



**ORDINARY MEETING OF THE MAYORAL  
COMMITTEE**

**GEWONE VERGADERING VAN DIE  
BURGEMEESTERSKOMITEE**

**INTLANGANISO YESIQHELO YEKOMITI  
KASODOLOPHU**

**A G E N D A**

**I-AJENDA**

**DATE / DATUM / UMHLA :  
VENUE / PLEK / INDAWO :**

**24 JUNE / JUNIE / JUNI 2015  
BANQUETING HALL / BANKETSAAL  
CIVIC CENTRE / BURGERSENTRUM /  
IZIKO LOLUNTU  
HERMANUS**

**TIME / TYD / IXESHA :**

**10:00**

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

Office of the Municipal  
Manager  
Municipal Offices  
HERMANUS

**19 June 2015**

**NOTICE TO ALL ALDERMEN AND COUNCILLORS**

**NOTICE IS HEREBY GIVEN** that an **ORDINARY MEETING** of the **MAYORAL COMMITTEE** will be held in the **Banqueting Hall, Civic Centre, HERMANUS**, on **WEDNESDAY, 24 JUNE 2015** at **10:00** to consider the items set out on the attached agenda.

**C GROENEWALD  
MUNICIPAL MANAGER**

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**19 Junie 2015**

**KENNISGEWING AAN ALLE RAADSHERE EN RAADSLEDE**

**KENNIS WORD HIERMEE GEGEE** dat 'n **GEWONE VERGADERING** van die **BURGEMEESTERSKOMITEE** gehou sal word in die **Banketsaal, Burgersentrum, HERMANUS**, op **WOENSDAG, 24 JUNIE 2015** om **10:00** vir oorweging van die items op die meegaande agenda.

**C GROENEWALD  
MUNISIPALE BESTUURDER**

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**19 Juni 2015**

**ISAZISO ESIYA KUBO BONKE OOCEBAKHULU NOOCEBA**

**INTLANGANISO YESIQHELO YEKOMITI KASODOLOPHU WE-OVERSTRAND**

**OKU KUKWAZISA** ukuba intlanganiso **YESIQHELO yeKOMITI KASODOLOPHU**, iza kuba se **Banqueting Hall, kwiZiko, eHERMANUS ULWESITHATHU UMHLA, 24 JUNI 2015** ngeye-**10:00** ukuqwalasela imicimbi ekule ajenda iqhotyoshelwe apha.

**C GROENEWALD  
UMPHATHI KAMASIPALA**

**AGENDA/...**

- 1. OPENING**
  
- 2. APPLICATIONS FOR LEAVE OF ABSENCE**
  
- 3. CONFIRMATION OF MINUTES**
- 3.1 Minutes of an **Ordinary Meeting** of the **Mayoral Committee** held on **Thursday, 28 May 2015** at **10:00**
  
- 4. STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE EXECUTIVE MAYOR/EXECUTIVE DEPUTY MAYOR**

**5. SECOND AUDIT REPORT OF THE PERFORMANCE AUDIT COMMITTEE (PAC) TO THE OVERSTRAND MUNICIPAL COUNCIL - PERIOD 2014/15**

3/2/3/12

DC Van Der Heever  
28 May 2015

(028) 313 5035

Internal Audit Services

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**1. Executive Summary**

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

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

Office of the Municipal Manager  
Internal Audit Services

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

None

**5. Legal Requirements**

Local Government: Municipal Planning and Performance Management Regulations, 2001

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

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

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

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

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

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

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

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

None

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

None

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

None

#### **10. Annexures**

Annexure A: 2<sup>nd</sup> Audit Report of the Performance Audit Committee to the Overstrand Municipal Council - period 2014/15

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

that the second Audit Report in respect of the 2014/15 financial year submitted by the Performance Audit Committee as part of their reporting obligations arising from the Local Government: Municipal Planning and Performance Management Regulations, 2001, **be noted**.

