



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2023-04-26

NOTICE OF THE 13TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2023-04-26 AT 10:00

TO The Speaker, Cllr Q Smit [Chairperson]
The Executive Mayor, Ald GMM Van Deventer
The Deputy Executive Mayor, Cllr JS Fasser
The Council Whip, Cllr P Crawley

COUNCILLORS	RA Adams	NM Mkhontwana
	J Andrews	RS Nalumango
	Ald JC Anthony	NR Ndalasi
	ZJ Dalling	CD Noble
	MM Danana	L Nkamisa
	I De Taillerfer	M Nkopane
	R Du Toit	N Ntsunguzi
	A Ferns	N Olayi
	E Groenewald	WC Petersen
	AJ Hanekom	RO Pheiffer
	RB Hendrikse	WF Pietersen
	P Johnson	MG Rataza
	J Joon	Ald JP Serdyn
	O Jooste	A Tomose
	X Kalipa	RB Van Rooyen
	N Mananga-Gugushe	M Van Stade
	C Manuel	CA Van Wyk
	EP Masimini	E Vermeulen
	NE Mcombring	J Williams
	XL Mdemka	

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **13TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held via **MS TEAMS** on **WEDNESDAY, 26 APRIL 2023** at **10:00** to consider the items on the Agenda.

SPEAKER
CLLR Q SMIT

A G E N D A
13TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY
2023-04-26

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1.	OPENING AND WELCOME
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7.1	12 TH COUNCIL MEETING: 2023-03-29

The minutes of the 12th Council Meeting: 2023-03-29 is attached as **APPENDIX 1**.

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

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Ref no.3/4/1/5

2023-03-29

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MINUTES

**12TH MEETING OF THE
COUNCIL OF STELLENBOSCH MUNICIPALITY**

2023-03-29 AT 10:00

MINUTES
12TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY
2023-03-29

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18.	REPORT/S SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	
19.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	(SEE PINK DOCUMENTATION)	

PRESENT

The Speaker, Cllr Q Smit [Chairperson]
 The Executive Mayor, Ald GMM Van Deventer (Ms)
 The Deputy Executive Mayor, Cllr JS Fasser
 The Council Whip, Cllr P Crawley (Ms)

COUNCILLORS

J Andrews	RS Nalumango
Ald JC Anthony	NR Ndalasi
MM Danana	CD Noble
I De Taillerfer	L Nkamisa
R Du Toit	M Nkopane
A Ferns	N Ntsunguzi
E Groenewald	N Olayi
AJ Hanekom	WC Petersen
RB Hendrikse	RO Pheiffer
P Johnson	WF Pietersen
J Joon	MG Rataza
X Kalipa	Ald JP Serdyn
N Mananga-Gugushe	MJ Slabbert
C Manuel	A Tomose (until 11:50)
EP Masimini	RB Van Rooyen
NE Mcombring	M Van Stade
XL Mdemka	CA Van Wyk
NM Mkhontwana	J Williams

OFFICIALS

Municipal Manager (G Mettler)
 Chief Financial Officer (K Carolus)
 Director: Community and Protection Services (G Boshoff)
 Director: Corporate Services (A De Beer)
 Director: Planning and Economic Development (A Barnes)
 Acting Director: Infrastructure (N Zwane)
 Chief Audit Executive (F Hoosain)
 Senior Administration Officer (T Samuels)

1.	OPENING AND WELCOME
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- The Speaker, Cllr Q Smit, extended a warm welcome to the following people at the 12th Council meeting:
 - Executive Mayor
 - Deputy Mayor
 - Members of the Mayoral Committee
 - MPAC Chair
 - All Councillors
 - Speaker of Kouga Municipality (Alderman Brenton Williams)**
 - Municipal Manager
 - Directors
 - Members of the Administration
 - Members of the public
- He introduced and welcomed the newly elected Ward 21 Councillor – Cllr Maynard Slabbert and confirmed that Cllr Slabbert was sworn in as Councillor by the local Magistrate the previous day. The Executive Mayor, Speaker and Acting Municipal Manager were present to welcome Cllr Slabbert.

2.	MAYORAL ADDRESS
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- Sincere condolences to the family and friends of late councillor Ansaaf Crombie. Not only was she a phenomenal councillor but also a person who left a legacy in her community. May her soul rest in eternal peace. There will be a memorial service at 13h00 today in the Stellenbosch Town hall.
- A warm welcome to the new Councillor of Ward 21, Cllr Mynard Slabbert. Cllr Slabbert was officially sworn in and took his pledge and oath for councillors on Tuesday, 28 March 2023.
- I want to wish all our Muslim residents and staff all the best with the fast that started last Friday. Ramadan Mubarak.
- Was the birthday of Premier Winde on 18 March 2023. We wish him a belated happy birthday and thank him for all the good work he is doing for our province.
- Premier Winde and Minister Tertius Simmers (Infrastructure – Western Cape Provincial Government) visited Stellenbosch on 16 March 2023 for high level discussions about road infrastructure and safety concerns. As everyone is aware, traffic issues and road infrastructure are major concerns everywhere in the Stellenbosch municipality. As a municipality, we are doing everything in our power and according to the mandates and legislative prescripts to address the concerns of our residents.
- Loadshedding remains a major concern and problem for the municipality, and we are doing everything in our power to ensure we will be able to assist our residents. I encourage residents to read the information on the municipal website about the plans and timeline Stellenbosch will follow to ensure the reduction of loadshedding for Stellenbosch residents in the future.
- As with loadshedding, water consumption also remains a problem. We welcome the first rains that fell but this is hardly enough to ensure the dam levels in the Western Cape, and specifically the Cape Winelands, will reach the levels where there will be no concern about this resource. Water is a scarce resource, and every resident of Stellenbosch municipality must do their bit to ensure the water consumption does not spiral out of control. Please report leaks and pipe bursts immediately on the Let's Fix It portal. Close taps properly and try to save water wherever you can.

- We celebrated Human Right's Day on 21 March 2023, an important day on the South African calendar. It is fundamental that we protect and cherish these rights afforded to us in the Constitution. We must always remember that human rights go hand in hand with responsibility and respect for others and oneself.
- As part of Human Rights Day, we handed over another 27 title deeds to beneficiaries in Kayamandi on Monday, 27 March 2023. This is part of the municipality's commitment to give communities full ownership of their properties to attain security of tenure. The municipality will try and speed up the processes towards the transfer of more title deeds, and in more areas.
- On Monday, 20 March 2023, Stellenbosch municipality was privileged to welcome the graduation of new peace officers. This is part of an initiative of the Provincial government, with the training facilitated by the City of Cape Town. These peace officers will strengthen our efforts to ensure by-law enforcement and the safety of residents in Stellenbosch. I can ensure you this will be an ongoing partnership to bring about the goal of a safer Stellenbosch for all.
- And ending on a very positive note for Stellenbosch, Stellenbosch and Franschhoek Wine Routes were number one and number two for the top 5 most visited Wine Routes in the Western Cape for 2022. Congratulations to Stellenbosch and Franschhoek Wine Routes.

