

ANNEXURES

ORDINARY COUNCIL **MEETING** **(PART 2)**

27 FEBRUARY 2024

(8) No further amendment to the original motion may be moved after the Speaker has commenced to take the vote on the original motion.

Motion for postponement of matter

42.(1) A councillor may at the conclusion of a speech move “that the consideration of the matter be postponed to a fixed or undetermined date”.

(2) The motion—

(a) need not be in writing; and

(b) must be seconded.

(3) The councillor who moved the motion may speak to the motion.

(4) The councillor who moved the original motion in respect of the matter under debate may reply, after which the motion contemplated in sub-rule (1) must be put to the vote without further debate.

(5) If the motion contemplated in sub-rule (1) is carried, the matter must be placed first on the agenda of matters to be considered at the meeting to which it has been postponed.

(6) If the motion contemplated in sub-rule (1) is not carried, the meeting must proceed as though no interruption occurred.

Motion for adjournment of meeting to another date

43.(1) A councillor may, at any time during the meeting, except during the course of a speech by another councillor or when a vote is being taken, move “that the meeting adjourn to another date”.

(2) The motion—

(a) need not be in writing; and

(b) must be seconded.

(3) The councillor who moved the motion may speak to the motion.

(4) A debate on the motion may not be permitted: Provided that the first councillor to indicate the councillor's opposition to the motion, may speak in opposition thereof.

(5) An amendment to the motion may not be moved, except in relation to the period of adjournment.

(6) If the motion is carried, the meeting must forthwith adjourn and be reconvened on the date specified in the motion or amended motion, unless the Speaker directs that the meeting proceed first to dispose of business other than the opposed business.

(7) If the motion is not carried, the meeting must proceed as if no interruption occurred, and the Speaker may not accept a similar motion until 30 minutes has lapsed.

(8) Before the conclusion of a motion that is carried during a debate, the councillor who moved the adjournment is entitled to speak first when the matter is reopened for discussion at the adjourned meeting.

(9) No business may be transacted at an adjourned meeting other than the business that was on the agenda for the meeting of which it is an adjournment.

Motion for adjournment of meeting for specified time

44.(1) A councillor may at any time, except during the course of a speech by another councillor or when a vote is being taken, move "that the meeting adjourn for a specified time", which may not exceed 60 minutes.

(2) The motion—

(a) need not be in writing; and

(b) must be seconded.

(3) If the motion is carried, the meeting must forthwith adjourn for the specified time and reconvene on the time specified in the motion.

(4) If the motion is not carried, the meeting proceeds as though no interruption occurred, and the Speaker may not accept a similar motion until 30 minutes has lapsed.

(5) The Speaker may at any time adjourn a meeting for a specified time, on good cause shown.

Motion for adjournment of debate on matter for specified time

45.(1) A councillor may, at the conclusion of any speech on a matter, move “that the debate on the matter be adjourned for a specified time”.

(2) The motion—

(a) need not be in writing; and

(b) must be seconded.

(3) The councillor who moved the motion may speak to the motion.

(4) No debate is permitted on the motion, except that the first councillor to indicate the councillor’s opposition to the motion, may speak in opposition thereto.

(5) No amendment to the motion may be moved, except in relation to the period of adjournment.

(6)(a) If the motion is carried, the meeting proceeds to the next item on the agenda, and the adjourned debate is resumed at the time specified in the motion.

(b) On the resumption of the adjourned debate, the councillor who moved the adjournment is entitled to speak first.

(7) If the motion is not carried, the debate on the matter proceeds as though no interruption occurred, and the Speaker may not accept a similar motion until 30 minutes has lapsed.

(8) A councillor may not move or second more than one motion for the adjournment of the debate on the matter during the course of that debate.

(9) The Speaker may at any time adjourn a debate for a specified time, on good cause shown.

Motion that matter be put to vote

46.(1) A councillor may, at the conclusion of any speech on a matter, move “that the matter be put to the vote”.

(2) The motion—

- (a) need not be in writing; and
- (b) must be seconded.

(3) Subject to sub-rule (4), a motion contemplated in sub-rule (1) is not open to debate.

(4) The councillor who moved the original motion under debate may, when a motion contemplated in sub-rule (1) has been moved, speak on that original motion, whereupon the motion contemplated in sub-rule (1) must be put to the vote without any further debate.

(5) If a motion contemplated in sub-rule (1) has been adopted, the motion must be put to the vote without any further debate.

(6) If the motion contemplated in sub-rule (1) is not carried, the meeting proceeds as though no interruption occurred, and the Speaker may not accept a similar motion on that item.

Motion to remove matter from agenda

47.(1) A councillor may move “that the matter be removed from the agenda”.

(2) The motion—

- (a) need not be in writing; and
- (b) must be seconded.

(3) Subject to sub-rule (4), a motion contemplated in sub-rule (1) is not open to debate.

(4) The councillor who moved the original motion under debate may, when a motion contemplated in sub-rule (1) has been moved, speak on that original motion, whereupon the motion contemplated in sub-rule (1) must be put to the vote without any further debate.

(5) If the motion contemplated in sub-rule (1) is carried, the matter must be removed from the agenda of the meeting, and may not be further pursued at that meeting.

(6) If the motion contemplated in sub-rule (1) is not carried, the meeting proceeds as though no interruption occurred, and the Speaker may not accept a similar motion on that item.

Motion to refer matter to committee

48.(1) A councillor may, at the conclusion of any speech on a matter, move “that the matter be referred to a committee”.

(2) The motion—

- (a) need not be in writing; and
- (b) must be seconded.

(3) Subject to sub-rule (4), a motion contemplated in sub-rule (1) is not open to debate.

(4) The councillor who moved the original motion under debate may, when a motion contemplated in sub-rule (1) has been moved, speak on that original motion, whereupon the motion contemplated in sub-rule (1) must be put to the vote without any further debate.

(5) If the motion contemplated in sub-rule (1) is carried, the matter under debate may not be further pursued at the meeting.

(6) If the motion contemplated in sub-rule (1) is not carried, the meeting proceeds as though no interruption occurred, and the Speaker may not accept a similar motion on that item.

Withdrawal of motion or question

49.(1)(a) A councillor who has moved a motion may at any time withdraw it.

(b) A councillor may not speak on a motion after the Council has permitted the withdrawal of the motion.

(c) If a motion is withdrawn, a similar motion may not be put before the Council until a period of three months has lapsed, unless the Council directs otherwise.

(2)(a) A councillor who has asked a question may withdraw it at any time before the question is answered.

(b) If a question is withdrawn, a similar question may not be put before the Council until a period of three months has lapsed, unless the Council directs otherwise.

Absence of councillor who gave notice of motion or question

50.(1) If the councillor who gave notice of a motion or a question is not present when called upon by the Speaker, the motion may be moved or the question may be asked by any other councillor.

(2) If the motion contemplated in sub-rule (1) is not moved, the meeting proceeds as though no interruption occurred, and the Speaker may not accept a similar motion on that item.

Re-introduction of motion or question

51. A motion which has been rejected by the Council or a question which has been answered, may not again be moved or asked within a period of three months of the meeting at which it was rejected or answered, unless the Council directs otherwise.

Motion or question on matter referred to committee

52.(1) A councillor may not give notice of a motion or question with regard to any matter that is before a committee for consideration, unless notice thereof has also been—

(a) submitted to that committee; or

(b) referred to that committee for consideration and report.

(2) A member of a committee may, if the member of the committee is of the opinion that the matter is one of urgency, give notice of a motion or question on a matter referred to the committee, despite the fact that the motion or question has not been submitted to or considered by that committee.

Recommendation by Executive Mayor or committee

53.(1) A recommendation contained in a report submitted by the Executive Mayor or a committee to the Council is considered to have been moved by the Executive Mayor or the committee, as the case may be.

(2) The motion does not need to be seconded.

(3) The Executive Mayor or any member of the Mayoral Committee or chairperson of a committee, as the case may be, may speak on the matter and reply, but the reply must be confined to the matter and may not introduce any new matter into the debate.

Report on delegated powers

54. An Executive Mayor, Speaker, committee or Municipal Manager must report to the Council on decisions taken with respect to a delegated or sub-delegated power or duty at such intervals as the Council may require.

CHAPTER 7

REMOVAL OF OFFICE-BEARER FROM OFFICE

Removal of Speaker, Executive Mayor or Deputy Executive Mayor from office

55.(1)(a) A councillor may, by written motion addressed to the Speaker, move that the Speaker, Executive Mayor or Deputy Executive Mayor be removed from office.

(b) A motion to remove from office contemplated in paragraph (a) must be seconded by at least two other councillors.

(2) A motion to remove from office must contain a brief summary of the reasons for the removal, and indicate the date and the time of the special Council meeting, which date may not be less than—

(a) six working days from the date that the motion is submitted to the Speaker; or

(b) four working days from the date the request is submitted to the Speaker if the matter is regarded as an urgent matter, in which event the reasons for urgency must be stated in the request.

(3) The Speaker must, upon receipt of a motion to remove from office—

(a) forthwith send a copy to the Municipal Manager and the Executive Mayor, if applicable; and

(b) if the motion complies with the requirements set out in this rule and the Structures Act—

(i) convene a special Council meeting on the date and at the time set out in the motion and at a venue or using a platform determined by the Speaker; and

(ii) inform the Municipal Manager of the date, time and venue or platform.

(4)(a) If the Speaker, for whatever reason, fails to convene the special Council meeting in terms of sub-rule (3) within one working day from receipt of the motion, the Municipal

Manager must convene the special Council meeting on the date and at the time set out in the motion and at a venue or using a platform determined by the Municipal Manager.

(b) If the Municipal Manager, for whatever reason, fails to convene a special Council meeting in terms of paragraph (a) within one working day of the failure by the Speaker, a person designated by the Provincial Minister must convene the special Council meeting on the date and at the time set out in the motion and at a venue or using a platform determined by such person.

(5)(a) If the Speaker is absent, unavailable, unwilling or unable to chair the special Council meeting, the Municipal Manager or a person designated by the Provincial Minister if the Municipal Manager is absent, unavailable, unwilling or unable, must preside at the election of an Acting Speaker in accordance with section 36(3) of the Structures Act.

(b) The Acting Speaker may only preside over the special Council meeting concerned.

(6) Only the motion to remove from office contemplated in sub-rule (1) may be dealt with at the special Council meeting.

(7)(a) The Municipal Manager must give notice of the special Council meeting at least two working days prior to the meeting, in the manner contemplated in rule 6(4) and (5).

(b) If the Speaker determines that the special Council meeting is an urgent meeting, the Municipal Manager must, at least one working day before the meeting, give written notice as contemplated in rule 6(4) and (5).

(c) If the Municipal Manager accidentally omits to give notice to any councillor, such omission does not invalidate a meeting.

(8) If the Speaker, Executive Mayor or Deputy Executive Mayor to whom the motion relates, resigns from office at any time before the special Council meeting takes place, the motion to remove from office lapses and the meeting does not go ahead.

(9) The Speaker, Executive Mayor or Deputy Executive Mayor to whom the motion relates, has the right and must be allowed the opportunity during the special Council meeting to respond to every allegation made—

(a) in the motion to remove from office; and

(b) during the meeting.

(10) If the Speaker, Executive Mayor or Deputy Executive Mayor to whom the motion relates, is not present during the special Council meeting, the Council may continue with the proceedings in the absence of such office-bearer.

(11) If the Speaker, Executive Mayor or Deputy Executive Mayor to whom the motion relates, at any time during the special Council meeting, but before the motion to remove from office is put to the vote, resigns from office, the—

(a) special Council meeting is adjourned immediately; and

(b) motion lapses;

despite any provisions to the contrary in these rules: Provided that if the motion to remove from office concerns the Speaker, the Council must proceed to elect a new Speaker.

(12) If the motion to remove from office is carried, the Speaker, Executive Mayor or Deputy Executive Mayor to whom the motion relates, is removed from office with immediate effect and the Council proceeds to elect a new Speaker, Deputy Executive Mayor or Deputy Executive Mayor, as the case may be, despite any provisions to the contrary in these rules.

(13) A councillor elected as Speaker, Executive Mayor or Deputy Executive Mayor in terms of sub-rule (11) or (12), as the case may be, serves for the unexpired term of the predecessor.

(14) If the motion to remove from office is not carried, no motion forwarding the same allegations may be put before the Council until a period of three months has lapsed, unless the Council directs otherwise.

CHAPTER 8

LEGISLATIVE PROCESS

Introduction of draft by-law

56. A draft by-law may be introduced only by a councillor or a committee, as contemplated in section 12 of the Systems Act.

Introduction of draft by-law by councillor

57.(1) A councillor may introduce a draft by-law by submitting it, together with a memorandum on its objects, to the Municipal Manager.

(2) If one or more committees deal with the subject of the draft by-law, the Municipal Manager must submit a report with the Municipal Manager's comments on the draft by-law to such committee or committees, as the case may be, for comment.

(3)(a) The Municipal Manager must submit a report on the draft by-law, together with any comments received from the committee or committees, as the case may be, as contemplated in sub-rule (2), if applicable, to the Executive Mayor for a report and recommendation to the Council as contemplated in section 30(5) of the Structures Act.

(b) The Executive Mayor must within three months of receipt of a draft by-law from the Municipal Manager, consider the draft by-law and decide to either support it with or without amendments, or not support it.

(4) After the Executive Mayor has made a decision as contemplated in sub-rule (3)(b), the Executive Mayor must submit a report to the Council which sets out the following:

- (a) An executive summary of the draft by-law;
- (b) a memorandum on the objects of the draft by-law;
- (c) the contents of the draft by-law;
- (d) other by-laws that will have to be repealed or amended if the draft by-law is adopted;

- (e) the reasons why the draft by-law is supported with or without amendments or not supported, as the case may be;
- (f) any relevant comments or proposals, which may include proposals for amendments; and
- (g) a recommendation or recommendations.

(5)(a) After considering the report contemplated in sub-rule (4), the Council must decide to either reject the draft by-law or to approve it with or without amendments.

(b) If the Council rejects the draft by-law, a by-law of the same substance may not be introduced until a period of six months from the date of rejection has lapsed, unless the Council directs otherwise.

(c) If the Council approves the draft by-law, the draft by-law must be published for public comment in accordance with rule 59.

Introduction of draft by-law by committee

58.(1) A committee may introduce a draft by-law by submitting it, together with a memorandum on its objects, to the Municipal Manager for comment.

(2) The committee must consider the comments received from the Municipal Manager as contemplated in sub-rule (1), and submit it again to the Municipal Manager.

(3)(a) If any other committee deals with the subject of the draft by-law, the Municipal Manager must submit a report on the need for the by-law for consideration to such committee.

(b) If the committee contemplated in paragraph (a) agrees that the by-law is necessary, the Municipal Manager must submit the draft by-law to that committee for comment.

(4) The Municipal Manager must submit the draft by-law with the comments contemplated in sub-rule (3)(b), if applicable, to the Executive Mayor.

(5) The process contemplated in rule 57(3)(b) to 57(5) applies to the introduction of a draft by-law by a committee.

Publication of draft by-law

59.(1)(a) The Municipal Manager must, as soon as possible after the Council has granted approval for a by-law contemplated in rule 57 or 58, in terms of rule 57(5)(c) publish the draft by-law for public comment.

(b) The comment period must be at least 30 working days from the date of publication, unless the Council has approved a shorter period.

(2) Publication for public comment must be in a manner that allows the public the opportunity to make representations with regard to the proposed by-law as contemplated in section 12(3)(b) of the Systems Act.

Consideration of draft by-law

60.(1) The Municipal Manager must as soon as possible after the closing date for public comment contemplated in rule 59, submit a report to the Executive Mayor together with—

- (a)** a copy of the draft by-law;
- (b)** a copy of the publication contemplated in rule 59;
- (c)** comments received from the public; and
- (d)** comments or recommendations from the Municipal Manager.

(2) The Executive Mayor must consider the report by the Municipal Manager and must—

- (a)** submit a report to the Council which sets out the following:
 - (i)** An executive summary of the draft by-law; and
 - (ii)** any relevant comments or proposals; and
- (b)** recommend to the Council to pass the by-law with or without amendments, to postpone the passing of the by-law, or to reject the by-law.

(3) If the Council rejects the draft by-law, a by-law of the same substance may not be introduced until a period of six months from the date of rejection has lapsed, unless the Council directs otherwise.

(4) As contemplated in rule 19(2)(a), a supporting vote of a majority of incumbent councillors is necessary to decide on the passing of a by-law.

(5) The Council may not pass a by-law unless all the councillors were given reasonable notice as contemplated in section 160(4)(c) of the Constitution and section 12(3)(a) of the Systems Act.

(6) When a by-law has been passed, it must be published in accordance with section 13 of the Systems Act.

(7) These rules also apply to the adoption of standard draft by-laws as contemplated in section 14(4) of the Systems Act.

CHAPTER 9

MISCELLANEOUS MATTERS

Official languages

61. Any person who speaks at a meeting may use any of the three official languages recognised by the Constitution of the Western Cape, 1997 (Act 1 of 1998), namely English, Afrikaans and isiXhosa.

Municipal employees

62. A municipal employee must attend a meeting if requested to do so by the Municipal Manager or the Speaker.

Breaches and offences

63.(1) A councillor, municipal employee or member of the public who physically attends a meeting and who—

(a) refuses to withdraw from the chamber or committee room in the circumstances contemplated in rule 9(2) or when directed to do so by the Speaker in terms of rule 10, 25(4), or 33(7); or

(b) returns to a meeting from which the councillor, municipal employee or member of the public has withdrawn or was removed for the duration of the meeting in terms of these rules,

may be removed by a person designated by the Speaker.

(2) A councillor, municipal employee or member of the public may not—

(a) interfere or impede the Council when the Council is exercising its powers, performing its functions, or carrying out its duties;

(b) interfere with or impede the exercise, performance or carrying out by a councillor of the councillor's powers, functions and duties as a councillor;

(c) threaten or obstruct a councillor proceeding to or going from a meeting;

(d) assault or threaten a councillor;

(e) fail or refuse to comply with an instruction by the Speaker; or

(f) fail or refuse to comply with an instruction by a duly authorised municipal employee regarding—

(i) the presence of persons at a particular meeting; or

(ii) the possession of any article, including a firearm, on the premises where a meeting takes place or on municipal land.

(3) A person, excluding a councillor, who contravenes sub-rule (2) is guilty of an offence and is liable on conviction to—

(a) a fine;

(b) imprisonment as determined by the presiding officer; or

(c) both such fine and such imprisonment.

(4) Sub-rules (1) and (3) do not derogate from any other criminal or civil sanctions, or, in the case of councillors, sanctions regarding a transgression of the Code.

(5) A councillor who contravenes any of these rules during a meeting compromises the integrity of the municipality and must also be dealt with in accordance with the Code.

SWELLENDAM MUNICIPALITY



GRANT IN AID POLICY, 2015

APPROVED BY COUNCIL: ITEM C21 ON 30 SEPTEMBER 2015

IMPLEMENTATION DATE 1 OCTOBER 2015

Adopted in terms of sections 12 read with section 67 of
the Local Government Municipal Finance Management
Act, 2003

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PART 1: PREAMBLE

- 1.1. **WHEREAS** section 12 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act no 56 of 2003)-[MFMA] requires a municipality to ensure that certain criteria and conditions are met before funds are transferred to an organisation outside any sphere of government, otherwise than in compliance with a commercial transaction; and
- 1.2. **WHEREAS** a policy would give effect and guidelines as to which categories of organisations could apply to become beneficiaries; and
- 1.3. **NOW THEREFORE** the Swellendam Municipal Council adopts the Grant-in-Aid Policy as set out in this document.

PART 2: PURPOSE

- 2.1. The purpose of the Grant-in-Aid Policy is to provide:
 - 2.1.1. A framework for grant-in-aid to non-governmental organisations [NGO's], community-based organisations [CBO's]; non-profit organisations [NPO's] and/or bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by sections 12 and 67 of the MFMA.
 - 2.1.2. To complement the goals, objectives, programmes and actions of the Swellendam Municipality in order to create a sustainable, credible and caring town by empowering and building communities and enhancing growth and sharing through partnerships.
 - 2.1.3. To improve the opportunity for Council to elicit the support of external organisations to deliver on those services to communities which fall within the Council's area of responsibility in a way which allows the town to create an enabling environment for community development.
 - 2.1.4. To provide the opportunity for developing methods of joint funding strategies with outside agencies such as matching funding or sponsorship partnerships to meet the objectives of a developmental local government.

PART 3: ALIGNMENT WITH THE MUNICIPALITIES' STRATEGIC GOALS AND OBJECTIVES

- 3.1. This Policy supports the following municipal strategic objectives drawn from the Integrated Development Plan [IDP]:
 - 1 To enhance access to basic services and address maintenance backlogs
 - 2 To create a safe and healthy living environment

3 To develop integrated and sustainable settlements with the view to correct spatial imbalances

4 To enhance economic development with focus on both first and second economies

5 To promote good governance and community participation

PART 4: PRINCIPLES

4.1. The principles guiding this Policy are to:

- (a) Promote fairness, equitability and transparency in the process of granting aid funding.
- (b) Support the poor, aged, youth, disabled and women.
- (c) Promote sustainable solutions to serve the poor, marginalised or otherwise vulnerable.
- (d) Identify and develop sustainable matching funding or sponsorship partnerships to meet the objectives of a developmental local government.

PART 5: SCOPE OF APPLICATION

5.1. Non-profit organisations or bodies rendering a service to assist the municipality in achieving its goals and objectives as contemplated in its IDP and SDBIP as well as section 156 read with Schedule 4(B) of the Constitution of the Republic of South Africa, 1996.

5.2. Bodies or organisations serving especially the poor, aged, youth, disabled and women subject to such bodies:

- 5.2.1. Operating as a separate legal entity and are recognised as such by South African Legislation;
- 5.2.2. Being governed by their constitutions, have regular meetings with their members and subscribe to sound accounting principles; and
- 5.2.3. Being located and serving communities and individuals who are most in need within the jurisdiction of the Swellendam Municipality

OR

- 5.2.4. Qualifying as an organisation or body regulated by section 67(4) of the MFMA and is located and serving communities and individuals who are most in need within the jurisdiction of the Swellendam Municipality.

