MINUTES

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING

2015-06-09 AT 15:00
# MINUTES
## FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING
### 2015-06-09

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<td>68</td>
</tr>
<tr>
<td></td>
<td>NONE</td>
<td></td>
</tr>
</tbody>
</table>
PRESENT
Deputy Executive Mayor, MG Smuts [Portfolio: Strategic & Corporate Services]
Councillor N Jindela [Portfolio: Financial Services]

Councillors
JSA Fourie
XL Mdemka (Ms)
WC Petersen (Ms)
LN Siwakamisa (Ms)
MM Wanana (from 15:05)
AT van der Walt

Also Present
Councillor DA Hendrickse (from 16:20)

Officials
Director: Strategic & Corporate Services
Acting Chief Financial Officer (K Carolus)
Manager: Human Resources (A van Rooyen)
Senior Legal Advisor (E Williams (Ms))
Senior Legal Advisor (M Williams)
Manager: Communications (V Bowers)
Manager: Treasury (A Treurnich)
Head: Committee Services
Committee Clerk
Interpreter

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

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 1

RESOLVED (nem con)

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

(HEAD COMMITTEE SERVICES TO ACTION)

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

None
2.2 COMMUNICATION BY THE CHAIRPERSON

None

3. CONFIRMATION OF THE MINUTES

3.1 MINUTES OF THE FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING HELD ON 2015-04-14

The above-mentioned minutes were previously distributed.

FOR CONFIRMATION

(HEAD: COMMITTEE SERVICES TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 1

RESOLVED (nem con)

that the minutes of the Finance and Strategic and Corporate Services Committee Meeting held on 2015-04-14, be confirmed.

(HEAD: COMMITTEE SERVICES)

4. REPORT FROM DIRECTOR(S) RE RESOLUTIONS TAKEN AT PREVIOUS COMMITTEE MEETINGS

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 4

RESOLVED (nem con)

(a) that it be noted that Councillor AT van der Walt takes exception to the non-compliance of the resolution of Council which directed that the Item regarding the top 100 debtors be submitted to this Committee before submission to Council; and

(b) that the item related to the Top 100 debtors be tabled at the next meeting of this Committee for consideration and subsequent recommendation to Council.

(CHIEF FINANCIAL OFFICER TO ACTION)
MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2015-06-09
COMMITTEE MEETING
[Chairperson: Deputy Executive Mayor, MG Smuts]
[Portfolio: Strategic and Corporate Services]

5. REPORTS FROM OFFICIALS: STRATEGIC AND CORPORATE SERVICES

5.1 NON-DELEGATED MATTERS

5.1.1 PUBLIC PARTICIPATION POLICY FRAMEWORK

File number : 3/9/1
Compiled by : Director: Strategic & Corporate Services
Report by : Director: Strategic & Corporate Services
Delegated Authority : Council

Strategic intent of item

Preferred investment destination
Greennest municipality
Safest valley
Dignified Living
Good Governance

1. PURPOSE OF REPORT

To motivate for the adoption of the National Policy Framework for Public Participation as the Stellenbosch Public Participation policy. The Stellenbosch Public Participation policy will be adapted to the local circumstances of WC024.

2. BACKGROUND

The intrinsic value of public participation lies in increasing accountability and transparency, broadening the sphere in which citizens can make or influence decisions, building civic capacity and trust between government and the public.

The South African Constitution is underpinned by principles of good governance, also highlighting the importance of public participation as an essential element of successful good local governance.

Municipalities are obliged to encourage the involvement of communities and community organisations in local government. This
obligation extends to the entire way in which a municipality operates and functions.

3. DISCUSSION

The requirement for effective public participation in municipalities is clearly set out in various pieces of legislation as well as policy documents applicable to local government.

The National Policy Framework for Public Participation is a valuable source of information to assist in the implementation of a public participation framework for the Stellenbosch Municipality in line with applicable legislation. It will further assist the municipality with the practical implementation of a well-planned, resourced and structured participation program, so that communities can actively contribute to the decision making process within the council and become agents of change and development.

4. COMMENTS BY RELEVANT DEPARTMENTS

FINANCIAL

We are supporting this Item.

LEGAL SNR LEGAL ADVISOR EA WILLIAMS

Chapter 7 of the Constitution deals with the status, powers and functions of local government as a sphere of government. Section 152 (1) provides, inter-alia, that the objects of local government are to provide democratic and accountable government for local communities. Subsection (e) specifically provides that the object of local government is “to encourage the involvement of communities and community organisations in the matters of local government”.

The “matters” refer to the functional areas of responsibility as defined by section 156 read with the relevant Schedules. The obligation to encourage the involvement of communities extends to all facets of the functioning of the local sphere of government. This accords with the nature of the constitutional democracy which the Constitution establishes, namely one that is both representative and participatory. It also accords with the particular role played by the local sphere of government. In this regard local government is established as an autonomous sphere which is imperatively required to provide democratic and accountable government “for local communities” and “to give priority to the basic needs of the community”
The nature and extent of the obligation to encourage involvement of local communities in the matters of local government must be considered against this backdrop. So too must the particular provisions of the Structures Act; the Systems Act and the MFMA, each of which give expression to the Constitutional obligations of the local sphere of government and reflect the means by which national government ensures “the effective performance by municipalities of the functions” of local government.

Section 4 of the Systems Act sets out the rights and duties of municipal councils. In terms of this section, the council of a municipality has the right to govern the affairs of the local community on its own initiative, exercise the municipality’s executive and legislative authority and to finance the affairs of the municipality by charging fees for services and imposing surcharges on fees, rates on property and, where authorised, other taxes, levies and duties. Subsection (2) provides that:

The Council of a municipality, within the municipality’s financial and administrative capacity and having regard to practical considerations, has the duty to –

(a) exercise the municipality's executive and legislative authority and use the resources of the municipality in the best interests of the local community;

(b) provide, without favour or prejudice, democratic and accountable government;

(c) encourage the involvement of the local community;

(d)…

(e) consult the local community about –

   (i) the level, quality, range and impact of municipal services provided by the municipality, either directly or through another service provider; and

   (ii) the available options for service delivery;….

Section 5 defines the rights and duties of members of the local community. It provides that members of the local community have the right:
through mechanisms and in accordance with processes and procedures provided for in terms of this Act or other applicable legislation to –

(i) contribute to the decision making processes of the municipality; and

(ii) submit written or oral recommendations, representations and complaints to the municipal counsel or to another political structure or a political office bearer or the administration of the municipality;…

There is therefore a set of reciprocal rights and duties. Section 5 gives expression to the participatory nature of local democracy.

Chapter 4 of the Systems Act provides in detail for community participation. Sections 16 and 17 provide as follows:

16 (1) A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose –

(a) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in –

(i) the preparation, implementation and review of its integrated development plan in terms of Chapter 5; (my emphasis)

(ii) the establishment, implementation and review of its performance management system in terms of Chapter 6;

(iii) the monitoring and review of its performance, including the outcomes and impact of such performance;

(iv) the preparation of its budget; and

(v) strategic decisions relating to the provision of municipal services in terms of Chapter 8; and

(b) contribute to building the capacity of –
(i) the local community to enable it to participate in the affairs of the municipality; and

(ii) councillors and staff to foster community participation; and

(c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing (a) and (b).

(2) Subsection (1) must not be interpreted as permitting interference with a municipal council’s right to govern and to exercise the executive and legislative authority of the municipality.

17 (1) Participation by the local community in the affairs of the municipality must take place through –

(a) political structures for participation in terms of the Municipal Structures Act;

(b) the mechanisms, processes and procedures for participation in municipal governance established in terms of this Act;

(c) other appropriate mechanisms, processes and procedures established by the municipality;

(d) councillors; and

(e) generally applying the provisions for participation as provided for in this Act.

(2) A municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality, and must for this purpose provide for –

(a) the receipt, processing and consideration of petitions and complaints lodged by members of the local community;

(b) notification and public comment procedures, when appropriate;

(c) public meetings and hearings by the municipal Council and other political structures and political office bearers of the municipality, when appropriate;
MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2015-06-09
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[Chairperson: Deputy Executive Mayor, MG Smuts]
[Portfolio: Strategic and Corporate Services]

(d) consultative sessions with locally recognised community organisations and, where appropriate, traditional authorities; and

(e) report back to the local community.

The obligations set out in section 16 and 17 above are extensive. The use of the phrase “develop a culture of municipal governance” suggests that a municipal council is obliged to take steps to extend and deepen its democratic processes. It must “create conditions”, “build capacity” and, most importantly allocate resources to comply with its obligations. It is required to take these steps in relation to encouraging public participation in the preparation and implementation of its Integrated Development Plan (IDP) and the preparation of its budget. It is also obliged to communicate information concerning the available mechanisms, processes and procedures to encourage and facilitate community participation in terms of section 18.

The theme of community consultation and community participation is further addressed in Chapter 5 of the Act which deals with Integrated Development Planning by a municipal council. The chapter imposes the obligation upon a municipal Council to be developmentally oriented in its planning and seeks to achieve that object by providing for the adoption of Integrated Development Plans. An IDP is defined as an inclusive and strategic plan for the development of the municipality which, inter-alia, links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality; aligns the resources and capacity of the municipality with the implementation of the plan; and forms the policy framework and general basis on which annual budgets must be based.

The procedure to be followed in adopting and reviewing an IDP is dealt with in s29 of the Systems Act. Subsection (1)(b) provides that the process must allow for:

“(i) the local community to be consulted on its development needs and priorities;

(ii) the local community to participate in the drafting of the integrated development plan; and

(iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;…”
These provisions of the Systems Act define the nature and extent of public participation of local communities in decision-making. The Structures Act in turn sets out the essential organs and structures through which such participation is to occur, although participation is not confined to such structures. It is imperative to note that in terms of the legislative framework, municipal councils are to function as the primary spheres of active engagement with members of the community and is the basis upon which participatory democracy is to be founded.

Section 17 of the Systems Act, participation of the local community must occur through the political structures, i.e. through engagement with the council and its executive committees. It must also occur via the structures and mechanisms established by the Act, most notably ward committees. However, the obligation to encourage public participation and to provide appropriate mechanisms is not confined to these structures. The section does not establish a closed list of mechanisms. The obligation is an open ended one. The Constitution envisages the extension and expansion of involvement of communities as a guiding principle. It envisages a dynamic and evolving participation of communities in the affairs of local authorities.

In Doctors for Life International v Speaker of the National Assembly 2006(6) CC, the Constitutional Court refers to “a continuum that ranges from providing information and building awareness, to partnering in decision-making”. The obligation to encourage public participation at local government level goes beyond a mere formalism in which public meetings are convened and information shared. The concept of “participatory democracy” as envisaged by the Constitution requires that the interplay between the elected representative structures and the participating community is addressed by means of appropriate mechanisms.

It is this relationship to which the Constitutional Court speaks when it states that there must not only be meaningful opportunities for participation, but that steps must be taken to ensure that people have the ability and capacity to take advantage of those opportunities.