3.	COMMUNICATION BY THE SPEAKER
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1. Birthdays

- The Speaker congratulated the following Councillors who celebrated their birthdays during March 2023:
Cllr Isabelle De Taillefer – 6 March
Cllr Marius Van Stade – 15 March
Cllr Monwabisi Rataza – 25 March

2. MPAC Chairperson: Cllr WF Pietersen

- Congratulations to the MPAC Chairperson, Cllr WF Pietersen, who was elected as the Deputy-Chairperson of the Western Cape MPAC Chairman's Forum on 9 March 2023. This is a wonderful accomplishment and Council is grateful that you will be representing Stellenbosch Municipality in such a senior position.

3. Local Government Law Library Sets

- The Local Government Law Library Sets was received and is ready for collection at the Office of the Council Chief Whip. The Chief Whip will send out a communication via email indicating when and how the sets can be collected at her office.

4. Points of Clarity/Rules of Order

- Speaker attended a Chief Whips' meeting with all parties and a question was raised regarding "Points of Clarity". A Rules of Order Committee meeting will be held shortly to discuss and incorporate a points of clarity into the existing Rules of Order By-law.

5. Recess period June/July 2023

Recess period for the June/July 2023 school holidays will be from 23 June – 17 July 2023).

6. Public Protector's Report

Speaker read "verbatim" on the Ruling of the High Court of South Africa on the Public Protector's Report:

"Report number 109 of 21\2022 dated 30 March 2022, compiled and issued by the Respondent

The report is unconstitutional, invalid and unlawful and is reviewed and set aside."

The Speaker commended and congratulated the Administration who has taken this public protector's report on a full review and it ultimately ended up in the High Court and therefore was ruled to be unconstitutional, unfair and unlawful. He said this was a long and tedious process and he thinks it is a shame that certain individuals are allowed to bring such documents that takes up so much time of our administrative personnel and our staff. Many months were wasted on this public protector's report that has been ruled upon. The Administration has protected the integrity of our Council and he urged Councillors to seriously reconsider the amount of time that is wasted with this report, and the amount of money that has been spent on an unlawful report such as this. "Having said this, Madam Mayor, I am grateful to say we can now put this to bed and conclude and not talk about the public protector's report ever again", the Speaker concluded.

7. Memorial Service for the Late Cllr A Crombie

A Memorial Service of the late Councillor Ansaaf Crombie will be taking place in the Stellenbosch Town Hall at 13h00.

4.	COMMUNICATION BY THE MUNICIPAL MANAGER
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- "On behalf of the Administration, we convey our condolences to the family and friends of Councillor Ansaaf Crombie who passed away recently. The Administration also conveys their condolences with the Executive Mayor and her family on the passing of her eldest sister.
- We are in the Easter holidays and schools are closing, we urge people to be carefully on the roads in terms of traffic for those who are travelling. Easter Friday is on the 7th April 2023 and this is a time of introspection and renewal for the Christians. To the Muslims, Ramadan Kareem on their fast.
- Welcome to our new Ward Councillor of Ward 21, Cllr Maynard Slabbert.
- As soon as the Administration receives confirmation on the appointment of the replacement for Cllr A Crombie, it will be given through to everyone. The period for the IEC to make the announcement is 21 days".

5.	DISCLOSURE OF INTERESTS
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NONE

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

Cllr R Adams	–	29 March 2023
Cllr Z Dalling	–	29 March 2023
Cllr O Jooste	–	29 March 2023
Cllr E Vermeulen	–	29 March 2023

7.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S
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7.1	11TH COUNCIL MEETING: 2023-02-22
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The minutes of the 11th Council Meeting: 2023-02-22 was **confirmed as correct without any changes.**

8.	STATUTORY MATTERS
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8.1	ANNUAL REPORT OVERSIGHT REPORT 2021/22
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Collaborator No:	746217
IDP KPA Ref No:	Good Governance and Compliance
Meeting Date:	22 March 2023 29 March 2023

1. SUBJECT: ANNUAL REPORT OVERSIGHT REPORT 2021/22

2. PURPOSE

To submit to Council, the Annual Report Oversight Report 2021/22 for **Adoption**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The draft Annual Report 2021/22 was referred by the Council, on 30 January 2023, to the Municipal Public Accounts Committee (MPAC) which fulfilled the function of the Oversight Committee. The appointment and mandate of the MPAC / Oversight Committee were informed as per the MFMA Circular 32 of 2006.

The MPAC members, including the two co-opted members, scrutinised the draft Annual Report 2021/22 and requested, where necessary, responses from the relevant Directorates. The draft Annual Report 2021/22 was objectively reviewed by the MPAC members to ascertain whether the draft Annual Report 2021/22 is a true and accurate reflection of the municipality's performance for the 2021/22 financial year.

The public was invited to attend a public hearing and to submit any representations on the draft Annual Report 2021/22. All the councillors were also invited to attend the public hearing and to deliberate on the draft Annual Report 2021/22.

No members of the community attended the public hearing.

12TH COUNCIL MEETING: 2023-03-29: ITEM 8.1

RESOLVED (nem con)

- (a) that the Council, having fully considered the Annual Report Oversight Report 2021/22 of the Stellenbosch Municipality, **ADOPTS** the Annual Report Oversight Report 2021/22;
- (b) that the Council, having fully considered the Annual Report 2021/22, attached as **ANNEXURE B** to the Annual Report Oversight Report 2021/22, **APPROVES** the Annual Report 2021/22 without any reservations;
- (c) that the Annual Report Oversight Report 2021/22 be made public in accordance with Section 129(3) of the MFMA; and;
- (d) that the Annual Report Oversight Report 2021/22 be submitted in accordance with Section 129(2) and 132(2) of the MFMA to the Auditor General of South Africa, Provincial Treasury: Western Cape, Department of Local Government: Western Cape and the Provincial Legislature: Western Cape.

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	<i>mm@stellenbosch.gov.za</i>
REPORT DATE	<i>06 March 2023</i>

8.2	DRAFT 1ST REVIEW OF THE 5TH GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027 AND THE IDP AND BUDGET PUBLIC PARTICIPATION MEETING SCHEDULE FOR APRIL 2023
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Collaborator No: 746216
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 22 March 2023

1. SUBJECT: DRAFT 1ST REVIEW OF THE 5TH GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027 AND THE IDP AND BUDGET PUBLIC PARTICIPATION MEETING SCHEDULE FOR APRIL 2023

2. PURPOSE

To table to the Council for consideration:

- (a) The draft 1st Review of the 5th Generation IDP 2022 – 2027, attached as **ANNEXURE A**, to be released for public comment/s; and
- (b) The IDP and Budget Public Participation Meeting Schedule, April 2023, attached as **ANNEXURE B**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In terms of Section 34(a)(i)(ii) of the Local Government: Municipal Systems Act, 2000 (Act. No. 32 of 2000) (MSA), each municipal council must review its Integrated Development Plan annually in accordance with an assessment of its performance measurements in terms of Section 41 of MSA and to the extent the changing circumstances so demand. Therefore, taking into account the changing circumstances in the municipal environment, including the community's needs and priorities.