**RESPONSIBLE OFFICIAL :**

**DC VAN DER HEEVER**

**TARGET DATE FOR IMPLEMENTATION :**

**TO BE NOTED**

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



**2<sup>nd</sup> AUDIT REPORT OF THE PERFORMANCE AUDIT  
COMMITTEE (PAC) TO THE OVERSTRAND MUNICIPAL  
COUNCIL – PERIOD 2014/15**

**28 MAY 2015**





PERFORMANCE AUDIT COMMITTEE (PAC):  
2<sup>nd</sup> AUDIT REPORT OF THE PAC  
TO THE OVERSTRAND MUNICIPAL COUNCIL

Annexure A 3/14

### 3. QUARTERLY REPORTS REVIEWED

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

#### PAC meeting held on 25 March 2015

- PDO Quarter 1 (01 July 2014 – 30 September 2014) for the financial period 2014/2015.
- PDO Quarter 2 (01 October 2014 – 31 December 2014) for the financial period 2014/2015
- SDBIP Report: First Quarter (01 July 2014 – 30 September 2014)
- SDBIP Report Second Quarter (01 October 2014 – 31 December 2014)
- Annexure A – minutes of the PAC meeting held on 25 March 2015.

#### PAC meeting held on 28 May 2015

- PDO Quarter 3 (01 January 2015 – 31 March 2015) for the financial period 2014/2015.
- SDBIP Report: Third Quarter (01 January 2015 – 31 March 2015)
- Annexure B – minutes of the PAC meeting held on 28 May 2015.

### 4. CONCLUSION

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

### 5. RECOGNITION

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

Yours sincerely,

HV Liebenberg

28-05-2015

Date

**CHAIRPERSON: PERFORMANCE AUDIT COMMITTEE  
OVERSTRAND MUNICIPALITY**

Signed on behalf of the Performance Audit Committee – Overstrand Municipality



Annexure A

**MEETING OF THE PERFORMANCE AUDIT COMMITTEE**

**VERGADERING VAN DIE PRESTASIE OUDITKOMITEE**

**MINUTES / NOTULE**

<b>DATE / DATUM:</b>	<b>25 MARCH 2015</b> <b>(WEDNESDAY / WOENSDAG)</b>
<b>VENUE / PLEK</b>	<b>COMMITTEE ROOM / KOMITEEKAMER</b> <b>CIVIC CENTRE / BURGERSENTRUM</b> <b>HERMANUS</b>
<b>TIME / TYD</b>	<b><u>12:00</u></b>



MINUTES OF A MEETING OF THE PERFORMANCE AUDIT COMMITTEE HELD IN THE COMMITTEE ROOM (GLASKAS), HERMANUS CIVIC CENTRE ON WEDNESDAY, 25 MARCH 2015 AT 12:00

**1. OPENING BY CHAIRPERSON**

The newly elected Chairperson, Mr Hennie Liebenberg opened the meeting by thanked the committee members for the confidence shown in him to be elected as Chairperson of the Performance Audit Committee. He extended a warm word of welcome to everyone present at the meeting. The Executive Mayor congratulated the newly elected Chairperson on his appointment.

**2. ELECTION: NEW CHAIRPERSONS FOR PERFORMANCE AUDIT COMMITTEE (PAC) AND AUDIT COMMITTEE (AC)**

The election of the new Chairpersons was done prior to the start of the meeting and the following members were elected:

Mr Hennie Liebenberg – Chairperson of the Performance Audit Committee  
Mrs Kim Montgomery – Chairperson of the Audit Committee

**3. APPLICATIONS FOR LEAVE OF ABSENCE**

Councillor P Appelgrein (Chairman: Management Services Portfolio) – Attended SALGA Annual Meeting.

Persons present - see the attached attendance register.

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

No further statements and communications expressed by the Chairperson.

**5. CONFIRMATION OF PREVIOUS MINUTES**

There are no minutes of the previous Performance Audit Committee for confirmation. The minutes of the last meeting that was held on 27 August 2014 was confirmed during the Audit Committee meeting that was held on 18 December 2014.

**RESOLVED**

That cognisance be taken that there are no minutes of the Performance Audit Committee to be confirmed as correct.

**6. MATTERS ARISING FROM THE MINUTES**

No matters indicated for feedback.

**7. STANDING ITEMS**

**7.1. CAE STATUS REPORT**

D Van Der Heever informed the committee that the 1<sup>st</sup> and 2<sup>nd</sup> Quarter review i.r.o. Predetermined Objectives for the financial period 2014/2015 was performed and reported.

**RESOLVED**

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

**7.2. SCOPE LIMITATIONS**

The CAE reported that there was no scope limitations i.r.o the review done on the Predetermined Objectives for the 1<sup>st</sup> and 2<sup>nd</sup> Quarter of the 2014/2015 financial period.

