



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2018-08-07

MINUTES

COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE MEETING

2018-08-07 AT 10:00

MINUTES
COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES
COMMITTEE MEETING

2018-08-07

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	NONE	

MINUTES OF THE COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE MEETING HELD ON 2018-08-07 AT 10:00 IN THE COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH

PRESENT: Cllr AR Frazenburg: [Chairperson: Community Development and Community Services]

Deputy Executive Mayor, Cllr N Jindela [Chairperson: Parks, Rivers & Area Cleaning]

COUNCILLORS: A Crombie (Ms)
E Fredericks (Ms)

ALSO PRESENT: Cllr WF Petersen

OFFICIALS: Acting Director: Community and Protection Services (A v/d Merwe)
Manager: Libraries (Ms S Majudith)
Manager: Community Development (Ms M Aalbers)
Head: Sport & Facilities (G Abrahams)
Head: Parks, Rivers and Area Cleaning (Ms N Mohamed)
Superintendent: Nature Conversation (L Lourens)
Senior Administration Officer (Ms T Samuels)
Interpreter (J Tyatyeka)

1.	OPENING AND WELCOME
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The Chairperson, Cllr AR Frazenburg, welcomed all present at the meeting of this Committee. A moment of silent reflection was observed.

2.1	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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Cllr Frazenburg wished all the females a happy Women's Month and acknowledged the important role they play.

2.2	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

3.	APPLICATION FOR LEAVE OF ABSENCE
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- (1) The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Councillor MD Oliphant – 7 August 2018
 Director: Community and Protection Services: (Mr G Esau) – 7 August 2018

- (2) ABSENT

Cllr GN Bakubaku-Vos (Ms) – 7 August 2018

4.1	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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The minutes of the Community Development and Community Services Committee Meeting held on 2018-05-08, were **confirmed as correct.**

4.2	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	(3/4/3/5/2/2)
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NONE

5.	COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: [PC: CLLR AR FRAZENBURG]
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5.1	NON-DELEGATED MATTERS
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5.1.1	INTRODUCTION OF A CASHLESS REVENUE COLLECTION SYSTEM AT JONKERSHOEK PICNIC SITE
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Collaborator No: 597657

IDP KPA Ref No:

Meeting Date:

1. SUBJECT: INTRODUCTION OF A CASHLESS REVENUE COLLECTION SYSTEM AT JONKERSHOEK PICNIC SITE

2. PURPOSE

To inform Council about:

- (a) the improvement in the revenue collection control systems at the holiday resorts and campsites by designing and implementing of a cashless system.
- (b) a comparative report about the revenue and patrons for the 2015/16, 2016/17 and 2017/18 season to date.

3. DELEGATED AUTHORITY

For information to the Executive Mayor and Council.

4. EXECUTIVE SUMMARY

Key performance Indicator (D757) stipulate the Improvement in the revenue collection control systems at the holiday resorts and campsites by March 2018. To achieve this KPI an Standard Operating Procedures (SOP) had to be developed.

RECOMMENDATION FROM COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE MEETING TO THE EXECUTIVE MAYOR: 2018-08-07: ITEM 5.1.1

that the introduction of a Cashless Revenue Collection System at Jonkershoek Picnic Site, be noted and forwarded to Mayco and Council for information.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Leon Lourens/Albert van der Merwe and Tazmynn Linders</i>
POSITION	<i>Superintendent: Nature Conservation</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>021 808 8161</i>
E-MAIL ADDRESS	<i>Leon.lourens@stellenbosch.gov.za</i>
REPORT DATE	<i>24 April 2018</i>

5.1.2	REPORT ON IDENTIFICATION AND MAPPING OF ALL CURRENT AND PLANNED SOCIAL INFRASTRUCTURE WITHIN THE DEPARTMENT: COMMUNITY SERVICES
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Collaborator No: 597717

IDP KPA Ref No:

Meeting Date:

1. **SUBJECT: REPORT ON IDENTIFICATION AND MAPPING OF ALL CURRENT AND PLANNED SOCIAL INFRASTRUCTURE WITHIN THE DEPARTMENT: COMMUNITY SERVICES**

2. **PURPOSE**

To report on the finalisation of the Key Performance Indicator D750, namely Report on identification and mapping of all current and planned social infrastructure within the Department: Community Services.

3. **DELEGATED AUTHORITY**

For notification by Council.