The draft 1st Review of the 5th Generation IDP 2022 – 2027 informs the budget of the municipality and also details the municipality's actions to address the vision, mission, strategic objectives and needs of the community.

The municipal IDP must be reviewed annually to ensure that:

- municipalities and communities keep track of the progress in implementing development projects and the spending of the municipal budget; and
- communities are provided with an opportunity to review their needs and to make possible revisions to the priorities listed in the municipality's IDP.

The Council should take note that the Safety and Security Plan information will be updated in the final IDP document, which will be presented to the Council in May 2023.

A once-off close-out report on the 4th Generation IDP 2017 – 2022 is attached as an annexure to the draft 1st Review of the 5th Generation IDP 2022 – 2027 to provide the Council with a summary of the IDP deliverables achieved during the 4th Generation IDP period of 2017 – 2022. The report also contains multi-year projects and programmes that are scheduled for completion during the 5th Generation IDP 2022 - 2027 period.

At an All-Ward Councillor meeting on Friday, 10 February 2023 it was resolved that the Stellenbosch Municipality will return to the traditional public participation approach for April 2023. Therefore, area-based physical meetings will be held in the respective areas of Stellenbosch, see attached **ANNEXURE B** for the IDP and Budget public participation meeting schedule.

The public participation period will comprise the period Monday, 3 April – Monday, 24 April 2023, to allow members of the community and stakeholders ample time to provide written inputs and or comments on the draft 1st Review of the 5th Generation IDP 2022 – 2027. The area-based public participation meetings will be held from Wednesday, 12 April to Tuesday, 18 April 2023 in the respective areas with a central venue. The municipality will provide transportation, with pick-up points specified on the meeting schedule.

The listed platforms below will be made available for the community and stakeholders to provide input and comments on the draft 1st Review of the 5th Generation IDP 2022 – 2027:

- A link to an electronic submission form will be active from Monday, 3 April – Monday, 24 April 2023 on the municipal website: www.stellenbosch.gov.za;
- The link to the electronic form will be broadcast via WhatsApp and Email and published on Facebook, Twitter and Stellenbosch Citizen App;
- ‘Have your Say’ boxes will be placed at ward offices and libraries; and
- Submissions may be done via:
 - Email: idp@stellenbosch.gov.za;
 - WhatsApp: 067 427 1556;
 - Stellenbosch Citizen App: Download from Google Play Store, iStore, Windows Store and Java.

12TH COUNCIL MEETING: 2023-03-29: ITEM 8.2

During deliberations on the matter, the Speaker issued a warning to Cllr M Van Stade in terms of Rule ___ of Council’s Rules of Order By-Law.

RESOLVED (nem con)

- (a) that the Draft 1st Review of the 5th Generation IDP 2022 – 2027 of Stellenbosch Municipality be approved in terms of Section 34 (a)(i)(ii) of the Municipal Systems Act (MSA) for the purpose of obtaining public inputs and comments, attached as **ANNEXURE A**;
- (b) that an advertisement be placed on the official website of the municipality and the local newspaper notifying the public that the Draft 1st Review of the 5th Generation IDP 2022 – 2027 is open for public inputs and comments for a period of 21 days;
- (c) that the Draft 1st Review of the 5th Generation IDP 2022 – 2027 be submitted to the Western Cape: Department of Local Government, Western Cape: Provincial Treasury, National Treasury and the Cape Winelands District Municipality; and
- (d) that the IDP and Budget Public Participation Meeting Schedule for April 2023 be noted, attached as **ANNEXURE B**

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	<i>geraldine.mettler@stellenbosch.gov.za</i>
REPORT DATE	<i>06 March 2023</i>

8.3	TABLING OF THE REVISED CAPITAL EXPENDITURE FRAMEWORK
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 March 2023 & 29 March 2023

1. SUBJECT: TABLING OF THE REVISED CAPITAL EXPENDITURE FRAMEWORK**2. PURPOSE**

Is to obtain Council's approval of the Revised Capital Expenditure Framework (CEF).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Integrated Urban Development Framework (IUDF) was approved by Cabinet in April 2016, which led to the Integrated Urban Development Grant (IUDG). The IUDG was introduced in the 2019/2020 Division of Revenue Act as a Consolidated Grant for Intermediate City Municipalities (ICMs). Stellenbosch Municipality was identified as one of the municipalities to benefit from this new grant, subject to specified criteria.

The purpose of the ICMs support strategy is to help translate IUDF policy into practical programmes of action in the ICMs.

The business plan for the IUDG is a three-year capital programme that is aligned with a long-term plan (CEF). With the revisions to the SDF and the implementation of the Adam Tas Corridor it required a review of the current Capital Expenditure Framework.

12TH COUNCIL MEETING: 2023-03-29: ITEM 8.3**RESOLVED** (nem con)

that Council approves the revised Capital Expenditure Framework for public comment.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Mr. Kevin Carolus</i>
POSITION	<i>Chief Financial Officer</i>
DIRECTORATE	<i>Financial Services</i>
CONTACT NUMBERS	<i>021 – 808 8528</i>
E-MAIL ADDRESS	<i>Kevin.Carolus@stellenbosch.gov.za</i>
REPORT DATE	<i>15 March 2023</i>

8.4	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2023/2024-2025/2026
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 March 2023 & 29 March 2023

1. SUBJECT: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2023/2024-2025/2026

2. PURPOSE

The purpose of this report is as follows:

- a) The Executive Mayor to table the Medium-Term Revenue and Expenditure Framework (inclusive of property rates charges and taxes, tariffs and service charges), annexures and proposed amendments to the budget related policies and other policies to Council for approval in terms of Section 16(2) of the Municipal Finance Management Act, (Act 56 of 2003).
- b) That Council specifically note and consider the need to take up external loans to fund critically needed refurbishment of infrastructure to the amount of R560 million of which over the MTREF R200 million will be required in year one, R200 million in year two and R160 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirms draft approval of same in order for the Chief Financial Officer to attend to the necessary legislative requirements.

3. DELEGATED AUTHORITY

FOR APPROVAL BY MUNICIPAL COUNCIL

EXECUTIVE SUMMARY

BUDGET

Attached as **APPENDIX 1** is an executive summary by the Accounting Officer.