**RESOLVED**

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

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

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

**Standard 1100 – Independence and Objectivity**

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

**Standard 1110 – Organizational Independence**

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

**Standard 1120 – Individual Objectivity**

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

**RESOLVED**

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

**8. NEW ITEMS****8.1 REPORT: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) –****8.1.1 FIRST QUARTER (JULY 2014 – SEPTEMBER 2014) FOR THE FINANCIAL YEAR 2014/2015**

No discussion took place i.r.o. the Report: Service Delivery and Budget Implementation Plan for the first quarter (July 2014 – September 2014). The content of this report was noted by the Committee.

**RESOLVED**

That cognizance be taken of the content of the Report: Service Delivery and Budget Implementation Plan – First Quarter (July 2014 - September 2014).

**8.1.2 SECOND QUARTER (OCTOBER 2014 – DECEMBER 2014) FOR THE FINANCIAL YEAR 2014/2015**

A few thoughts/ ideas were shared i.r.o. the Report: Service Delivery and Budget Implementation Plan for the second quarter (October 2014 – December 2014) followed by a short discussion.

D Arrison undertakes to make available the assessment report received from Provincial Government in order to establish a better understanding of the evaluation of Predetermined Objectives.

**RESOLVED**

That cognizance be taken of the content of the Report: Service Delivery and Budget Implementation Plan – Second Quarter (October 2014 - December 2014).

**8.2 HIGH LEVEL SUMMARY REPORT:****8.2.1 FIRST QUARTER (JULY 2014 - SEPTEMBER 2014) FOR THE FINANCIAL YEAR 2014/2015**

No questions/ comments were raised i.r.o the High Level Summary Report on Predetermined Objectives: Quarter 1 for the financial year 2014/2015.

**RESOLVED**

That cognizance be taken of the content of the High Level Summary Report i.r.o the Predetermined Objectives - Quarter 1 for the financial year 2014/2015.

**8.2.2 SECOND QUARTER (OCTOBER 2014 - DECEMBER 2014) FOR THE FINANCIAL YEAR 2014/2015**

No questions/ comments were raised i.r.o the High Level Summary Report on Predetermined Objectives: Quarter 2 for the financial year 2014/2015.

**RESOLVED**

That cognizance be taken of the content of the High Level Summary Report i.r.o the Predetermined Objectives - Quarter 2 for the financial year 2014/2015.

**8.3 INTERNAL AUDIT REPORT(S)****8.3.1 PREDETERMINED OBJECTIVES****FIRST QUARTER (JULY 2014 - SEPTEMBER 2014) FOR THE FINANCIAL YEAR 2014/2015**

No discussion took place i.r.o. the Internal Audit report regarding Predetermined Objectives for the first quarter (July 2014 – September 2014). The content of this Internal Audit report was noted by the Committee.

**RESOLVED**

That cognizance be taken of the content of the Internal Audit report regarding Predetermined Objectives for the first Quarter (July 2014 - September 2014).

**8.3.2 PREDETERMINED OBJECTIVES****SECOND QUARTER (OCTOBER 2014 - DECEMBER 2014) FOR THE FINANCIAL YEAR 2014/2015**

A few thoughts/ ideas were shared i.r.o. the Internal Audit report regarding Predetermined Objectives for the second quarter (October 2014 – December 2014) followed by a short discussion.

**RESOLVED**

That cognizance be taken of the content of the Internal Audit report regarding Predetermined Objectives for the second Quarter (October 2014 - December 2014).

**9 GENERAL**

1. The Municipal Manager made a suggestion that all the agenda items be distributed electronically and asked the view of the Committee members and all present. H Beekman and H Liebenberg indicated that they prefer a hard copy of the agenda items.
2. K Montgomery asked if a function can be arranged for the outgoing Chairpersons in order to give recognition for their contribution the past few years.
3. No further items were listed under general.

**RESOLVED**

1. That the agendas of the Combined Performance Audit Committee Meeting in future be distributed electronically except for the hard copies supplied to H Beekman and H Liebenberg.



2. That a function will be held for the outgoing Chairpersons, the details will be communicated in due course.

9. **NEXT MEETING**

Next meeting to be held on 27 May 2015 at 14:00.

10. **CLOSING**

The meeting closed at 13:40

  
HV LIEBENBERG  
CHAIRPERSON

02-06-2015  
DATE:



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

Held in the Committee Room (Glasikas) Civic Centre, HERMANUS, on Wednesday 25 March 2015 at 14:00.