Section 16 of the Systems Act addresses this requirement directly. It requires that a municipal council to “build capacity” and to “allocate resources” to ensure that meaningful participation can occur. It is also addressed specifically in the provisions of the Systems Act relating to the adoption or annual review of the IDP, and in the process of the adoption of the budget.

It is clear from consideration of the Statutory framework set out above that the obligation upon the Council to encourage public participation is extensive and far-reaching and it will as such be in the best interest of the
community and the Council if the National Policy Framework for Public Participation is adopted.

RECOMMENDED

that Council adopt the National Policy Framework for Public Participation as the Stellenbosch Public Participation policy.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 5.1.1

RESOLVED (nem con)

that the Director: Strategic and Corporate Services be mandated to submit a report to Council in respect of the Innovation Capital Logo to be used alongside the original logo of Council documentation.

RECOMMENDED

that Council adopt the National Policy Framework for Public Participation as the Stellenbosch Public Participation Policy.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)
5.2 DELEGATED MATTERS

5.2.1 REPORT FEBRUARY AND MARCH 2015 - STRATEGIC AND CORPORATE SERVICES

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

Strategic intent of item

Preferred investment destination
Greenest municipality
Safest valley
Dignified Living
Good Governance X

1. PURPOSE OF REPORT

To inform the Committee of monthly activities for February and March 2015 in the Directorate: Strategic and Corporate Services.

2. DISCUSSION

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

2.1 Office of the Director
2.2 Communication Services
2.3 Document Management Services
2.3.1 Paper Records
2.3.2 Electronic Records
2.3.3 Collaborator
2.4 Human Resources
2.4.1 Administration
2.4.2 Recruitment and Selection
2.4.3 Skills Development
2.4.4 Labour Relations
2.4.5 Occupational Health and Safety
2.5 IDP and Performance Management
2.6 Information and Communication Technology
2.6.1 Infrastructure
2.6.2 Systems
2.1 Office of the Director: Strategic and Corporate Services

Vacancies and Appointments:
No new appointments made during the period. Interviews took place for the Head: Systems in the Information Communications Department.

2014/2015 Strategic Projects and Initiatives:

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<th>PROJECT DESCRIPTION</th>
<th>RESPONSIBLE SECTION</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadband and Wi-fi ICT</td>
<td>ICT</td>
<td>B. Mkaza</td>
</tr>
<tr>
<td>Community Valley of Character</td>
<td>IDP &amp; Performance Management</td>
<td>A. Rossouw</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>Legal Services</td>
<td>C De Villiers</td>
</tr>
<tr>
<td>Ward Newsletters</td>
<td>IDP &amp; Performance Management</td>
<td>A. Rossouw</td>
</tr>
<tr>
<td>Absenteeism</td>
<td>Human Resources</td>
<td>A. Van Rooyen</td>
</tr>
<tr>
<td>Performance Management</td>
<td>IDP &amp; Performance Management</td>
<td>A. Rossouw</td>
</tr>
<tr>
<td>Customer Care / Front Desk / Call Centre</td>
<td>Communication</td>
<td>V. Bowers</td>
</tr>
<tr>
<td>Collaborator</td>
<td>Document Management</td>
<td>W. September</td>
</tr>
<tr>
<td>Municipal Newsletter – electronic and other</td>
<td>Communication</td>
<td>V. Bowers</td>
</tr>
<tr>
<td>Document Management</td>
<td>Document Management</td>
<td>W. September</td>
</tr>
<tr>
<td>Innovation Capital Signs</td>
<td>Communication</td>
<td>V. Bowers</td>
</tr>
<tr>
<td>Going Paperless</td>
<td>ICT</td>
<td>B. Mkaza</td>
</tr>
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Capital Projects
Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Franking Machine</td>
<td>Discussed under section 2.3</td>
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<tr>
<td>Municipal Court: Furniture Tools and Equipment</td>
<td>Discussed under section 2.7.3</td>
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<tr>
<td>Ward Capital Projects</td>
<td>Discussed under section 2.5</td>
</tr>
<tr>
<td>SAMWU OFFICES</td>
<td>Discussed under section 2.4.1</td>
</tr>
<tr>
<td>LED Screens for Entrances to WC024</td>
<td>Discussed under section 2.2</td>
</tr>
<tr>
<td>LED Screens for Entrances at Municipality</td>
<td>Discussed under section 2.2</td>
</tr>
<tr>
<td>Upgrade and expansion of IT Infrastructure Platforms</td>
<td>Discussed under section 2.6</td>
</tr>
<tr>
<td>Purchasing and replacement Computer /</td>
<td>Discussed under section 2.6</td>
</tr>
</tbody>
</table>
Minister of Finance and Strategic and Corporate Services 2015-06-09
Committee Meeting
[Chairperson: Deputy Executive Mayor, MG Smuts]
[Portfolio: Strategic and Corporate Services]

<table>
<thead>
<tr>
<th>Software and Peripheral Devices</th>
<th>Public Wi-Fi Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussed under section 2.6</td>
<td></td>
</tr>
</tbody>
</table>

**Training**

The Director: Strategic and Corporate Services attended a week long training session on Mediation from 16-20 February 2015 and graduated and received his Doctoral Doctor of Philosophy in Sociology of Development-Specialising in local Government Transformation-Public Participation for Low Cost Housing-University of Stellenbosch

**Health and Safety**

No meetings of the Health and Safety was concluded for the Directorate for February and March 2015.

**2.2 Communication Services**

**Operations for February**
- Internal Newsletter (strategic project)
- External Newsletter (strategic project)
- SMS Communication Project
- Sending out Bulk SMS communication
- Publishing Press Releases
- Media Release - Mayor's Stop Street Campaign Exceeds Targets
- Media Invitation - Solid Waste Workshop
- Media Release - Traffic Department Extends Operating Hours of MVR
- Media Statement - Fire Test
- Media Update - Jamestown Fire Victims
- Media Release - SSI Foils Robbery at Kayamandi Mall
- Media Invitation - Career Exhibition
- Persverklaring - Saam maak ons geskiedenis
- Media Monitoring Service – Electronic Clippings (see attached annexure)
- Innovation Signage Boards
- Assisting departments with Campaigns – Fire Test Event, IDP Road Show, etc
- Assisting & attending Mayoral & Cllr's functions, e.g. Safety Forum, PACA Workshop, etc
- Sourcing business cards
- Sourcing corporate gifts / branding
- Photographic services to Mayor’s office for events & meetings
- Various Advertisements, e.g. Water Interruption, Roadworks, etc
- Updating Facebook and Twitter feeds when needed, especially load shedding messages on Twitter
• Website Content Updating – Tenders, FQs, etc (see attached weblog)
• TBWA/Hunt/Lascaris Tender – Briefing sessions
• Customer Service Requests/Complaints: Handled 100 emails sent to contact@stellenbosch.gov.za – from the Municipality’s website
Media clippings attached as APPENDIX 1

2014/2015 Strategic Projects and Initiatives:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal News Letters (electronic and other)</td>
<td>Both internal and external newsletters were produced as per the SDBIP.</td>
<td>Approval of external newsletter.</td>
</tr>
<tr>
<td>Innovation capital signs</td>
<td>Design commissioned that reflects vision of the municipality: Innovation capital.</td>
<td>Decision forwarded to Property Management</td>
</tr>
</tbody>
</table>

Capital Projects
Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows.

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED Screens for Entrances to WC024</td>
<td>Traffic Department assumed responsibility for procuring the LED screens</td>
<td>Please refer to Traffic Department</td>
</tr>
<tr>
<td>LED Screens for entrances at the Municipality</td>
<td>The ICT Department assumed responsibility for procuring the LED screens</td>
<td>Please refer to ICT Department</td>
</tr>
</tbody>
</table>

Operational Projects

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMS communication (quantity)</td>
<td>A total of 9770 SMS messages were sent out during the month of January.</td>
<td>Late notification from ESKOM about load shedding notifications.</td>
</tr>
</tbody>
</table>

Operations for March
• Internal Newsletter (strategic project)
• External Newsletter (strategic project)
• SMS Communication Project
• Sending out Bulk SMS communication
• Publishing Press Releases
o Media Release - Municipality to relocate families to safety following underground fires at landfill site
o Media release - Municipality reduces red tape for event applications
o Media Release - Upgrade and extension of SWWTW
o Media release - Traffic department offers free vehicle safety test
o Media release / Advert - Longlands
o Persverklaring - Busramp simulasis
o Persverklaring - Sluiting van Andringastraat
  • Media Monitoring Service – Electronic Clippings (see attached annexure)
  • Innovation Signage Boards
  • Assisting departments with Campaigns – Bus Accident Simulation, Red Tape Workshop, IDP Road Show, etc
  • Assisting & attending Mayoral & Cllr’s functions, e.g. Safety Forum, Longlands Meetings, etc
  • Sourcing business cards
  • Sourcing corporate gifts / branding
  • Photographic services to Mayor’s office for events & meetings
  • Various Advertisements, e.g. IDP Roadshow, Roadworks, Longlands, etc
  • Updating Facebook and Twitter feeds when needed, especially load shedding messages on Twitter
  • Website Content Updating – Tenders, FQs, etc (see attached weblog)
  • TBWA/Hunt/Lascaris Tender – Briefing sessions
  • Customer Service Requests/Complaints: Handled 110 emails sent to contact@stellenbosch.gov.za – from the Municipality’s website

2014/2015 Strategic Projects and Initiatives:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal News Letters</td>
<td>Both internal and external newsletters were produced as per the SDBIP.</td>
<td>Approval of external newsletter from the Office of the Executive Mayor</td>
</tr>
<tr>
<td>(electronic and other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation capital signs</td>
<td>Design commissioned that reflects vision of the municipality: Innovation capital.</td>
<td>Property Management to implement manufacturing of signs.</td>
</tr>
</tbody>
</table>

**Capital Projects**

Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows.

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED Screens for Entrances to WC024</td>
<td>Traffic Department assumed responsibility for procuring</td>
<td>Please refer to Traffic Department</td>
</tr>
</tbody>
</table>
the LED screens. Tender advertised.

LED Screens for entrances at the Municipality The ICT Department assumed responsibility for procuring the LED screens. Tender advertised Please refer to ICT Department

**Operational Projects**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMS communication (quantity)</td>
<td>A total of 31885 SMS messages were sent out during the month of March 2015.</td>
<td>Late notification about load shedding notifications.</td>
</tr>
</tbody>
</table>

2.3. Document Management Services

**2014/2015 Strategic Projects and Initiatives for February**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborator</td>
<td>APPENDIX 2</td>
</tr>
<tr>
<td>Document Management</td>
<td>APPENDIX 2</td>
</tr>
</tbody>
</table>

**2014/2015 Strategic Projects and Initiatives for March**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborator</td>
<td>APPENDIX 2.1</td>
</tr>
<tr>
<td>Document Management</td>
<td>APPENDIX 2.1</td>
</tr>
</tbody>
</table>

**Capital Projects**

Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows.