12TH COUNCIL MEETING: 2023-03-29: ITEM 8.4

RESOLVED (majority vote)

- (a) that the Draft High Level Budget Summary, as set out in APPENDIX 1 – PART 1 – SECTION C; be approved for public release;
- (b) that the Draft Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 1** – PART 1 – SECTION D, be approved for public release;
- (c) that the proposed Grants-In-Aid allocations as set out in APPENDIX 1 – PART 2 – SECTION J, be approved for public release;
- (d) that the three-year Capital Budget for 2023/2024, 2024/2025 and 2025/2026, as set out in **APPENDIX 1** – PART 2 – SECTION N, be approved for public release;

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- (e) that the proposed draft rates on properties in WCO24, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in **APPENDIX 3**, be approved for public release;
- (f) that the proposed amendments to existing budget related policies and other policies as set out in **APPENDICES 5 - 34**, be approved for public release;
- (g) that Council specifically note and consider the need to take up an external loan, needed for investment in income generating infrastructure to the amount of R560 millions of which R200 million will be required in year one, R200 million in year two and R160 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;
- (h) that Council specifically takes note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and
- (i) that Council takes note of MFMA circulars 122 and 123 that was published to guide the MTREF for 2023/2024 to 2025/2026 as set out in APPENDICES 35 – 36.

FOR FURTHER DETAILS CONTACT:

NAME	KEVIN CAROLUS
POSITION	DIRECTOR: FINANCIAL SERVICES
DIRECTORATE	FINANCIAL SERVICES
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	kevin.carolus@ Stellenbosch.gov.za
REPORT DATE	14 March 2023

8.5	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR FEBRUARY 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 March 2023 & 29 March 2023

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR FEBRUARY 2023

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2022/2023 to report the deviations to Council.

3. DELEGATED AUTHORITY

Council

FOR NOTING.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2022/2023) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during February 2023.

12TH COUNCIL MEETING: 2023-03-29: ITEM 8.5

NOTED

that there are no deviations listed for the month of February 2023.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Kevin Carolus</i>
POSITION	CFO
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	<i>Kevin.Carolus@stellenbosch.gov.za</i>
REPORT DATE	<i>02 February 2023</i>

9.	REPORT BY THE MUNICIPAL MANAGER ON OUTSTANDING RESOLUTIONS
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No report submitted as outstanding resolutions serves at Section 80 Committees.

10.	ITEMS FOR NOTING
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10.1	REPORT/S BY THE EXECUTIVE MAYOR
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10.1.1	REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 10 NOVEMBER 2022
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

29 March 2023

1. SUBJECT: REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 10 NOVEMBER 2022

2. PURPOSE

To inform Council of the matters under discussion at the Mayor – Rector Forum meeting held on 10 November 2022.

3. DELEGATED AUTHORITY

For information.

4. EXECUTIVE SUMMARY

The Executive Mayor has since her election reported to Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The meeting was held on 10 November 2022. The minutes is attached as **Annexure A** and was only submitted to the municipality by the University in February 2023.

12TH COUNCIL MEETING: 2023-03-29: ITEM 10.1.1

NOTED

the report from the Executive Mayor on the Mayor – Rector Forum meeting: 10 November 2022.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	<u>Donovan.Muller@stellenbosch.gov.za</u>
REPORT DATE	03 March 2023

10.2	REPORT/S BY THE SPEAKER
10.2.1	QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING (OCT – DEC 2022)

Collaborator No:

IDP KPA Ref No:

Meeting Date:

*Good Governance**29 March 2023***1. SUBJECT: QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING (OCT – DEC 2022)****2. PURPOSE**

For Council to take note of the Functioning of Ward Committees within the Stellenbosch municipal areas.

3. DELEGATED AUTHORITY

For Notification by Municipal Council

4. EXECUTIVE SUMMARY

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

The system of delegations of the Stellenbosch Municipality (S6 and S7) designates the Speaker of Stellenbosch Municipality to facilitate the establishment of Ward Committees in line with the provisions and stipulations of the Municipal Structures Act and Council's policy for the establishment of Ward Committees.

At the Council meeting of 30 March 2022, Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality.

Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees. Ward 3 co-opted 4 new members in September 2022. All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees for the period October 2022 – December 2022, including dates and number of Ward Committee meetings held to date.

12TH COUNCIL MEETING: 2023-03-29: ITEM 10.2.1**NOTED**

- (a) the functioning of Ward Committees in all 23 wards; and
- (b) the number of Ward Committee and Sector meetings held to date in all 23 wards from October 2022 – December 2022.

FOR FURTHER DETAILS CONTACT:

NAME	Jacqueline Beerwinkel
POSITION	EXECUTIVE SUPPORT OFFICER
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021808 8618
E-MAIL ADDRESS	Jacqueline.Beerwinkel@stellenbosch.gov.za
REPORT DATE	29 March 2023

10.3	REPORT/S BY THE MUNICIPAL MANAGER
	NONE
11.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]
11.1	PROTECTION SERVICES
	NONE
11.2	YOUTH, SPORTS AND CULTURE: [PC: CLLR R ADAMS]
	NONE
11.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
	NONE
11.4	FINANCIAL SERVICES: (PC: CLLR P JOHNSON)
	NONE

11.5	HUMAN SETTLEMENTS: (PC: CLLR J FASSER)
11.5.1	THE ANNUAL REVIEW OF STELLENBOSCH MUNICIPALITY HOUSING PIPELINE FOR THE MTREF PERIOD OF 2023 – 2026

Collaborator No: 746213
IDP KPA Ref No: Good Governance
Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: THE ANNUAL REVIEW OF STELLENBOSCH MUNICIPALITY HOUSING PIPELINE FOR THE MTREF PERIOD OF 2023 – 2026

2. PURPOSE

To seek Council's approval of the Stellenbosch Municipality's Housing Pipeline (Projects) for the Medium-Term Revenue and Expenditure Framework (MTREF) period 2023 to 2026 attached herein as **ANNEXURE A**.

To inform Council of the draft Human Settlement Development Grant (HSDG) and the draft Informal Settlements Upgrading Partnership Grant (ISUPG) allocation for human settlements development projects received from the Provincial Department of Human Settlements (PDoHS) for the (MTREF) 2023 to 2026.

To request that the Housing Pipeline be submitted to the Provincial Department of Human Settlements (PDoHS) upon attainment of Council's approval.

To inform Council of the new strategic shifts pertaining the provision of human settlements development from the National Department of Human Settlements (NDoHS) and Provincial Departments of Human Settlements (PDoHS).

To provide a status report to Council on the progress of existing human settlement development projects that were previously on the approved Housing Pipeline.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

This Council item relates to the annual review of the Stellenbosch Municipality's Housing Pipeline for the MTREF period 2023 – 2026.