PART 6: EXCLUSIONS

6.1. This Policy does **not** apply to the following, which the Council may regulate via separate policies:

- 6.1.1. Bursaries or funds to bursars for other activities, reasons or resources;
 - 6.1.2. Disaster relief;
 - 6.1.3. Indigent grants; (Such as paupers burials)
 - 6.1.4. Housing development subsidies;
 - 6.1.5. Housing billing subsidies;
 - 6.1.6. Donation of movable or immovable assets;
 - 6.1.7. Conditional grants received by the Municipality, which are in turn awarded to outside organisations to perform the service or function;
 - 6.1.8. Inter-governmental grants;
 - 6.1.9. Grants-in-aid in respect of property rates; and
 - 6.1.10. Care-taker grants where the Municipality requires community organisations to maintain sports-fields or community facilities in terms of a Service Delivery Agreement.
- 6.2. The total expenditure on grant-in-aid as per this Policy may not exceed 0.25 % of the operational budget of the Municipality and has to be budgeted for as such in the Municipal Annual Budget.
- 6.3. No transfer may be made which exceeds R50 000 per organisation or body per annum, except for allocations to organisations which in terms of an agreement perform a municipal function on behalf of the Municipality.
- 6.4. Funding will **not** be considered in the following circumstances:
- 6.4.1. Where the utilisation of the grant-in-aid will be outside the boundaries of the Swellendam Municipal area;
 - 6.4.2. Where expenses have already been incurred;
 - 6.4.3. Where the application does not meet with the stated objectives and principles of this Policy;
 - 6.4.4. Where the application does not meet with the priorities, strategies and objectives of the IDP;

- 6.4.5. Where a project or organisation is already receiving sufficient funding from other sources to sustain its activities or the project applied for;
 - 6.4.6. Where organisations did not comply with its obligation conditions during previous allocations;
 - 6.4.7. Where the allocation will constitute a second allocation per financial year;
 - 6.4.8. Subsidies for municipal rates; and
 - 6.4.9. Where a member of the Council or official of the Municipality receives any financial or other gain.
- 6.5. Subsequent requests from applicants to cover overspending on projects will not be considered.

PART 7: MAINTENANCE

- 7.1. Given the changing nature of the regulatory, control and operational environment of the Municipality, this document will be updated on an on - going basis.
- 7.2. For clarification of any matter contained in this Policy, please address queries to the Manager Income in the Office of the Chief Financial Officer [CFO].

PART 8: IMPLEMENTATION

- 8.1. It is the responsibility of the Director Corporate Services to bring the content of this Policy to the attention of all parties concerned.
- 8.2. Enquiries on this Policy can be solicited from the Office of the CFO.

PART 9: GOVERNANCE AND REGULATORY FRAMEWORK

- 9.1. All transfer of funds in terms of this Policy shall comply with the:
 - 9.1.1. Constitution of the Republic of South Africa, 1996 as amended;
 - 9.1.2. Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
 - 9.1.3. Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);
 - 9.1.4. Any other applicable legislation, regulations and policies that may govern the transfer of municipal funds and that are not in contradiction with the primary legislation referred to above.
- 9.2. The power of the Municipality to issue grant-in-aid funds is regulated by sections 12 and 67 of the MFMA.

- 9.3. A payment made that does not conform to the legislation referred to above as well as the provisions of this Policy is irregular expenditure and will be treated as such in terms of the provisions of the MFMA.
- 9.4. All particulars of the grant-in-aid must be reflected in the budget and any adjustment budgets, in accordance with section 17(3) (j) of the MFMA.
- 9.5. Before transfers are made the provisions of section 67 of the MFMA must be complied with.

PART 10: CATEGORIES

- 10.1. The following categories currently apply, but are not regarded as exhaustive and may be amended from time to time:
- 10.1.2. Health projects and programmes, including but not limited to:
- (i) Public health interventions inclusive of TB, STDs and HIV/Aids.
 - (ii) Preventable lifestyle diseases e.g. drugs, alcohol abuse, tobacco related illnesses, etc.
 - (iii) Promotion of preventative services to infants, children and women.
- 10.1.3. Environmental projects and programmes, including but not limited to:
- (i) Voluntary rescue organisations.
 - (ii) Lifesaving clubs and swimming organisations.
 - (iii) Environmental organisations or groups.
 - (iv) Organisations promoting community involvement as a means of sustaining leisure, aesthetic or environmental projects.
 - (v) Projects which further the Council's aims and the strategies related to:
 - (a) Riverine corridors;
 - (b) Biodiversity;
 - (c) Natural and built environment;
 - (d) Heritage resources;
 - (e) Quality urban spaces;

- (f) Ecological conservation areas;
- (g) Urban agricultural complexes;
- (h) Bio-regional planning;
- (i) Nature area management;
- (j) Wetlands;
- (k) Local agenda 21 projects;
- (l) Animal welfare organisations;
- (m) Tourism; and
- (n) Eco-tourism, e.g. bird watching.

10.1.4. Solid waste (cleansing) projects and programmes, including but not limited to:

- (i) Waste reduction and awareness;
- (ii) Educational programmes or projects addressing litter and waste handling;
- (iii) Waste minimisation solutions; and
- (iv) Promotion or recycling endeavours.

10.1.5. Social development projects and programmes, including but not limited to:

- (i) Poverty alleviation;
- (ii) Urban renewal;
- (iii) Capacity building of communities;
- (iv) Youth development;
- (v) Women and gender development;
- (vi) Support to the aged;
- (vii) Early childhood development;
- (viii) Street people programmes;

(ix) Facilitation of public participation processes; and

(x) Arts and culture programmes.

10.1.6. Sports and recreation projects and programmes, including but not limited to:

(i) Local sport and recreation clubs;

(ii) School sports teams or athletes;

(iii) Local sport and recreation councils, associations or informal groups; and

(iv) Civic, community and non-governmental organisations.

10.1.7. *Ad hoc* support, including but not limited to:

(i) Rewards, awards or donations to support individual meritorious cases in order to assist and/or recognise individual excellence in whichever field;

(ii) Where only one individual will benefit;

(iii) Political, church or sectarian organisations or groupings; and

(iv) Marketing and/or branding events.

PART 11: PROCESS

11.1. ADVERTISEMENT PROCESS

11.1.1. The Municipal Manager must, within three (3) months after the approval of the annual budget or an adjustment budget (in the event that additional funds became available), place a public advert in the main local newspapers distributed in the municipal area, calling for applications.

11.1.2. Advertisement should clearly specify:

(i) The categories for which proposals are called;

(ii) The closing date for applications;

(iii) Who applications should be addressed to;

(iv) Where and how to obtain the relevant application documentation;

(v) The Council's right not to make any award;

- (vi) That awards to organisations that have received funds in the previous year must submit a final audited report on the projects previously funded; and
- (vii) That only duly completed applications on the prescribed forms will be considered.

11.1.3. Funds may not be transferred to any organisation or body that has not submitted a proposal in response to a public advertisement, unless:

- (i) It relates to *ad hoc* support as contemplated in part 10.1.7, which was not known at the time of the advertisement and an additional motivation is submitted; and/or
- (ii) It relates to an existing contractual arrangement which spans over more than one year.

11.2. APPLICATION PROCESS

11.2.1. Applications for grant-in-aid must:

- (i) Be made on the prescribed form as per **Form SWE/GiA 01**.
- (ii) Be accompanied by a covering letter on the letterhead of the organisation or body, signed by the Head of the Organisation or body and must include the following information:
 - (a) Date of application;
 - (b) Contact details of the organisation or body;
 - (c) Date established;
 - (d) Type of organisation;
 - (e) Registration number;
 - (f) Details of previous funding received from the Municipality;
 - (g) Details of other funding received from the Municipality;
 - (h) Purpose or aim of grant;
 - (i) Detailed description of project to be implemented utilising the funding;
 - (j) Detailed breakdown of projected costs;
 - (k) Details of sources of income and funding;

- (l) Banking details;
- (m) References;
- (n) Certification of details provided by senior person of organisation;
- (o) Checklist of supporting documentation; and
- (p) Declaration by head of organisation to the satisfaction of the Municipal Manager that the organisation or body implements effective, efficient and transparent financial management and internal control mechanisms to guard against fraud, theft and financial mismanagement and has in the past complied with the requirements of similar transfer of funds.

11.3. SCREENING PROCESS

11.3.1 Applications will be received and registered by the Office of the Chief Financial Officer.

11.3.2 A first screening will be conducted on **Form SWE/GIA 02**, by a Committee of the Line Departments confirming:

- i. Compliance with the criteria contained in this policy;
- ii. Viability of project;
- iii. Sustainability of project;
- iv. That the project will be completed within available funds;
- v. That sufficient evidence of proper financial control will be exercised;
- vi. That applicants have demonstrated that it meets the goals of the IDP;
- vii. That applicants have demonstrated cost-effectiveness measures and ability to execute project successfully, achieve clearly defined outputs or outcomes and ability to manage funds effectively;
- viii. That the applicants have agreed to:
 - Comply with the transfer payment agreement;
 - Report monthly to the Accounting Officer on actual expenditure;
 - Submit audited financial statements for its financial year;

- Implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
- Have in respect of previous similar transfers complied with all requirements.

11.3.3 The Committee of the Line Departments will make recommendations to the Council.

11.3.4 *Ad hoc* applications as contemplated in part 10.1.7 may be considered as part of and in terms of the Council's annual Budget Adjustment process.

11.4. APPROVAL PROCESS

11.4.1. The **Mayoral Committee** will consider the recommendations from the Municipal Manager and ensure that the applications:

- (i) Comply with the Municipality's criteria;
- (ii) Comply with the budgeted funds;
- (iii) Comply with the provisions of section 67 of the MFMA; and
- (iv) Applicants' municipal accounts are up to date.

11.4.2. The **Mayoral Committee** will deliberate the applications and resolve on the final awards.

11.5. AWARD PROCESS

11.5.1. All applicants will be informed in writing of the outcome of their applications by the Office of the CFO or his nominee.

11.5.2. Where applicants were turned down, they must be provided with reasons.

11.5.3. Successful applicants must sign the Transfer Payment Agreement, as per **Form SWE/GiA 03**.

11.6. TRANSFER PROCESS

11.6.1. Payments will only be made once:

- (i) The Transfer Payment Agreement is duly completed (**Form SWE/GiA 03**) or any other suitable contractual arrangement; and
- (ii) The Transfer Payment Certificate has been issued (**Form SWE/GiA 04/05**).

11.6.2. Payments of grants will be transferred to the bank account of the applicant in such instalments as agreed to within the Transfer Payment Agreement.

11.6.2. Payments will be approved by the relevant delegated authority.

11.7. MONITORING AND EVALUATION

11.7.1. The Accounting Officer and his/her delegates are responsible for the monitoring and evaluation of the allocations, by ensuring that:

- (i) Funds are used exclusively for the purpose defined in the Agreement.
- (ii) Where feasible and contractually agreed, monthly progress reports are submitted and reviewed.
- (iii) Section 67(4) related beneficiaries receive the benefit, by obtaining receipts of the actual expenditure incurred and any other appropriate evidence.
- (iv) Where it is found that grants are used in breach of the Agreement, the provisions of the Agreement must be invoked and the matter must be reported to the Municipal Manager and the Council or relevant Committee of the Council.

11.7.2. The Office of the CFO must maintain a register of all grant-in-aid contributions made per financial year.

11.8. ACCOUNTING PROCESS

11.8.1. Payments will be effected through the Sundry Payments system of Accounts Payable.

11.8.2. For accounting purposes, it is required that:

- (i) All grants and allocations are budgeted for.
- (ii) Grants are to be managed as projects.
- (iii) Relevant narrative fields be completed when processing payments to identify various grants.

PART 12: RIGHTS AND OBLIGATIONS OF THE APPLICANT

12.1. Funding received may only be applied for auditable output deliverables and not input costs.

12.2. Grant-in-aid funds may not be applied for direct funding for salaries, wages, travel costs, subsistence, accommodation, food or entertainment, unless contractually agreed to by the Municipality prior to incurring such expenditure.

- 12.3. Applicants or organisations and bodies must at all times ensure that their municipal accounts, rates and taxes – where applicable – are not in arrears.
- 12.4. Applicants must acknowledge the Municipality as the provider of funding in their funding record as well as any public record of grants received.
- 12.5. Applicants must submit regular progress reports and such financial information as required as well as a final report at the conclusion of the project.

PART 13: RIGHTS AND OBLIGATIONS OF THE MUNICIPALITY

- 13.1. To ensure the sustainability of projects undertaken by the organisation or body, the municipality will consider granting full funding of deserving projects/programmes, rather than *pro rata* allocations.
- 13.2. The Council may:
 - 13.2.1. Consider applications only once a year in response to an annual advertisement.
 - 13.2.2. Fund an organisation only once during a financial year cycle.
 - 13.2.3. Not give a grant-in-aid to any or all applications applying for grants.
 - 13.2.4. Not give a grant-in-aid to an organisation having been awarded a grant previously.
- 13.3. The Council may, from time-to-time, verify and inspect the existence and activities of the organisations or bodies. The Council will therefore have the right to physically visit the premises where the organisation, or funded project, is vested, to peruse the budgets and any progress reports related to the project for which the grant was made.
- 13.4. The prioritisation of applications as well as the amount of the grant-in-aid may vary from year to year.
- 13.5. The Municipal Manager in consultation with the Council may authorise a deviation from this Policy under justifiable circumstances and subject to a formal Council Resolution.

GRANT-IN-AID PRE-SCREENING COMPLIANCE CHECKLIST

CATEGORIES		Applicant No 1	Applicant No 2	Applicant No 3	Applicant No 4	Applicant No 5	Applicant No 6
		Karoo Animal Protection Society (KAPS)	Railton Foundation	Society for the prevention of cruelty to animals	Barrydale Hospice	Neighborhood Watch	ACWV Barrydale
		(Y/N)	(Y/N)	(Y/N)	(Y/N)	(Y/N)	(Y/N)
Section	Description						
10.1.2	Health projects and programmes: (i) Public health interventions inclusive of TB, STDs and HIV/Aids. (ii) Preventable lifestyle diseases e.g. drugs, alcohol abuse, tobacco related illnesses, etc. (iii) Promotion of preventative services to infants, children and women.	No	No	No	Yes	No	Yes
10.1.3	Environmental projects and programmes: (i) Voluntary rescue organisations. (ii) Lifesaving clubs and swimming organisations. (iii) Environmental organisations or groups. (iv) Organisations promoting community involvement as a means of sustaining leisure, aesthetic or environmental projects. (v) Projects which further the Council's aims and the strategies related to:	Yes	Yes	Yes	No	No	Yes
10.1.4	Solid waste (cleansing) projects and programmes: (i) Waste reduction and awareness; (ii) Educational programmes or projects addressing litter and waste handling; (iii) Waste minimisation solutions; and (iv) Promotion or recycling endeavours.	No	No	No	No	No	No
10.1.5	Social development projects and programmes: (i) Poverty alleviation; (ii) Urban renewal; (iii) Capacity building of communities; (iv) Youth development; (v) Women and gender development; (vi) Support to the aged; (vii) Early childhood development; (viii) Street people programmes; (ix) Facilitation of public participation processes; and (x) Arts and culture programmes.	No	Yes	No	No	No	Yes
10.1.6	Sports and recreation projects and programmes: (i) Local sport and recreation clubs; (ii) School sports teams or athletes; (iii) Local sport and recreation councils, associations or informal groups; and (iv) Civic, community and non-governmental organisations.	No	No	No	No	No	No
10.1.7	Ad hoc support: (i) Rewards, awards or donations to support individual meritorious cases in order to assist and/or recognise individual excellence in whichever field; (ii) Where only one individual will benefit; (iii) Political, church or sectarian organisations or groupings; and (iv) Marketing and/or branding events.	No	No	No	No	Yes	No

Swellendam

Munisipaliteit

Munisipale Kantoor
Posbus 20
SWELLENDAM, 6740
Tel. (028) 5148500
Faks No. (028) 5142694



Municipality

Municipal Office
P.O. Box 20
SWELLENDAM, 6740
Tel. (028) 5148500
Fax No. (028) 5142694

e-pos / e-mail : info@swellenmun.co.za

APPLICATION FOR APPROVAL TO CONDUCT PRIVATE WORK

This application should be completed by all staff seeking approval from the Swellendam Municipal Council to conduct paid private work outside of the Swellendam Municipality.

The arrangement for private work is between the staff member and the party seeking the service. Such work must not involve the use of the municipality's name. The municipality accepts no liability for any matters arising out of these arrangements. In such cases, staff members are not covered by the municipality's insurance policies (e.g. worker's compensation, public liability, professional liability).

SECTION A: TO BE COMPLETED BY THE STAFF MEMBER:

Title... *Mrs* Name and Surname... *Nadia Hendricks*
Job Title... *Accountant Budget & Reporting* Personnel No. *1143*

Brief description of the proposed Private Work:

Compile Financial statements for small businesses
.....
.....

Certification by Staff Member:

I, (name).... *Nadia Hendricks*hereby certify that:

1. The proposed Private Work is not:
 - competing with services otherwise provided by the municipality, nor within an area that would normally be held to be offered by the Municipality on a commercial basis, or;
 - creating unfair competition with my profession outside the Municipality, or with any external community activity.
2. No Municipal letterhead, stationery, postal address, phone number, fax number, e-mail address or Web address is to be used, nor any other information which might associate the Municipality with the Private Work in any way.
3. In performing this activity I will not exceed the total time available to me to conduct outside earnings.
4. The work shall not interfere with the efficient discharge of my responsibilities.
5. The work shall be conducted in such a way that my responsibilities at the municipality always remain paramount.
6. No Municipal resources will be used in the performance of the private activity.



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info@swellenmun.co.za

swellenmun

www.swellenmun.co.za

+27 28 514 2694

49 Voortrek Street, Swellendam | P.O Box 20, Swellendam 6740

Datum: 31 Augustus 2023

Mnr. W. Treurnicht
Senior Bestuurder: Siviele Ingenieursdienste
Munisipaliteit
SWELLENDAM
6740

Geagte mnr. W. Treurnicht

AANSTELLING AS WAARNEMENDE DIREKTEUR INFRASTRUKTUURDIENSTE

Hiermee word u aangestel as Waarnemende Direkteur Infrastruktuurdienste op
Vrydag, 01 September 2023 tot 30 November 2023 .

Die uwe

A.VORSTER
MUNISIPALE BESTUURDER

SWELLENDAM MUNICIPALITY

AUDIT AND PERFORMANCE AUDIT COMMITTEE MEMBERS (3 VACANCIES)

Requirements: Candidates must be in possession of a relevant three-year degree/ qualification in Accounting and/or Auditing, Financial Management, Risk/ Performance Management, Governance, Administration and Law.

Experience and Skills: Private and public sector experience • Understanding of service delivery priorities • Good governance & financial management experience • Understanding of the role of council • Understanding of the operations of municipality • Experience in risk management practices • Understanding of internal controls • Understanding of accounting practices and reporting requirements in public sector • Familiarity with municipal legislation • Understanding the role of internal and external auditors • Understanding of performance management system.