2.3.1 Paper Records

**Operations for February**

<table>
<thead>
<tr>
<th>PROGRESS / COMPLIANCE / INDIVIDUAL TRAINING</th>
<th>February 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meetings / Training</td>
</tr>
<tr>
<td>Strategic and Corporate Services</td>
<td>13</td>
</tr>
<tr>
<td>Financial Services</td>
<td>1</td>
</tr>
<tr>
<td>Community and Protection Services</td>
<td>1</td>
</tr>
<tr>
<td>Human Settlements and Property Management</td>
<td>1</td>
</tr>
<tr>
<td>Planning and Economic Development</td>
<td>3</td>
</tr>
<tr>
<td>Engineering Services</td>
<td>1</td>
</tr>
<tr>
<td>----------------------</td>
<td>---</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20</td>
</tr>
</tbody>
</table>

### CENTRAL RECORDS

<table>
<thead>
<tr>
<th>Description</th>
<th>February 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation of File Reference Numbers (Excl Backlog Records)</td>
<td>2601</td>
</tr>
<tr>
<td>New Files (Includes volumes)</td>
<td>183</td>
</tr>
<tr>
<td>Financial Post</td>
<td>1035</td>
</tr>
<tr>
<td>Registered Post</td>
<td>95</td>
</tr>
<tr>
<td>Classified E-mails: New</td>
<td>353</td>
</tr>
<tr>
<td>Backlog: Daily Paper Correspondence Records (Internal/External)</td>
<td>All processed</td>
</tr>
<tr>
<td>Backlog: Allocation file references to Classified E-mails (Paper)</td>
<td>998</td>
</tr>
</tbody>
</table>

### Operations for March

<table>
<thead>
<tr>
<th>Description</th>
<th>March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation of File Reference Numbers (Excel Backlog Records)</td>
<td>2446</td>
</tr>
<tr>
<td>New Files (Includes volumes)</td>
<td>202</td>
</tr>
<tr>
<td>Financial Post</td>
<td>1465</td>
</tr>
<tr>
<td>Registered Post</td>
<td>134</td>
</tr>
<tr>
<td>Classified E-mails: New</td>
<td>240</td>
</tr>
<tr>
<td>Backlog: Daily Paper Correspondence Records (Internal/External)</td>
<td>No backlog - all processed</td>
</tr>
<tr>
<td>Backlog: Allocation file references to Classified E-mails (Paper)</td>
<td>No backlog on printed e-mails</td>
</tr>
<tr>
<td>(10 886 in electronic format)</td>
<td></td>
</tr>
</tbody>
</table>

### Operations

Attached as **APPENDIX 2 and 2.1** information on Electronic Records and Document Management.

#### 2.3.3 Collaborator

**Training**

Two personnel received training on the Collaborator system:
- Ms Helena Priem in the office of the Municipal Manager
2.3.2.1 The Draft **Electronic Document Management Policy** was submitted to ICT for their guidance before it could be distributed to Directorates for inputs. The said draft policy is also to be forwarded to the Western Cape Archives and Record Services for comments.

2.3.2.2 **Tree Risk Management Assessment System** (TRAMS) is an initiative from the office of Portia Bolton. Her department (Greening Services) mandated Business Engineering to develop a Tree Management Register (Ref Nr: 94291) which would capture trees planted and donated as part of the Million Trees project. The system would further include:

a. The indexes for the various calculations that would be required in the system must be captured somewhere- I have highlighted those in blue in the spread-sheet.

b. It must please be remembered that integration with the ESRI-GIS is essential.

c. Spread-sheet: Site address: this is for a physical address- I do not know whether you want to use the collaborator suburb breakdown for this but we would require street numbers and names as well. For reporting, standardisation and integration purposes, the suburb breakdown on Collaborator could be used.

d. The botanical and common names of trees have been included in the spread-sheet for ease of reference.

e. When info is manually entered, e.g. heights in metres, could one later draw a report with varying ranges, e.g. trees with heights between 2-5 metres high?

f. Storage of historical activities done on trees- letters/ photos/ operational records- can this be built in?

g. Restricted user access.

h. Mandatory fields- stops the user from completing a new field prior to all previous info being logged, i.e. no 1 must be completed before mowing to no2.

A demonstration of the said system was performed on Tuesday, 31 March.

**2.3.2.3 System Evaluation:**
The office of the Head: Document Management requested the evaluation of all current operational systems to be evaluated to establish the effectiveness thereof and to recommend any amendments. The period of April- May would be utilised to evaluate all current systems and to compile a status report.
2.3.3 Collaborator / Document Management Services

**Training**
Four personnel received training on the Collaborator system:
- Helena Priem
- Councillor Louw
- Councillor Frazenburg
- Councillor Smith

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborator: Contract Management Services Provider Performance</td>
<td>Additional to the current Contract Register and the MFMA, 116(Contract Compliance) Legal Services and Document Management negotiated with BE to add additional fields to the current Contract Management system to enable end-users to Monitor the performance of service providers on a monthly basis. It was agreed that the additions would be active from the first week in April. Final discussion is happening in the week of 7 April.</td>
</tr>
</tbody>
</table>

2.4 Human Resources

**2014/2015 Strategic Projects and Initiatives:**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absenteeism</td>
<td>APPENDIX 3 and 3.1</td>
<td></td>
</tr>
</tbody>
</table>

**Operational projects for February:**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMWU Offices</td>
<td>No feedback received from IHS</td>
<td></td>
</tr>
<tr>
<td>TASK</td>
<td>Provisional outcome report received by Deloitte on 20 March 2015. Implementation will be finalised by April 2015.</td>
<td></td>
</tr>
<tr>
<td>STRUCTURE (Changes and amendments)</td>
<td>Alignment of the structure will be attended to after the TASK results and together with the SCOA process</td>
<td></td>
</tr>
</tbody>
</table>

**Operational projects for March**
MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2015-06-09
COMMITEE MEETING
[Chairperson: Deputy Executive Mayor, MG Smuts]
[Portfolio: Strategic and Corporate Services]

<table>
<thead>
<tr>
<th>TASK</th>
<th>THE TASK letters will be circulated to all affected employees who appealed. Letters will be circulated on or before 15 April 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRUCTURE (Changes and amendments)</td>
<td>A report regarding the alignment process will be submitted to the Council meeting of May or June 2015</td>
</tr>
</tbody>
</table>

2.4.1 Administration

Operations for February
The section is responsible for amongst other roles, the maintenance of employee records on the PAYDAY system and on the employee files. We had one (1) new employee who commenced his/her services on the 01 February 2015. The information was captured and maintained on Payday and an employee file was created for the new employee.

There are two (2) employees whose services were terminated in February 2015. One employee died and the other retired after serving the Council for 15 years.

There were Forty (40) temporal/contract employees appointed on the month of February 2015 and about One hundred and thirteen (113) renewal / extensions, this includes the EPWP employees. For these employees, records had to be opened or created on the PAYDAY system.

Operations for March
The section is responsible for the maintenance of employee records on the PAYDAY system and on the employee files. We had two (2) new employees who commenced their services on the 01 March 2015. The information was captured and maintained on Payday and an employee file was created for the new employee.

There are two (2) employees who terminated their services on the 31 March 2015. One (1) was an early retirement at the age of fifty six (56) and the other one (1) was a resignation.

There were thirty eight (38) temporal/contract employees appointed on the month of March 2015. There is a total of five hundred and twenty four (524) active records on the PAYDAY system as at the end of March 2015, this includes the EPWP employees. The information was captured and maintained on Payday and an employee file was created for the new employee.
2.4.2 Recruitment and Selection

**Appointments and Terminations**

Attached as **APPENDIX 4** are the appointments for the month February and March 2015.

Attached as **APPENDIX 4.1** are the terminations for the month of February and March 2015.

2.4.3 Skills Development

**Operations for February**

Preparation for the Workplace Skills Plan started with communication to the different directorates via the Skills Development Representatives. Requests for training needs for the 2015/2016 financial year were sent, of which the due date for submission is 20 March 2015.

**Operations for March**

Preparation for the Workplace Skills Plan is on the way and data is captured as received. Requests for training needs for the 2015/2016 financial year have closed and are being captured onto the PayDay system. A workshop with the new members of SAMWU, representing the Training Committee, was held on 25 March 2015.

**Training for February**

The Municipal Minimum Competency Levels training is on the go. Tenders that need to be finalised are:

- Computer Training
- Trades
- Firearms Training
- Horticulture
- Customer Care
- Water and Wastewater Process Controller
- ABET
- Occupational Health and Safety

**Training for March**

The Municipal Minimum Competency Levels training is on the go. Tenders that need to be finalised are:

- Computer Training
2.4.4 Labour Relations

*Operations for February*

<table>
<thead>
<tr>
<th>Disciplinary Finalised</th>
<th>Hearings</th>
<th>Disciplinary Pending</th>
<th>Hearings</th>
<th>Total Number of Disciplinary Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspension Finalised</th>
<th>Hearings</th>
<th>Suspension Pending</th>
<th>Hearings</th>
<th>Total Number of Suspension Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incapacity Finalised</th>
<th>Hearings</th>
<th>Incapacity Pending</th>
<th>Hearings</th>
<th>Total Number of Incapacity Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grievances Resolved</th>
<th>Grievances Pending</th>
<th>Total Number of Grievances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SALGBC Conciliations/Arbitrations Finalised</th>
<th>SALGBC Conciliations/Arbitrations Pending</th>
<th>Total Number of Conciliations/Arbitrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

*Operations for March*

<table>
<thead>
<tr>
<th>Disciplinary Finalised</th>
<th>Hearings</th>
<th>Disciplinary Pending</th>
<th>Hearings</th>
<th>Total Number of Disciplinary Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspension Hearings Finalised</th>
<th>Suspension Hearings Pending</th>
<th>Total Number of Suspension Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

- Trades
- Firearms Training
- Horticulture
- Customer Care
- Water and Wastewater Process Controller
- ABET
- Occupational Health and Safety
With regard to the Local Labour Forum Meeting(s), it must be noted that the Local Labour Forum met on: 31 March 2015

2.4.5 Occupational Health and Safety

Operations for February

There were nine (9) reported injuries in the month of February 2015.

Health and Safety and emergency preparedness must be dealt with as a matter of urgency. Emergency contact details of First Aiders and Fire Marshalls must be clearly displayed. Evacuation routs and the Evacuation Marshalls information must also be clearly displayed.

Medical Evaluation of the employees should be done before end of this year.

Occupational Health and Safety meetings were held with three (3) departments.

- 3 February 2015 - Department of Roads & Storm Water: Engineering Services: Engineering Services Department (Discussion about Safety Compliance)
- 04 February 2015 - Department of Solid Waste: Engineering Services: (Discussion about Safety Compliance)
- 06 February 2015 - Supply Chain: (Discussion about procurement of OHS Clothing)

Operations for March
There were eight (8) reported injuries in the month of March 2015.

Occupational Health and Safety meetings were held with the below mentioned directorates.