The PDoHS requires that every Municipality must have a Housing Pipeline. The Housing Pipeline is premised on a ten-year horizon and serves as the planning and budgeting tool for the implementation of Human Settlements initiatives. Each Municipality's Housing Pipeline is an integral component of the Department of Human Settlements' Business Plan. It is required that the Housing Pipeline must be annually reviewed.

According to the PDoHS housing demand database, Stellenbosch Municipality's current housing demand waiting list comprises of 18 263 applicants. The Municipality currently has numerous housing development projects under consideration to ensure a healthy delivery pipeline towards fulfilling the housing demand and its legislative mandate. The overall housing pipeline of the Municipality articulates active housing development projects that are at various stages of planning and implementation.

In 2020, the Minister of Human Settlements Gazetted the declaration of the Priority Human Settlements and Housing Development Areas (PHSHDA's). The PHSHDAs intends to advance Human Settlements Spatial Transformation and Consolidation by ensuring that the delivery of housing is used to restructure and revitalise towns and cities, strengthen the livelihood prospects of households and overcome apartheid spatial patterns by fostering integrated urban forms.

In 2020, the Provincial Department of Human Settlements (PDoHS) presented new strategic shifts in human settlements development projects to enable the residents of the Western Cape to have access to liveable, accessible, safe, and multi-opportunity settlements. The specific strategic objectives are radical acceleration of housing opportunities, radical integration approach to human settlements, radical implementation of innovative solutions and radical economic growth and job creation.

The Department: Spatial Planning has collaborated with the Department of Environmental Affairs and Development Planning (DEA&DP) and undertaken a Housing Market Study for the Stellenbosch CBD to determine the needs and demand for affordable housing within the government housing subsidy programmes and private sector housing developments.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.5.1

RESOLVED (majority vote)

- (a) that **Council approve** the reviewed annual Housing Pipeline (Projects) for the Medium-Term Expenditure Framework (“MTREF”) period 2023 to 2026 for Stellenbosch Municipality, attached as **ANNEXURE A** to this report;
- (b) that **Council takes note** of the draft Human Settlement Development Grant (“HSDG”) and draft Informal Settlements Upgrading Partnership Grant (“ISUPG”) budget allocations for human settlements development projects received from the Provincial Department of Human Settlements (PDoHS) for the MTREF period of 2023 to 2026;
- (c) that **Council takes note** of the new strategic shifts pertaining the provision of human settlements development from the National Department of Human Settlements (NDoHS) and Provincial Departments of Human Settlements (PDoHS);
- (d) that **Council takes note** that the reviewed annual Housing Pipeline is aligned to the Stellenbosch Municipality’s Spatial Development Framework (“MSDF”) as amended in 2023; and the Stellenbosch Municipality’s Capital Expenditure Framework (CEF);
- (e) that **Council approves** the submission of the revised Stellenbosch Municipality’s Housing Pipeline to the Provincial Department of Human Settlements;
- (f) that **Council takes note** of the progress of the human settlements development projects that are at pre-planning, and/or planning phase as reflected in table 1 below, as contained in this report;
- (g) that **Council takes note** of the projects under construction (within the implementation phase which is dealt by the Department: Project Management Unit) as reflected in table 2 below contained in this report; and
- (h) that **Council approves** that the reviewed Housing Pipeline for the MTREF period of 2023 to 2026 be advertised as an appendix to the Stellenbosch Municipality’s Municipal Spatial Development Framework (MSDF) as amended during 2023.

FOR FURTHER DETAILS CONTACT:

NAME	Lester van Stavel
POSITION	Manager: Housing Development
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8462
E-MAIL ADDRESS	Lester.vanstavel@stellenbosch.gov.za
REPORT DATE	6 March 2023

11.6	INFRASTRUCTURE SERVICES : (PC : CLLR Z DALLING (MS))
11.6.1	PROGRESS ON THE PROVISION OF A PUBLIC TRANSPORT SERVICE FOR STELLENBOSCH

Collaborator No:

742663

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

22 March 2023 & 29 March 2023

1. SUBJECT: PROGRESS ON THE PROVISION OF A PUBLIC TRANSPORT SERVICE FOR STELLENBOSCH

2. PURPOSE

Council to note the Section 78(1) Assessment Report, and to note the proposed approach by the Infrastructure Services Directorate.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The Western Cape Government's Department of Transport and Public Works (DTPW) had previously provided assistance to Stellenbosch Municipality and compiled a Section 78 (1) Assessment Report on the provision of a public transport service, for Stellenbosch. See attached **APPENDIX 1**. The report was based on a study that, at the time, proposed a conventional (largely bus-based) public transport system, that would be managed by the Municipality.

The key findings by the DTPW's, Section 78(1) Assessment Report is as follows:

- The municipality is better suited to an incremental upgrade rather than a brand new large scale bus-based system.
- Irrespective of the mechanism selected to deliver a public transport service (internal vs. external) and based on the lessons learned from the public transport implementation of George, Cape Town etc, the Municipality should consider pursuing an alternative approach to a public transport service.
- The municipality does not have the capacity nor potential future capacity to furnish the skills, expertise and resources necessary for the provision of a municipal public transport service.

Taking into account recommendations from the current Comprehensive Integrated Transport Plan (CITP), advice from industry experts, advice from the DTPW, and lessons learned from other Municipalities (where conventional public transport services were rolled out), an alternative approach to a public transport service for Stellenbosch is proposed.

The Directorate therefore proposes that the municipality adopts an incremental approach to bring about improvements to existing systems. This will allow adaptations to existing public transport modes, incremental budgeting to be used for those improvements, as well as existing arrangements with the bus and taxi operators and associations to be tweaked accordingly, rather than a "Big-Bang" new approach to be implemented.

The incremental approach, being more flexible at incorporating and assigning the different modes of public transport is most suitable for a developing area such as Stellenbosch.

The Directorate also proposes that a Public Transport Plan first be developed. The Public Transport Plan will set the framework and context of the public transport service and identify necessary projects to be implemented.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.6.1

RESOLVED (nem con)

- (a) that Council notes the Section 78(1) Assessment Report on the provision of public transport services. (**APPENDIX 1**);
- (b) that Council accepts that all the requirements of Section 78(1), has been complied with;
- (c) that Council concurs with the finding of the study i.e.
 - The municipality is better suited to an incremental upgrade rather than a brand new large-scale bus-based system.
 - Based on the lessons learned from the public transport implementation of George, Cape Town etc, the Municipality should consider pursuing an alternative approach to a public transport service.
 - The municipality does not have the internal capacity nor potential future capacity to furnish the skills, expertise and resources necessary for the provision of a municipal public transport service.
- (d) that Council considers an alternative approach, namely the Incremental Approach that progressively moves towards improved public transport services and, over time, establishes the most efficient public transport service; and
- (e) that a Public Transport Plan be compiled to facilitate improvements to existing public transport services, identifying necessary projects to ultimately establish an efficient public transport service.