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

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

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

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



Annexure B

**MEETING OF THE PERFORMANCE AUDIT COMMITTEE****VERGADERING VAN DIE PRESTASIE OUDITKOMITEE****MINUTES / NOTULE**

**DATE / DATUM:** 28 MAY 2015  
(THURSDAY / DONDERDAG)

**VENUE / PLEK:** COMMITTEE ROOM / KOMITEEKAMER  
(GLASKAS)  
CIVIC CENTRE / BURGERSENTRUM  
HERMANUS

**TIME / TYD:** 14:00



MINUTES OF A MEETING OF THE PERFORMANCE AUDIT COMMITTEE HELD IN THE COMMITTEE ROOM (GLASKAS), HERMANUS CIVIC CENTRE ON THURSDAY, 28 MAY 2015 AT 14:00

**1. OPENING BY CHAIRPERSON**

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

The Chairperson continued by introducing and welcoming the newly appointed Internal Auditor, Rayno Africa. He wished him the best of luck with the challenges ahead.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

No application for leave of absence was received.

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

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

The Chairperson referred to the Audit Committee Charter with specific reference to the role and responsibilities of the Performance Audit Committee. A copy of National Treasury's *"Framework for Managing Programme Performance Information"* was distributed during the meeting. This framework can be used as a guidance/ best practice for managing performance information.

No further statements and communications expressed by the Chairperson.

**4. CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the Performance Audit Committee meeting dated 25 March 2015 were taken to be read by all.

**RESOLVED**

That the minutes of the Performance Audit Committee meeting dated 25 March 2015 be confirmed as correct.

**5. MATTERS ARISING FROM THE MINUTES**

No matters indicated for feedback.

**6. STANDING ITEMS**

**6.1. CAE STATUS REPORT**

D Van Der Heever informed the committee that the 3<sup>rd</sup> Quarter review i.r.o. Predetermined Objectives for the financial period 2014/2015 was performed and reported.

**RESOLVED**

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

**6.2. SCOPE LIMITATIONS**

The CAE reported that there was no scope limitations i.r.o the review done on the Predetermined Objectives for the 3<sup>rd</sup> Quarter of the 2014/2015 financial period.

**RESOLVED**

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



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

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

**Standard 1100 – Independence and Objectivity**

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**Standard 1120 – Individual Objectivity**

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

**RESOLVED**

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

### 7. NEW ITEMS

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

##### 7.1.1 THIRD QUARTER (JANUARY 2015 – MARCH 2015) FOR THE FINANCIAL YEAR 2014/2015

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

**RESOLVED**

That cognizance be taken of the content of the Report: Service Delivery and Budget Implementation Plan – Third Quarter (January 2015 - March 2015).

#### 7.2 HIGH LEVEL SUMMARY REPORT:

##### 7.2.1 THIRD QUARTER (JANUARY 2015 - MARCH 2015) FOR THE FINANCIAL YEAR 2014/2015

No questions/ comments were raised i.r.o the High Level Summary Report on Predetermined Objectives: Quarter 3 for the financial year 2014/2015.

**RESOLVED**

That cognizance be taken of the content of the High Level Summary Report i.r.o the Predetermined Objectives - Quarter 3 for the financial year 2014/2015.

#### 7.3 INTERNAL AUDIT REPORT(S)

##### 7.3.1 PREDETERMINED OBJECTIVES

##### THIRD QUARTER (JANUARY 2015 - MARCH 2015) FOR THE FINANCIAL YEAR 2014/2015

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

**RESOLVED**

That cognizance be taken of the content of the Internal Audit report regarding Predetermined Objectives for the Third Quarter (January 2015 - March 2015).





**ATTENDANCE REGISTER OF THE PERFORMANCE AUDIT COMMITTEE MEETING**  
Held in the Committee Room (Glaskas) Civic Centre, HERMANUS, on Wednesday  
28 May 2015 at 14:00.

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

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

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

NAME	POSITION	SIGNATURE
N Botha-Guthrie	Executive Mayor	<i>[Signature]</i>
P Appelgren	Chairman, Management Services Portfolio	<i>[Signature]</i>
C Groenewald	Municipal Manager	<i>[Signature]</i>
D Arison	Director, Management Services	<i>[Signature]</i>
R Louw	Senior Manager, Strategic Services	<i>[Signature]</i>
D Van Der Heever	Chief Audit Executive	<i>[Signature]</i>
C Rossouw	Internal Auditor	<i>[Signature]</i>
Z Mazurka	Internal Auditor	<i>[Signature]</i>
R Africa	Internal Auditor	<i>[Signature]</i>
D.P. CORTESE	Chairman - Finance Portfolio	<i>[Signature]</i>