<table>
<thead>
<tr>
<th>DATE</th>
<th>Meeting with:</th>
<th>Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 March 2015</td>
<td>Department of Roads &amp; Storm Water: Engineering Services</td>
<td>Discussion about Safety Compliance</td>
</tr>
<tr>
<td>03 March 2015</td>
<td>Department of Solid Waste: Engineering Services</td>
<td>Discussion about Safety Compliance</td>
</tr>
<tr>
<td>24 March 2015</td>
<td>Department of Solid Waste &amp; Department of Water Service</td>
<td>Discussion about illegal recycling at La Mote Water Works Station.</td>
</tr>
<tr>
<td>24 March 2015</td>
<td>Department of Water Service</td>
<td>Discussion about demolition of asbestos pipes at Beltana and procedure of disposal of asbestos pipes.</td>
</tr>
<tr>
<td>30 March 2015</td>
<td>Director’s Occupational Health and Safety meeting for Engineering Services</td>
<td>Discussion about Safety compliance</td>
</tr>
<tr>
<td>30 March 2015</td>
<td>Department of Community Services</td>
<td>Discussion about Safety Compliance.</td>
</tr>
<tr>
<td>31 March 2015</td>
<td>Department Roads &amp; Storm Water: Engineering Services</td>
<td>Discussion about Safety Compliance</td>
</tr>
</tbody>
</table>

**Inspections:**

Inspections done to various Municipal facilities during February and March attached as APPENDIX 5 and 5.1

**Training / Induction:**

Planned training for the rest of 2014/2015 and the following financial year, 2015/2016, include:

- First Aid
- Fire Marshall
- Fire Drills
- Health and Safety Representative training
25

MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2015-06-09
COMMITTEE MEETING
[Chairperson: Deputy Executive Mayor, MG Smuts]
[Portfolio: Strategic and Corporate Services]

2.5 IDP and Performance Management

Operations for February

Performance Management

Mid-year and draft Annual report submitted to the Provincial and National Department to meet compliance requirements. Documentation was distributed to Provincial and National Treasury, Provincial and National Government and Auditor-General South Africa. Compliance system updated with relevant proof.

- Monthly report for the Month of January submitted
- Ignite user report obtained to verify user activity
- Sessions held with engineering services on the completion of the SDBIP for the 2015/2016 financial year. The provider will provide a final draft for distribution and consultation.
- Compilation of system descriptions completed by the service provider, Ignite

MPAC Oversight Committee Meetings

- MPAC Oversight Committee Meetings took place from 6 February 2015 until 23 February 2015 _ Administrative support to the oversight process
- Chapters 1 -6 of the 2013/ 2014 Annual Report were discussed and questions posed by MPAC members

Questions posed were sent to Executive Mayor, Municipal Manager and Directors for written responses and for preparation for interrogation session.

IDP Feedback Sessions

- Booked all the Venues - 6 Clusters Dates from 14th- 23 of April 2015 Time 18h00 – 21h00
- Departmental Planning Meeting in preparation of Feedback sessions (discuss and finalize Project plan)
- Negotiate sponsorship for travelling with CWDM for IDP feedback sessions.
- Needs prioritization and final feedback preparation for IDP/Budget Feedback sessions in collaboration with Directors
- Presentations to Directors Forum re IDP feedback sessions

Facilitate the process for the design of the Expo stands and the brochures with TBWA (Service provider)
Intergovernmental relations for the support of the IDP

- Attended District IDP Manager’s Forum held at Cape Winelands District Municipality
- Attended IDP Indaba 2, hosted by Department Local Government (18 February 2015)
- Meeting with Cape Winelands District Municipality: IDP/Budget Open Days support and Capacity Building Workshop (planned for April 2015) – details will be provided by CWDM

Preparing the Draft IDP

- Review chapters in Draft IDP for tabling at Council (end March 2015)

CDW Training Course 23rd - 27th February 2015

*Course name: Theories & Approaches to Community Development*

- The outcome of this course is to demonstrate an understanding of community development concepts;
- Understand the legal and regulatory framework that shapes community development;
- Analyse community development theories and approaches
- Exercise basic skills in running community development projects and programmes.

West Coast College Recruitment of students

- 11 Feb information session regarding study opportunities were held
- From 12 Feb – 17 Feb registration and application of bursaries took place 25 students receive full bursaries to study for 3 years in Malmesbury & Atlantis

NSC 2ND CHANCE PROGRAMME LEARNER INTAKES 2015

- Recruitment & motivation for matric that failed from 2013 – 2014 second chance to rewrite subjects only few responded

Fires in Klapmuts Area

- 2 Houses MR .B. De kok in Adams Street & Mr & Ms Jonas Hange from No 2550 New Area Klapmuts Mr Hange got killed & Ms Hange are in hospital with serious injuries

Assisting in getting fire reports for victims

*Operations for March*

- Attendance of Provincial IDP Meeting (5& 6 March 2015) held at Joie de Vivrè
• The Draft IDP was made public and the Public is invited to provide feedback for the finalisation of the IDP document.
• A Departmental Strategic session was held at Neethlingshof.
• Preparation of Presentations of Directorates for IDP/Budget Open Days.
• Regular sessions with Directors to establish the status of responses to needs identified in 2014_15 and to indicate budgetary planning for needs identified for the 2015_16 financial year.
• Arrangements for Dry runs with Mayco and Ward Councillors.
• Planning and logistical arrangements for the IDP feedback sessions in April, including transport, expo stands, brochures (z-cards) and invitations to the community.
• Support from Cape Winelands District Municipality acquired to sponsor transport for the Open days. Transport plan finalised and advertised.
• Advertisement for the IDP Open Days published in Local newspapers.
• A meeting was scheduled with Tshaka Investments to discuss the finalisation of the Public Participation policy and Service delivery charter.
• An information meeting was arranged for the Longlands Community to clarify the details of the resettlement of 30 households due to the emergency situation on the landfill site.
• First Joint Planning meeting was held for the Thusong Outreach Programme on 24 March.

• CDW program for March included the following activities:
  • Mobilizing unemployed women between ages 20-45 for training as an educational home visitor (to work with parents whose children are not in crèche).
  • Meeting with Mr. Fillis of Overberg Training Initiative regarding job opportunities for disabled people. Busy with the recruitment for applicants.
  • Meeting with Ms. Malibogo from Agriculture on the 9th March. Training for backyard 23 beneficiaries & suitcase deliveries. Outstanding deliveries.

2014/2015 Strategic Projects and Initiatives feedback for February

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Valley of Character</td>
<td>• Pieter Langeveldt Primary School (Cloetesville) and Lawrencia Primary (De Novo)</td>
<td>The challenge that we currently experience is that not many schools are interested in the</td>
</tr>
</tbody>
</table>
were identified as possible schools to undergo the Valley of Character training
- Pieter Langeveldt has been confirmed to undergo training on 9 & 16 March 2015 in the Library Hall in Pleinstreet @13:30 – 16:30
- All logistics regarding the valley of character workshop were done by the department public participation (booking of venue, liaising with the school principal and organizing of parking for teachers)

<table>
<thead>
<tr>
<th>Performance Management</th>
<th>Performance Evaluation of S57 Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Facilitated and Completed the Formal Performance Evaluations for the 2013/2014 financial year</td>
</tr>
<tr>
<td></td>
<td>• Facilitated and prepared documentation for the six monthly performance review for the 2014/2015 financial year</td>
</tr>
</tbody>
</table>

Facilitating the two evaluation sessions in one month.

### 2014/2015 Strategic Projects and Initiatives for March

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
</table>
| Community Valley of Character | The following schools have been trained in the Stellenbosch Municipal District with external funding:  
- Rietenbosch Primary School  
- Cloetesville Primary School  
- Dorothea Special School  
The following schools have been trained with Municipal funding:  
- St Vincent Primary School Koelenhof  
- Wes Eind Primary School Franschoek  
- Langeveld Primary School  
Meeting with Service provider for feedback purposes.  
Mr M Maliwe (Chief Education) | The involvement of High Schools is still a challenge. |
Specialist) of the Cape Winelands Education District was nominated the following schools for future training: Dalubuhle Primary, Ikaya Primary and Kayamandi Primary.

Arrangements were made to allow for a 15 minutes slot to present the Valley of Character project at the principals meeting in the second term, April to June. The date and venue still to be confirmed.

<table>
<thead>
<tr>
<th>Performance Management</th>
<th>Draft SDBIP tabled to Mayco and Council</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Top layer KPI’s were not included for engineering services. Meeting were scheduled for 3 April 2015.</td>
</tr>
<tr>
<td></td>
<td>Draft SDBIP for 15/16 approved by Council. Draft IDP Containing draft SDBIP sent to NT, PT, AG, PG-</td>
</tr>
<tr>
<td></td>
<td>Meetings with Directorates to finalise Departmental KPIs for the finalisation of the 2015/16 SDBIP.</td>
</tr>
<tr>
<td></td>
<td>The MPAC Oversight interrogation sessions held on 9 March 2015.</td>
</tr>
<tr>
<td></td>
<td>The MPAC oversight report was tabled before council on 25 March 2015.</td>
</tr>
<tr>
<td></td>
<td>Confirmation of the tabling of the MPAC report was sent to NT, PT, AG, PG- and was made public on the Municipal website.</td>
</tr>
<tr>
<td></td>
<td>Performance Management system functioning correctly and all updates will be done after 17 April when the system closes.</td>
</tr>
</tbody>
</table>

**Training**
The provincial CDW’s attended the Disaster Management Training in Langebaan during February.

### 2.6 INFORMATION AND COMMUNICATION TECHNOLOGY
APPENDIX 6 and 6.1 – Called logged and closed during February and March 2015.
APPENDIX 7 and 7.1 – Call response during February and March 2015.

2.6.1 INFRASTRUCTURE

Operations for February and March

• Alternative Disaster Recovery Site

The municipality has been engaging with Telkom about the possibility of moving our DR Offsite to a secured Telkom’s facility. A meeting has been scheduled with Telkom on the 19 March 2015. ICT is exploring idea of a shared service approach on DR basic hosting facility with other Municipalities within the Cape Winelands Region. Additional engagement meetings with EOH DR specialist have been scheduled with to take place on the 23 March 2015.

• Telephone system

The implementation of the telephone system facilities has been completed. The telephone usage policy has not been approved by Council which makes telephone billing for private use difficult to implement. Automated Reporting requirement have been compiled by the ICT department and will be discussed with VOX in the next SLA meeting in March 2015. Additional training on how to compile monthly telephone usage reports has been requested by the Municipality staff.

• Tools of Trade

Tools of Trade letter was approved by the MEC on the 25 February 2015 and an FQ specification for the procurement of 44 tablets was submitted to SCM for publishing 27 February 2015. Mobile device policy is currently being revised to incorporate the brief as per the approved letter from the MEC on upper limits.

• Paperless Council

The initial project has been completed. A paperless council presentation has been compiled and should be presented to management before the end of March 2015. The infrastructure to support the paperless council has also been successfully completed within the Council Chambers.
• Public Wi-Fi

A tender specification for Wi-Fi hardware equipment for an estimated value of R500 000.00 has been compiled and submitted to SCM – 24 February 2015. Currently engaging with Telkom as a strategic partner for the Wi-Fi rollout and the next engagement with Telkom is scheduled for the 19 March 2015.

• Server Room Clean-Up

A tender for server room clean-up has been advertised and is scheduled to close on the 27th March 2015. The compulsory briefing session with the ICT service providers has been scheduled for the 19 March 2015. The tender aims at addressing the untidy and unlabelled cabling that runs through the server room to the entire municipal building, the depleted cabinet spaces, and physical environment of the server room including the flooring and access control.

