Internal Auditor	
R Africa	Internal Auditor	
BA KING	SMA-MAN: Financial Services	



## MEETING OF THE PERFORMANCE AUDIT COMMITTEE

## VERGADERING VAN DIE PRESTASIE OUDITKOMITEE

### MINUTES / NOTULE

#### ANNEXURE B

<b>DATE / DATUM:</b>	<b>25 NOVEMBER 2015 (WEDNESDAY / WOENSDAG)</b>
<b>VENUE / PLEK</b>	<b>INTERNAL AUDIT COMMITTEE ROOM/ INTERNE OUDIT KOMITEEKAMER (NERINA HOUSE) NERINA STREET HERMANUS</b>
<b>TIME / TYD</b>	<b><u>15:00</u></b>



MINUTES OF A MEETING OF THE PERFORMANCE AUDIT COMMITTEE HELD IN THE INTERNAL AUDIT COMMITTEE ROOM (NERINA HOUSE) NERINA STREET HERMANUS ON WEDNESDAY, 25 NOVEMBER 2015 AT 15:00

**1. OPENING BY CHAIRPERSON**

The Chairperson, Mr Liebenberg welcomed everyone present at the Performance Audit Committee (PAC) meeting with a special word of welcome to the Executive Mayor, Councillors and the Municipal Manager.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

**Persons present** - see the attached attendance register.

**3. STATEMENTS AND COMMUNICATIONS FROM THE CHAIRPERSON**

No further statements and communications expressed by the Chairperson.

**4. CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the Performance Audit Committee meeting dated 16 September 2015 were taken to be read by all.

**RESOLVED**

That the minutes of the Performance Audit Committee meeting dated 16 September 2015 be confirmed as correct.

**5. MATTERS ARISING FROM THE MINUTES**

**5.1 Item 8: Document – "Public Sector Audit committee Forum – Principles for the Audit Committee's role in Performance Management."**

C Groenewald indicated that the content of the document is noted and that he will provide feedback during the first quarter of 2016.

**6. STANDING ITEMS**

**6.1. CAE STATUS REPORT**

D Van Der Heever informed the committee that the 1<sup>st</sup> Quarter review i.r.o. Predetermined Objectives for the financial period 2015/2016 was performed and reported.

**RESOLVED**

That cognizance be taken of the content of the CAE Status Report.

**6.2. SCOPE LIMITATIONS**

The CAE reported that there was no scope limitations i.r.o the review done on the Predetermined Objectives for the 1<sup>st</sup> Quarter of the 2015/2016 financial period.

**RESOLVED**

That cognizance be taken of the reporting i.r.o. no scope limitations.

**6.3. INTERNAL AUDIT SERVICES (IAS) INDEPENDENCE AND OBJECTIVITY**

IAS Declaration of Independence and Objectivity is based on the International Standards for the Professional Practice of Internal Auditing. The following standards are quoted:

**Standard 1100 – Independence and Objectivity**



The Internal Audit Activity (IAA) must be independent, and internal auditors must be objective in performing their work

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**Standard 1120 – Individual Objectivity**

Internal Auditors must have an impartial, unbiased attitude and avoid any conflict of interest.

**RESOLVED**

That cognizance be taken of the IAS Independence and Objectivity Declaration.

**7. NEW ITEMS**

**7.1 REPORT: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) –**

**7.1.1 FIRST QUARTER (JULY 2015 – SEPTEMBER 2015) FOR THE FINANCIAL YEAR 2015/2016**

A few thoughts/ ideas were shared i.r.o. the Report: Service Delivery and Budget Implementation Plan for the first quarter (July 2015 – September 2015) followed by a short discussion.

**RESOLVED**

That cognizance be taken of the content of the Report: Service Delivery and Budget Implementation Plan – First Quarter (July 2015 - September 2015).

**7.2 HIGH LEVEL SUMMARY REPORT:**

**7.2.1 FIRST QUARTER (JULY 2015 - SEPTEMBER 2015) FOR THE FINANCIAL YEAR 2015/2016**

No questions/ comments were raised i.r.o the High Level Summary Report on Predetermined Objectives: Quarter 1 for the financial year 2015/2016.

**RESOLVED**

That cognizance be taken of the content of the High Level Summary Report i.r.o the Predetermined Objectives - Quarter 1 for the financial year 2015/2016.

**7.3 INTERNAL AUDIT REPORT(S)**

**7.3.1 PREDETERMINED OBJECTIVES**

**FIRST QUARTER (JULY 2015 - SEPTEMBER 2015) FOR THE FINANCIAL YEAR 2015/2016**

No discussion took place i.r.o. the Internal Audit report regarding Predetermined Objectives for the first quarter (July 2015 – September 2015). The content of this Internal Audit report was noted by the Committee.

**RESOLVED**

That cognizance be taken of the content of the Internal Audit report regarding Predetermined Objectives for the first quarter (July 2015 - September 2015).

**8. GENERAL**

A few thoughts/ comments were shared regarding the following aspects:





- The performance evaluation of the Section 56/ 57 officials with specific reference to the regulations that prescribed that a weight of 80% is allocated to the KPA's and KPI's and only 20% is allocated to the core competencies.
- The implementation of the performance evaluation system to all job levels.

**9. NEXT MEETING**

The date for the next scheduled Performance Audit Committee Meeting will be communicated in due course.

**10. CLOSING**

The meeting closed at 15:15

  
\_\_\_\_\_  
HV LIEBENBERG  
CHAIRPERSON

14/01/2016  
DATE:



**ATTENDANCE REGISTER OF THE COMBINED PERFORMANCE AUDIT COMMITTEE AND AUDIT COMMITTEE MEETING**

Held in the INTERNAL AUDIT Committee Room, NERINA House, Nerina street, HERMANUS, on Wednesday 25 November 2015 at 15:00.

1. Do you or your partner have any financial or other interest in the subject matter of the meeting, which may be considered as constituting a real, potential, or apparent conflict of interest? **Y/N**
2. Is there anything else, or the perception by others, that could affect your objectivity and independence in this meeting? **Y/N**

*By signing this register, I hereby declare that the disclosed information is correct and no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform the meeting of any status changes that may be brought to light as a result of any issue that may arise as the meeting progresses. I also undertake to timely inform the department of any changes in these circumstances during the period when I am still serving as an Audit Committee member.*

NAME	POSITION	SIGNATURE	QUEST.1	QUEST.2
HV Liebenberg	Chairperson PAC	<i>[Signature]</i>	No	No
KE Montgomery	Chairperson AC	<i>[Signature]</i>	No	No
H Beekman	Member	<i>[Signature]</i>	No	No
B Van Staaden	Member	<i>[Signature]</i>	No	No

NAME	POSITION	SIGNATURE
N Botha-Guthrie	Executive Mayor	<i>Apology N Botha-Guthrie</i>
P Appelgrein	Chairman: Management Services Portfolio	<i>[Signature]</i>
D Coetzee	Chairman: Finance Portfolio	<i>[Signature]</i>
C Groenewald	Municipal Manager	<i>[Signature]</i>
D Arrison	Director: Management Services	<i>[Signature]</i>
S Reyneke- Naude	Director: Finance (CFO)	<i>[Signature]</i>
R Louw	Senior Manager: Strategic Services	<i>[Signature]</i>
D Van Der Heever	Chief Audit Executive	<i>[Signature]</i>
C Rossouw	Internal Auditor	<i>[Signature]</i>
Z Mazuthu	Internal Auditor	<i>[Signature]</i>
R Africa	Internal Auditor	<i>[Signature]</i>
<i>SARRISON</i>	<i>Man Serv</i>	