4. **EXECUTIVE SUMMARY**

One of the departmental Key Performance Indicators for the financial year 2017/2018 is that a report must be compiled to identify all the current and planned social infrastructure within the Department: Community Services. The due date is 30 June 2018. The report has been finalised. Due to the amount of pages, only the front page forms part of this report as an annexure. The full report will be available at all the libraries within WC024 and will be loaded onto the official website.

RECOMMENDATION FROM COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE MEETING TO THE EXECUTIVE MAYOR: 2018-08-07: ITEM 5.1.2

that the report on identification and mapping of all current and planned social infrastructure within the Department: Community Services, be noted and forwarded to Mayco and Council for information.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>8161</i>
E-MAIL ADDRESS	<i>Albert.vandermerwe</i>
REPORT DATE	

5.2	DELEGATED MATTERS
5.2.1	COMMUNITY DEVELOPMENT MONTHLY REPORT: APRIL 2018

Collaborator No: 593128
IDP KPA Ref No: Dignified Living: Municipal Focus Area 21
Meeting Date: 7 August 2018
File Plan: 8/1/4/2/3

1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: APRIL 2018

2. PURPOSE

To present to the Portfolio Committee the monthly report relating to the functioning and activities of the Department: Community Development for the period: April 2018.

3. DELEGATED AUTHORITY

For information to the Portfolio Committee and Municipal Manager.

4. EXECUTIVE SUMMARY

The Department: Community Development is responsible for service delivery to vulnerable groups. The monthly report accounts for the activities and programmes as implemented by the Community Development Department for the above-mentioned period.

COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE MEETING: 2018-08-07: ITEM 5.2.1

NOTED

the Community Development Monthly Report for April 2018.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	<i>Manager Community Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	8408
E-MAIL ADDRESS	<i>Michelle.aalbers@stellenbosc.gov.za</i>
REPORT DATE	

5.2.2	COMMUNITY DEVELOPMENT MONTHLY REPORT: MAY 2018
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Collaborator No: 599581
IDP KPA Ref No: Dignified Living: Municipal Focus Area 21
Meeting Date: 7 August 2018
File Plan: 8/1/4/2/3

1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: MAY 2018

2. PURPOSE

To present to the Portfolio Committee the monthly report relating to the functioning and activities of the Department: Community Development for the period: May 2018.

3. DELEGATED AUTHORITY

For information to the Portfolio Committee and Municipal Manager.

4. EXECUTIVE SUMMARY

The Department: Community Development is responsible for service delivery to vulnerable groups. The monthly report accounts for the activities and programmes as implemented by the Community Development Department for the above-mentioned period.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 5.2.2**

NOTED

the Community Development Monthly Report for May 2018.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	<i>Manager Community Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	8408
E-MAIL ADDRESS	<i>Michelle.aalbers@stellenbosc.gov.za</i>
REPORT DATE	

5.2.3	COMMUNITY DEVELOPMENT MONTHLY REPORT: JUNE 2018
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Collaborator No: 599584
IDP KPA Ref No: Dignified Living: Municipal Focus Area 21
Meeting Date: 7 August 2018
File Plan: 8/1/4/2/3

1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: JUNE 2018

2. PURPOSE

To present to the Portfolio Committee the monthly report relating to the functioning and activities of the Department: Community Development for the period: June 2018.

3. DELEGATED AUTHORITY

For information to the Portfolio Committee and Municipal Manager.

4. EXECUTIVE SUMMARY

The Department: Community Development is responsible for service delivery to vulnerable groups. The monthly report accounts for the activities and programmes as implemented by the Community Development Department for the above-mentioned period.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 5.2.3**

NOTED

the Community Development Monthly Report for June 2018.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	<i>Manager Community Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	8408
E-MAIL ADDRESS	<i>Michelle.aalbers@stellenbosc.gov.za</i>
REPORT DATE	

5.2.4	LIBRARIES AND HALLS MONTHLY REPORT: MARCH 2018
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Collaborator No: 597651

IDP KPA Ref No:

Meeting Date: 7 August 2018

1. SUBJECT: MARCH 2018 MONTHLY REPORT: LIBRARIES AND HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Libraries and Halls for March 2018.