• Biometric Tender

ICT currently busy reviewing the current tender specs for the proposed Time and Attendance system. ICT has also requested inputs from other municipalities to develop a best practice approach for this revised tender. The plan is to have the revised Time and Attendance specification available in draft to be presented to the Director of Strategic and Corporate Services by, 27 March 2015.

2014/2015 Strategic Projects and Initiatives:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
</table>
| Broadband and Wi-Fi       | • A tender specification for Wi-Fi hardware equipment for an estimated value of 500k has been compiled and submitted to SCM – 24 February 2015.  
  • An engagement session with Telkom has been scheduled for the 19 March 2015. |
| Going Paperless           | • Received the letter of approval from the MEC – 25 February 2015       
  • FQ for the procurement of 44 Tablets was been compiled and submitted to SCM - 27 February 2015  
  • Mobile Device Policy needs to be revised and be amended as per the approved letter from the MEC. |
Capital Projects

Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows.

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STRATEGIC FOCUS AREA</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing and replacement of computer/ software and peripheral devices</td>
<td>Good Governance and Compliance</td>
<td>Completed ICT equipment audit. Currently rolling-out new desktops and laptops.</td>
<td>None</td>
</tr>
<tr>
<td>Upgrade and expansion of IT Infrastructure platforms</td>
<td>Preferred Investment Destination</td>
<td>Published a tender for the cabling and clean-up of the server room. Briefing session with ICT Service providers scheduled for 19 March 2015. The server room clean-up tender was cancelled due to incorrect specifications being tabled in the original bid.</td>
<td>Unclear business requirements.</td>
</tr>
</tbody>
</table>

2.6.2 SYSTEMS

Operational Projects for February and March

- **SITA MSP**

  SITA has confirmed the review of the current Stellenbosch Municipality’s Strategic ICT Plan will commence on the 1 April 2015 and should be completed by the 30 June 2015. SITA is expected to present the BIA report to Municipality on the first week of April 2015.

- **ICT Steering Committee**

  The next ICT steering committee has been scheduled for the 17th March 2015 as part of the Directors Forum. ICT steering committee minutes will be form part of the Directors Forum meeting minutes. The Agenda items for the ICT steering
committee will be compiled by the ICT Manager in discussion with the Director and ICT heads.

- **ICT Managers Forum**

  The ICT Manager will be attending the first ICT Managers forum for the year 2015 that will be held in Saldanha Bay. The forum will discuss in depth key issues such as WCG broadband project, municipal ICT Governance policy framework, municipal website project, Microsoft licensing and mSCOA. The ICT Manager will then compile a report on the discussions covered during the ICT Mangers Forum.

- **ICT Organisation**

  The Head: Systems position was advertised on the 17th February 2015. Shortlisting for the Head: System position will be conducted on the 16th March 2015 and; interviews will be scheduled for the 26th March 2015.

  ICT personal development plans for all ICT staff have been compiled and approved by the ICT Manager. The PDPs will be forwarded to the Training and Development for processing.

- **WCG Local Government ICT Policies**

  The tender for the development of five predetermined ICT related policies and the development of a generic ICT Disaster Recovery Plan was awarded to Dimension Data and the inception meetings took place on the 14 November and 25 November 2014. The first draft of policies was presented on the 03 December 2014. These related policies are in phase 2 - drafting of policies and reviews. Representatives from both Knysna Municipality and Bergrivier Municipality were able to partake in the review process which took place on the 11th December 2014.

  In Phase 3 – Policy validation and input workshops. A 3 day workshop (9-12 February 2015) was held in Swellendam for the Western Cape Municipalities to give their input and to customise the policies to their specific environment.

  The next step is for the ICT department to customise the policies and present to the next ICT steering committee for comments before presenting to Council for approval.
RECOMMENDED

that the monthly report of the Directorate: Strategic and Corporate Services for the period February and March 2015, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 5.2.1

RESOLVED (nem con)

that the monthly report of the Directorate: Strategic and Corporate Services for the period February and March 2015, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)
5.2.2 REPORT BACK ON THE DATA AND INFORMATION SYSTEMS BACK-UP FOR JANUARY 2015 – MARCH 2015

File number : 13/P/6

Compiled by : Department: Strategic and Corporate Services

Report by : Director: Strategic and Corporate Services

Delegated Authority : Finance and Strategic and Corporate Services

Strategic intent of item

Preferred investment destination

Greenest municipality

Safest valley

Dignified Living

Good Governance X

1. PURPOSE OF REPORT

To submit a quarterly report of the back-ups done from January to March 2015.

2. BACKGROUND

In terms of the Service Delivery and Budget Implementation Plan (SDBIP) of 2014/2015 Information Communication Technology back-ups must be reported to the Finance and Strategic and Corporate Services Committee every Quarter.

3. DISCUSSION

Attached as APPENDIX 1 is a quarterly report of back-ups done on data and information stored in the municipal information systems.

4. LEGAL IMPLICATION

The back-up of data on systems is legally compliant.

5. FINANCIAL IMPLICATION

No financial implication.
RECOMMENDED

that the report on Feedback on the Data and Information System back-up, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 5.2.2

RESOLVED (nem con)

that the report on Feedback on the Data and Information System back-up, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)
5.2.3 MONTHLY REPORT APRIL 2015 - STRATEGIC AND CORPORATE SERVICES

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

Strategic intent of item
Preferred investment destination
Greenest municipality
Safest valley
Dignified Living
Good Governance X

1. PURPOSE OF REPORT

To inform the Committee of monthly activities in the Directorate: Strategic and Corporate Services.

2. DISCUSSION

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

2.1 Office of the Director
2.2 Communication Services
2.3 Document Management Services
2.3.1 Paper Records
2.3.2 Electronic Records
2.3.3 Collaborator
2.4 Human Resources
2.4.1 Administration
2.4.2 Recruitment and Selection
2.4.3 Skills Development
2.4.4 Labour Relations
2.4.5 Occupational Health and Safety
2.5 IDP and Performance Management
2.6 Information and Communication Technology
2.6.1 Infrastructure
2.6.2 Systems
2.7 Legal Services
2.7.1 E. Williams
2.7.2 C de Villiers
**MINUTES FINANCE AND STRATEGIC AND CORPORATE SERVICES 2015-06-09**

**COMMITTEE MEETING**

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

### 2.1 Office of the Director: Strategic and Corporate Services

**Vacancies and Appointments:**
No new appointments made during the month of April 2015.

**2014/2015 Strategic Projects and Initiatives:**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>RESPONSIBLE SECTION</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadband and Wi-fi</td>
<td>ICT</td>
<td>B. Mkaza</td>
</tr>
<tr>
<td>Community Valley of Character</td>
<td>IDP &amp; Performance Management</td>
<td>A. Rossouw</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>Legal Services</td>
<td>C De Villiers</td>
</tr>
<tr>
<td>Ward Newsletters</td>
<td>IDP &amp; Performance Management</td>
<td>A. Stone</td>
</tr>
<tr>
<td>Absenteeism</td>
<td>Human Resources</td>
<td>A. Van Rooyen</td>
</tr>
<tr>
<td>Performance Management</td>
<td>IDP &amp; Performance Management</td>
<td>A. Rossouw</td>
</tr>
<tr>
<td>Customer Care / Front Desk / Call Centre</td>
<td>Communication</td>
<td>V. Bowers</td>
</tr>
<tr>
<td>Collaborator</td>
<td>Document Management</td>
<td>W. September</td>
</tr>
<tr>
<td>Municipal Newsletter – electronic and other</td>
<td>Communication</td>
<td>V. Bowers</td>
</tr>
<tr>
<td>Document Management</td>
<td>Document Management</td>
<td>W. September</td>
</tr>
<tr>
<td>Innovation Capital Signs</td>
<td>Communication</td>
<td>V. Bowers</td>
</tr>
<tr>
<td>Going Paperless</td>
<td>ICT</td>
<td>B. Mkaza</td>
</tr>
</tbody>
</table>

**Capital Projects**

Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franking Machine</td>
<td>Discussed under section 2.3</td>
</tr>
<tr>
<td>Municipal Court: Furniture Tools and Equipment</td>
<td>Discussed under section 2.7.3</td>
</tr>
<tr>
<td>Ward Capital Projects</td>
<td>Discussed under section 2.5</td>
</tr>
<tr>
<td>LED Screens for Entrances to WC024</td>
<td>Discussed under section 2.2</td>
</tr>
<tr>
<td>LED Screens for Entrances at Municipality</td>
<td>Discussed under section 2.2</td>
</tr>
<tr>
<td>Upgrade and expansion of IT Infrastructure Platforms</td>
<td>Discussed under section 2.6</td>
</tr>
<tr>
<td>Purchasing and replacement Computer / software and Peripheral devices</td>
<td>Discussed under section 2.6</td>
</tr>
<tr>
<td>Public Wi-Fi Network</td>
<td>Discussed under section 2.6</td>
</tr>
</tbody>
</table>

**Health and Safety**

Meeting for 28 April had to be rescheduled.

### 2.2 Communication Services

**Operations**

Media Monitoring service as **APPENDIX 1**

- Internal Newsletter (strategic project)
- External Newsletter (strategic project)
- SMS Communication Project
- Sending out Bulk SMS communication
• Publishing Press Releases
  o Media Release - Upgrade of SWWTW
  o Mediaverklaring - Ritverminderingsinisiatiewe
  o Media Invitation - Switching on of Flood Lights
  o Media Invitation - World’s Largest Tree Hug
  o Media Invitation - Cycling Awareness Event
  o Mediaverklaring - Hond byt kind
• Media Monitoring Service – Electronic Clippings (see attached annexure)
• Innovation Signage Boards
• Assisting departments with Campaigns – Tree Hug, Cycling Awareness Event, IDP Road Show, etc
• Assisting & attending Mayoral & Cllr’s functions, e.g. Tree Hug, Cycling Event, etc
• Sourcing business cards
• Sourcing corporate gifts / branding
• Photographic services to Mayor’s office for events & meetings
• Various Advertisements, e.g. IDP Roadshow, Roadworks, Tree Hug Event, etc
• Updating Facebook and Twitter feeds when needed, especially load shedding messages on Twitter
• Website Content Updating – Tenders, FQs, etc (see attached weblog)
• TBWA/Hunt/Lascaris Tender – Briefing sessions
• Customer Service Requests/Complaints: Handled 80 emails sent to contact@stellenbosch.gov.za – from the Municipality’s website

2014/2015 Strategic Projects and Initiatives:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal News Letters</td>
<td>Both internal and external newsletters were produced as per the SDBIP.</td>
<td>Approval of external newsletter from the Office of the Executive Mayor</td>
</tr>
<tr>
<td>(electronic and other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation capital signs</td>
<td>Design commissioned that reflects vision of the municipality: Innovation capital.</td>
<td>Property Management to implement manufacturing of signs.</td>
</tr>
</tbody>
</table>

**Capital Projects**
Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows.

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED Screens for Entrances to WC024</td>
<td>Traffic Department assumed responsibility for procuring the LED screens. Tender advertised.</td>
<td>Please refer to Traffic Department</td>
</tr>
<tr>
<td>LED Screens for entrances at the Municipality</td>
<td>The ICT Department assumed responsibility for procuring the LED screens. Tender advertised</td>
<td>Please refer to ICT Department</td>
</tr>
</tbody>
</table>
**Operational Projects**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMS communication (quantity)</td>
<td>A total of 33255 SMS messages were sent out during the month of April</td>
<td>Late notification about load shedding notifications.</td>
</tr>
</tbody>
</table>

2.3. **Document Management Services**

**2014/2015 Strategic Projects and Initiatives:**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborator</td>
<td>APPENDIX 2</td>
</tr>
<tr>
<td>Document Management</td>
<td>APPENDIX 2</td>
</tr>
</tbody>
</table>

**Capital Projects**

Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows.