No.	EE	Name & Address	Age	Qualifications	Experience
1	Male Black	Dileweni Stanley Siphosandile 4 Bosbok Street Railton Swellendam 6740	33	- Regenesys Business School: Postgraduate Diploma in Management (2023) - Walter Sisulu University: Diploma in Management (2016) - Pondolwendlovu S.S.S (Grade 12) (2009)	- Branch Supervisor, African Bank Limited, Swellendam (1 November 2021 – to date) - Sales and Service Consultant, FNB, Tulbagh (1 August 2021 – 31 October 2021) - Sales and Service Consultant, African Bank Limited, Hermanus (18 April 2019 – 17 July 2021) - General Worker and Assisting on Office Duties, Shoprite Checkers, Hermanus (1 September 2018 – 30 March 2019) - Part Time Facilitator, Info Tech Resource Centre Private College, Mthatha (1 May 2014 – 15 August 2015)
2*	Male White	Carlo Barnard BA(SA) Tanglewood Estate, Durbanville, Cape Town, 7550 8500	41	Formal Qualifications: - Data Science 101, IBM University (2017) - Bachelor of Accounting Science, University of South Africa (2008) - B.Compt degree, University of South Africa (2007) Professional Membership: - South African Institute of Business Accountants (SA) Designate, - Member MIBA0252 - mSCOA trainer for National Treasury - SAICA Training Contract Completed January 2006	- Business Analytics Manager (Business Intelligence), Inzalo (October 2021 to date) - SME Local Government / Business Intelligence Specialist, Munsoft, Cape Town (November 2018 – September 2021) - General Manager / System Implementation Manager, RData, A MicroMega Group Company, Cape Town (June 2016 – October 2018) - Chief Financial Officer, Victor Khanye Local Municipality, Mpumalanga (September 2013 – May 2016) - Financial Manager, Dhlabeng Local Municipality, Free State (May 2011 – August 2013) - Senior Consultant, Deloitte Consulting, Deloitte & Touche, Pretoria (February 2007 – April 2011)

				Accountant, L Reyneke & Associates and Y Heyneke Accounting Services, Pretoria (January 2001 – January 2007)
3*	White Male	(Prof.) Nicolaas Johannes Jacobus Olivier [M.Inst.D] 1 Louis Fourie Street, Little Brak River, Mossel Bay, 6503	73	Formal Qualifications: - Doctor of Laws (Recognition of Legal Pluralism), University of Pretoria, (1984 – 1986) B. Phil (cum laude), University of Potchefstroom for CHE (1982 – 1983) - BA (Honours) in Development Planning (cum laude), University of Potchefstroom for CHE (1980 – 1981) - MA in Linguistics, University of Pretoria (1978 - 1979) - Doctor of Laws (Private Law and Comparative Law), University of Leiden, Netherlands (1976 – 1978) - BA (Honours) in Linguistics (cum laude), University of Pretoria (1975) - LLB (cum laude), University of Pretoria (1973 – 1974) - BA (Law) (cum laude), University of Pretoria (1970 – 1972) Courses: - Successful completion of course “Outcomes-based Monitoring and Evaluation Implementation” (with distinction), University of Pretoria (2012) Continuous Professional Development: - Certificate of Attendance: Webinar The governance of ethics (29 September 2022), Institute of Directors South Africa - Certificate of Attendance: Webinar Ask The Experts – King IV (31 August 2022), Institute of Directors South Africa - Certificate of Attendance: Corporate Governance Lessons from the Zondo Commission (1 August 2022), Institute of Directors South Africa - Certificate of Attendance: Governance of Ethics (22 April 2022), Institute of Directors South Africa
				- Accountant, L Reyneke & Associates and Y Heyneke Accounting Services, Pretoria (January 2001 – January 2007) Work-related experience: - Extraordinary Professor in the Faculty of Law, North-West University (Currently) - Reviewer Co-drafter, Nama Khoi Local Municipality (2023) - Reviewer Lead drafter, KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs (2022 – 2023) - Lead drafter, Western Cape Department of Economic Development and Tourism (2022) - Facilitator Trainer, Capricorn District Municipality + Nelson Mandela University (2022) - Lead drafter, KwaZulu-Natal Department of Cooperative Governance and Traditional Affairs (2021) - Co-drafter, SALGA (through Nelson Mandela University) (2021) - Lead drafter, Stellenbosch Local Municipality (2020) - Lead drafter, Petra Diamonds Ltd (2020) - Consultant, United Nations Food and Agriculture Organisation (FAO) (East Africa) (2020) - Consultant, Royal Bafokeng Administration (2020) - Consultant, United Nations Food and Agriculture Organisation (FAO) (East Africa), Eastern Africa (Tanzania, Uganda and Djibouti) (2019 – 2020) - Project leader and co-author, The Presidency (2019) - Consultant, BIGEN Group (2019) - Consultant, United Nations Food and Agriculture Organisation (FAO) (East Africa), Eastern Africa (Uganda) (2019) - Consultant, United Nations Food and Agriculture Organisation (FAO) (East Africa), Eastern Africa (Tanzania) (2019) - Consultant/trainer, United Nations Food and Agriculture Organisation (FAO) (East Africa), Eastern Africa (Kenya) (2019) - Project leader and drafter, KwaZulu-Natal Joint Municipal Pension Fund (2018) - Lead and Co-author, USAID (2018) - Consultant/trainer, United Nations Food and Agriculture Organisation (FAO) (East Africa), Eastern Africa (Rwanda) (2018) - Drafter, Royal Bafokeng Administration (2017 – 2018) - Analyst and Drafter, Royal Bafokeng Administration (2017 – 2018)

			• Certificate of Attendance: Board performance and succession planning – How critical is the process (25 March 2022), Institute of Directors South Africa • Certificate of Attendance: Improving Governance in the Public Sector – identifying pitfall and solutions (24 March 2022), Institute of Directors South Africa • Certificate of Attendance: Financial insights for non-financial Directors (11 March 2022), Institute of Directors South Africa • Certificate of Attendance: Transcendental Director – The board role in leading organisational culture and change (17 February 2022), Institute of Directors South Africa • Short course in Practical insights into Corporate Governance (28 – 30 October 2020), University of Cape Town • Certificate of Attendance: Digital: Directors' diligence vs delinquency (lessons for directors from the Myeni judgement (24 July 2020), Institute of Directors South Africa • Certificate of Attendance: Digital: Financial insights for Non-financial directors (21 July 2020), Institute of Directors South Africa • Certificate of Attendance: Being a Director Part 5 (14 March 2018), Institute of Directors South Africa • Certificate of Attendance: Governance of Ethics Committee (5 March 2018), Institute of Directors South Africa • Certificate of Attendance: Being a Director Part 1 – 4 (24, 25, 30 and 31 January 2018), Institute of Directors South Africa	• Consultant, researcher and drafter, Department of Rural Development and Land Reform (DRDLR) (2017 – 2018) • Drafter, KwaZulu-Natal Joint Municipal Pension and Provident Fund (2016 – 2017) • Drafter, RSA Presidential Remuneration Review Commission (2017) • Consultant, United Nations Food and Agriculture Organisation (FAO) (East Africa), Eastern Africa (2017) • Co-project leader, researcher, analyst and drafter, USAID (2016 – 2018) • Drafter, KwaZulu-Natal Joint Municipal Pension and Provident Fund (2016 – 2017) • Editor and Drafter, Department of Public Works (DPW) (2016 – 2017) • Consultant, Department of Rural Development and Land Reform (DRDLR) (2016 – 2017) • Drafter, Department of Human Settlements (DHS) (2016 – 2017) • Drafter, KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA) (2016) • Drafter, KZN Film Commission (2016) • Consultant and Drafter, World Bank and Department of Rural Development and Land Reform (DRDLR) (2015 – 2018) • Consultant, United Nations Food and Agriculture Organisation (FAO) (SA) (2015 – 2017) • Researcher, University of Pretoria / United Nations Children's Fund (UNICEF) (2015 – 2016) • Researcher and drafter, Department of Rural Development and Land Reform (DRDLR) (2015) • Researcher and drafter, University of Pretoria's Institute for Food, Nutrition and Well-being (2015) • Analyst and drafter, United Nations Food and Agriculture Organisation (FAO) (SA) (2015) • Analyst and Drafter, United Nations Development Programme (UNDP) and Department of Rural Development and Land Reform (DRDLR) (2015) • Project leader, analyst and drafter, KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA) (2015) • Professor at the Universities of Pretoria, Potchefstroom and Natal, until 31 May 2015
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				• Professor and Director: SADC Centre for Land, Regional and Development Policy and Law, University of Pretoria (2002 - May 2015) • Researcher, United Nations High Commissioner for Human Rights (UN OHCHR) (2014 – 2016) • Drafter, KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA) / Ignite Advisory Services (2014) • Researcher and analyst, Department of Trade and Industry (DTI) (2014) • European Union Erasmus Mundus Visiting Professor, Faculty of Bio-Engineering (focusing on food security and nutrition), University of Ghent, Belgium (September - November 2014) • Facilitator, United Nations High Commissioner for Human Rights (UN OHCHR) (2013) • Project leader, Agricultural Research Council (ARC) and Department of Agriculture, Forestry and Fisheries (DAFF) (2012 – 2013) • Project leader and main drafter, eThekweni Metropolitan Municipality (2012 – 2013) • Analyst and Drafter, Department of Agriculture, Forestry and Fisheries (DAFF) (2012 – 2013) • Drafter, Department of Rural Development and Land Reform (DRDLR) (2012) • Analyst, Linkages Development Agency and Limpopo Department of Rural Development and Land Reform (2011) • Author, Department of Rural Development and Land Reform (DRDLR) (2011) • Drafter, KwaZulu-Natal Joint Municipal Pension and Provident Fund and KwaZulu- Natal Department of Cooperative Governance and Traditional Affairs (KZN COGTA) (2010 – 2016) • Member of the six-person Interim Strategic Management Team (ISMT), researcher and drafter, Office of the Chief Justice (seconded by University of Pretoria) (2010 – 2011) • Author, KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA) (2010 – 2011) • Author, Limpopo Office of the Premier (2010) • Researcher and author, Canadian International Development Agency (CIDA) and the Department of Rural Development and Land Reform (DRDLR) (2009 – 2010)
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					• Project leader and drafter, Department of Trade and Industry (DTI) (2009 – 2010) • Author, KwaZulu-Natal Department of Agriculture and Environmental Affairs (2009) • Advisory committee member, South African Law Reform Commission (SALRC) (2008) • Project leader, coordinator, researcher and author, Canadian International Development Agency (CIDA) and the Department of Rural Development and Land Reform (DRDLR) (2007 – 2010) • Panel member, Minister of Arts and Culture (2007) • Project leader and drafter, KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA) (2006 – 2008) • Analyst and Drafter, Department of Housing / Human Settlements (2006 – 2007) • Co-chairperson, Southern Education and Research Alliance (SERA) (consisting of the University of Pretoria and the Council for Scientific and Industrial Research (CSIR) Task Team on Sustainable Rural Development (2005 – 2009) • Project leader and drafter, KwaZulu-Natal Department of Health (2005 – 2007) • Project leader and drafter, KwaZulu-Natal Department of Social Development (2005 – 2007) • Researcher and author, Canadian International Development Agency (CIDA), the DBSA Development Fund, the Commission on the Restitution of Land Rights, and the Limpopo Department of Agriculture (2005 – 2006) • Adviser, Limpopo Province Premier's Office (Central Policy Unit) (2005) • Coordinator, Premier's Office, KwaZulu-Natal (funded by the UK Department for International Development (DFID) and the South African Government) (2004 – 2007) • Participant, Community Empowerment and Social Inclusion Programme (CESI) of the World Bank Institute (WBI) and the Swiss Agency for International Development and Cooperation (SDC) (2004) • Visiting SADC Professor, Institute for Federalism, Fribourg, University of Fribourg, Switzerland (2001 – January 2002) • Researcher and adviser, Department of Provincial and Local Government (DPLG) (2000)
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				• Technical coordinator and researcher, Department of Provincial and Local Government (DPLG) (seconded from the University of Pretoria). Funded by the Norwegian Agency for Development Cooperation (NORAD) (1998 – 2001) • Professor, Faculty of Law, University of Pretoria (1997 - 2002) • Professor, Faculty of Law, University of Natal (1995 - 1997) • Project leader, Department of Land Affairs (DLA) (1994 – 1997) • Visiting Professor, Van Vollenhoven Institute, University of Leiden (Netherlands) (April-June 1994) • Professor, Faculty of Law, University of Pretoria (1979-1995) • Senior lecturer, Faculty of Law, University of Pretoria (1975-1978) <u>Member of organisations:</u> • Member of the Audit Committee and the Audit Performance Committee, Cape Agulhas Local Municipality (January 2024 to date) • Senior full-time international constitutional, international law, governance, policy, legal, strategic, implementation, and M&E advisor and consultant • Admitted Advocate: Legal Practice Council of South Africa (Legal Practice no. 120745) • Member of IoDSA (Institute of Directors South Africa) (21 July 2011 to date) ◦ Attendance of various professional courses dealing with corporate governance, financial management, compliance, risk, irregular and other expenditures, accountability, ethics and SOEs • Director of companies • Emeritus Professor and Director: SADC Centre for Land-related, Regional and Development Law and Policy, University of Pretoria • Formerly: Senior part-time researcher with the Institute for Food, Nutrition and Well-being at the University of Pretoria • Formerly: Council member: Agricultural Research Council (South Africa) (01 July 2020 – 30 June 2023) • January 2020 – Present
4*	Coloured Male	Adv Nino Hendricks 8 Constitution Street	44	Formal Qualifications: • Bachelors of Laws (LLB) degree, University of South Africa (2014 – 2018) • BSC Computer Science, University of the Western Cape (1997 – incomplete)

	Caledon 7230		Courses: - Emotional Intelligence, Business Development Centre of Excellence (2019) - Commercial (International) and Workplace Mediation, University of Cape Town (2015) - Disciplinary Hearings: Initiating & Chairing, SALGA (2013) - ICT – PHP and MySQL Programming, IT Academy (2012) - Advanced Project Management, Vantage (2011) - Municipal Minimum Competency (MMC), Deloitte (obo LGSETA) (2011) - Expenditure Management, Business Development Centre of Excellence (2010) - Presentation Skills Course, HR Outsourcing Streams (Pty)Ltd (2009) - Risk Management, DBSA Vulindlela Academy (2009) - Project Management, Southern Business School (2008) - Principles of Management, Fumana (2008) - Business Writing Skills Course: Report writing, Proposal writing and Correspondence, Stellenbosch University (2008) Senior Certificate (Matric/Grade 12), Overberg High School (1996)	- May 2007 – December 2019 (12 years) Theewaterskloof Municipality, Caledon Positions: (1) Administrative Officer: ICT, (2) Manager: ICT, (3) acting as Director on numerous occasions. 2002 – May 2007 (5 years) Benlekor (MWEB & MULTICHOICE agency) Positions: (1) Technician, (2) Technical Manager, (3) Sales Manager - May 1998 – May 2002 (4 years) During this period, I worked as an independent consultant/entrepreneur on various projects and for various companies	
5*	Peter Silbernagl Pr Eng Erf 45 c/o Dunn & Streicher Streets Infanta 6740 South Africa	74	Formal Qualifications: - Graduate Diploma in Engineering (University of Cape Town) (1981) - Degree of Master of Business Administration (University of Cape Town) (1981) - Degree of Bachelor of Science in Engineering in Civil Engineering with honours (University of Cape Town) (1972) Short Courses: - Contract Law and Advanced Contract Law (SAICE, 2012)	Work-related experience: - Member of Audit and Performance Audit Committee of Swellendam Municipality (2021 – 2024) - Western Cape Department of Human Settlements: Specialist Advisor (part-time) (2019 – 2022) - Chairman of the Infanta Ratepayers and Residents Association (2019 – 2021) - Western Cape Department of Human Settlements: Chief Engineer (2014 – 2018) - PD Naidoo & Associates Consulting Engineers (Pty) Ltd: Technical Director (2005 – 2014)	

			- General Conditions of Contract 2010 (SAICE, 2011) - Procurement of Consulting Engineering Services (CESA, 2010) - Water Law of South Africa (SAICE, 2006)	- External examiner for University of Cape Town final year civil engineering design project. (2006 – 2015) - Member of FIDIC International Task Team drafting a guide on Public/Private Partnerships, The Role of Private Finance Initiatives in Public Sector Infrastructure. (2004 – 2007) - Member of the FIDIC International Task Team and co-author of Improving the Quality of Construction: A Guide for Clients, Consulting Engineers and Contractors. (2001 – 2003) - President of South African Association of Consulting Engineers. (2001 – 2002) - Liebenberg & Stander: Civil Engineer > Partner/Director (1975 – 2005) - University of Cape Town: Junior lecturer (Dept of Civil Engineering) (1973 – 1975) - Chairman of Fernwood Residents' Association (1996 – 1997) - Councillor of Infanta Transitional Local Council (1989 – 1995) - Convenor of Steering Committee organising 21st Reunion of 1972/73 Civil Engineering Class, UCT (first Engineering reunion ever at UCT) (1993 – 1994) Professional Membership: - Professional Engineer (Pr Eng) - Engineering Council of SA (3 March 1981) - FSAICE - Fellow of South African Institution of Civil Engineering (7 October 1999) - MIMESA - Member of Institution of Municipal Engineering of Southern Africa (October 1984)
6	Black Male	Santu Samuel Ngwenu 495 Phinyana Way, Kwa Mandlekosi, Beaufort West, 6970	68	Formal Qualifications: - Honours Bachelor of Arts (Development and Management), University of the Northwest (2004) - BA + HDE (post-graduate), University of Western Cape - Certificate in Development Local Government, University of Stellenbosch - Certificate Programme in Management Development – Municipal Finance (CPMD), University of the Witwatersrand Courses:

			• Disciplinary process, WECLOGO, Beaufort West • Record Management, National Archives of SA, Cape Town • Minutes Writing, LE mark Communication, Pretoria • Disaster Management, Department of Provincial and Local Government, Johannesburg • Integrated Development Planning, IDASA, Pretoria • Project Management, MIR Consultants, Beaufort West • Contract Management, Provin Amar Consultants, Stellenbosch • Ward Committee System, WECLOGO and Cape Town City Speaker, Worcester • Committees Administration (Parliamentary), Parliament of RSA & British House of Commons, Durban • Role of National Council of Provinces, National Democratic Institute, Cape Town • Parliamentary Study Tour, Canada: House of Commons & Manitoba Legislative Assembly-Ottawa and Winnipeg • Training Course on Promotion of Justice Act, 2000, Offices of the SA Law Commission, Pretoria • Policy Analysis, Nelson Mandela Metropolitan University, Port Elizabeth • Legislative Drafting – Municipal By-laws, Nelson Mandela Metropolitan University, Port Elizabeth • Public Management Certificate, University of Stellenbosch • Integrated Human Settlements Concept, University of Cape Town • Financial Management & Cost Accounting to the PFMA & MFMA, University of Stellenbosch • Implementing Strategy for Improved Government Service Delivery, University of Stellenbosch	• Head Deputy Director: Committees and Proceedings, Northern Cape Provincial Legislature (1 January 1996 – 31 March 1997) • Parliament of RSA (1 June 1994 – 31 December 1995) • Teacher: Head of History and African Languages, Mandlekosi High School, Department of Education and Training (1 January 1990 – 31 May 1994) • Clerk Grade 2, Department of Education; and Post Office Clerk, Department Posts and Telecommunications in the Personnel Administration Section, Ciskei Government Service (4 April 1977 – 1987: Studies)
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				• Senior Management Development Programme, University of Stellenbosch Professional Memberships: • Institute of Municipal Financial Officers • Institute of Local Government Management of SA • Institute of Municipal People Practitioners of SA	
7*	Coloured Female	Kirstie Marcha Talmakkies CA(SA) Milnerton, Cape Town	33	Formal Qualifications: • Postgraduate Diploma in Accounting Sciences, University of South Africa (2014) ◦ CTA 1 ◦ CTA 2 • BCom Accounting, University of Western Cape (2013) Certificate: • Data Analysis, University of Cape Town (2021) Diazville High School Saldanha (Matric – 2008) Professional Memberships: • Registered as Chartered Accountant of South Africa CA(SA) at SAICA (2018) • Assessment of Professional Competence - Board 2 (2017) • Initial Test of Competence - Board 1 (2015)	Work-related experience: • Audit and Performance Chairperson & Committee Member, Langeberg Municipality (1 March 2019 – to date) • Profit Analyst -Online Woolworths Holdings Ltd – ROG (19 April 2022 – to date) • Chief Accountant Africa Region, DNV GL - Engineering Consulting (16 September 2019 – 31 July 2021) • Regional Financial Controller, Rentitech SA PTY Ltd - subsidiary Bidvest (1 October 2018 – September 2019) • Risk and Compliance Coordinator, Pepkor Africa Trading Division of Pepkor Retail (12 September 2016 – 30 September 2018) • Trainee Auditor – SAICA Articles, Auditor General of South Africa – Western Cape BU (2 January 2013 – 30 June 2016)



MUNISIPALITEIT SWELLENDAM

UITNODIGING VIR AANSOEKE OM OP DIE OUDIT EN PRESTASIE OUDITKOMITEE TE DIEN VIR 'N PERIODE VAN DRIE JAAR (x3)

Aansoeke word ingewag vir die aanstelling van bevoegde persone om op die **Swellendam Munisipaliteit se Oudit en Prestasie Ouditkomitee** te dien.

Die **Swellendam Oudit en Prestasie Ouditkomitee** is 'n statutêre komitee ingestel ingevolge Artikel 166 van die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 (Wet no 56 van 2003), soos gewysig. Komitee lede sal verantwoordelik wees om die munisipale raad, die rekenpligtige beampte, politieke ampsdraers en bestuur te adviseer ten opsigte van sake wat verband hou met interne finansiële beheer, interne audit, prestasiebestuur, doeltreffende regering, nakoming van die MFMA en ander sake in lyn met die Ouditkomitee handves.

Vereistes: Kandidate moet in besit wees van 'n toepaslike drie jaar graad/ kwalifikasie in Rekeningkunde/ Ouditkunde/ Finansiële Bestuur/ Risiko Bestuur/ Prestasiebestuur/ Administrasie/ Wetgewing.

Ondervinding en vaardighede: Private en openbare sektor ervaring • Begrip van dienslewering prioriteite • Goeie bestuur en finansiële bestuur ervaring • Begrip van die rol van die raad • Begrip van die bedrywighede van munisipaliteit • Ondervinding in risikobestuur praktyke • Begrip van interne beheermaatreëls • Begrip van rekeningkundige praktyke en verslagdoening vereistes in die openbare sektor • Vertroudheid met munisipale wetgewing • Verstaan die rol van die interne en eksterne ouditeure • Begrip van prestasie bestuurstelsel.

Die aanstelling uit die aansoeke ontvang, sal deur die Swellendam Munisipale Raad onderneem word. Die aanstelling is vir 'n tydperk van drie (3) jaar, waarna die termyn verleng kan word vir 'n verdere tydperk van drie (3) jaar slegs op die diskresie van die Raad. Lede word vergoed volgens tariewe soos van tyd tot tyd voorsien deur Nasionale Tesourie.

Om aansoek te doen, stuur 'n omvattende *Curriculum Vitae* (CV) met 'n dekbrief aan die Munisipale Bestuurder, Swellendam Munisipaliteit, Posbus 20, Swellendam, 6740 of elektronies aan e-posadres ashwinp@swellendam.gov.za

Let wel: Gewaarmerkte afskrifte van u kwalifikasie(s) word vir keuring vereis en moet u CV vergesel. Aansoekers wat nie al die ondersteunende dokumentasie indien nie, sal nie vir hierdie pos oorweeg word nie.

Sluitingsdatum: Vrydag, 16 Februarie 2024

Verdere inligting kan bekom word by Mnr A. Petersen, Senior Interne Ouditteur, by 028 514 8500.

A. VORSTER/MUNISIPALE BESTUURDER
Kennissgewing Nr: A01/2024

POSBUS 20, SWELLENDAM
6740



SWELLENDAM MUNICIPALITY

INVITATION FOR APPLICATIONS TO SERVE ON THE AUDIT AND PERFORMANCE AUDIT COMMITTEE (APAC) FOR A PERIOD OF THREE YEARS (x3)

Applications are invited for the appointment of competent persons to serve on the **Swellendam Municipality's Audit and Performance Audit Committee**.

The **Swellendam Audit and Performance Audit Committee** is a statutory committee instituted in terms of Section 166 of the Local Government: Municipal Finance Management Act, 2003 (Act nr 56 of 2003), as amended. Committee members will be responsible for rendering advice to the Municipal Council, the Accounting Officer, political office bearers and management staff on matters relating to internal financial control, internal audits, performance management, effective governance, compliance with the MFMA and other matters in line with the Audit Committee Charter.

Requirements: Candidates must be in possession of a relevant three-year degree/ qualification in Accounting/ Auditing/ Financial Management/ Risk Management/ Performance Management/ Governance/ Administration/ Law.