FOR FURTHER DETAILS CONTACT:

<i>Name</i>	Shane Chandaka
<i>Position</i>	<i>Director</i>
<i>Directorate</i>	<i>Infrastructure Services</i>
<i>Contact Numbers</i>	021 808 8213
<i>E-mail Address</i>	<u>Shane.Chandaka@stellenbosch.gov.za</u>
<i>Report Date</i>	6 January 2023

11.6.2	LEASING OF EIKESTAD PARKING AREA, CONSIDERATION OF COMMENTS RECEIVED
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Collaborator No: 746262
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: LEASING OF EIKESTAD PARKING AREA, CONSIDERATION OF COMMENTS RECEIVED

2. PURPOSE

That Council takes note of this report and approves the proposals contained herein.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The Municipality reviewed parking management models previously implemented, and also reviewed proposals received for the management of parking areas by adjacent landowners. The Municipality subsequently approved in-principal, the short-term lease and management of Eikestad Parking Area by Eikestad Mall until the Public Private Partnership (PPP), currently underway, is finalized.

The Municipality published its intention to lease and outsource the management of the parking area on 26 July 2022, on the Municipal Website, and on 28 July 2022 in the Eikestad News.

Comments were received from 2 organisations namely, the Economic Freedom Fighters (EFF) and Stellenbosch Interest Group (SIG). Meetings were held with both groups to address concerns and to provide clarity.

Although organisations both were not opposed to the proposed leasing, it was requested that the concerns be taken into account in processes that follow.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.6.2

RESOLVED (majority vote)

- (a) that Council takes note of a public participation process that was followed;
- (b) that Council considers the comments received;
- (c) that Council approves the leasing and management of the Eikestad Parking Area, on a short-term basis with the option of an annual renewal until the PPP process or any other process to build the parking garage decided on, is finalised; and

- (d) that the Municipal Manager be authorised to negotiate and conclude the lease agreement, taking into account inputs from public participation process, including the use of local labour.

The following Councillors requested that their votes of dissent be minuted:

Cllrs J Andrews; M Danana; R Hendrikse; N Mananga-Gugushe; E Masimini; N Mkontwana; RS Nalumango; Z Ndalazi; M Nkopane; C Noble; N Ntsunguzi; M Rataza; A Tomose and M Van Stade.

FOR FURTHER DETAILS CONTACT:

NAME	Shane Chandaka
POSITION	Director
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	<u>Shane.chandaka@ Stellenbosch.gov.za</u>
REPORT DATE	09 November 2022

11.6.3	LEASING A PORTION OF THE BERGZICHT TAXI RANK UPGRADE FOR THE DEVELOPMENT OF AN ELECTRIC MINIBUS TAXI (E-MBT'S) CHARGING FACILITIES
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Collaborator No: 746239
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: LEASING A PORTION OF THE BERGZICHT TAXI RANK UPGRADE FOR THE DEVELOPMENT OF AN ELECTRIC MINIBUS TAXI (E-MBT'S) CHARGING FACILITIES

2. PURPOSE

Is to inform the Executive Mayor in consultation with the Executive Mayoral Committee about an application of FLX EV to lease a portion of the Bergzicht Taxi Rank with the purpose to create a facility where electric taxis can be charged.

3. DELEGATED AUTHORITY

Executive Mayor in consultation with the Mayoral committee if the lease if valued less than R5 million and for a period of less than 10 years.

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality sought to create places that are attractive and have a distinct identity by fusing the various threads of environmental responsibility, social equity, and economic viability together. With this goal in mind, the Municipality adopted a design of the proposed upgrade of the Bergzicht taxi rank to create a facility that is more environmentally friendly, can be fully sustainable, and uses photovoltaics to generate its own energy to run the facility and feed any excess energy back into the grid.

FLX EV approached the municipality and expressed interest in establishing an E-charging facility for electric minibuses. The design at the Taxi rank already made provision for a space that could be utilize in the future as a charging facility.

Flex EV is a private startup company with support from the Industrial Development Corporation (IDC) and funding from uYilo kick start projects to develop South Africa's first e-MBT public transport interchange. The company will implement all related charging equipment associated with the system with its own capital funds and does not need any funding for the necessary equipment.

The goal is to use electric minibus taxis to decarbonize the minibus taxi industry. For these vehicles to have a sufficient daily range, public charging stations are required. After conducting a thorough investigation into the operations of the 65-minibus taxi (MBT's) that currently uses the taxi rank, it has been found that the taxi rank is the best location for these facilities.

Detailed plans have been developed for the installation of electric minibus taxis (e-MBT) charging stations at the taxi rank using a data-driven methodology. These facilities, which incorporate cutting-edge technologies to effectively address potential electrical grid supply issues, are built to support the daily charging of 60–80 e-MBTs. The facility's main energy supply will be solar-generated energy, with grid-tied electricity as a backup option. The facility will have its own solar power system and will aim to use the extensive solar power generation network of the Stellenbosch municipality on a prepaid basis in order to ensure a sustainable and efficient power supply.

Due to its emphasis on innovation and transformation, Stellenbosch Municipality is the preferred location for the first charging facility. The MBT charging station is slated to become the first public electric minibus taxi charging station in the entire world and is a significant step in the direction of lowering the environmental impact of African paratransit systems.

The Municipality will derive income from the electricity usage by the charging facility and also from the leasing of Bergzicht taxi rank. Clarification needs to be reached as to which of the Infrastructure will be retained by the Municipality at the end of the lease period. FLX EV will be responsible for their own security and surveillance to monitor and manage the e-charging facility.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.6.3

RESOLVED (majority vote with 1 abstention)

- (a) that the Executive Mayor, in consultation with the Mayoral Committee, notes the application of FLX EV to lease a portion of the Bergzicht Taxi rank on a private treaty basis (**ANNEXURE A**);
- (b) that Council identify the portion of Bergzicht Taxi rank identified (950 square meters) as land not needed to provide the minimum level of basic municipal services;
- (c) that Council resolve to lease the identified portion to FLX EV in principle, provided that the intention to lease the portion be advertised for public input/comments/alternative proposals;
- (d) that a lease term be proposed in the return item taking into consideration the capital investment that FLX EV intends to make;
- (e) that the Municipal Manager be mandated to negotiate a market related rental with FLX EV taking into account the capital advantage for the municipality; and
- (f) that the item be returned to the Executive Mayor in consultation with the Executive Mayoral Committee after the public participation process to consider the inputs before a final decision is taken.

The following Councillors requested that their votes of dissent be minuted:

Cllrs J Andrews; M Danana; R Hendrikse; N Mananga-Gugushe; E Masimini; N Mkontwana; RS Nalumango; Z Ndalazi; M Nkopane; C Noble; N Ntsunguzi; M Rataza; A Tomose and M Van Stade.