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franking Machine</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

2.3.1 **Paper Records**

**Operations**

**CENTRAL RECORDS**

<table>
<thead>
<tr>
<th>CENTRAL RECORDS</th>
<th>APRIL 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation of File Reference Numbers</td>
<td>4969</td>
</tr>
<tr>
<td>New Files (Includes volumes, excluding Legal Project Files)</td>
<td>164</td>
</tr>
<tr>
<td>Financial Post</td>
<td>1474</td>
</tr>
<tr>
<td>Registered Post</td>
<td>246</td>
</tr>
<tr>
<td>Classified E-mails: New</td>
<td>324</td>
</tr>
</tbody>
</table>

**LEGAL CASE & CORRESPONDENCE FILES**

<table>
<thead>
<tr>
<th>LEGAL CASE &amp; CORRESPONDENCE FILES</th>
<th>APRIL 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Files Opened</td>
<td>80</td>
</tr>
<tr>
<td>Filing on existing case files</td>
<td>12 files</td>
</tr>
<tr>
<td>Correspondence processed</td>
<td>312</td>
</tr>
<tr>
<td>Outstanding Records (File numbers to be allocated and records filed)</td>
<td>2489</td>
</tr>
</tbody>
</table>

2.3.2 **Electronic Records**

**Operations**

Attached as APPENDIX 2 information on Electronic Records and Document Management.
2.4 Human Resources

*2014/2015 Strategic Projects and Initiatives:*

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absenteeism</td>
<td>APPENDIX 3 NO INFORMATION RECEIVED</td>
<td>NO INFORMATION RECEIVED</td>
</tr>
</tbody>
</table>

*Operational projects:*

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TASK</td>
<td>NO INFORMATION RECEIVED</td>
<td>NO INFORMATION RECEIVED</td>
</tr>
<tr>
<td>STRUCTURE (Changes and amendments)</td>
<td>NO INFORMATION RECEIVED</td>
<td>NO INFORMATION RECEIVED</td>
</tr>
</tbody>
</table>

2.4.1 Administration

*Operations*

The section is responsible for the maintenance of employee records on the PAYDAY system and on the employee files. We had Four (4) new employees who commenced their services on the 01 April 2015. The information was captured and maintained on Payday and an employee file was created for the new employee.

There were Three (3) employees who terminated their services by the end of April 2015. One (1) employee passed away on the 21 April 2015 at the age of sixty four (64) and he had been in the service of Stellenbosch Municipality for the past 18 years. The other two (2) was resignations.

There were Twelve (12) temporal/contract employees appointed on the month of April 2015 and about Seventy (70) contract renewals. There was a total of Four Hundred and Eighty Four (484) active records on the PAYDAY system as at the end of April 2015, this includes the EPWP employees. The information was captured and maintained on Payday and an employee file was created for the new employee.

2.4.2 Recruitment and Selection

*Appointments and Terminations*

Attached as APPENDIX 4 are the appointments for the month of April 2015. Attached as APPENDIX 4 are the terminations for the month of April 2015.

2.4.3 Skills Development

*Operations*

The Workplace Skills Plan has been completed successfully. All representatives of the Training Committee have signed the document and it has been submitted to the LGSETA on 30 April 2015. The implementation of the WSP will start in July 2015.
Training
The Municipal Minimum Competency Levels training is on the go. Tenders that need to be finalised are:
• Computer Training
• Trades
• Firearms Training
• Horticulture
• Customer Care
• Water and Wastewater Process Controller
• ABET
• Occupational Health and Safety

2.4.4 Labour Relations

Operations

<table>
<thead>
<tr>
<th>Disciplinary Hearings Finalised</th>
<th>Disciplinary Hearings Pending</th>
<th>Total Number of Disciplinary Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspension Hearings Finalised</th>
<th>Suspension Hearings Pending</th>
<th>Total Number of Suspension Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incapacity Hearings Finalised</th>
<th>Incapacity Hearings Pending</th>
<th>Total Number of Incapacity Hearings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grievances Resolved</th>
<th>Grievances Pending</th>
<th>Total Number of Grievances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SALGBC Conciliations/Condonations/Arbitrations Finalised</th>
<th>SALGBC Conciliations/Condonations/Arbitrations Pending</th>
<th>Total Number of Conciliations/Condonations/Arbitrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

With regard to the Local Labour Forum Meeting(s), it must be noted that the Local Labour Forum met on 30 April 2015.

2.4.5 Occupational Health and Safety

Operations
There were four (4) reported injuries in the month of April 2015.

Occupational Health and Safety meetings were held with the below mentioned directorates.

<table>
<thead>
<tr>
<th>DATE</th>
<th>Meeting with:</th>
<th>Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 April 2015</td>
<td>Health and Safety</td>
<td>Health &amp; Safety Induction of the new employees as</td>
</tr>
</tbody>
</table>
## Induction required by the OHS Act.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 April 2015</td>
<td>Department of Local Economic Development &amp; Tourism Planning &amp; Economic Development</td>
<td>Meeting with Mr. Moses and Gerald Esau in connection with EPWP employee i.e. Merisia Andrews who has sociological problem. She is seeking for help.</td>
</tr>
<tr>
<td>10 April 2015</td>
<td>Contractor Audit (Under Solid Waste Department)</td>
<td>I had a meeting with the project Manager of <strong>Use-it Pty Ltd</strong>, the purpose of the meeting it was based to the submission of their Health &amp; Safety File since they commence work with Municipality. I acknowledge the receipt of their Health and Safety File and approve it.</td>
</tr>
<tr>
<td>22 April 2015</td>
<td>Health and Safety Inspection at Beltana Depot under the following sections: 1. Electrical Department 2. Roads &amp; Storm Water 3. Water Service Dept Solid Waste</td>
<td></td>
</tr>
</tbody>
</table>

**Inspections:**
Inspections done to various Municipal facilities attached as **APPENDIX 5**

**Training / Induction:**
No training has taken place as yet but is currently in the planning phase.

### 2.5 IDP and Performance Management

**2014/2015 Strategic Projects and Initiatives:**

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Valley of Character (Facilitated by C Muller)</td>
<td>Attended the WCO24 Principal Forum at Klapmuts Primary School on 23 April 2015.</td>
<td>One more school to be trained before the end of the term.</td>
</tr>
<tr>
<td></td>
<td>A presentation was done on the Valley of Character Workshop by Dr De Klerk – Luttig. Objective of the presentation was for more schools to nominate themselves for this workshop.</td>
<td></td>
</tr>
</tbody>
</table>
The principal of Pieter Langeveldt Primary School was asked to share his experience and thoughts of the workshop – positive feedback was received.

A result from the Forum Meeting was that Wemmershoek Primary School will be the next school to receive this training on Saturday, 6 June 2015 at Wemmershoek Community Hall.

Ward Capital Projects

Operational Projects

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Care</td>
<td>Identified as one of the three prioritised Innovation projects</td>
<td>Structure does not provide a position for customer care.</td>
</tr>
</tbody>
</table>

2.5.2.1 IDP (Integrated Development Planning)

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft IDP</td>
<td>Delivery of Draft IDP at satellite offices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy on website</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electronic copies sent to MEC’s office, etc.</td>
<td></td>
</tr>
<tr>
<td>IDP/Budget Public Engagements</td>
<td>IDP/Budget Dry-runs (01 April &amp; 08 April 2015)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Prepare all presentations for all Dry runs in consultation with other Directorates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentations for IDP/Budget Meetings (prepare draft presentations for all 6 Clusters)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preparation of Advertisement of Draft IDP and Public engagements for local newspapers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Logistical Arrangements: (Organise Translators, facilitators, attendance registers and assist with general)</td>
<td></td>
</tr>
<tr>
<td>Report for IDP Comments gathered from meetings</td>
<td>Compile and collaborate inputs and comments received at IDP/Budget Public Engagements – forward to Budget office.</td>
<td></td>
</tr>
<tr>
<td>Final IDP Item</td>
<td>Preparation of Item for approval of final IDP</td>
<td></td>
</tr>
<tr>
<td>IDP/Budget Workshop</td>
<td>Compilation of presentation of IDP workshop</td>
<td></td>
</tr>
</tbody>
</table>
## 2.5.2.2 Performance Management

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarterly report</td>
<td>Report prepared and submitted to committee services for tabling at Mayco</td>
<td>None</td>
</tr>
<tr>
<td>Individual performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings per directorate</td>
<td>Meetings held with the management of Human Settlement, Planning and Community Protection</td>
<td>None</td>
</tr>
<tr>
<td>Meetings held with managers to compile performance agreements</td>
<td>Twenty five (25) managers were registered on the Ignite system. Performance agreements were finalised with individuals. Managers to reach agreement with respective managers on the contents of KPI’s included in their agreements</td>
<td>None</td>
</tr>
</tbody>
</table>

## 2.5.2.3 Public Participation

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
<th>CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP &amp; Budget Public Engagement</td>
<td>All venues were booked and necessary arrangements done regarding the chairs and tables</td>
<td>The set-up of stands were more complicated than expected and required more time for set-up.</td>
</tr>
<tr>
<td></td>
<td>Set up of each Directorate designer stand at all the venues. Manage the attendance register at all the venues.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Co-ordinate and assist with transport arrangements in co-operation with Norma from the Cape Winelands District Municipality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floor Plans were drawn up and design.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drafted and finalized the IDP/ Budget advertisements for local newspapers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drafted, populated information, printing and distribution of pamphlets. (6 April 2015 – 17 April 2015)</td>
<td>Payment of individuals who distributed the pamphlets was a great challenge.</td>
</tr>
<tr>
<td></td>
<td>Created and printed all issue logs and written submission forms – these inputs were all electronically captured by the public participation unit.</td>
<td>Xhosa and Afrikaans inputs to be translated into English for administrative purposes. Formulation</td>
</tr>
<tr>
<td>Topic</td>
<td>Action/Outcome</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Thusong Outreach Project</td>
<td>Attend the 2nd Joint Task Team Planning Meeting on 15 April 2015 for Mobile Thusongs that will be held in 12, 13 and 19 May 2015.</td>
<td></td>
</tr>
<tr>
<td>Valley of Character Training</td>
<td>Arrangement of venues: Site visit at Khayamandi and Jamestown sports grounds.</td>
<td></td>
</tr>
<tr>
<td>Annual Report Oversight</td>
<td>Finalized and payment was done for the 2 co-opt members of the Oversight Committee.</td>
<td></td>
</tr>
<tr>
<td>Public Participation Policy</td>
<td>Give input to public participation policy – necessary as public participation officers and CDW’S have vast knowledge of community in the Greater Stellenbosch area.</td>
<td></td>
</tr>
<tr>
<td>Service Delivery</td>
<td>Assisting Indigent beneficiaries from Kylemore, Pniel, Johannesdal and Lanquedoc with applications for indigent subsidies.</td>
<td></td>
</tr>
<tr>
<td>Indigent Registrations (Ward 3 and 4)</td>
<td>Completed 13 Indigent applications and one application for discount on property rates and submitted to Finance Directorate (indigent office)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion with beneficiaries to better understand their municipal accounts. The impact of the usage of water was especially stressed when using 20 kl.</td>
<td></td>
</tr>
<tr>
<td>Promoting Entrepreneurship</td>
<td>Efforts have paid off in the normalization of the programme and our recommendation regarding the current state of affairs regarding the municipal accounts of indigent beneficiaries was tabled at the April Council meeting. Awaits outcome.</td>
<td></td>
</tr>
</tbody>
</table>
Advice to community members in the registration of business in order to qualify for financing and/or funding.