Experience and Skills: Private and public sector experience • Understanding of service delivery priorities • Good governance & financial management experience • Understanding of the role of municipal council • Understanding of the operations of municipality • Experience in risk management practices • Understanding of internal controls • Understanding of accounting practices and reporting requirements in public sector • Familiarity with municipal legislation • Understanding the role of internal and external auditors • Understanding of performance management system.

The appointment from the applications will be done by the Swellendam Municipal Council. The appointment is for a period of three (3) years after which the term may be extended for a further period of three (3) years on the sole discretion of Council. Members will be remunerated as per rates (tariffs) provided by National Treasury, from time to time.

To apply, please forward a comprehensive *Curriculum Vitae* (CV) with a covering letter to the Municipal Manager, Swellendam Municipality, PO Box 20, Swellendam, 6740 or electronically to e-mail ashwinp@swellendam.gov.za

Please note: Certified proof of your qualifications is a requirement for selection and must be attached to your CV. Applicants who do not submit all the supporting documentation as requested, will not be considered for this position.

Closing date: Friday, 16 February 2024. Further information can be obtained from Mr A Petersen, Senior Internal Auditor, at 028 514 8500.

A. VORSTER/MUNICIPAL MANAGER
Notice no.: A01/2024

PO. BOX 20, SWELLENDAM
6740

20x2



25/01/2025

Municipality Manager
PO Box 20
Swellendam
6740

Dear Madam

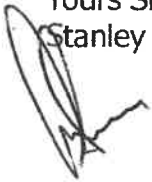
**APPLICATION TO SERVE ON THE AUDIT AND PERFORMANCE AUDIT COMMITTEE
(APAC) FOR A PERIOD OF THREE YEARS**

This is my enthusiasm to express my keen interest in joining Swellendam Municipality on the above vacancy. I am impressed by the company's outstanding reputation and commitment to excellence, and I am confident that my skills and qualifications would make a valuable asset to your team.

With my two years of experience being branch manager and two years experience in sales department, I have developed a strong foundation in leadership and consistency in developing and motivating other employees. I've obtained Postgraduate Diploma in Management (level 8), Diploma in Management and Regulatory Certificate. I am enrolled for Bachelor of Commerce at Regent Business School for the current year (2024). All my studies are business related and financial management studies.

Thank you for your time and consideration of my application.

Yours Sincerely
Stanley Dileweni



CURRICULUM VITAE OF DLELEWENI STANLEY SIPHOSANDILE

Personal Details

Surname : Dleleweni
Name(s) : Stanley Siphosandile
I.D. number : 
Gender : Male
Marital Status : Married
Health Status : Excellent
Home Language : IsiXhosa
Other Language(s) : English
Nationality : South African
Address : 
Contact details : 
E-mail address : stanleysiphosandile@gmail.com
Drivers License : Code 08

Key Competencies

- English and isiXhosa – excellent (reading, speaking, writing & translating)
- Good interpersonal skills (cross cultural)
- Self-motivated, committed, dynamic, matured, energetic
- Scheduled, organized, systematic, hard-working, exposure in writing reports
- Able to work independently and under pressure
- Ability to work with other organisation officials in a form of partnerships

Education and Qualifications

Secondary Education

Last School Attended: Pondolwendlovu S.S.S
Highest Grade Passed: 12
Subjects Passed : English, IsiXhosa, Life Orientation, Accounting, Business Studies and Economics
Year Passed : 2009

Tertiary Qualification

Institution : Regent Business School
 Qualification : Postgraduate Diploma in Management (Honours)
 Modules : General Management, Marketing Management,
 Business Research, Financial Management
 Economics and Operations and
 Innovation Management
 Year Passed : 2023

Institution : Walter Sisulu University
 Qualification : Diploma Management
 Modules completed : Management III, Administrative Management III,
 Marketing I, Mercantile Law I and
 Financial Management II- Module I
 Financial Management II- Module II
 Year Obtained : 2016

Other Qualification

Institution : Moonstone
 Qualification : RE5 Regulatory Examination Certificate
 Year : 16 October 2020

Institution : Nkqubela Community Developers
 Qualification : Outcomes –Based Assessment – 11575 certificate
 Year : 2014 (17 - 21 November 2014)

Employment History**CURRENT EMPLOYMENT**

Employer : African Bank Limited
 Shop No. 2, Voortrek Street
 Swellendam
 6740
 Job Title : Branch Supervisor
 Engaged : 01 November 2021 – to date

PREVIOUS EMPLOYMENT

Employer : FNB
 16 Van Der Stel Street
 Tulbagh
 6820
 Job Title : Sales and Service Consultant
 Engaged : 01 August 2021 – 31 October 2021
 Employer : African Bank Limited
 Shop No. 4
 117 Main Road, Astoria Village
 Hermanus, 7200
 Job Title : Senior Sales Consultant
 Engaged : 18 April 2019 – 17 July 2021

Employer : Shoprite Checkers (Hermanus)
 Job Title : General Worker and Assisting on Office Duties
 Engaged : 01 September 2018 – 30 March 2019

Employer : Info Tech Resource Centre Private College
 28 Madeira Street
 Mthatha
 5099
 Job Title : Part Time Facilitator
 Engaged : 01 May 2014 – 15 August 2015

References

Contact Person : Cameron Wildschut
 Occupation : Regional Manager (African Bank Swellendam)
 Contact Number : 083 651 8538/ 067 173 8335

Contact Person : Miss Elmien Carelse
 Occupation : Manager (Fnb Tulbagh)
 Cell Number : 061 543 1553 /087 575 9404

Contact Person : Naeem Cassim
 Occupation : Regional Manager (African Bank Hermanus)
 Contact Number : 076 287 4497

Contact Person : Stephan Pretorius
 Occupation : Branch Manager (Checkers)
 Contact Number : 072 422 7058

Contact Person : Ms S. Ntlabati
 Occupation : (Principal at Info Tech Resource Centre)
 Cell Number : 072 468 9190

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No.



S.A. CITIZEN

SURNAME

DLELEWENI

FORENAMES

STANLEY SIPHOSANDILE

COUNTRY OF BIRTH

SOUTH AFRICA

DATE OF BIRTH

1999-08-08



DATE ISSUED

2012-08-21

ISSUED BY AUTHORITY OF
THE DIRECTOR GENERAL
HOME AFFAIRS

SUID-AFRIKAANSE POLISIEDIENS

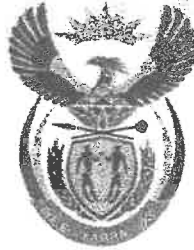
COMMUNITY SERVICE CENTRE

17 JAN 2024

SWELLENDAM

SOUTH AFRICAN POLICE SERVICE

Handtekening/Signature
original has not been altered in any manner.



REPUBLIC OF SOUTH AFRICA

SUID-AFRIKAanse POLISIEDIENS
COMMUNITY SERVICE CENTRE

17 JAN 2324

SWELLENDAM

SOUTH AFRICAN POLICE SERVICE

National Senior Certificate

Ek sertifikaat is 'n reproduksie van die oorspronklike wat deur my persoonlik besigtig is en dat, volgens my waarnemings, die oorspronklike nie op enige wyse gewysig is nie.
I certify that this document is a true reproduction copy of the original which was examined by me and that, from my observation the original has not been altered in any manner.

[Signature]
Handtekening/Signature

Awarded to

Siphosandile Dileweni

Date of birth 1990-08-08

Subjects	%	Achievement level
IsiXhosa Home Language	67	5
English First Additional Language	40	3
Life Orientation	63	5
Accounting	45	3
Business Studies	45	3
Economics	36	2
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2009

This certificate is issued without alteration or erasure of any kind.

[Signature]
Chief Executive Officer

100 1802 6632 T



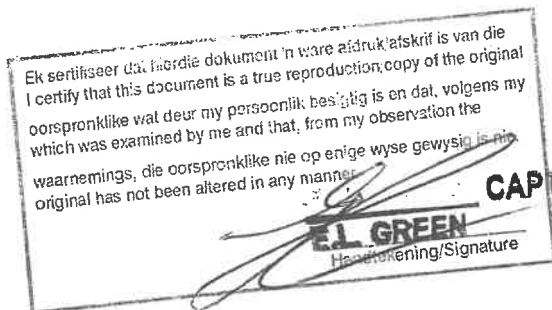
UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

(See reverse for more information)

THIS CERTIFICATE IS PRINTED ON WATERMARK PAPER - PLEASE HOLD UP TO THE LIGHT TO VERIFY



Walter Sisulu University



This is to certify that

STANLEY SIPHOSANDILE DLELEWENI

ID: [REDACTED]

having complied with the requirements of the Act and Statute was awarded the

NATIONAL DIPLOMA (MANAGEMENT)

with effect from

03 MAY 2017



[Signature]

Registrar

[Signature]

Vice Chancellor

[Signature]
Dean

u-26021

Mr. Stanley Siphosandile Dleleweni
No. 4 Bosbok Street , Railton, Swellendam
Cape Town
South Africa
6740

STATEMENT OF RESULTS

Name and Surname: Stanley Siphosandile Dleleweni Programme: Postgraduate Diploma in Management
ID Number: 0000000000000000 NQF Level: 8
Student Number: 12340083 SAQA ID: 81986
Start Date: January 2023 Total Credits: 120

Assessment Period	Module	Credit Value	NQF Level	Assessment Scores			Result
				Year Mark %	Exam %	Final %	
2023JAN	General Management	20	8	48	51	50	Pass
2023JAN	Business Research	20	8	44	60	54	PSUPP
2023JAN	Marketing Management	20	8	59	61	61	Pass
2023JUL	Operations and Innovation Management	20	8	65	50	56	P
2023JUL	Economics	20	8	81	52	64	P
2023JUL	Financial Management	20	8	82	54	65	P
Total credits achieved to date:		120					

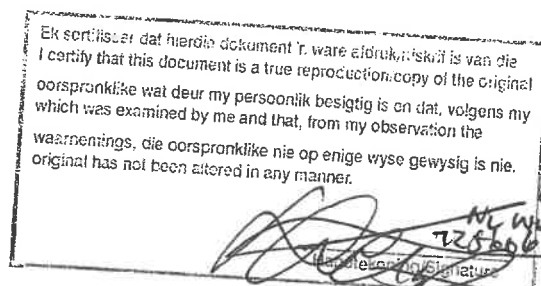
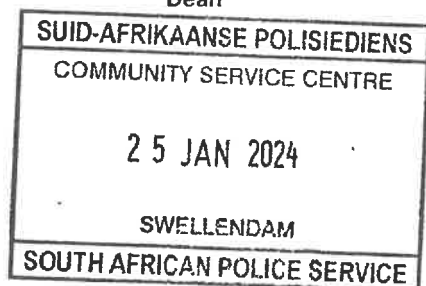
Qualification Achievement Status : Complete



Dr. Ronel Blom
Dean

19 Dec 2023

Date





Financial Sector
Conduct Authority

MOONSTONE

Uncompromised
Independent



343308

THIS SERVES TO CERTIFY THAT

Stanley Siphosandile

Dleleweni

00000000000000000000

has successfully completed the

RE5 Regulatory Examination: Representatives in all Categories of FSPs

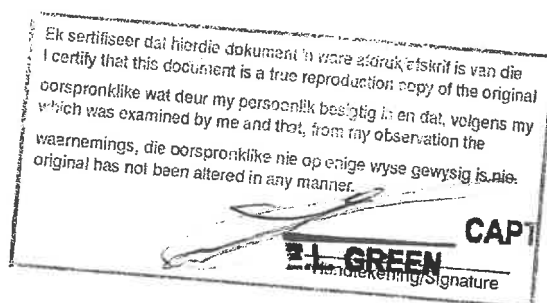
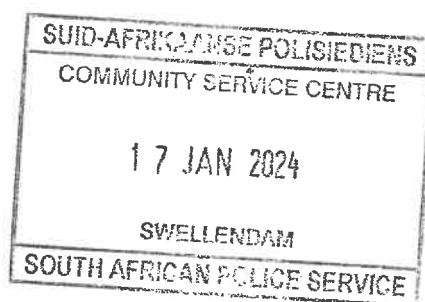
examination at

Cape Town Pinewood Park

on

16/10/2020





CARLO BARNARD BA (SA)



Dear Municipal Manager,

I would like to serve as a member on the Audit and Performance Audit Committee of your municipality. My extensive experience in local government would contribute towards the success of your municipality.

I'm a member of the South African Institute for Business Accountants and an accredited mSCOA trainer for National Treasury. My experience spans across multiple industries at various levels from trainee accountant leading to Chief Financial Officer of a Local Municipality which equipped me with the skills and experience to be an advisor to various stakeholders.

My experience in local government spans across a period of 15 years. I have extensive experience within the local government space which includes but is not limited to:

- Extensive knowledge of the Municipal Finance Management Act, Regulations, Gazettes and other legislation relating to Local Government
- Internal Audit and Risk Management within a Municipal environment
- Compilation of Annual Financial Statements in accordance with GRAP (Generally Recognised Accounting Practice)
- Engage with the Auditor-General on various levels including the management and finalisation of audit queries
- Development and implementation of audit action plans
- Engagement with National and Provincial Treasury on various levels especially financial management and mSCOA implementation
- Extensive experience on various municipal financial management systems (Solar, e-Venus, SAP, SAMRAS, InzaloEMS, Promun, Munsoft, etc.)
- mSCOA accredited trainer for National Treasury
- Developed Financial Statements software which automated financial reporting into the NT specimen AFS
- Business Intelligence specialist and GIS specialist
- Revenue management and turnaround including the implementation of a revenue management tool on a spatial platform
- Performance Management and Annual Report

A "hands-on" leader, effective in building teams and cultivating strong internal/external relationships, I am flexible and responsive to ever changing environments affecting the municipal environment. If you are seeking a proactive hands-on executive to complement your existing audit committee, it would be an honor to share my knowledge and make a valuable contribution to your municipality.

Sincerely,

Carlo Barnard

CARLO BARNARD BA (SA)

Finance Specialist ■ Business Intelligence Analyst

Specializing in Finance and accounting, Business Intelligence, System Implementation and analysis

Ambitious, passionate and results driven individual which is driven by a personal value system characterised by reliability, honesty, and loyalty where I thrive on challenges that enables my innovative thinking and creative abilities. Possess solid leadership, communication, and interpersonal skills to establish rapport with all levels of staff and management.

Areas of Expertise	Qualifications
❖ Business Intelligence and Business Analysis ❖ Business process analysis and information systems ❖ Project management of systems implementation ❖ Spatial Management Information Systems (GIS) ❖ Utilities Management ❖ Planning and Budgeting ❖ Data Analysis and Data Profiling ❖ Resource Management ❖ Financial Analysis and Reporting ❖ Risk Management & Compliance ❖ Change Management and Performance Measurement ❖ Business Development and Client Management ❖ Government Finance and Compliance ❖ Implementation of Standard Chart of Accounts	■ IBM University 2017 Data Science 101 ■ B. Compt Degree – UNISA 2007 PROFESSIONAL AFFILIATIONS: South African Institute of Business Accountants (SA) Designate, Member MIBA0252 SAICA Training Contract Completed January 2006

IT Application Exposure

Yellowfin, Tableau, IBM Watson Analytics, 1MAP(GIS), SAP, SAGE X3, VIP Payroll, Payday Payroll System, Pastel Accounting and Payroll, Brilliant Accounting, Quickbooks, Accfin, Caseware, Teammate, Munsoft, Sebata, e-Venus, Abakus, Finstel, PERSAL, SAMRAS, Promun, MS Office (Excel, Word, Power Point, Office)

Inzalo:**Business Analytics Manager (Business Intelligence) (10-2021 to date)**

Development and implementation of BI tool and Business Analytics across the entire client base for various software products. My main role is to analyse business and operational requirements by analysing business functions, gathering the relevant information, evaluate output requirements and design the required output. I'm creating informative, actionable and repeatable reporting that highlights relevant business trends and opportunities for improvement of both internal systems and clients operational activities. Our product also include the automation of clients reporting requirements such as Annual Financial Statements (IFRS and GRAP), Annual and Performance Reports and any other report as and when required. The product is suitable for use across any type of industry and will typically be used by decisions makers of any company or entity.

Currently engaged with Business and data analytics, Business Intelligence, Spatial Management information system and Revenue Management projects.

Key responsibilities:

- ❖ Management of a team of BI Specialists and Consultants to deliver solutions to our clients;
- ❖ Implementation and Development of Business Intelligence solutions across various systems for all subsidiaries;
- ❖ BI solution include the semi-automated generation of Annual Financial Statements and monthly reporting requirements for various stakeholders;
- ❖ Identification of additional revenue streams from business analytic processes;
- ❖ Reporting on monthly budget and performance to MANCO;

Munsoft: (Cape Town)**SME Local Government / Business Intelligence Specialist (11-2018 to 09-2021)**

Building consulting division capacity within the company and provide system development advice in accordance with the business requirements. My experience allows me to contribute towards all the divisions and at the same time focus on strengthening our consulting division. My business network assisted me to bring new innovative solutions and business partnerships to the company which facilitates the growth prospects of the company.

Main roles and responsibilities consisted of Business and data analytics, Smart Cities, Business Intelligence, Spatial Management information system and Financial Turnaround projects.

Key responsibilities:

- ❖ Implementation and Development of Business Intelligence solutions;
- ❖ Utilisation and implementation of Spatial Financial Management Information System (GIS);
- ❖ Development of specifications for Financial Management System;
- ❖ Data profile analysis and drafting of specifications for development;
- ❖ Performing gap analysis on business processes, data and reporting requirements and developed implementation plans for identified gaps;
- ❖ Analyse system user requirements, data and drafting of specifications for the development of system and / or BI Tool reports;
- ❖ Developed an innovative Financial Turnaround solution for local government;

- ❖ Implementation of financial turnaround strategy at clients;
- ❖ Conduct research on the latest developments and technology that has an impact on the business;
- ❖ Business development and client relationship management;
- ❖ Provide subject matter expert advice to the company and employees on any financial and budget related matters;
- ❖ Involved in finding solutions to the current energy crisis in conjunction with business partners;
- ❖ Engaging with National, Provincial and Local Government;

Achievements:

- ❖ Revenue Management concept was commercialized and build into the system;
- ❖ Created an estimated minimum annuity income of R17,5 million excluding additional revenue streams;

RData (A MicroMega Group Company): (Cape Town)

General Manager / System Implementation Manager (06-2016 to 10-2018)

Managed the general and administrative duties of the company and reporting to the CEO and MD. We have a mix of clients in South Africa, Zimbabwe, Malawi and Zambia. New regulated financial reporting framework system implemented at 16 South African clients during 2017.

Currently engaged with the development and implementation of Business Intelligence, Spatial Management information system and Financial Turnaround projects. Currently a member of the dashboard development committee in an advisory capacity to National Treasury on the Business Intelligence (Dashboard Development) for reporting and monitoring purposes.

Key responsibilities:

- ❖ Overall management of the company reporting to the group CEO;
- ❖ 2IC to the MD of the company;
- ❖ Financial Reporting and Analysis - Private and Public Sector;
- ❖ Business Management including development and implementation of policies and procedures;
- ❖ Implementation of Financial Systems and related project management;
- ❖ Development of specifications for Financial Management System and BI;
- ❖ Implementation of financial turnaround strategy at clients;
- ❖ Utilisation, drafting of specifications and implementation of Spatial Financial Management Information System (GIS);
- ❖ Strategic Planning for the company;
- ❖ Conduct research on the latest developments and technology that has an impact on the business.
- ❖ Business development and client relationship management;

Achievements:

- ❖ Only service provider to have all clients on the mSCOA legislative Government Framework by legislated deadline;
- ❖ Retained all clients and they are still clients of the company;

Victor Khanye Local Municipality: (Mpumalanga)
Chief Financial Officer (09-2013 to 05-2016)

Overall management of the Finance Directorate and its sub-divisions. Managed a team of 50 consisting of planning and budgeting, financial reporting and analysis, decision support, risk management, ICT systems implementation, internal controls, policies and procedures. Project champion for the implementation of an ERP system including the management of the overall project and facilitated system integration. Engagements with key stakeholders including government, business forums and key clients.

Key responsibilities:

- ❖ Compliance reporting in accordance with International Standards;
- ❖ Compilation of Annual Financial Statements, Audit File and Annual Report including management thereof;
- ❖ Annual budget process including setting of tariffs;
- ❖ Project sponsor and champion for the implementation of an ERP solution;
- ❖ User acceptance testing for the implementation of the ERP solution;
- ❖ Implementation of an ERP solution;
- ❖ Engagements with the highest level of Government and Treasuries;
- ❖ Collaborate with Infrastructure Asset Engineers regarding the implementation of infrastructure projects, management and maintenance thereof;
- ❖ Development, implementation and management of finance and accounting policies, procedures, monitoring and reporting systems;
- ❖ Management of departmental KPI's in accordance with managements strategies;
- ❖ Long-term forecasting and tariff modelling;
- ❖ Management of business and operational risks in conjunction with risk management unit;
- ❖ Leading investigation into SCM irregularities;
- ❖ Major role player in the overhaul of the ICT infrastructure replacement project;

Achievements:

- ❖ Implementation of financial turnaround strategy resulting in improved cash flow and secured financial status;
- ❖ Developed an energy constraint strategy;
- ❖ Ensured financial stability and sustainability;
- ❖ Building of internal capacity;
- ❖ Successful prosecution of employees involved in SCM irregularities;

Dihlabeng Local Municipality (Free State)
Financial Manager (05-2011 to 08-2013)

Manage the finance department and its sub-divisions to support the CFO with the execution of his duties. Managed various teams consisting of up to 20 and provided hand-on support to various departments. Monthly preparation of financial reports and compilation of the annual financial statements.