FOR FURTHER DETAILS CONTACT:

NAME	Shane Chandaka
POSITION	Director
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Shane.chandaka@stellenbosch.gov.za
REPORT DATE	23 February 2023

11.6.4	ACCEPTANCE OF THE FINAL REPORT OF THE MUNICIPAL ELECTRICITY MASTERPLAN (MEMP) ON ELECTRICITY PATHWAYS FOR STELLENBOSCH MUNICIPALITY: MINIMISING ELECTRICITY COSTS WHILST IMPROVING ENERGY SECURITY AND DECARBONIZING POWER SUPPLY
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Collaborator No: 746353
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: ACCEPTANCE OF THE FINAL REPORT OF THE MUNICIPAL ELECTRICITY MASTERPLAN (MEMP) ON ELECTRICITY PATHWAYS FOR STELLENBOSCH MUNICIPALITY: MINIMISING ELECTRICITY COSTS WHILST IMPROVING ENERGY SECURITY AND DECARBONIZING POWER SUPPLY

2. PURPOSE

To present to Council the final report of the Municipal Electricity Masterplan (MEMP) on electricity pathways for Stellenbosch Municipality: Minimising electricity costs whilst improving energy security and decarbonizing power supply.

3. DELEGATED AUTHORITY

For notification by the Municipal Council.

4. EXECUTIVE SUMMARY

During the advent of more frequent loadshedding periods by Eskom, Council decided to investigate ways and means to reduce the impact on civil society and businesses by means to co-generate electricity. To this end, the Municipality entered into a Memorandum of Understanding with:

- The University of Stellenbosch
- Council for Scientific and Industrial Research (CSIR) as well
- The Western Cape Government

The Investigation into the best ways forward were made into the following topics:

- Energy Master plan – Requested CSIR to do this investigation
- Cost-of-Supply study – Appointed Consultants to investigate the cost of supply
- Energy Storage Investigation – Appointed the University of Stellenbosch to conduct this viability study
- Electricity Master Plan – Appointed Consultants adjust the network to cater for all future possible additions.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.6.4

RESOLVED (nem con)

- (a) that this report be noted; and
- (b) that Council accepts the report on “MUNICIPAL ELECTRICITY MASTER PLAN (MEMP) - Electricity pathways for Stellenbosch Municipality” as authored by the CSIR.

-
- (c) that Council accepts the report on “MUNICIPAL ELECTRICITY MASTER PLAN (MEMP) - Electricity pathways for Stellenbosch Municipality” as authored by the CSIR.

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Preshane Chandaka
<i>POSITION</i>	<i>Director: Infrastructure Services</i>
<i>DIRECTORATE</i>	<i>Infrastructure Services</i>
<i>CONTACT NUMBERS</i>	<i>021 808 8213</i>
<i>E-MAIL ADDRESS</i>	<i><u>shane.chandaka@stellenbosch.gov.za</u></i>
<i>REPORT DATE</i>	<i>27 February 2023</i>

11.6.5	ACCEPTANCE OF STELLENBOSCH MUNICIPALITY'S ELECTRICITY RINGFENCING AND COST OF SUPPLY STUDY FINAL REPORT
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Collaborator No: 746224
 IDP KPA Ref No: Governance and Compliance
 Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: ACCEPTANCE OF STELLENBOSCH MUNICIPALITY'S ELECTRICITY RINGFENCING AND COST OF SUPPLY STUDY FINAL REPORT

2. PURPOSE

To present to Council the final report of Stellenbosch Municipality's Electricity Ringfencing and Cost of Supply Study for acceptance and approval.

3. DELEGATED AUTHORITY

For notification by the Municipal Council.

4. EXECUTIVE SUMMARY

During the advent of more frequent loadshedding periods by Eskom, Council decided to investigate ways and means to reduce the impact on civil society and businesses by means to co-generate electricity. To this end, the Municipality entered into a Memorandum of Understanding with:

- The University of Stellenbosch
- Council for Scientific and Industrial Research (CSIR) as well
- The Western Cape Government

Conducting an electricity Cost of Supply Study has been identified as one of the three investigations to be done.

The electricity Cost of Supply (COS) study contains 2 main components.

- Ringfencing electricity. The key objective of this part of the study is to establish the true cost and revenue of electricity supply in the municipality.
- The Cost of Supply study. The objective of the cost of supply study is to know the cost of supplying customers on each tariff and to compare this with the revenue from current tariffs and thus the cross-subsidies.

This report describes the details relating to the two components of the study undertaken for Stellenbosch Municipality. It contains the detailed results for the whole area.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.6.5

RESOLVED (majority vote with 2 abstentions)

- (a) that Council accepts the report on "ELECTRICITY RINGFENCING AND COST OF SUPPLY STUDY" - as authored by the Neil Lyners and Associates Consulting Engineers;

-
- (b) that Council notes the recommendations made in the report regarding the pricing and setting of future electricity tariffs;
- (c) that Council adopts the final cost of supply study report, as the report to be used in future to develop new electricity tariffs and derive percentage increases on the existing electricity tariffs.

The following Councillors requested that their votes of dissent be minuted:

Cllrs J Andrews; R Hendrikse; C Noble and M Van Stade.

FOR FURTHER DETAILS CONTACT:

NAME	Preshane Chandaka
POSITION	Director: Infrastructure Services
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	<u>shane.chandaka@ Stellenbosch.gov.za</u>
REPORT DATE	07 March 2023

11.6.6	STATUS UPDATE AND MAINTENANCE PLAN OF THE STELLENBOSCH WASTEWATER TREATMENT WORKS
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Collaborator No: 746259
 IDP KPA Ref No: Governance and Compliance
 Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: STATUS UPDATE AND MAINTENANCE PLAN OF THE STELLENBOSCH WASTEWATER TREATMENT WORKS

2. PURPOSE

To inform the Executive Mayor and Mayoral Committee about the current status and maintenance plan at the Stellenbosch Wastewater Treatment Works (WWTW) for this financial year.

3. DELEGATED AUTHORITY

FOR NOTIFICATION.

4. EXECUTIVE SUMMARY

The Municipality experienced a temporary outage at the Stellenbosch WasteWater Treatment Works (WWTW) on 9th February 2023 due to a pump issue as a result of wear and tear due to loadshedding. This was resolved within two hours of the outage being experienced.

A secondary temporary outage was experienced on 28th February 2023, due to an unplanned breakdown in the mechanical screens works. The Municipality immediately activated our internal maintenance team as well as the service provider to repair the screens and unblock the flow. The repair was completed by 17.30 the same day on 28th February 2023.

It is further recorded that the second outage was unrelated to the first outage and that this was not a continuous flow of treated effluent from the first to the second outage.

The status of maintenance items at the plant at present are as follows:

All flow has been stabilized and operations have resumed to acceptable treated effluent discharge standards.

Mechanical Membranes: All 48 mechanical membranes have been inspected by the Infrastructure Water Services Senior Manager and will be inspected by our qualified water treatment service provider. All but one is operational, which is not a risk at present.