Cloetesville

World Book Day was organized on 23 April in partnership with the Dorothea school and Cloetesville Library. The event was attended by 40 disabled children to create awareness of books and promote reading.

“Casper Lees buddy” – an ongoing project on Tuesdays for grade 3 and grade 6 learners in partnership with University of Stellenbosch. This project aims to increase literacy and improve reading skills.

Measuring the impact of the program continuously and achieving the expected results timeously.

2.6 INFORMATION AND COMMUNICATION TECHNOLOGY

APPENDIX 6 – Called logged and closed during April 2015.

2.6.1 INFRASTRUCTURE

Operations

- **Alternative Disaster Recovery Site**
  The municipality need to decide on whether the Telkom proposal for DR relocation is feasible and can be maintained over a period of 3 years. StorTech has also presented a solution for back-up and replication of the current data and have agreed to furnish a proposal that will give us a meaningful insight of the cost of that solution.

- **Telephone system**
  The implementation of the telephone system facilities has been completed. The telephone usage policy has not been adopted approved by Council which makes telephone billing for private use difficult to implement. An SLA meeting was held with VOX Telecoms to discuss the quality of service and to note the progress on the telephone project going forward. Additional telephone management system requirements such as automated telephone billing statements are being discussed with VOX for implementation.

- **Tools of Trade**
  Paperless council report and the mobile policy item were presented to both the portfolio committee and to council for adoption and approval. The tender for 44 Tablets will close on the 20th of May 2015.
Public Wi-Fi
A tender specification for Wi-Fi hardware equipment will close on the 5th May 2015 and a technical report for BAC will be compiled thereafter. Additional engagements with Telkom and WCG have been scheduled for May 2015 in order to understand the Wi-Fi requirements and roll-out plan. A tender specification for back-up power for the Matopie and Papegaaiberg tower mast and a back-up generator have been forwarded to the Supply Chain department for processing.

Server Room Clean-Up
The server room clean-up tender was cancelled due to incorrect specifications being tabled in the original bid. A formal quotation has been submitted to supply chain to acquire the services of a Data Centre consultant to assist with formulation of the specifications for the tender.

Biometric Tender
Time and attendance technical report for BAC adjudication has been submitted to the Supply Chain Department. The biometric will be implemented in this financial year.

Municipal Building Screens
A technical report for BAC adjudication has been submitted to the Supply Chain department. The municipal screens will be implemented in this financial year.

2014/2015 Strategic Projects and Initiatives:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadband and Wi-Fi</td>
<td>1. A tender specification for Wi-Fi hardware equipment will close on the 5th May 2015 and a technical report will be compiled thereafter and be submitted to the BAC. 2. Met with SSBI ICT Manager to discuss the possible joint venture on the roll-out of the Free-Wi-Fi in Stellenbosch. SSBI have drafted an MOU between SSBI and Stellenbosch Municipality. The MOU has been forwarded to the Legal department for input and comment. 3. We are also looking at piggybacking on the WCG Broadband project.</td>
</tr>
<tr>
<td>Going Paperless</td>
<td>1. Tender for the 44 tablets has been advertised and will close on the 20th May 2015. 2. Mobile policy and paperless council report were both presented to the portfolio committee and mayoral committee respectively in April for adoption and approval.</td>
</tr>
</tbody>
</table>

Capital Projects
Capital Projects are in line with the Service Delivery Budget Implementation Plans of the Department (SDBIP) and are outlined as follows.
PROJECT DESCRIPTION  | STRATEGIC FOCUS AREA  | STATUS  | CHALLENGES
--- | --- | --- | ---
Purchasing and replacement of computer/ software and peripheral devices  | Good Governance and Compliance  | Completed ICT equipment audit. Currently rolling-out new desktops and laptops. More computers have been purchased for the benefit of municipal workers  | Various directorate purchasing ICT equipment on their office furniture and equipment vote
Upgrade and expansion of IT Infrastructure platforms  | Preferred Investment Destination  | The server room clean-up tender was cancelled due to incorrect specifications being tabled in the original bid. A consultant will be appointed to compile a new server room specification in order to ensure compliance to the data centre best practises.  | Unclear business requirements.

2.6.2 SYSTEMS

**Operational Projects**

- **SITA MSP**
  SITA is currently conducting the review of the current Strategic ICT Plan for the municipality. SITA is aiming at providing the municipality with the first draft by the end of May 2015.

- **ICT Steering Committee**
  The ICT Steering Committee took part on 17th March 2015 as part of the Directors Forum. The focus of the ICT Steering Committee was to introduce to the Directors, the final ICT Steering Committee charter and relevant policies. Minutes of the ICT Steering committee can be found on the Directors Forum meeting minutes. The next ICT Steering Committee will take part on the 3rd week of May 2015. In the new financial year of 2015/2016, ICT steering committee meetings will take place once per quarter as part of the Directors Forum.

- **ICT Managers Forum**
  The ICT Manager attended the first ICT Managers forum for the year 2015 in Saldanha Bay. The main focus of this forum was to discuss in depth key issues such as WCG broadband project, municipal ICT Governance policy framework, municipal website project, Microsoft Licensing and mSCOA. The ICT Manager is currently compiling a report on the discussions covered during the ICT Managers Forum and will submit to the Director of Strategic and Corporate Services by the end of May.
2015. The next ICT Managers Forum has been scheduled to take place on the 8th of June 2015 in Knysna.

- **ICT Organisation**
  
  No appointment has been made on the position of the Head: Systems. The ICT Manager has suggested that the position be re-advertised on a national scale in order to improve on the number and quality of candidates in line with Employment Equity of the municipality.

- **ICT Contract Management**

  Assessment has been conducted on all ICT service providers with rating averaging 2-3 and 3 being an outstanding performance. This is an exercise from the Municipal Managers office to monitor and evaluate the services rendered by ICT service providers. A section 116 report has been compiled and will submitted to the Director for approval, the aim of the report is to extend the current services of our network management contract by at least one year while we compile a tender for a new service provider

- **WCG Local Government ICT Policies**

  The tender for the development of five predetermined ICT related policies and the development of a generic ICT Disaster Recovery Plan was awarded to Dimension Data and the inception meetings took place on the 14 November and 25 November 2014. The first draft of policies was presented on the 03 December 2014. These related policies are in Phase 2 - drafting of policies and reviews. Representatives from both Knysna Municipality and Bergrivier Municipality were able to partake in the review process which took place on the 11th December 2014. In Phase 3 – Policy validation and input workshops. A 3 day workshop (9-12 February 2015) was held in Swellendam for the Western Cape Municipalities to give their input and to customise the policies to their specific environment.

  The ICT department is currently busy with the customisation of the policies and will present the outcome of the policies before the end of May 2015 and will be submitted to the relevant structures for adoption and approval.

2.7 **LEGAL SERVICES**

2.7.1 **SENIOR LEGAL ADVISOR – MRS E WILLIAMS**

2.7.1.1 **Operations:**

**CONTRACTS**

Scrutinize, Draft Lease Agreement pertaining to all sport lease agreements of Stellenbosch municipality submitted by Weber Wentzel. Consulted with attorney and officials of department concerned. Input submitted to directorate, await feedback from directorate.
OPINIONS

1. Cape Office Machines/ Stellenbosch municipality – Peruse invoices, contracts which dates back to 2001, sent emails to attorney’s requesting outstanding documents, advise municipality to settle amounts due, failing which the council may be held liable. In terms of contracts, correspondence on record payment was stopped upon termination of the contract.

2. Submit Opinion regarding section 60 (2) of the Municipal Structures Act, 1998.


4. Opinions regarding questions put in terms of Section 21 of the Rules of Order Bylaw

BY-LAWS

1. Draft Public Nuisance Bylaw- Vet and Scrutinise by-law as provided by the Department of Community Safety. Ongoing

2. Scrutinise Draft Events Bylaw – Ongoing

3. Scrutinise Draft Event Policy- Ongoing

4. Submit Draft Rules of Order Bylaw, which is to repeal current bylaw. Ongoing

5. Review and repeal of bylaws is to take place in co-operation with Provincial government to ensure that the council does not incur costs. Mention must be made that this arrangement can only be implemented where bylaws had been submitted by the directorate.

6. Events Policy Ongoing

POLICIES


2. Draft Policy unauthorized, irregular, fruitless and wasteful expenditure and the enforcement of proper financial management through disciplinary and criminal proceedings in line with National Treasury Regulations.