Key responsibilities:

- ❖ 2IC to the CFO;
- ❖ Annual Financial Statements, audit file compilation, budget and planning activities, and reporting to the CFO;
- ❖ Management of the audit process;
- ❖ Management of procurement and related processes including bid committees;
- ❖ Management of Infrastructure and moveable asset projects;
- ❖ Development, implementation and management of finance and accounting policies, procedures, monitoring and reporting systems;
- ❖ Perform special or forensic investigations on request;
- ❖ Management of Investments and Investment decision making;
- ❖ Review and analysis of accounting transactions and processes;
- ❖ Training of staff members;

Achievements:

- ❖ Implementation of financial turnaround strategy resulting in improved cash flow and secured financial status;
- ❖ Unqualified audit achieved for the first time in history;
- ❖ Improved audit outcomes;
- ❖ Process implemented to maintain audit opinion successfully;
- ❖ Successful prosecution of employees involved in SCM irregularities;

DELOITTE & TOUCHE: Deloitte Consulting (Pretoria)
Senior Consultant (02-2007 to 04-2011)

Manage and co-ordinate various projects such as compilation of annual financial statements, financial ring-fencing, asset verification and management, revenue enhancement / financial turnaround, risk management for LOC for 2010 FIFA World Cup event.

Key responsibilities:

- ❖ Management of projects at various clients;
- ❖ Developed and implementation of cost accounting model for ring-fencing of business activities;
- ❖ Risk management of safety and security for the Local Organising Committee for the 2010 FIFA World Cup Soccer;
- ❖ Compilation of Annual Financial Statements, Audit file and support;
- ❖ Advisory on Accounting Standards, internal controls, policies and procedures, budgeting, revenue enhancement, asset verification and management;

- ❖ Assisted with the review and alignment of the Corporate Strategy of SITA.

Achievements:

- ❖ Received the Innovation Award in 2010;
- ❖ Delivered all projects on a timeously;

Accountant: Pretoria (South-Africa)

L Reyneke & Associates and Y Heyneke Accounting Services – (01- 2001 to 01-2007)

Trainee accountant at L Reyneke and Associates and an Accountant at Y Heyneke Accounting Services.

Key responsibilities:

- ❖ Overall accounting processes and procedures including the compilation of annual financial statements and monthly management accounts;
- ❖ Compilation and submission of monthly legislated reports;
- ❖ Internal and external auditing;
- ❖ Calculation and submission of tax related matters;
- ❖ Assisted with network operations, mail server, internet connections, installation and upgrading of software in general;

Achievements:

- ❖ Completion of SAICA articles;

PROFESSIONAL REFERENCES AVAILABLE ON REQUEST

Clients and Industry Experience

Extensive experience managing small owner managed business through to large operations. Listed below are some of the key clients / Industries I have been exposed to.

Key clients served

- ❖ Office of the President
- ❖ SITA (State Information Technology Agency)
- ❖ National Energy Regulator of South Africa
- ❖ City of Cape Town
- ❖ City of Johannesburg
- ❖ City of Tshwane (LOC for FIFA 2010)
- ❖ Nelson Mandela Bay Metropolitan Municipality
- ❖ Nokia
- ❖ Concilium Technologies previously HP
- ❖ BIFSA (Building Industries Federation of SA)
- ❖ Winder Controls
- ❖ The Holiday Club

Industry

- ❖ National, Provincial and Local Government
- ❖ State Owned Enterprises
- ❖ Information Technology
- ❖ Telecommunications
- ❖ Energy
- ❖ Transport
- ❖ Real Estate/Construction/Hotel and leisure
- ❖ Chemicals
- ❖ Engineering
- ❖ Non Profit Organisations
- ❖ Attorneys
- ❖ Financial and Risk Modelling

Personal attributes

Apart from my work responsibilities I participate in several sport activities to stay healthy and fit as I am a firm believer that it contributes towards a healthy mind and increased productivity. I have recently explored the option of combining my career and my passion for sport and that made me realise how analytics can be used to improve and enhance individual performance at any level. Due to my competitive nature I am always striving to exceed my own expectations, whether it is a race or just a training session and that filters through to how I do my work as well. I am a keen cyclist (Road and MTB) and participate in all the major events such as the Cape Town Cycle Tour and the 94.7. When I was a scholar and part-time student I have participated in cricket, hockey, tennis, and athletics at various levels.

Personal Achievements:

- ❖ Gauteng North Hockey Honors - 2000;
- ❖ Men's hockey player of the year - 2000;
- ❖ Captain of the cricket team – 1998 to 1999;
- ❖ Cricket player of the year – 1995;

PRIVATE AND CONFIDENTIAL: AUDIT AND PERFORMANCE AUDIT COMMITTEE



01 February 2024

The Municipal Manager
Swellendam Local Municipality
PO Box 20
Swellendam
6740

By email: ashwinp@swellendam.gov.za

For attention: The Municipal Manager

Dear Ms Vorster

NJJ OLIVIER: APPLICATION - APPOINTMENT AS AN AUDIT AND PERFORMANCE AUDIT COMMITTEE MEMBER OF THE SWELLENDAM LOCAL MUNICIPALITY FOR A PERIOD OF THREE YEARS

Please find below a number of annexures relating to my application to be considered for appointment as a member of the Swellendam Municipality's Audit and Performance Audit Committee for a period of three years.

The following documents are also submitted:

1. Annexure A: CV (experience) + Contactable references
2. Annexure B: Proof of Qualifications (certified)
3. Annexure C: Proof of IoDSA + UCT governance courses attended (certified)
4. Annexure D: ID (certified)

Motivation regarding my suitability to be considered for appointment as a member of the Swellendam Municipality's Audit and Performance Audit Committee for a period of three years:

As a Council member of the Agricultural Research Council (1 July 2020 – 30 June 2023), I was responsible for carrying out fiduciary and oversight roles as –

- Council member;
- member of the Audit and Risk Committee; and
- member of the Ethics, Social and Governance Committee.

(I was also, for about 2 years, a member of the Human Resources Committee).

Since January 2024 I have been a member of the Audit Committee and the Audit Performance Committee of the Cape Agulhas Local Municipality.

In addition, I successfully completed the course "Outcomes-based Monitoring and Evaluation Implementation" (with distinction) (offered through Continuing Education at the University of Pretoria).

Furthermore, I have been a member of the Institute of Directors (SA) from 2011, and have attended various professional courses dealing with –

- corporate governance;
- financial management;
- compliance;
- risk;
- performance management;
- internal controls;
- combined assurance;
- audit matters;
- irregular, unauthorised, fruitless and wasteful expenditure;
- material irregularities;
- accountability and consequence management;
- ethics; and
- SOEs.

I am also an admitted advocate.

As far as knowledge of and experience in municipal matters are concerned, the following are examples of my involvement over a number of years:

2023	South Africa	Nama Khoi Local Municipality	Reviewer Co-drafter	• Reviewing of 40 Nama Khoi Local Municipality policies • Amendment and updating of the above 40 policies, and where necessary, drafting of new policies for the Nama Khoi Local Municipality
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2021	South Africa	SALGA (through Nelson Mandela University)	Co-drafter	All local government legislation (all principal LG act and all regulations): drafting of a comprehensive compendium of all responsibilities, accountability and consequence management arrangements as regards (a) Municipal councils; (b) individual councillors; (c) Municipal managers; (d) senior managers and (e) functionaries (e.g. Internal Auditor, etc) municipal manager
2020	South Africa	Stellenbosch Local Municipality	Lead drafter	- Drafting of Stellenbosch Integrated Waste Management By-law, 2020 - Drafting of Stellenbosch Waste Water By-law, 2020 - Drafting of Stellenbosch Streets By-law, 2020
2016-2017	South Africa	KwaZulu-Natal Joint Municipal Pension and Provident Fund	Drafter	Drafting of amendments to the consolidated legislation relating to the KwaZulu-Natal Joint Municipal Pension and Provident Fund, in line with Financial Services Board (FSB) instructions
2016	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Drafter	Drafting of Section 12 (Municipality) Establishment Notices for the KwaZulu-Natal Provincial Government.
2015	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Project leader, analyst and drafter	Review, update and finalisation of the Draft KZN <i>Status Quo</i> Report, Discussion Document and Code on Local Government Law.
2014	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA) / Ignite Advisory Services	Drafter	Legal work related to the compilation of a compliance register for KZN CoGTA.
2012-2013	South Africa	eThekweni Metropolitan Municipality	Project leader and main drafter	Rationalisation of all pre-2000 municipal legislation of the constituent municipal entities that were consolidated into the eThekweni Metropolitan Municipality and the drafting of a new set of by-laws.

2010-2016	South Africa	KwaZulu-Natal Joint Municipal Pension and Provident Fund and KwaZulu-Natal Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Drafter	Drafting of consolidated principal and subordinate legislation relating to the KwaZulu-Natal Joint Municipal Pension and Provident Fund.
2010-2011	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Author	Compilation of a report on the incorporation of traditional leaders and authorities in Umzimkhulu into KwaZulu-Natal and the drafting of legislation in this regard.

The following summarises some of the key functions of an external member of an Audit and Performance Audit Committee (which also, amongst others, includes matters related to risk, audit, performance matters, compliance with legislation and internal controls):

- Provide independent oversight of the municipality's governance, risk management, and control processes. This includes overseeing auditing, governance, financial (including SCM) and performance reporting, compliance, and IT risks (Municipal Audit Committee Handbook 2019)
- Review and provide advice on annual financial statements, internal audit plans and reports, external audit reports, and performance management information. (Municipal Finance Management Act)
- Review and monitor the scope and effectiveness of the external audit functions as well as the resolution of issues raised (with specific reference to the AG). (Municipal Audit Committee Handbook 2019)
- Review risk areas of the municipality's operations to be covered in the scope of internal and external audits. (Municipal Regulations on Minimum Competency Levels 2008)
- Review compliance with legal and regulatory provisions, including municipal finance management acts and regulations. (King IV Code of Corporate Governance 2016)

- Oversee the performance of the internal audit function and recommend the appointment of the head of internal audit. (Municipal Audit Committee Handbook 2019 and Institute of Internal Auditors South Africa)
- Monitor implementation of the internal audit plan and adherence to legislation and procedures. (Municipal Finance Management Act)
- Review and comment on the municipality's financial statements and annual report. (Municipal Finance Management Act)

I am of the view that I have proven expertise and deep knowledge of municipal affairs as well as governance and public administration to be considered for appointment as an external municipal Audit and Performance Audit Committee member, and that I will be able to assist the Municipal Council, the Accounting Officer, political office bearers, management staff, the AG and government as well as the local communities in playing a focused oversight and advisory role by providing independent expertise on effective governance, financial and accounting policies, financial reporting, internal auditing, performance management, internal financial controls, compliance with legislation (including, but not limited to, the MFMA, DORA, NT Regulations and Directives, and the Public Audit Act 25 of 2004 (as amended)), risk management, accountability and consequence management matters, as well as matters as determined in the Audit Committee Charter.

I would like to confirm that my background, training and involvement in various capacities (see in this regard this motivation and my attached CV) give evidence of possessing the skills, experience, and attributes required for consideration to be appointed as a member of the Audit and Performance Committee of the Swellendam Municipality:

- legal training (LLB degree and two LLD degrees [Leiden University and Pretoria University]); and
- experience in legal matters, legal research, legal drafting (including by-laws), policy research and policy drafting (including municipal policies); and

As required in the invitation for applications, I confirm that I possess the following experience and skills:

- private and public sector experience;
- understanding of service delivery priorities;
- good governance & financial management experience;
- understanding of the role of a municipal council;
- understanding of the operations of a municipality;

- experience in risk management practices;
- understanding of internal controls;
- understanding of accounting practices and reporting requirements in the public sector;
- familiarity with municipal legislation;
- understanding the role of internal and external auditors; and
- understanding of the performance management system.

Furthermore, I confirm that the work that I have been involved in, provides ample evidence of the following –

- extensive knowledge of and experience in public management, including, but not limited to, local government;
- local government administration and governance (including, but not limited to, internal audit, risk management, financial reporting, planning, annual reports, roles of the AG, combined assurance, etc.);
- analytical and investigative abilities;
- logical and reasoning abilities and objectivity;
- a background of community involvement;
- proven knowledge of management principles to identify deviations from a healthy work procedure; and
- the ability to identify and solve problems.

In addition, the above (including my attached CV) indicates that I have –

- good interpersonal and communication skills;
- sound knowledge of local government business and control; and
- a good understanding of Performance Management Systems, Corporate Governance (including the King IV Report on Corporate Governance for South Africa 2016, etc.) and the Public Sector Risk Management Framework, as well as related instruments.

In addition, all my involvements give evidence of my independence, objectivity, integrity, willingness to dedicate time and energy, and natural curiosity.

Furthermore, I confirm that I have no criminal record.

I confirm that I am available to be appointed to, serve on, and attend the meetings of the Audit and Performance Audit Committee of the Swellendam Local Municipality, as well as to execute all duties as set out in the Audit Committee Charter and the other high level duties as set out in section 166 of the Local Government: Municipal Finance Management Act 56 of 2003.

Please be so kind as to contact me if any further information is required (nicjolivier@outlook.com).

Yours sincerely



(Prof.) Nic Olivier

PROF. DR DR NIC (NJJ) OLIVIER [M.Inst.D]

Senior full-time international constitutional, international law, governance, policy, legal, strategic, implementation, and M&E advisor and consultant

Extraordinary Professor in the Faculty of Law, North-West University

Admitted Advocate: Legal Practice Council of South Africa (Legal Practice no. 120745)

Member of IoDSA (Institute of Directors South Africa) (since 21 July 2011)

Director of companies

Emeritus Professor and Director: SADC Centre for Land-related, Regional and Development Law and Policy, University of Pretoria

Formerly: Senior part-time researcher with the Institute for Food, Nutrition and Well-being at the University of Pretoria

Formerly: Council member: Agricultural Research Council (South Africa) (01 July 2020 – 30 June 2023)

Singabantwana base Afrika sonke: Transforming challenges into self-sustaining solutions

Email: nicjolivier@outlook.com

Cell: + 27 82 655 9185

Whatsapp: + 27 82 655 9185

ANNEXURE A

NIC JJ OLIVIER

CURRICULUM VITAE & CONTACTABLE REFERENCES



1. **Family name** : **Olivier**
2. **First names** : **Nicolaas Johannes Jacobus (Nic)**
3. **Date of birth** : **01/12/1950**
4. **Nationality** : **South African**
5. **Residency** : **South Africa**

6. **Short bio:**

Nic Olivier was previously professor at the Universities of Pretoria, Potchefstroom and Natal, and, until 31 May 2015, Director of the SADC Centre for Land-related, Regional and Development Law and Policy at the University of Pretoria. He is currently an extraordinary professor at North West University and senior consultant researcher at the Institute for Food, Nutrition and Well-being, University of Pretoria. He was a visiting professor at the Universities of Leiden (Netherlands) and Fribourg (Switzerland), as well as the European Union Erasmus Mundus visiting professor at the University of Ghent (Belgium) (September to November 2014).

His areas of interest include sustainable development; international and constitutional law; human rights; socio-economic development, public entities and corporate governance; Khoi-San and African traditional leadership and communities; restitution, redistribution and TRANCRAA communities; legal pluralism, customary law and customs; governance (including, but not limited to, public administration, coordination and co-operative government); the distinct and overlapping roles, powers, functions and responsibilities of the three spheres of government and organs of state) within these three spheres, as well as the requirements of coherence, coordination and sound intergovernmental relations, and transformative programme and strategic management.

In addition, he has also been involved in matters pertaining to oversight as well as monitoring, evaluation, reporting and intervention structures and systems, and the establishment of electronic databases of relevant international, African, regional and country-specific agriculture and food security and nutrition-related documentation.

Within the broader development sphere, he has been involved in various specialist applied policy, legal, programme, project and implementation research consultancies for the World Bank, UNDP, UNICEF, OHCHR, FAO SFE (Eastern Africa region), FAO South Africa, DFID, CIDA, USAID and NORAD. As regards his involvement in the African continent, he has completed assignments in Malawi, the EAC (East African Community) countries and the IGAD (Intergovernmental Authority on Development) countries, as well as for EAPA FSN (Eastern African Parliamentary Alliance for Food Security and Nutrition) and the South African government (at the national, provincial and municipal level).

The key focus of these various assignments has been on the identification, inventorisation, review and rationalisation of existing policies, legislation and implementation strategies, as well as the drafting of new policies, legislation, implementation strategies and related M&E frameworks (including also the provision of assistance to relevant government entities during the approval, enactment and implementation processes).

From 2016 to early 2018 he was closely involved in the drafting of the Policy Framework for (a) the establishment of a Rural Development Agency (RDA) and related DFI (Rural Development Finance Institution) and (b) the establishment and operationalisation of Agri-Parks for the World Bank and the South African Department of Rural Development and Land Reform. This entailed, amongst others, the identification, inventorisation, analysis and review of all pre--and post-1994 national and provincial legislation and policies in South Africa dealing with, or impacting on, rural development and all related functional domains, with a special focus on ensuring food security and adequate nutrition. Within this context, he was also responsible for preparing for the South African Government the concomitant draft legislation, the Draft Rural Development Bill, which consolidates existing rural development legal instruments and provides, amongst others, for the establishment and operationalisation of the RDA and Agri-parks.

He collaborated with FAO (South Africa), the South African Government and UNICEF as part of a South African team responsible for the background research for the 2017 RSA National Food and Nutrition Security Implementation Strategy.

In 2019 he was appointed by the South African government to be the project leader of the Presidential 25 year review of progress made in respect of the South African Rural Economy (Outcome 7: Vibrant, equitable, sustainable rural communities contributing towards food security for all).

Recently he has collaborated with, amongst others, the South African Government, FAO, UNICEF, other South African and foreign scholars, and officials on a number of interdisciplinary projects on food security and nutrition (which focus on the relationship between the availability of and access to food, food security and nutrition, land reform (including communal tenure reform), the preservation of high-value agricultural land, agricultural production, governance, within the context of sustainable development and the alignment between international, African, regional and country-specific food security and nutrition frameworks).

From 01 July 2020 to 30 June 2023 he was also a member of the Board of the Agricultural Research Council (ARC) of South Africa, where he also served on the following Board committees: (a) Audit and Risk Committee and (b) Social, Ethics and Governance Committee (and previously the Human Resources Committee)).

Since January 2024 he has been a member of the Audit Committee (and the Audit Performance Committee) of the Cape Agulhas Local Municipality.

7. Tertiary education:

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:
University of Pretoria [1970 – 1972]	BA (Law) (cum laude)
University of Pretoria [1973 - 1974]	LLB (cum laude)
University of Pretoria [1975]	BA (Honours) in Linguistics (cum laude)
University of Leiden [1976 - 1978]	Doctor of Laws (Private Law and Comparative Law)
University of Pretoria [1978 -1979]	MA in Linguistics
University of Potchefstroom for CHE [1980 - 1981]	BA (Honours) in Development Planning (cum laude)
University of Potchefstroom for CHE [1982 - 1983]	B. Phil (cum laude)
University of Pretoria [1984 - 1986]	Doctor of Laws (Recognition of Legal Pluralism)
University of Pretoria [2012]	Successful completion of course "Outcomes-based Monitoring and Evaluation Implementation" (with distinction) (offered through Continuing Education at the University of Pretoria)

Institute of Directors (SA) + UCT	Attendance of various professional courses dealing with corporate governance, financial management, compliance, risk, irregular and other expenditures, accountability, ethics and SOEs
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8. Professional registration:

Admitted as advocate of the Supreme Court of South Africa on 21 April 1975, and currently registered as an admitted advocate by the Legal Practice Council of South Africa (LP no. 120745).
Member of IoDSA (Institute of Directors South Africa) (since 21 July 2011)

9. Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English	1	1	1
Afrikaans	1	1	1
German	1	4	5
French	3	-	-

10. Other skills:

- Coordinator / leader / co-leader and member of various international, African and South African applied programmes and projects
- Facilitation of numerous workshops etc. with experts, international and regional institutions, government officials, NGO / CBO / FBO entities, the private sector and traditional communities
- Involvement in various specialist applied policy, legal, implementation and M&E research consultancies for the World Bank, UNDP, UNICEF, OHCHR, FAO, DFID, CIDA, USAID and NORAD, a number of African governments as well as the South African government
- Fully computer literate
- Microsoft Office, PowerPoint, Visio and Project
- ATLAS Ti (basic course)

11. Key words (fields of specialisation):

- governance (including, but not limited to, coordination as well as intergovernmental and intragovernmental relations)
- constitutional law
- local government constitutional, policy, statutory, implementation, and reporting frameworks
- local government responsibilities, accountability, consequence management
- local government performance management, legal compliance and internal control (and related matters), as well as internal and external (AG) audits
- local government service delivery
- M&E: matters pertaining to oversight as well as monitoring, evaluation, reporting and intervention structures and systems
- sustainable development (including rural development)
- agricultural transformation
- land reform (including communal tenure reform)
- food security and nutrition
- cooperatives and other SMMEs
- natural resource (agriculture, water and mineral) policy and law (and linkages to sustainable development and food security, including, but not limited to, benefits accruing to impoverished rural communities)
- international law
- human rights
- legal pluralism
- transformative programme and strategic management
- policy analysis
- legal drafting
- the transition from communal to small scale to commercial farmers and their related participation in (and benefiting from) existing and new agricultural value chains
- small business/enterprise development
- pre-and post-settlement support to land reform beneficiaries
- indigent housing
- establishment of electronic databases of relevant international, African, regional and country-specific policy, legal, strategic, implementation and M&E documentation.

12. Present position:

- Senior international full-time governance, international law, constitutional, legal, strategic, implementation and M&E consultant and advisor
- Extraordinary Professor in the Faculty of Law at North-West University (South Africa)
- Formerly: Senior Research Associate at the Institute for Food Security and Nutritional Well-being at the University of Pretoria
- 01 July 2020-30 June 2023: Member of the Board of the Agricultural Research Council (ARC) (also member of the following Board committees: (a) Audit and Risk Committee and (b) Social, Ethics and Governance Committee (and previously the Human Resources Committee)).
- Specialist Advisor to the Board of Directors of a Not-for-Profit Organisation (NPO) - the Institute for Cooperatives and Community Economic Development (ICCED) – which focusses on the establishment and support of cooperatives and emerging small businesses in South Africa. ICCED is supported by the South African Government (amongst others, by the national Department of Cooperative Government), as well as by Canadian and German entities focusing on the promotion and operationalisation of cooperatives
- Director of companies
- Since January 2024 he has been a member of the Audit Committee (and the Audit Performance Committee) of the Cape Agulhas Local Municipality.