3. DELEGATED AUTHORITY

For notification to the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries and Halls for the month of March 2018 to the Committee for notification.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 5.2.4**

NOTED

The Libraries and Halls Monthly Report for March 2018.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Garth Abraham/Sarala Majudith</i>
POSITION	<i>Head: Sport and Facilities/Manager: Library Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8166/Ext 8393</i>
E-MAIL ADDRESS	<i>garth.abrahams@ Stellenbosch.gov.za/sarala.majudith@ Stellenbosch.gov.za</i>
REPORT DATE	

5.2.5	LIBRARIES AND HALLS MONTHLY REPORT: APRIL 2018
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Collaborator No: 599569

IDP KPA Ref No:

Meeting Date: 7 August 2018

1. SUBJECT: APRIL 2018 MONTHLY REPORT: LIBRARIES AND HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Libraries and Halls for April 2018.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries and Halls for the month of April 2018 to the Committee for notification.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 5.2.5**

NOTED

the Libraries and Halls Monthly Report for April 2018.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Garth Abraham/Sarala Majudith</i>
POSITION	<i>Head: Sport and Facilities/Manager: Library Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8166/Ext 8393</i>
E-MAIL ADDRESS	<i>garth.abrahams@ Stellenbosch.gov.za/sarala.majudith@ Stellenbosch.gov.za</i>
REPORT DATE	

5.2.6	LIBRARIES AND HALLS MONTHLY REPORT: MAY 2018
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Collaborator No: 599572

IDP KPA Ref No:

Meeting Date: 7 August 2018

1. SUBJECT: MAY 2018 MONTHLY REPORT: LIBRARIES AND HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Libraries and Halls for May 2018.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries and Halls for the month of May 2018 to the Committee for notification.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 5.2.6**

NOTED

the Libraries and Halls Monthly Report for May 2018.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Garth Abraham/Sarala Majudith</i>
POSITION	<i>Head: Sport and Facilities/Manager: Library Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8166/Ext 8393</i>
E-MAIL ADDRESS	<i>garth.abrahams@stellenbosch.gov.za/sarala.majudith@stellenbosch.gov.za</i>
REPORT DATE	

6.	REPORTS FROM PARKS, RIVERS AND AREA CLEANING: (PC: CLLR N JINDELA)
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6.1	NON-DELEGATED MATTERS
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NONE

6.2	DELEGATED MATTERS
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6.2.1	URBAN GREENING, PARKS AND CEMETERIES MONTHLY REPORT: MARCH 2018
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Collaborator No: 593044

IDP KPA Ref No:

Meeting Date: 7 August 2018

1. **SUBJECT: MARCH 2018 MONTHLY REPORT: URBAN GREENING, PARKS AND CEMETERIES**

2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Urban Greening, Parks and Cemeteries for March 2018.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Sections: Urban Greening, Parks and Cemeteries for the month of March 2018 to the Committee for notification.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 6.2.1**

NOTED

the Monthly Report of the Sections: Urban Greening, Parks and Cemeteries for March 2018.

6.2.2	URBAN GREENING, PARKS AND CEMETERIES MONTHLY REPORT: APRIL 2018
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Collaborator No: 593045

IDP KPA Ref No:

Meeting Date: 7 August 2018

1. SUBJECT: APRIL 2018 MONTHLY REPORT: URBAN GREENING, PARKS AND CEMETERIES

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Urban Greening, Parks and Cemeteries for April 2018.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Urban Greening, Parks and Cemeteries for the month of April 2018 to the Committee for notification.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 6.2.2**

NOTED

the Monthly Report of the Sections: Urban Greening, Parks and Cemeteries for April 2018.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Nazeema Mohamed/Portia Bolton</i>
POSITION	<i>Head: Parks and Cemeteries/Head: Urban Greening</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8235/8180</i>
E-MAIL ADDRESS	<i>Nazeema.mohamed@ Stellenbosch.gov.za</i>
REPORT DATE	

6.2.3	URBAN GREENING, PARKS AND CEMETERIES MONTHLY REPORT: MAY 2018
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Collaborator No: 597654

IDP KPA Ref No:

Meeting Date: 7 August 2018

1. SUBJECT: MAY 2018 MONTHLY REPORT: URBAN GREENING, PARKS AND CEMETERIES

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Urban Greening, Parks and Cemeteries for May 2018.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Urban Greening, Parks and Cemeteries for the month of May 2018 to the Committee for notification.

**COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES COMMITTEE
MEETING: 2018-08-07: ITEM 6.2.3**

NOTED

the Monthly Report of the Sections: Urban Greening, Parks and Cemeteries for May 2018.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Nazeema Mohamed/Portia Bolton</i>
POSITION	<i>Head: Parks and Cemeteries/Head: Urban Greening</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8235/8180</i>
E-MAIL ADDRESS	<i>Nazeema.mohamed@stellenbosch.gov.za</i>
REPORT DATE	

7.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

8.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

9.	URGENT MATTERS
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NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 10:45.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**