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

1. Ratification of Expenditure Bidvest Steiner Invoices.

2. Consideration of irregular expenditure disclosed in the annual financial statements of 2013/2014 Super Rent.


4. Report and clarification on the ratification: Boland toilets

DISCIPLINARY MATTERS

Submit reports regarding disciplinary outcome of 3 councillors. The various appendixes were not attached to the items and the report must be resubmitted.
2.7.2 MS C DE VILLIERS

2.7.2.1 **Operations:**

**Liquor By-Law**
- Public participation closed
- Finalising comments in preparation for the item to Council

**Municipal Court**
- Numerous correspondence and telephone calls have been attended to.
- DOJ last report was that the Minister is in process of signing off proclamations.
- Weekly follow up with DOJ
- Appointment of court staff to be executed by HR and National Prosecuting Authority

**Ombudsman Report and Policy**
- Item and Policy – still awaiting comment from MM
- Standing over until Head of Legal Services has been appointed

**Customer Care System**
- No further progress – Annelie Rosouw advised that her department needs to **attend to certain aspects first**

**Contract and Compliance**
- Item to Mayco and approved
- SOP drafted and distributed
- Liaising with SCM
- Data uploaded
- Monitoring documents requested from all managers / heads
- Performance ratings of service providers uploaded on Collab in finalisation for months July 2014 – March 2015.
- Finalising new register – complying with legislation

**Delegations**
- Workshop conducted with Councillors and Directors
- Draft document approved by Council
- Roles and responsibilities document to be finalised

**Legal Tender**
- Finalised and closed.

2.7.2.2 **Legal Input:**
- On current projects – continuously
2014/2015 Strategic Projects and Initiatives:

<table>
<thead>
<tr>
<th>PROJECT DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Court</td>
<td>Awaiting proclamation. Court staff to be appointed after proclamation</td>
</tr>
<tr>
<td>Contracts and Compliance</td>
<td>Preparing for AG</td>
</tr>
<tr>
<td>Ombudsman</td>
<td>Await response / comments from MM to continue / submit</td>
</tr>
<tr>
<td>Customer Care</td>
<td>At IDP manager to progress to next phase</td>
</tr>
<tr>
<td>Liquor bylaw</td>
<td>Public participation closed, preparing item for next Council meeting to be finalised</td>
</tr>
<tr>
<td>Delegations</td>
<td>Draft approved, one month to finalise</td>
</tr>
<tr>
<td>Legal Tender</td>
<td>Finalised</td>
</tr>
</tbody>
</table>

RECOMMENDED

that the monthly report of the Directorate: Strategic and Corporate Services for the period 1 April 2015 – 30 April 2015, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 5.2.3

RESOLVED (nem con)

that the monthly report of the Directorate: Strategic and Corporate Services for the period 1 April 2015 – 30 April 2015, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)
5.2.4 WESTERN CAPE GOVERNMENT - ICT MANAGERS’ FORUM REPORT

File number : 7/4/1/1/2
Compiled by : Manager: ICT
Report by : Director: Strategic and Corporate Services
Delegated Authority : Finance and Strategic and Corporate Services

Strategic intent of item

Preferred investment destination
Greenest municipality
Safest valley
Dignified Living
Good Governance

1. PURPOSE OF REPORT

To provide feedback on the Western Cape Government ICT Managers forum that took place in Saldanha Bay on the 12th March 2015.

2. BACKGROUND

The Department for Local Government of the Western Cape Government has been driving the initiative of facilitating formal gathering for all Western Cape Municipal ICT Managers. The overall theme of this initiative is "Coordinating ICT support towards cost effective connectivity for municipalities".

3. DISCUSSION

Attached as APPENDIX 1 is the Agenda for the WCG ICT Managers Forum; APPENDIX 2 is the Minutes of the ICT Managers Forum and APPENDIX 3 is the Broadband presentation done by WCG: DEDAT.
RECOMMENDED

that the report on WCG ICT Managers' Forum, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 5.2.4

RESOLVED (nem con)

that the report on the Western Cape Government ICT Managers' Forum, be noted.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)
### 5.2.5 DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) REPORT FOR APRIL 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred investment destination</td>
<td></td>
</tr>
<tr>
<td>Greenest municipality</td>
<td></td>
</tr>
<tr>
<td>Safest valley</td>
<td></td>
</tr>
<tr>
<td>Dignified Living</td>
<td></td>
</tr>
<tr>
<td>Good Governance</td>
<td>X</td>
</tr>
</tbody>
</table>

#### 1. PURPOSE OF REPORT

To enable the Portfolio Committee to take cognisance of progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Departmental Service Delivery and Budget Implementation Plan (SDBIP) for the month of April 2015.

#### 2. BACKGROUND

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

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

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

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

3. DISCUSSION

Included under separate cover is:

(a) A copy of the Departmental Service Delivery and Budget Implementation Plan (SDBIP) Report for the month of April 2015 as APPENDIX 1.

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

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

Once the top-layer targets are set, the top management is then expected to develop the next (lower) layer of detail of the SDBIP, by
providing more detail on each output for which they are responsible for, and breaking up such outputs into smaller outputs and linking these to each middle-level and junior manager. Much of this lower layer detail will not be made public nor tabled in council – whilst the municipal manager has access to such lower layer detail of the SDBIP, it will largely only be the senior manager in charge who will be using such detail to hold middle-level and junior-level managers responsible for various components of the service delivery plan and targets of the municipality.

4. COMMENTS BY RELEVANT DEPARTMENTS

4.1 Human Resource Management

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

4.2 Financial

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

4.3 Legal

MFMA Circular No. 13

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

MFMA

A “service delivery and budget implementation plan” is defined as follows in Section 1 of the MFMA:
“... means a detailed plan approved by the mayor of a municipality in terms of Section 53(1)(c)(ii) for implementing the municipality’s delivery of municipal services and its annual budget, and which must indicate –

(a) Projections for each month of –
   (i) Revenue to be collected, by source; and
   (ii) Operational and capital expenditure, by vote;

(b) Service delivery targets and performance indicators for each quarter; and

(c) Any other matters that may be prescribed;

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

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

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

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

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

RECOMMENDED

that the Portfolio Committee take cognisance of progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Departmental Service Delivery and Budget Implementation Plan (SDBIP) for the month of April 2015 attached under separate cover as APPENDIX 1.
RESOLVED (nem con)

that the Portfolio Committee take cognisance of progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Departmental Service Delivery and Budget Implementation Plan (SDBIP) for the month of April 2015 attached as APPENDIX 1.
1. **PURPOSE OF REPORT**

To present this strategy, attached as **APPENDIX 1**, to the Finance, Corporate and Strategic Services Committee for notification.

2. **BACKGROUND**

The strategy, adopted by Council in June 2014, was revised in May 2015.

3. **DISCUSSION**

The need for a formal communication strategy was identified by the Directors’ Forum and the task was allocated to the Director: Strategic and Corporate Services.

4. **COMMENTS BY OTHER DEPARTMENTS**

The strategy was circulated in May 2015 to the Municipal Manager, Directors and members of the Mayoral Committee. Comments relating to budget provision on suggested themes as well as a calendar of commemorative events will be addressed outside of the strategy.
RECOMMENDED

that this Committee note the revised Communication Strategy.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 5.2.5

RESOLVED (nem con)

that this Committee note the revised Communication Strategy.

(DIRECTOR: STRATEGIC AND CORPORATE SERVICES TO ACTION)
6. REPORTS FROM OFFICIALS: FINANCIAL SERVICES

6.1 NON-DELEGATED MATTERS

6.1.1 MONTHLY FINANCIAL STATUTORY REPORTING

File number : 8/1/Financial

Report by : Chief Financial Officer

Compiled by : Chief Financial Officer

Delegated authority : Council

Strategic intent of item:

Preferred investment destination [X]

Greenest municipality [ ]

Safest valley [ ]

Dignified Living [ ]

Good Governance [X]

1. PURPOSE OF REPORT

1.1 To comply with the requirements of Section 71 of the Municipal Finance Management Act Nr.56 of 2003, by reporting on the state of the Municipality’s budget.

1.2 To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2014/2015, by reporting deviations and as approved by the Accounting Officer for the period of 01 May 2015 until 31 May 2015. Reporting hereof by the Accounting Officer to Council is done in a bid to give effect to Council’s oversight role.

2. DISCUSSION

2.1 The Monthly Budget Monitoring Report for 01 April 2015 until 30 April 2015 is attached as APPENDIX 1.

2.2 The deviations for the indicative period of 01 May 2015 until 31 May 2015 are attached as APPENDIX 2.
RECOMMENDED

that the monthly financial statutory reporting, be noted.

(CHIEF FINANCIAL OFFICER TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 6.1.1

RECOMMENDED

(a) that the monthly financial statutory reporting, be noted;

(b) that the CFO be tasked to submit an executive report to Council during the September 2015 cycle of Council making recommendations on, inter alia:

(i) increasing revenue from alternative and existing sources, which include social housing rental stock, historical properties as well as all other land holdings of the municipality;

(ii) recommending financial savings through the effective use of office accommodation; and

(iii) any other recommendations that the Administration deems fit to increase revenue and to improve financial efficiencies to ensure the financial viability of the organization.

(CHIEF FINANCIAL OFFICER TO ACTION)
6.2 DELEGATED MATTERS

6.2.1 INDIGENT DRIVE ACTION PLAN

File number : 5/18/1
Compiled by : Manager: Treasury Office
Report by : Chief Financial Officer
Delegated Authority : Portfolio Committee

Strategic intent of item

Preferred investment destination
Greenest municipality
Safest valley
Dignified Living
Guider Governance

1. PURPOSE OF REPORT

To inform the Committee of the Action Plan and Programme to address the needs of indigent consumers.

2. BACKGROUND

At a meeting of the Standing Committee on Finance and Strategic and Corporate Services held on 14 April 2015 (Item 7.1) it was requested that the Financial Services Directorate submit an action plan on how the indigent community can be assisted in a caring way when applying for financial assistance in terms of the indigent policy.

3. DISCUSSION

Action Plan and Programme

APPENDIX 1 contains an action plan, while APPENDIX 2 contains the programme which will be followed during the period June – August 2015 with regards to indigent outreaches.

The purpose of the project plan is to set out the procedures to follow and planned activities that will culminate in a purposeful indigent drive to be undertaken during June to August 2015 with the express purpose of attracting new applications for indigent subsidy.
The indigent drive will take the form of outreaches to various areas in the municipal area during the period June to August 2015. Refer to APPENDIX 1 for particulars on dates, venues, areas etc.

As a medium to long term strategy, indigent drives will be conducted in two phases every year.

1. Annually, during March to May, indigent consumers will be encouraged to renew their information on the municipal database. This will be done in line with policy that dictates that every registered indigent must be followed up at least every twelve months in order to ascertain whether circumstances which would affect the indigent subsidy may have arisen.

2. Annually, during June to August, an indigent drive will be performed with the purpose of attracting new applicants who may qualify in terms of the newly approved criteria.

Indigent Policy

No changes have been made to actual Indigent Policy as yet. At the time of writing this report, the Policy was still open for comments or objections till 30 April 2015, where after inputs will be considered.

4. LEGAL IMPLICATION

None

5. FINANCIAL IMPLICATION

There is no financial implication to be noted. The indigent drive will be financed through the operating budget as per normal and any additional indigent subsidy will be paid via the Equitable Share.

6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

Legal Department

The item is supported.

7. CONCLUSION

The Action Plan and Programme is due to take place during June to August 2015, with additional involvement in the Thusong days as indicated on the Programme and is submitted for cognisance.

RECOMMENDED

that the report of the Chief Financial Officer regarding the Indigent Action Plan and Programme, be noted.
(CHIEF FINANCIAL OFFICER TO ACTION)

FINANCE AND STRATEGIC AND CORPORATE SERVICES COMMITTEE MEETING: 2015-06-09: ITEM 6.1.1

RESOLVED (nem con)

(a) that the report of the Chief Financial Officer regarding the Indigent Action Plan and Programme, be noted; and

(b) that this matter be referred to Council for notification.

(CHIEF FINANCIAL OFFICER TO ACTION)
MINUTES  FINANCE AND STRATEGIC AND CORPORATE SERVICES  2015-06-09
COMMITEE MEETING
[Chairperson: Councillor, N Jindela]
[Portfolio: Financial Services]

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

NONE

8. CONSIDERATION OF MOTIONS OF EXIGENCY

NONE

9. MATTERS TO BE CONSIDERED IN-COMMITTEE

NONE

Meeting adjourned at 17:15.

CONFIRMED
CHAIRPERSON  ...........................................
(Signature & date)