13. Summary of past academic work-related experience (teaching and learning, research and community engagement):

Academic institutions	Position	Sector
University of Pretoria [1975-1978]	Senior lecturer	Faculty of Law
Potchefstroom University [1979-1995]	Professor	Faculty of Law
University of Leiden (Netherlands) [April-June 1994]	Visiting Professor	Van Vollenhoven Institute
University of Natal [1995-1997]	Professor	Faculty of Law
University of Pretoria [1997-2002]	Professor	Faculty of Law
University of Fribourg (Switzerland) [2001-Jan. 2002]	Visiting Professor	Institute for Federalism, Fribourg
University of Pretoria [2002-May 2015]	Professor and Director: SADC Centre for Land, Regional and Development Policy and Law	University of Pretoria
University of Ghent (Belgium) [Sep-Nov 2014]	European Union Erasmus Mundus Visiting Professor	Faculty of Bio-Engineering (focusing on food security and nutrition)

14. Supervision and examination of senior degrees:

- Supervised and co-supervised various doctoral theses and master's dissertations
- Supervised and co-supervised numerous (50+) LLB mini-dissertations
- External examiner for various doctoral theses and master's dissertations

15. Academic publications (2008+):

Nic Olivier has published widely in academic journals. He has published case notes, articles and other academic publications, and has also been involved as co-author in the drafting of several academic textbooks. Some of his recent publications include:

- NJJ Olivier, F Gouws & Nico JJ Olivier (2020): "Contemporary policy issues related to poverty and inequality and the imperatives to improve access to food" in: Hendriks SL (ed.) (2020) *Food Security Policy, Evaluation and Impact Assessment*. Routledge, Oxon. pp. 31-40

- NJJ Olivier & Nico JJ Olivier (2020): "Assessing the coherence of broader development policies for food security" in: Hendriks SL (ed.) (2020) *Food Security Policy, Evaluation and Impact Assessment*. Routledge, Oxon. pp. 77-87
- R Auerbach, H Piek, J Battersby, S Devereux & NJJ Olivier "The Likely Impact of the 2015/18 Drought in South Africa: Lessons from the 2008 Food Price Crisis and Future Implications" in Auerbach *Organic Food Systems* 2020 CABI: London
- NJJ Olivier, E Mkandawire, F Gouws, N Olivier, E Van der Schyff and A Gildenhuys "Food Security and Nutrition in Malawi: Policy Reform within the Context of Supra-National Frameworks and Recent Domestic Developments" *Feed the Future Innovation Lab for Food Security Policy: Research Paper 133* May 2019
- NJJ Olivier, SL Hendriks & E Mkandawire "A Review of the Alignment of the Republic of Uganda's Draft Agriculture Sector Strategic Plan with the Malabo Commitments with Regard to Food Security and Nutrition" *Feed the Future Innovation Lab for Food Security Policy: Policy Research Brief 79* March 2019
- MN Makhura, OO Adegbite, E Mkandawire, NJJ Olivier, F Nankhuni, C Nyondo & SL Hendriks "Are Financing Policies Sensitive to Food Systems Transformation in Malawi?" *Feed the Future Innovation Lab for Food Security Policy: Policy Research Brief 78* February 2019
- MN Makhura, OO Adegbite, NJJ Olivier, F Nankhuni, C Nyondo & SL Hendriks "Mapping Policy Responses to Food Systems Transformation in Malawi" *Feed the Future Innovation Lab for Food Security Policy: Policy Research Brief 77* February 2019
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- NJJ Olivier & C Williams "Traditional Leadership and Institutions" & "Communal Land Tenure" in *LAWSA* 2009 32, 2nd Edition: Indigenous Law (Two chapters)

16. Conference papers:

During his academic career (1975-2015) and thereafter (2015-2020), Nic Olivier participated in a large number of international, African and South African conferences, workshops, symposia and colloquia. In many instances, he presented papers and acted as a panel member. A full list for the period 2008-2020 can be provided on request.

17. Professional experience:

Date from - Date to	Location	Client Entity	Position	Description
2023	South Africa	Nama Khoi Municipality	Reviewer	Review and amendment of 40 Nama Khoi municipal financial, technical, corporate and community service policies
2022-23	South Africa	KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs	Reviewer Lead drafter	- Reviewing of Draft KwaZulu-Natal Business Growth and Development Framework Bill, 2023 - Drafting of new Draft KZN Model Business and Informal Trading Licensing and Permitting By-Law, 2023
2022	South Africa	Western Cape Department of Economic Development and Tourism	Lead drafter	- Drafting of Situational Analysis Report (completed) - Drafting of WC Model Municipal Film and Event Permitting Policy - Drafting of WC Model Municipal Film Permitting By-Law
2022	South Africa	Capricorn District Municipality + Nelson Mandela University	Facilitator trainer	Training of Capricorn District Municipality councillors on (a) the constitutional and statutory governance frameworks applicable to municipal councils and (b) the duty to communicate effectively with, and be accountable to, local communities
2021	South Africa	KwaZulu-Natal Department of Cooperative Governance and Traditional Affairs	Lead drafter	Drafting of KwaZulu-Natal Traditional Leadership and Governance Bill, 2021
2021	South Africa	KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs	Lead drafter	- Drafting of KwaZulu-Natal Economic Regulatory Authority Act, 2021 - Drafting of KwaZulu-Natal Destination Promotion Agency Bill, 2021
2020	South Africa	Stellenbosch Local Municipality	Lead drafter	- Drafting of Stellenbosch Integrated Waste Management By-law, 2020 - Drafting of Stellenbosch Waste Water By-law, 2020 - Drafting of Stellenbosch Streets By-law, 2020
2020	South Africa	Petra Diamonds Ltd	Lead drafter	Drafting of Resettlement Policy Framework (Cullinan Diamond Mine Social Impact Mitigation Project)
2020	Eastern Africa (Djibouti)	United Nations Food and Agriculture Organisation (FAO) (East Africa)	Consultant	Provision of legal and technical assistance at the 3rd Annual General Assembly of the Eastern Africa Parliamentary Alliance on Food and Nutrition Security (Djibouti City)
2020	South Africa	Royal Bafokeng Administration	Consultant	Drafting of Memorandum on Expropriation without Compensation

Date from - Date to	Location	Client Entity	Position	Description
2019-2020	Eastern Africa (Tanzania, Uganda and Djibouti)	United Nations Food and Agriculture Organisation (FAO) (East Africa)	Consultant	- Drafting constitutive and operational documentation for the Executive Committee of the Eastern Africa Parliamentary Alliance on Food and Nutrition Security (Arusha, Kampala and Djibouti City) - Attendance, Facilitation and presentations at various meetings of the Executive Committee of the Eastern Africa Parliamentary Alliance on Food and Nutrition Security (Arusha, Kampala and Djibouti City) 25-Year Report on Democratic Governance and Service Delivery in South Africa: 1994-2019 – Outcome 7: Rural Economy (Vibrant, equitable, sustainable rural communities contributing towards food security for all) - Preparation of presentation: Infrastructure Development in Mine Communities - Drafting of Concept Note on Governance and Coordination in South Africa - Provision of legal and technical assistance at the 2nd Annual General Assembly of the Eastern Africa Parliamentary Alliance on Food and Nutrition Security (Kampala) - Provision of legal and technical assistance in the establishment of the Eastern Africa Parliamentary Alliance on Food and Nutrition Security (Arusha) - Provision of legal and technical assistance at the 1st Annual General Assembly of the Eastern Africa Parliamentary Alliance on Food and Nutrition Security (Arusha)
2019	South Africa	The Presidency	Project leader and co-author	
2019	South Africa	BIGEN Group	Consultant	
2019	Eastern Africa (Uganda)	United Nations Food and Agriculture Organisation (FAO) (East Africa)	Consultant	
2019	Eastern Africa (Tanzania)	United Nations Food and Agriculture Organisation (FAO) (East Africa)	Consultant	
2019	Eastern Africa (Kenya)	United Nations Food and Agriculture Organisation (FAO) (East Africa)	Consultant / trainer	
2018	South Africa	KwaZulu-Natal Joint Municipal Pension Fund	Project leader and drafter	
2018	South Africa	USAID	Co-author	
2018	South Africa	USAID	Co-author	

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Date from - Date to	Location	Client Entity	Position	Description
2018	South Africa	USAID	Lead author	Analysis and research on the food security and nutrition policy framework of 12 African countries with reference to their respective National Agricultural Investment Plans (NAIPs).
2018	East Africa (Rwanda)	United Nations Food and Agriculture Organisation (FAO) (East Africa)	Consultant / trainer	Training of East African Parliamentarians on the international and African food security and nutrition framework.
2017-2018	South Africa	Royal Bafokeng Administration	Drafter	Drafting of a Service Level Agreement for cooperation between the Royal Bafokeng Traditional Council and the Rustenburg Local Municipality, for the Royal Bafokeng Administration.
2017-2018	South Africa	Royal Bafokeng Administration	Analyst and drafter	Analysis of five pieces of draft national and provincial legislation impacting on the Royal Bafokeng Nation, and drafting comments and recommendations for submission to the relevant national and provincial legislature (for the Royal Bafokeng Administration).
2017-2018	South Africa	Department of Rural Development and Land Reform (DRDLR)	Consultant, researcher and drafter	Inputs into the Agri-parks programme in respect of policy formulation, drafting of legislation, development of a training manual for Agri-parks managers, and the establishment and operationalisation of cooperatives and business enterprises.
2017	South Africa	RSA Presidential Remuneration Review Commission	Drafter	Drafting a report on the legislation applicable to the conditions of service of five sectors in the public service for the Presidential Remuneration Review Commission.
2017	East Africa	United Nations Food and Agriculture Organisation (FAO) (East Africa)	Consultant	Research and prepare a report on the international, African and IGAD framework for food security and nutrition in IGAD countries.
2016-2018	South Africa, Malawi	USAID	Co-project leader, researcher, analyst and drafter	Co-project leader (with Prof Sheryl Hendriks) of the recently completed (October 2018) USAID-funded project Conceptualizing Drivers of Food Security Policy Change: Coordination Mechanisms and Policy Design in CAADP (focus country: Malawi) within the context of the USAID-funded IFPRI-University of Michigan-University of Pretoria multi-year Africa-wide Food Security Programme (FSP).
2016-2017	South Africa	KwaZulu-Natal Joint Municipal Pension and Provident Fund	Drafter	Drafting of amendments to the consolidated legislation relating to the KwaZulu-Natal Joint Municipal Pension and Provident Fund, in line with Financial Services Board (FSB) instructions.
2016-2017	South Africa	Department of Public Works (DPW)	Editor and drafter	Proofreading, editing, formatting and adding information to the DPW Annual Performance Plan and the Property Management Trading Entity Annual Performance Plan 2017/18.

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Date from - Date to	Location	Client Entity	Position	Description
2016-2017	South Africa	Department of Rural Development and Land Reform (DRDLR)	Consultant	Assistance to the Office of the Valuer-General with the determination and design of its business model and the establishment of systems of internal control (legal work), as well as the compilation of a compliance register.
2016-2017	South Africa	Department of Human Settlements (DHS)	Drafter	Drafting of the Human Settlements Development Bank Bill.
2016	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Drafter	Drafting of Section 12 (Municipality) Establishment Notices for the KwaZulu-Natal Provincial Government.
2016	South Africa	KZN Film Commission	Drafter	Drafting of the KZN Film Commission legislation.
2015-2018	South Africa	World Bank and Department of Rural Development and Land Reform (DRDLR)	Consultant and drafter	Preparation and drafting of a comprehensive background document, policy framework and concomitant draft legislation relating to the proposed establishment and operationalisation of the Rural Development Agency. The Policy Framework for the establishment of a Rural Development Agency (RDA) and related DF1 (Rural Development Finance Institution) was completed, as well as the draft legislation on the national RDA and the establishment and operationalisation of the RDA and Agri-parks.
2015-2017	South Africa	United Nations Food and Agriculture Organisation (FAO) (SA)	Consultant	Drafting of a report on the right to food in the context of the international and African frameworks for food security and nutrition, as well as South Africa's constitutional, policy and legal framework relating to food security and nutrition and the domestic status quo at that stage.
2015-2016	South Africa	University of Pretoria / United Nations Children's Fund (UNICEF)	Researcher	Assisting the South African Presidency in doing the background research on which the 2017 South African National Food and Nutrition Security Implementation Strategy is based.
2015	South Africa	Department of Rural Development and Land Reform (DRDLR)	Researcher and drafter	Preparation of the legal assessment report (as part of the prescribed Regulatory Impact Assessment (RIA) of the Extension of Security of Tenure Amendment Bill, 2014.
2015	South Africa	University of Pretoria's Institute for Food, Nutrition and Well-being	Researcher and drafter	Participation in the approved Centre of Excellence (through the University of Pretoria's Institute for Food, Nutrition and Well-being) project on the mapping of the regulatory framework by establishing a database of policy, statutory and implementation frameworks relating to food, nutrition and well-being.
2015	South Africa	University of Pretoria Institute for Food, Nutrition and Well-being	Researcher and drafter	Establishment of a database of policy, statutory and implementation frameworks relating to food, nutrition and well-being.

Date from - Date to	Location	Client Entity	Position	Description
2015	South Africa	United Nations Food and Agriculture Organisation (FAO)	Analyst and drafter	Assessment of the current status of the right to food in South Africa, and assessment of training needs for different stakeholders on the human right to food and provision of training.
2015	South Africa	United Nations Development Programme (UNDP) and Department of Rural Development and Land Reform (DRDLR)	Analyst and drafter	Preparation of the legal assessment part of the Socio-economic Impact Report (SEIA) of the Communal Property Associations Amendment Bill, 2015, and the Communal Land Bill, 2015.
2015	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Project leader, analyst and drafter	Review, update and finalisation of the Draft KZN Status Quo Report, Discussion Document and Code on Local Government Law.
2014-2016	South Africa	United Nations High Commissioner for Human Rights (UN OHCHR)	Researcher	Inputs into UN OHCHR report on traditional justice systems in Africa.
2014	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA) / Ignite Advisory Services	Drafter	Legal work related to the compilation of a compliance register for KZN CoGTA.
2014	South Africa	Department of Trade and Industry (DTI)	Researcher and analyst	- Review of all specified legislation administered by the Consumer and Corporate Regulation Division (CCRD) of the DTI and recommend amendments and/or replacements. These were: a) Convention on Agency in the International Sale of Goods Act 4 of 1986; b) Counterfeit Goods Act 37 of 1997; c) Expropriation (Establishment of Undertakings) Act 39 of 1951; d) Liquor Act 59 of 2003; e) Merchandise Marks Act 17 of 1941; f) National Building Regulations and Building Standards Act 103 of 1977; g) National Supplies Procurement Act 89 of 1970; h) Property Time-sharing Control Act 75 of 1983; i) Protection of Businesses Act 99 of 1978; j) Share Blocks Control Act 59 of 1980; k) Temporary Removal of Restrictions on Economic Activities Act 87 of 1986; and l) Unauthorized Use of Emblems Act 37 of 1961.

Date from - Date to	Location	Client Entity	Position	Description
2013	South Africa	United Nations High Commissioner for Human Rights (UN OHCHR)	Facilitator	Co-facilitator in the training workshop on Human Rights and Traditional Justice Systems in Africa.
2012 -2013	South Africa	Agricultural Research Council (ARC) and Department of Agriculture, Forestry and Fisheries (DAFF)	Project leader	Assistance to the ARC in drafting a status quo and comparative report, a policy document, and national legislation on the preservation of agricultural land.
2012 -2013	South Africa	eThekweni Municipality	Project leader	Rationalisation of all municipal legislation relevant to the eThekweni Municipality and drafting of new by-laws.
2012-2013	South Africa	Department of Agriculture, Forestry and Fisheries (DAFF)	Analyst and drafter	Review and amendment of all agriculture, forestry and fisheries legislation administered by DAFF and drafting of new legislation.
2012	South Africa	Department of Rural Development and Land Reform (DRDLR)	Drafter	Drafting the first version of the national policy on land ceilings.
2012	South Africa	Department of Rural Development and Land Reform (DRDLR)	Drafter	Drafting of the first version of the national policy and draft legislation on foreign land ownership.
2011	South Africa	Linkages Development Agency and Limpopo Department of Rural Development and Land Reform	Analyst	Formulation of the Limpopo Rural Development Strategy.
2011	South Africa	Department of Rural Development and Land Reform (DRDLR)	Author	Research report on constitutional, policy and legal issues relating to betterment for the Department of Rural Development and Land Reform.
2010-2016	South Africa	KwaZulu-Natal Joint Municipal Pension and Provident Fund and KwaZulu-Natal Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Drafter	Drafting of consolidated principal and subordinate legislation relating to the KwaZulu-Natal Joint Municipal Pension and Provident Fund.

Date from - Date to	Location	Client Entity	Position	Description
2010-2011	South Africa	Office of the Chief Justice (seconded by University of Pretoria)	Member of the six-person Interim Strategic Management Team (ISMT), researcher and drafter	- Responsible for the research, policy and legislative function in the Office of the Chief Justice from 1 December 2010 to 31 March 2011. Also involved in discussions around, and the drafting of, the Strategic Plan and the Annual Performance Plan of the Office of the Chief Justice, which give substance to the constitutionally enshrined approach regarding the three arms of government and, more specifically, the independence of the Judiciary. In addition, member of the Chief Justice's Institutional Models Committee, responsible for the identification of an appropriate model to re-establish the Office of the Chief Justice as a judicially based entity outside the public service (1 June 2011 – 26 September 2011). - Compilation of a report on the incorporation of traditional leaders and authorities in Umzimkhulu into KwaZulu-Natal and the drafting of legislation in this regard.
2010-2011	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Author	Drafting of a report on the incorporation of traditional leaders and authorities in Umzimkhulu into KwaZulu-Natal and the drafting of legislation in this regard.
2010	South Africa	Limpopo Office of the Premier	Author	Drafting of the Limpopo Office of the Premier Provincial Annual Performance Review 2009-10. The report included a review of the performance of the Limpopo Office of the Premier, as well as the other ten Limpopo provincial government departments.
2009-2010	South Africa	Canadian International Development Agency (CIDA) and the Department of Rural Development and Land Reform (DRDLR)	Researcher and author	Team leader: Research on and development of the Sustainable Restitution Support - South Africa Operational Strategy for Pre- and Post-Settlement Support and Restitution Implementation Manual: Partnership for Sustainable Pre- and Post-Settlement Support (both published in 2010).

Date from - Date to	Location	Client Entity	Position	Description
2009-2010	South Africa	Department of Trade and Industry (DTI)	Project leader and drafter	- Review of the Cooperatives Act, conducting a consultation process and drafting of a comprehensive Cooperatives Amendment Bill [B17-2012] and explanatory memorandum. The Bill provides for, amongst others: - Associate membership of cooperatives; - Categories of primary co-operatives; - National apex co-operatives; - Submission of information to the CIPC; - Accounting practices - Payment of fees by co-operatives for the amalgamation, division, conversion or transfer of cooperatives; - Voluntary winding-up of co-operatives by special resolution; - Declaratory orders in respect of the liquidation process; - Orders by the registrar or Tribunal to wind-up a cooperative - An Advisory Council; - Establishment, functions and powers of the Cooperatives Development Agency; - Funding and financial management of the Agency; - Oversight and executive authority of the Agency; and - Establishment, composition and functions of the Cooperatives Tribunal.
2009	South Africa	KwaZulu-Natal Department of Agriculture and Environmental Affairs	Author	Drafting of an analysis report on the current policy and legal framework for the subdivision and change of land use of agricultural land, as well as to draft policy guidelines in this regard.
2008	South Africa	South African Law Reform Commission (SALRC)	Advisory committee member	Identification, review and rationalisation of all pre- and post-1994 discriminatory legislation in respect of (a) local government and (b) land affairs.

Date from - Date to	Location	Client Entity	Position	Description
2007-2010	South Africa	Canadian International Development Agency (CIDA) and the Department of Rural Development and Land Reform (DRDLR)	Project leader, coordinator, researcher and author	- SADC Centre for Land-related, Regional and Development Law and Policy (CLRDP) appointed as the coordinator for a multi-million Rand (South African - Canadian) pilot programme (2007 – 2010) focusing on the implementation of the Operational Framework on three restitution farms in three different provinces. It resulted in the drafting and submission (in 2010) of the Sustainable Restitution Support - South Africa Operational Strategy for Pre- and Post-Settlement Support and the Restitution Implementation Manual: Partnership for Sustainable Pre- and Post-Settlement Support, which were intended to be used by the South African Government to guide the transfer of land to land reform beneficiaries (in terms of the South African Restitution Programme). This pilot programme aimed at the sustainable improvement of the quality of life of such beneficiaries, as well as ensuring increased agricultural outputs. - Review of all existing policies and the drafting of a new national policy on Intangible Cultural Heritage.
2007	South Africa	Minister of Arts and Culture	Panel member	
2006-2008	South Africa	KZN Department of Cooperative Governance and Traditional Affairs (KZN COGTA)	Project leader and drafter	Drafting and finalisation of the Status Quo Report on National and Provincial Legislation relating to Local Government in KwaZulu-Natal and the White Paper on Local Government in KwaZulu-Natal, as well as for the final phase, viz. the drafting of the KwaZulu-Natal Bill on the Code of Local Government Law.
2006-2007	South Africa	Department of Housing / Human Settlements	Analyst and drafter	Review of the then existing Housing Code of the National Department of Housing as well as in the drafting of the new RSA Housing Code (which was approved by the Minister of Housing and the MINMEC of Housing in May 2007).
2005-2006	South Africa	Canadian International Development Agency (CIDA), the DBSA Development Fund, the Commission on the Restitution of Land Rights, and the Limpopo Department of Agriculture	Researcher and author	Team leader: Research on and development of a pilot framework for restitution post-settlement support, the Operational Framework for Post-Settlement Support Interventions (published in 2006).

Date from - Date to	Location	Client Entity	Position	Description
2005-2009	South Africa	Southern Education and Research Alliance (SERA) (consisting of the University of Pretoria and the Council for Scientific and Industrial Research (CSIR) Task Team on Sustainable Rural Development	Co-chairperson	Planning, co-ordination, implementation, and monitoring of the comprehensive five-year RSA government initiated Greater Giyani Natural Resources Sustainable Rural Development Programme.
2005-2007	South Africa	KwaZulu-Natal Department of Health	Project leader and drafter	Rationalisation of the policy and statutory framework of the KwaZulu-Natal Department of Health, and concomitant drafting of a new provincial KwaZulu-Natal Health Bill.
2005-2007	South Africa	KwaZulu-Natal Department of Social Development	Project leader and drafter	Drafting of the KwaZulu-Natal departmental policy document on poverty alleviation and the accompanying legislation (the draft KwaZulu-Natal Social Welfare Bill)
2005	South Africa	Limpopo Province Premier's Office (Central Policy Unit)	Adviser	Advisor to the Limpopo Province Premier's Office (Central Policy Unit) as regard Strategic Planning for the Limpopo Province.
2004-2007	South Africa	Premier's Office, KwaZulu-Natal (funded by the UK Department for International Development (DFID) and the South African Government)	Coordinator	Inventorisation and rationalisation of all provincial KwaZulu-Natal legislation (1854 to 2004) with a view on the drafting and eventual enactment of a comprehensive Statute Book, aligned with the RSA Constitution and post-1994 democratic policies and programmes.
2004	South Africa	Community Empowerment and Social Inclusion Programme (CESI) of the World Bank Institute (WBI) and the Swiss Agency for International Development and Cooperation (SDC)	Participant	Appointed as the South African participant in an international project on Traditional Structures in Local Governance, of which the aim was to explore innovative ways to create more participatory sub-national governance by looking at what role traditional structures have, or could have, in local governance for the improvement of local development outcomes.
2001-2002	South Africa	Institute of Federalism in Fribourg, Switzerland	Visiting SADC professor	Visiting SADC research professor at the Institute of Federalism in Fribourg, Switzerland; and also responsible for managing and promoting the PAIR (Provincial Affairs and Intergovernmental Relations) Institute's European relations, especially with its two partners, the Fribourg Institute of Federalism and the Hanover Institute for Federal Studies (Germany).

Date from - Date to	Location	Client Entity	Position	Description
2000	South Africa	Department of Provincial and Local Government (DPLG)	Researcher and adviser	Report on the international and South African frameworks for the recognition of Khoisan communities and their governance structures.
1998-2001	South Africa	Department of Provincial and Local Government (DPLG) (seconded from the University of Pretoria). Funded by the Norwegian Agency for Development Cooperation (NORAD)	Technical coordinator and researcher	Research on the role of traditional communities and traditional governance institutions within the framework of the 1996 constitutional framework, and the drafting of a status quo report, discussion document and draft White Paper.
1994-1997	South Africa	Department of Land Affairs (DLA)	Project leader	Identification and analysis of all pre-1994 Apartheid land administration legislation and recommendation for their repeal and replacement

18. Contactable references:

NAME	ORGANISATION	CONTACTABLE REFERENCE
Chief Justice Sandile Ngcobo	Former Chief Justice of South Africa and Head of the South African Constitutional Court	(T) +27 12 394 3200 Sheleni01@gmail.com
Adv Richard Sizani	Currently: acting Director-General, (national) Department of Public Works and Infrastructure [Former Chairperson of the South African Public Service Commission] [previously Director-General: Office of the Premier, KwaZulu-Natal] Various executive advisory positions in Government Director of various companies	(T) +27 82 904 9907 sizanirk@mweb.co.za
Mr Vishnu Naicker	Member: Gauteng Provincial Government Provincial Audit and Risk Committee [Former Chairperson and Deputy Chairperson of the Audit and Risk Committee of the Agricultural Research Council] Executive Head of Business Assurance at Hollard Life Solutions (Risk, Compliance, Legal, Forensics and AML) [Former Group Chief Risk Officer (Executive Director) at Alexander Forbes]	(T) +27 (0)83 283 0010 vishnu.naicker@gmail.com
Mr Heinz Kuhn	Chief Director: Legal Services Office of the Premier (KwaZulu-Natal)	(T) +27 (0)72 160 8778 heinz.kuhn@kznpremier.gov.za
Ms Joyene Isaacs	Chairperson: Agricultural Research Council (ARC) South Africa [Former HOD: Department of Agriculture, Western Cape Provincial Government, South Africa]	(T) +27 (0) 82 807 9826 isaacsj@arc.agric.za
Justice Yvonne Mokgoro	Former Justice of the South African Constitutional Court	(T) +27 82 872 5038 yvonnjm10@gmail.com
Dr S Masenjana Sibandze	Former member of the President's Independent Commission for the Remuneration of Public Office-Bearers. [previously Deputy Director-General: Department of Traditional Affairs]	(T) +27 (0) 81 759 0320 masenjana.goje@gmail.com
Prof dr Sheryl Hendriks	Professor and Director of the Natural Resources Institute, University of Greenwich, UK. [Former Head: Department of Agricultural Economics and Rural Development, University of Pretoria]	(T) +44 (0)75 6189 3515 s.l.hendriks@gre.ac.uk

NAME	ORGANISATION	CONTACTABLE REFERENCE
Prof dr Richard Mkandawire	Chairperson: Malawi National Planning Commission	(T) +265 881 38 0104 richard.mlomboji@gmail.com
Dr Dia Sanou	Food and Agriculture Organization (FAO) Subregional Office for Eastern Africa	(T) +251 11 647 8888 Dia.Sanou@fao.org
Dr David Phiri	Food and Agriculture Organization (FAO) Subregional Office for Eastern Africa	(T) +251 11 647 8888 David.Phiri@fao.org
Mr Tobias Takavarasha	Previously Head: Food and Agriculture Organization (FAO) South Africa	(T) +27 12 354 8530 tobias.takavarasha@fao.org
Dr Sharmila Govender- Van Wyk	Department of Agriculture, Land Reform and Rural Development (Branch: Rural Development)	(T) +27 12 312 9600 SGovendervanWyk@dalrrd.gov.za
Ms Kanthi Nagiah	Department of Agriculture, Land Reform and Rural Development (Chief Directorate: Legal Services)	(T) +27 12 319 7227 KanthiN@dalrrd.gov.za

ANNEXURE B

TRANSCVAALSE
ONDERWYSDEPARTEMENT



TRANSCVAAL
EDUCATION DEPARTMENT

UITSLAG VAN DIE EKSAMEN EN SIMBOLE BEHAAL RESULT OF THE EXAMINATION AND SYMBOLS OBTAINED

UNIVERSITEITSTOELATINGSEKSAMEN
DESEMBER 1969

HIERMEE WORD VERKLAAR DAT / THIS IS TO CERTIFY THAT

OLIVIER
NICOLAAS JOHANNES JACOBUS

KANDIDAAT No. 14860
CANDIDATE

soos volg in hierdie eksamen geprester het:-
obtained the following results in this examination:-

A. UITSLAG VAN DIE EKSAMEN / RESULT OF THE EXAMINATION

SLAAG IN DIE EERSTE KLAS MET VOLLE VRYSTELLING.

B. SIMBOLE BEHAAL / SYMBOLS OBTAINED

AFRIKAANS HOER GRAAD
ENGELS LAER GRAAD
LATYN
WISKUNDE
NATUUR- EN SKEIKUNDE
GESKIEDENIS
MEGANIKA

GESERTIFISEER 'N WARE AFSCRIF
VAN DIE OORSPRONKLIKE
CERTIFIED A TRUE COPY OF THE ORIGINAL

10/05/21
NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS NUMBER: 9/1/8/2 PRETORIA

A
A
A
A
A
A
A
E

Namens DIREKTEUR VAN ONDERWYS
For DIRECTOR OF EDUCATION

Hierdie verklaring word uitgereik sonder verandering of uitwissing van enige aard.

This statement is issued without alteration or erasure of any kind.

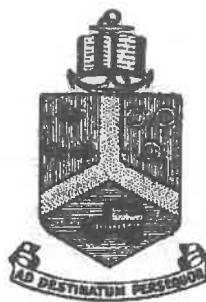
PERSENTASIEWAARDE VAN SIMBOLE / PERCENTAGE VALUE OF SYMBOLS

A—80% en meer/and over	D—50 —59%
B—70—79%	E—40 —49%
C—60—69%	F—33½—39%
G—Minder as/Less than 33½%	

'n Simbool met 'n X (bv. FX) dui aan dat 'n kandidaat in die skriftelike eksamen en dus in die vak gedruip het.
'n Simbool Y dui aan dat 'n kandidaat afwesig was vir die vak.

A symbol accompanied by X (e.g. FX) indicates that the candidate has failed the written examination and

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COMMISSIONER OF OATHS
PHONE NUMBER: 674 1812 PRETORIA



Unibersiteit van Pretoria

Ons, die Raad en die Senaat van die Unibersiteit van Pretoria,
verklaar

NICOLAAS JOHANNES JACOBUS OLIVIER

wat, na afgelegde eksamen, aan die vereistes van die Wet en Statuut van die
Unibersiteit voldoen het, 'n

Baccalaureus in Lettere en Wysbegeerte.

(REGTE)
(MET LOF)

As bewys daardan plaas ons ons onderskeie handtekeninge en die Seël van
die Unibersiteit van Pretoria, hieronder, op hierdie AGT-EN-TWINTIGSTE
dag van MAART Eenduisend Negenhonderd DRIE-EN-SEWENTIG.

Geteken namens die Universiteitsraad,

E. M. Hamman.

Vise-Kanselier.

Geteken namens die Senaat,

E. M. Hamman.

Voorsitter.

Geteken namens die Fakulteit van
Lettere en Wysbegeerte,

Dekaan.

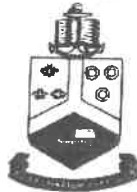
M. N. A. J. J.

Registrateur (Akademies).



DIE UNIVERSITEIT VAN PRETORIA

70-0080-4



Hiermee word verklaar dat

NICOLAAS JOHANNES JACOBUS OLIVIER

op

30 November 1974

aan die vereistes vir die

LLB-graad (met lof)

voldoen het en dat hy/sy die graad/diploma by geleentheid van die promosieplegtigheid op
17 April 1975 sal ontvang.

C H Stuart
REGISTRATEUR (Akademies)

HdP/ES

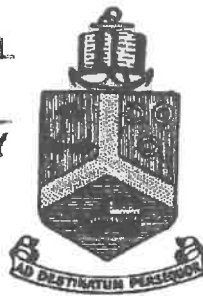
MEDE-ONDERTEKEN

GESERTIFISEER 'N WARE AFSKRIF
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CERTIFIED A TRUE COPY OF THE ORIGINAL

10/05/21
NICO CRAILL POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATH NUMBER: 0447812 PRETORIA

VERSCERTIFISEER 'N WARE AFSKRIF
VAN DIE OORSPRONKLIKE
CERTIFIED A TRUE COPY OF THE ORIGINAL

10/05/21
NICO CRAIL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
RECEIVED: 11/11/2020 PRETORIA



Unibersiteit van Pretoria

Ons, die Raad en die Senaat van die Unibersiteit van Pretoria,
verklaar

NICOLAAS JOHANNES JACOBUS OLIVIER

wat, na afgelegde eksamen, aan die vereistes van die Wet en Statuut van die
Unibersiteit voldoen het, 'n

Baccalaureus Legum. (MET LOF)

As bewys daarvan plaas ons ons onderskeie handtekeninge en die Seël van
die Unibersiteit van Pretoria hieronder; op hierdie SEWENTIENDE
dag van APRIL Eenduisend Negenhonderd VYF-EN-SEWENTIG.

Geteken namens die Unibersiteitsraad,

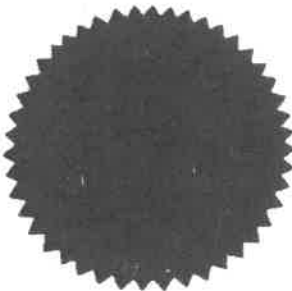
S. M. Hamman

Visa-Kanselier.

Geteken namens die Senaat,

S. M. Hamman

Voorsitter.



Geteken namens die Fakulteit van
Regsgeleerdheid,

B. Botha
Dekaan.

G. L. L. L.
Registrateur (Akademies).

IN DIE HOOGGEREGSHOF VAN SUID-AFRIKA.
IN THE SUPREME COURT OF SOUTH AFRICA.

TRANSVAAALSE PROVINSIALE

AFDELING.
DIVISION.

VOOR SY EDELE Regter IRVING STEYN
BEFORE THE HONOURABLE en Sy Edele Regter MOSTERT

Te PRETORIA, hede die 21ste dag van
At this 19 75 day of
APRIL

NADEMAAL DIT GEBLYK HET DAT
IT APPEARING THAT

NICOLAAS JOHANNES JACOBUS OLIVIER

bevoeg is om ingevolge die Wet op die Toelating van Advokate, 1964 (Wet No. 74
is duly qualified in terms of the Admission of Advocates Act, 1964 (Act No. 74

van 1964), toegelaat te word om as advokaat van die Hooggeregshof van Suid-
of 1964), to be admitted and authorized to practise and to be enrolled as an advocate

Afrika te praktiseer en ingeskryf te word,
of the Supreme Court of South Africa,

WORD DIT GELAS DAT
IT IS HEREBY ORDERED THAT

NICOLAAS JOHANNES JACOBUS OLIVIER

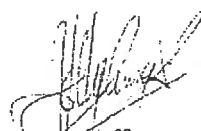
hierby toegelaat word as advokaat van die Hooggeregshof van Suid-Afrika en dat
be admitted to practise as an advocate of the Supreme Court of South Africa and

sy naam as sodanig deur die bevoegde beampte op die Rol aangeteken word.
that his name be enrolled as such by the proper officer.

OP LAS VAN DIE HOF.
BY ORDER OF THE COURT.

GESERTIFISEER 'N WARE AFSKRIF
VAN DIE OORSPRONKLIKE
CERTIFIED A TRUE COPY OF THE ORIGINAL

10/05/21
NICO CRAILL POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS NUMBER: 014/1912 PRETORIA


Griffier.
Registrar.

J.J. MYBURGH

GESERTIFISEER 'N WARE AFSKRIF
VAN DIE OORSPRONKLIKE
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10/5/21
NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
DATE ISSUED: 01/19/21 PRETORIA



Unibersiteit van Pretoria

Ons, die Raad en die Senaat van die Unibersiteit van Pretoria,
verklaar

NICOLAAS JOHANNES JACOBUS OLIVIER

dat, na afgelegde eksamen, aan die vereistes van die Wet en Statuut van die
Unibersiteit voldoen het, 'n

Baccalaureus Honores in Lettere en Wysbegeerte. (AFRIKAANS) (MET LOF)

As bewys daardan plaas ons ons onderskeie handtekeninge en die Seël van
die Unibersiteit van Pretoria hieronder, op hierdie REGENDE
dag van APRIL Eenduisend Negenhonderd SEE-EN-NEWENTIG.

Geteken namens die Unibersiteitsraad,

S. M. Hamman.

Vise-Kanselier.



Kopergeslepers.

Geteken namens die Senaat,

S. M. Hamman.

Voorsitter.

Geteken namens die Fakulteit van
Lettere en Wysbegeerte,

J. P. van der Merwe.

Dekaan.

C. J. van der Merwe.

Registrateur (Akademies).

SECTORET COLLEGIUM DECANORUM UNIVERSITATIS LVCOVNO-BATAVAE LECTORIBVS SALVTEM

AMEN. A CONSILIO A MAIORIBVS NOSTRIS INSTITVTVM EST. VT BONARVM ARTIVM STUDIOSI ANTEA QVAM DOCTRINAM SVAM AD COMMVNEM VITAE VSVM CONFERRENT. LAVDABILITER PERACTIS SVDIS ACADEMICIS PVBLCVM MERERENT INDUSTRIAL ET INVENTIONIS TESTIMONIUM ET DOCUMENTVM. QVAMOBREM CVM ORNATISSIMVS *Wilhelmus excele Stellenbosch*

LEGIBVS ACADEMICIS SATISFECISSET ATQVE AD SVMMOS HONORES

PERVENERET USQVE ERVDITIONI DEBITOS, NOS, QVO CAVSAM HONESTISSIMAM ADIVVAREMV. CVM DE PROGRESSIVIS SVIS IN DISCIPLINIS AD FACVLITATEM

INSTITVTIVM SVM ADVIVIMVS EVM DEFENDENTEM SPECIMEN. QVOD INSCRIPTVR *Die Officie Willemus de Stellenbosch*

IN QVIBVS OMNIBVS CVM SESE TALEM PRAESTITISSET VT NOBIS DOCTRINAM ET DILIGENTIAM PRAEBRET HONORIFICVM

QVOD EI DEBEATVR VIRTUTIS TESTIMONIUM TRIBVIMVS. QVADPROPTER NOS. PRO POTESTATE NOBIS CONCESSA SVNDPM

DOCTOREM SOLLEMNI MORE CREAVIMVS ET RENVTIVAVIMVS ET EI CONCESSIMVS QVODQVOD IVRIS ET HONORIS DOCTORI

LEGITIME CREATO ANT LEGE ANT LONGA CONSVETVDINE TRIBVI HABERIQUE SOLET. CVIVS REI QVO SIT CERTVM ET

PRESTATION PVBLC. DIPLOMA HOC PVBLCVM MANV ACTVARI NOSTRI SVBSCRIPTVM ET MAIORE VNIVERSITATIS SIGILLI

CONFIRMATIVM IN TRADENDVM CVRAVIMVS.

LA NVN INGENITRATAVORVM DIE XII

MENSIS *Octobris* ANNI MCMLXXV III

VERIFICATION OF THE ORIGINAL
CERTIFIED A TRUE COPY OF THE ORIGINAL
10/12/75
10/12/75
10/12/75

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NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS NUMBER: 014/1919 PRETORIA



UNIVERSITEIT VAN PRETORIA

Ons, die Raad en die Senaat van die Universiteit van Pretoria,
verklaar

NICOLAAS JOHANNES JACOBUS OLIVIER

wat, na afgelegde eksamen, aan die vereistes van die Wet en Statuut van die
Universiteit voldoen het, 'n

Magister in Lettere en Wysbegeerte (AFRIKAANS)

As bewys daarvan plaas ons ons onderskeie handtekeninge en die Seël van die
Universiteit van Pretoria hieronder, op hierdie AGTIENDE
dag van APRIL Eenduisend Negehonderd EN TAGTIG.

Geteken namens die Universiteitsraad,

S. M. Hamman.

Vise-Kanselier.

Geteken namens die Senaat,

S. M. Hamman.

Voorsitter.

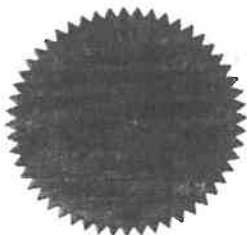
Geteken namens die Fakulteit
van Lettere en Wysbegeerte,

A. J. Roux.

Dekaan.

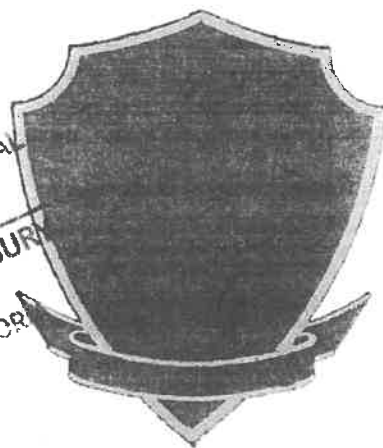
C. J. S. S. S.

Registrateur (Akademies).



DIE POTCHEFSTROOMSE UNIVERSITEIT VIR CHRISTELIKE HOËR ONDERWYS

GESERTIFISEER IN WARE AFSCRIF
VAN DIE OORSPRONKELIKE
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NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS NUMBER: 9411912 PRETORIA



Honneursgraad

Kragtens die bevoegdheid aan die Universiteit verleen, word hiermee aan

**** NICOLAAS JOHANNES JACOBUS OLIVIER ****

die graad

Honneurs Baccalaureus Artium

**** ONTWIKKELINGSADMINISTRASIE (MET ONDERSKEIDING) ****

toegeken nadat aan die vereistes vir die graad voldoen is

Potchefstroom

30 MAART 19 81

W. de Vries

Vise-kanselier

E. J. van der Merwe

Registrateur

DIE POTCHEFSTROOMSE UNIVERSITEIT VIR CHRISTELIKE HOËR ONDERWYS

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10/05/21
NICO CRAIL POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS NUMBER: 0/118/2 PRETORIA



Baccalaureusgraad

Kragtens die bevoegdheid aan die Universiteit verleen, word hiermee aan

NICOLAAS JOHANNES JACOBUS OLIVIER

die graad

Baccalaureus Philosophiae
MET LOF

toegeken nadat aan die vereistes vir die graad voldoen is

Potchefstroom

28 MAART

19 83

J. de Vries

Vise-kanselier

E. J. van der Merwe

Registrateur

GESERTIFISEER 'N WARE AFSKRIF
VAN DIE OORSPRONKLIKE
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NICO CRAILL - POSTNET-ATTERBURY
COMMISSIONER OF OATHS
OATHS NUMBER: 9118/2 PRETORIA



Universiteit van Pretoria

Ons, die Raad en die Senaat van die Universiteit van Pretoria, verklaar dat

NICOLAAS JOHANNES JACOBUS OLIVIER

voldoen het aan al die vereistes van die Wet
en die Statuut van die Universiteit vir die graad

Doctor Legum

As bewys daarvan plaas ons ons onderskeie handtekeninge
en die Seël van die Universiteit van Pretoria hieronder.

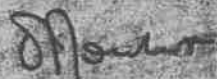
Geteken namens die Raad


Onderkanselier

Geteken namens die Senaat

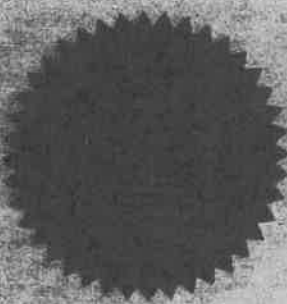

Voorsitter

Geteken namens die Fakulteit
Rechtsgeleerheid


Dekaan


Registrateur (Akademies)

1987/04/03
Datum



GESERTIFIEERDE WARE AFSKRIF
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16/05/21
NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS NUMBER: 211/2012 PRETORIA



University of Pretoria

Faculty of Economic and Management Sciences

Department of Business Management

This is to certify that

NJJ Olivier

has successfully completed the

**Course on
Outcomes-based Monitoring and Evaluation
Implementation**

06 to 10 February 2012

This certificate is awarded with distinction

Course Leader

General Manager: CE at UP

Graduate Centre
University of Pretoria
Private Bag X41, Hatfield 0028
Tel: +27(0)12 420 5015
Fax: +27(0)12 362 5285
www.cestup.com

Nagraadse Sentrum
Universiteit van Pretoria
Private Bag X41, Hatfield 0028
Tel: +27(0)12 420 5015
Fax: +27(0)12 362 5285
www.cestup.com



CONTINUING EDUCATION
UNIVERSITY OF PRETORIA
VOORTGESETTE ONDERRIG
UNIVERSITEIT VAN PRETORIA

Prof Nicolaas Johannes Jacobus Olivier

Information Technology Building

Office 3-32

Post Graduate School of Agriculture and Rural

Dev Department

University of Pretoria

March 29, 2012

National ID/Passport: 5012015067085

Final Results: Outcomes-based Monitoring and Evaluation Implementation (P001651-001-2012)

Herewith a summary of your results which are available for your record.

Description	Interim Result %	Description
Assignment	83	Pass with Distinction
P001651-001-2012 Total:	83%	Pass with Distinction

Assessment Office

CE at UP

GESERTIFISEER 'N WARE AFSKRIF
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10/05/21
NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS FILMDE: 2444042 PRETORIA

CONTINUING EDUCATION AT UNIVERSITY OF PRETORIA
VOORTGESETTE ONDERRIG BY UNIVERSITEIT VAN PRETORIA

Reg no IT13396/07

DIRECTORS/DIREKTEURE: Prof. CWJ Opietorius (Chair/Voorsitter), D Herbst (Managing/Besturend), Prof CR de Beer, Prof NJ Grove, JSJ Nel

ANNEXURE C

Certificate of Membership

GESERTIFISEER IN WARE AFSCRIF
VAN DIE OORSPRONKLIKE
CERTIFIED A TRUE COPY OF THE ORIGINAL
10/05/21
NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
SWING NUMBER: 911/912 DOCTORIA

This certifies that

Prof NJJ Olivier

was elected a Member of the

**THE INSTITUTE OF DIRECTORS IN
SOUTHERN AFRICA**

on

21 July 2011

[Signature]

President

[Signature]

Chairman

[Signature]

Chief Executive



INSTITUTE OF DIRECTORS
SOUTH AFRICA

GESERTIFISEER 'N WARE AFSKRIF
VAN DIE OORSPRONKLIKE
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10/05/21
NICO CRAILL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
OATHS HANDLER - C. DE VETTERIA

Certificate of Attendance

This certifies that

Nicolaas J. Olivier

Attended the

Being a Director: Part 1

An Introduction to Corporate Governance

Being a Director: Part 2

The governing body's role in ethics, strategy & performance and integrated reporting

Being a Director: Part 3

The governing body's in role in risk, compliance, technology & information and assurance

Being a Director: Part 4

Increasing governing body effectiveness and adding value

On the

24, 25, 30, 31 January 2018

Conducted by

**THE INSTITUTE OF DIRECTORS
IN SOUTH AFRICA**

Parmi Natesan

Parmi Natesan
Chief Executive Officer

**20 CPD
hours**



INSTITUTE OF DIRECTORS
SOUTH AFRICA

GESERTIFISEER 'N WARE AFSKRIF
VAN DIE OORSPRONKLIKE
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10/03/2018
NICO CRAIG - POSTNET ATTORNEY
COMMISSIONER OF OATHS
OATHS NUMBER: 914 OF PRETORIA

Certificate of Attendance

This certifies that

Nicolaas Olivier

Attended

Governance of Ethics Committees

On the

5 March 2018

Conducted by

**THE INSTITUTE OF DIRECTORS
IN SOUTH AFRICA**

Parmi Natesan

Parmi Natesan
Chief Executive Officer

**3 CPD
hours**



Certificate of Attendance

Nicolaes Olivier

5 CPD
hours



INSTITUTE OF DIRECTORS
SOUTH AFRICA

LESKTYFISEER 'N WARE AFSKRIF
VAN DIE OORSpronklike
CERTIFIED A TRUE COPY OF THE ORIGINAL
10/05/20
NICO CRALL - POSTNET ATTERBURY
COMMISSIONER OF OATHS
SOUTH AFRICA

Certificate of Attendance

This certifies that

Nicolaas Olivier

Attended

DIGITAL: Financial insights for Non-financial directors

On the

21 July 2020

Conducted by

**THE INSTITUTE OF DIRECTORS
IN SOUTH AFRICA**

Parmi Natesan

Parmi Natesan
Chief Executive Officer

**5 CPD
hours**



INSTITUTE OF DIRECTORS
SOUTH AFRICA

GESERTIFISEER 'N WARE AFSKRIF
VAN DIE OORSPRONKLIKE
CERTIFIED A TRUE COPY OF THE ORIGINAL
16 OCT 20
NICO CRAILL - POLICE ATTORNEY
COMMISSIONER OF POLICE

Certificate of Attendance

This certifies that

Nicolaas Olivier

Attended

**DIGITAL: Directors' Diligence vs Delinquency (Lessons
for Directors from the Myeni judgment)**

On the

24 July 2020

Conducted by

**THE INSTITUTE OF DIRECTORS
IN SOUTH AFRICA**

Parmi Natesan

Parmi Natesan
Chief Executive Officer

**5 CPD
hours**



Faculty of Law

We certify that

Nic JJ Olivier

attended a short course

Practical Insights into Corporate Governance

28 to 30 October 2020

IODSA approved CPD event – 15 points

I certify that this document is a true reproduction (copy) of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

Williams

COMMISSIONER OF OATHS (RSA)

LARA WILLIAMS

Capacity: Non-practising Attorney

Date: 21/12/2022

Full Address: 1 Selaw Rd, Claremont, CT

Dr J Olivier

Dean of Faculty



[Signature]

Course Convenor



**BETTER DIRECTORS.
BETTER BOARDS.
BETTER BUSINESS.**



CERTIFICATE OF ATTENDANCE

This certifies that

Nic Olivier

Attended

Transcendental Director – The board role in leading organisational culture and change

On the

17th February 2022

Conducted by

**THE INSTITUTE OF DIRECTORS
IN SOUTH AFRICA**

Parmi Natesan

Parmi Natesan
Chief Executive Officer

**5 CPD
HOURS**

I certify that this document is a true reproduction (copy) of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

Lara Williams

COMMISSIONER OF OATHS (RSA)

LARA WILLIAMS

Capacity: Non-practising Attorney

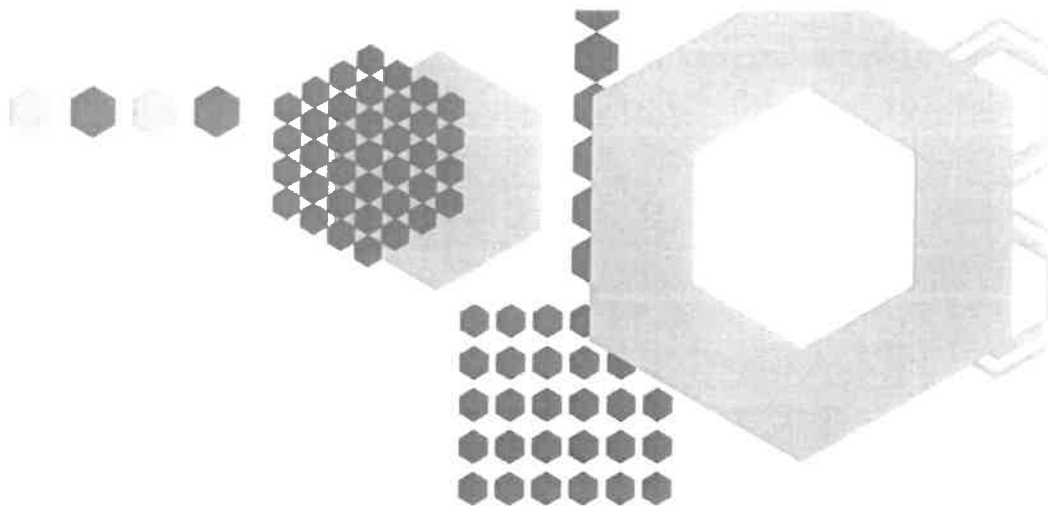
Date: 21/12/2022

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BETTER BOARDS.
BETTER BUSINESS.**



CERTIFICATE OF ATTENDANCE

This certifies that

Nic Olivier

Attended

Financial Insights for non-financial Directors

On the

11th March 2022

Conducted by

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IN SOUTH AFRICA**

Parmi Natesan

Parmi Natesan
Chief Executive Officer



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Lara Williams

COMMISSIONER OF OATHS (RSA)

LARA WILLIAMS

Capacity: Non-practising Attorney

Date: 21/12/2022

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Improving Governance in the Public Sector – Identifying pitfall and solutions

On the

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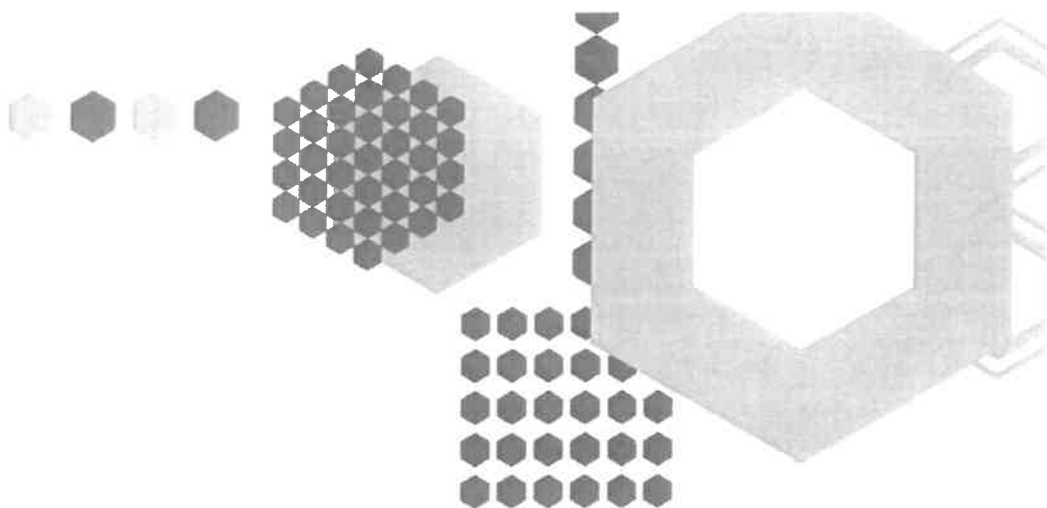
Capacity: Non-practising Attorney

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On the

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Chief Executive Officer

**5 CPD
HOURS**

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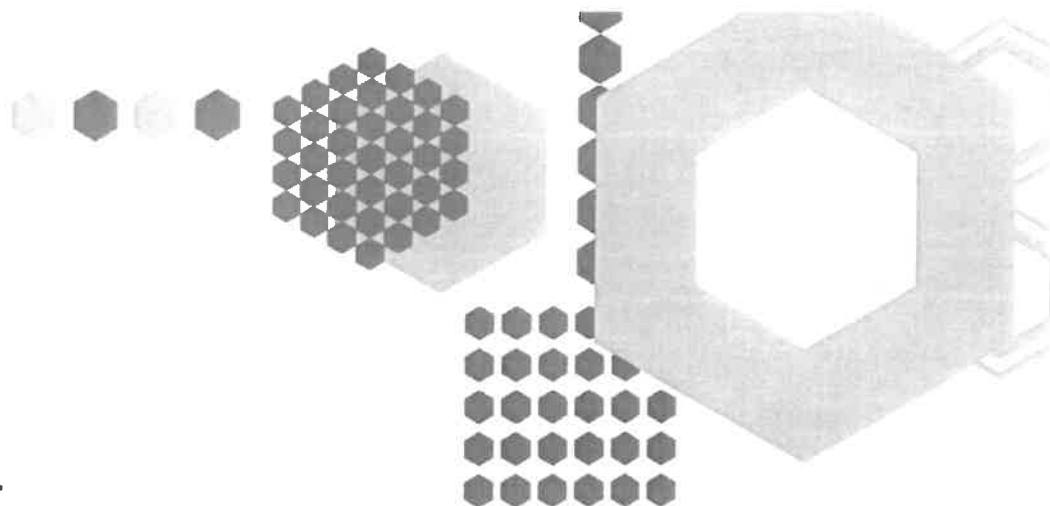
Capacity: Non-practising Attorney

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Board performance and succession planning – How critical is the process

On the

25th March 2022

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HOURS**

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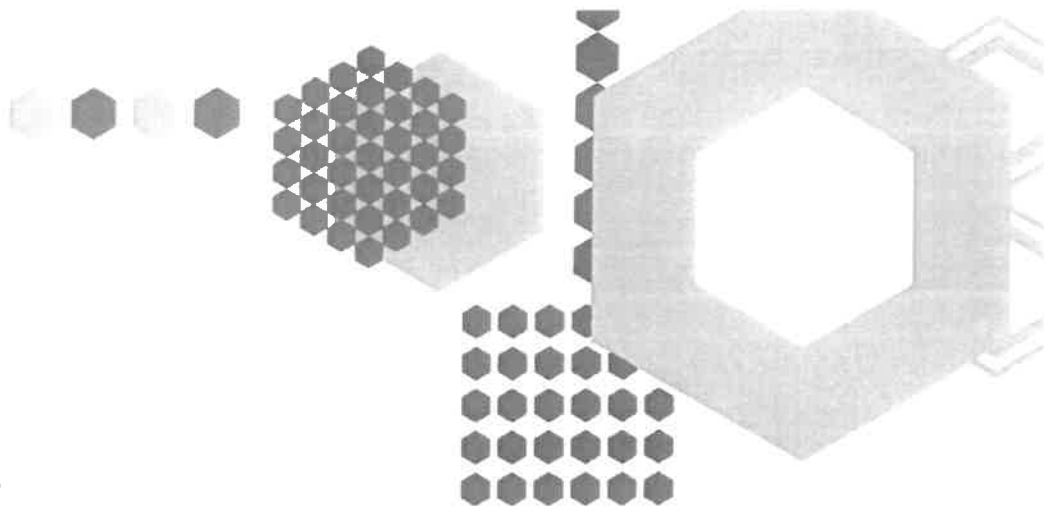
Capacity: Non-practising Attorney

Date: 21/12/2022

Full Address: 1 Selaw Rd, Claremont, CT



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Governance of Ethics

On the

22nd April 2022

Conducted by

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Parmi Natesan
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HOURS**

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COMMISSIONER OF OATHS (RSA)

LARA WILLIAMS

Capacity: Non-practising Attorney

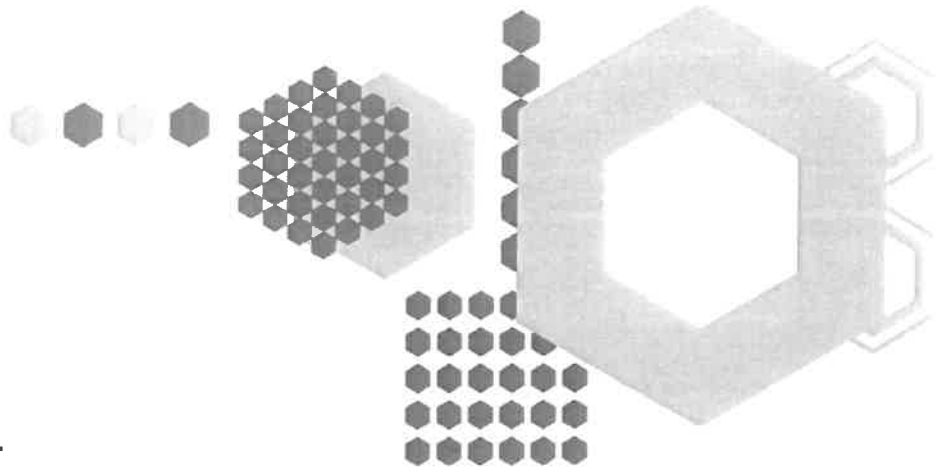
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CERTIFICATE OF ATTENDANCE

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Nicolaas Olivier

Attended

Corporate Governance Lessons from the Zondo Commission

On the

2022/08/01

Conducted by

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Parmi Natesan
Chief Executive Officer



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Lara Williams

**COMMISSIONER OF OATHS (RSA)
LARA WILLIAMS**

Capacity: Non-practising Attorney

Date: 21/08/2022

Full Address: 1 Selau Rd, Claremont, CT

17287783



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BETTER BUSINESS.**



CERTIFICATE OF ATTENDANCE

This certifies that

Nicolaas Olivier

Attended

Webinar_Ask The Experts - King IV_31 August 2022

On the

2022/08/31

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Parmi Natesan

Parmi Natesan

Chief Executive Officer



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LARA WILLIAMS

Capacity: Non-practising Attorney

Date: 21/12/2022

Full Address: 1 Setau Rd, Claremont, CT

17287783



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This certifies that

Nicholas Olivier

Attended

Webinar_The governance of ethics_29 September 2022

On the

2022/09/29

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Parmi Natesan

Parmi Natesan
Chief Executive Officer

**2
CPD hours**

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Lara Williams

COMMISSIONER OF OATHS (RSA)
LARA WILLIAMS

Capacity: Non-practising Attorney

Date: 21/12/22

Full Address: 1 Selous Rd, Claremont, CT

ANNEXURE D

GESERTIFISEER 'N WARE AFKRIF
VAN DIE OORSPRONKLIKE

CERTIFIED A TRUE COPY OF THE ORIGINAL

7/2/2020

NICO CRAILL - POSTNET EQUESTRIA

COMMISSIONER OF OATHS

OATHS NUMBER: 9/1/8/2 PRETORIA

1

I.D.No. [REDACTED]

S.A. BÜRGER/S.A. CITIZEN

OLIVIER

NICOLAAS JOHANNES JACOBUS

1950-12-01

1998-07-24

DATE ISSUED

UTWENK DE REKAG VAN DIE

SIGTELM-GENERAAL

SIGTELINGS-REKAG

ISSUED BY AUTHORITY OF THE

DIRECTOR-GENERAL

HOME AFFAIRS

SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

1998-07-24

DATE ISSUED

UTWENK DE REKAG VAN DIE

SIGTELM-GENERAAL

SIGTELINGS-REKAG

ISSUED BY AUTHORITY OF THE

DIRECTOR-GENERAL

HOME AFFAIRS





Date: 8 February 2024

Municipal Manager

cc/ Senior Internal Auditor
Swellendam Municipality
P.O.Box 20, 49 Voortrek Street
Swellendam, 6740

Dear Ms Anneleen Vorster

Subject: Application for Audit and Performance Audit Committee vacancy

I herewith submit my application for consideration as a preferred member for your municipal Audit and Performance Audit Committee (APAC).

In support of my application I have attached a copy of my *curriculum vitae*, degree and various other qualifications obtained in a municipal environment.

I'm currently a practising advocate of the High Court and member of the Legal Practice Council. Prior to becoming a full-time advocate, I worked in local government for approximately 12 years and during such time have gained tremendous knowledge of municipal operating environment, as well as municipal governance. I also have 20+ years' experience in ICT Management and Governance, which would be a rare (*but critical*) skill to have on an APAC.

For approximately 12 years, ending 2019, I have worked with various auditing firms and the Auditor General on various aspects in local government, but mainly focused on contract management, corporate governance and ISA compliance.

Currently I serve a first term as an APAC member at Swellendam municipality, as well as West Coast District municipality. I have consulted for numerous other municipal ICT and Internal Audit divisions. I was instrumental in the establishment of the provincial Municipal Corporate Governance of ICT Policies and also consulted for other entities, such as SALGA, Department Local Government, Office of the WC Premier and STATSA.

The reference letters attached to my curriculum vitae will further corroborate the type of person I am, the amount of knowledge, skill and value that I would bring to your APAC and municipality in general.

I look forward to your positive response to my application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adv. N. Hendricks'. The signature is stylized with a large, bold 'H' and a cursive 'N'.

(Adv. N. Hendricks)

ADVOCATE NINO LEE HENDRICKS

Summary:

- ❖ Law graduate from University of South Africa (UNISA) working towards bridging the gap between law and information technology.
- ❖ Admitted to the High Court as an Advocate in 2019, but have vast array of experience in the field of law.
- ❖ Member of the National Executive Committee of the South African Bar Association.
- ❖ Member of Audit and Performance Audit Committee of Swellendam Municipality.
- ❖ Minimum 12 years' experience in local government administration, governance and audit processes, which includes SDBIP and audit compliance.
- ❖ Minimum 20 years' experience in Technology Operations, Information Technology, Managing ICT across the Enterprise with vast experience ranging from System and Network Infrastructure, Delivery Management, Budgeting, Service Delivery, Strategy Planning, ICT Infrastructure Services, Risk Management, ICT Consulting, Project Implementation in the Retail Industry and Government sectors, Business Analysis, Account Management, Financial Management and Vendor Management & Negotiation
- ❖ Achievements in managing strategic ICT initiatives involving re-engineering of business processes and operations, as well as projects involving Provincial roll-outs of web-based enterprise applications.
- ❖ Excellent analytical, organizational, interpersonal skills, Identification and negotiation for Business and Technology requirements.
- ❖ Committed to efficient and accurate management of information systems in a fast-paced, deadline-driven environment.
- ❖ Proven ability to translate Business needs into technology requirements that supports the organisation's Business objectives, and to successfully manage all phases of ICT Projects from needs analysis and requirements definition to vendor, implementation, and training.
- ❖ Results oriented professional, recognized for taking on major initiatives, and adapting to rapidly changing environment and resolving mission-critical issues to ensure bottom-line success.