Inlet Screens: The Inlet screens are being manually raked by staff where required. Our specialist service provider has also been to site to repair the one defective inlet screen.

Fine Screens: Three of the four repaired fine screens are operational at present. The fourth screen requires a bearing to be replaced and this is being sourced at present.

Emergency overflow sludge Ponds: Emergency ponds are only an emergency facility for unplanned spillages and have been maintained in order to ensure that they are fit for purpose should the need arise again.

The Telemetry SCADA (Supervisory Control and Data Acquisition) software system is in working order and may require an upgrade within the next financial year.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.6.6**RESOLVED** (nem con)

- (a) that Council notes that the status of the plant, in light of recent outages, is intact and operational; and
- (b) that longer term maintenance items which may be required will be packaged and presented in terms of budget, staff and equipment items and will be presented in preparation for the 2023-24 budget process.

11.6.7	REQUEST FOR APPROVAL OF THE DRAFT COMPREHENSIVE INTEGRATED TRANSPORT PLAN 2022-2026
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Collaborator No: 746231
 IDP KPA Ref No: Governance and Compliance
 Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: REQUEST FOR APPROVAL OF THE DRAFT COMPREHENSIVE INTEGRATED TRANSPORT PLAN 2022-2026

2. PURPOSE

That Council approves the Draft Comprehensive Integrated Transport Plan (CITP) 2022-2026.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The Provincial Minister of Transport and Public Works had designated Stellenbosch Municipality as a Type 1 Planning Authority, in terms of the National Land Transport Act 2009, Stellenbosch Municipality must therefore compile a Comprehensive Integrated Transport Plan (CITP). CITP's are valid for a five-year period, are overhauled / reviewed every 5 years and are updated annually.

The CITP is strategic in nature and focusses on the longer-term outcomes as derived from national, provincial legislation as well as from local policies and inputs. The CITP guides the restructuring and development of the transportation network and services. Extensive consultations had been carried out with the public and with interested and affected parties in order to achieved the desired outcomes of the CITP. Outcomes from the CITP includes:

- Improved mobility, access and travel times;
- Reduction of congestion and parking challenges;
- Affordability of transport to all users of the system,
- An increased use of non-motorised transport (NMT).

The CITP also presents the Municipality's long term transport vision and objectives, and provides the strategy that would enable the Municipality to realise its transport vision. The proposed draft transport vision for the Municipality is:

Stellenbosch Municipality has an integrated, effective and sustainable transport system, which unlocks economic opportunities and is accessible, safe, reliable and affordable to all communities serviced by the Municipality.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.6.7

RESOLVED (nem con)

- (a) that Council notes that extensive consultations had been carried out with the public and with interested and affected parties;
- (b) that Council takes note of the proposed draft transport vision;

- (c) that the Draft Comprehensive Integrated Transport Plan (CITP), attached as **ANNEXURE A**, be accepted;
- (d) that Council grants approval for the draft CITP to be published for public comment;
- (e) that the comments received from the public be considered before approval of the CITP;
and
- (f) that the CITP, once approved by council, be submitted to the Provincial Minister of Transport and Public Works for final approval.

11.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: J JOON)
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NONE

11.8	PLANNING :(PC: CLLR C VAN WYK)
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11.8.1	PRECINCT PLAN: FUTURE DEVELOPMENT AND UTILIZATION OF THE RHENISH COMPLEX AND SURROUNDS
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

22 March 2023 & 29 March 2023

1. SUBJECT: PRECINCT PLAN: FUTURE DEVELOPMENT AND UTILIZATION OF THE RHENISH COMPLEX AND SURROUNDS

2. PURPOSE OF REPORT

To obtain approval from Council to commence with a public participation process for the possible future development of the Rhenish Complex and surrounding area. It has generally been recognized that the Rhenish Complex is of significant cultural and heritage importance and is an invaluable asset for the town which demands proper maintenance and appropriate utilization. Several municipally initiated and supported studies and development frameworks have focused on the complex and its surrounds over preceding years. The report is the result of the evaluation and analysis of all existing planning and planning related documentation, current lease agreements and any documentation as it relates to the future utilization of the Rhenish Complex, its buildings and open space, the Braak and public spaces around the Braak including the potential linkage of Church Street with the Braak and Rhenish Complex.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Several municipally initiated and supported studies and development frameworks have focused on the complex and its surrounds over preceding years. These include:

- 1) Stellenbosch Conservation Strategy; Kruger Roos; 1997. (Approved by Council in 1997).
- 2) Die Braak, Voorlopige Ontwikkelingsraamwerk & Rekonstruksie; Kruger Roos, 1997.
- 3) Stellenbosch Historical Centre, Mill Square and Surrounds; Kruger Roos, 1998.
- 4) Heritage Study, Binnetuin Park, Stellenbosch; Pistorius and Harris, 2005.
- 5) Het Erfgoedbeleid van Stellenbosch. Het opstellen van ondersteunende komen – Die Braak en het Rijnse Complex als katalysator; Carton & Ryckeboer, 2012.
- 6) Kerkstraat sluiting, Piet Louw & Dave Dewar, 2020
- 7) Proposals call for the utilization of the Braak, Mayor 2019

While there are many relevant and good ideas included in the above-mentioned studies, the project allowed for an opportunity to consider the study area as a totality, as well as the site's integrated relationship with the general surroundings. A key question therefore is:

'What should structure the whole or the totality, in urban design terms, and how can the site, most of which is embedded, be unlocked to become part of the daily-use fabric of the town, from a public perspective?'

The project entailed the following processes.

- 1) The evaluation and analysis of all existing planning and planning related documentation, current lease agreements and any documentation as it relates to the future utilization of the Rhenish Complex, its buildings and open space, the Braak and public spaces around the Braak including the potential linkage of Church Street with the Braak and Rhenish Complex.
- 2) The identification of and exploratory discussions with Interested and Affected Parties as it relates to their understanding and ideas for the future use of the Rhenish Complex and gardens including the keeping of notes and minutes of such discussions.
- 3) The preparation and drafting of professional urban design proposals based on the existing studies and proposals linked to the preferred future use of the buildings, gardens and/or portions of buildings/gardens as well as other public space which might have an impact on the Rhenish Complex.
- 4) Drafting a framework for the Rhenish complex and surrounding properties linking the site to the historical centre and public spaces such as Die Braak, Dorp Street, Church Street etc.
- 5) The preparation of an urban design report and power point presentation with illustrations summarizing and motivating the future use of the Rhenish Complex.

The report provides an urban design framework which serves as a precinct plan that guides the future utilization, preservation and development of the study area with a view to unlock the potential of this area to play an important role to activate the Rhenish complex as a key site of cultural and heritage significance.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.8.1

RESOLVED (majority vote)

- (a) that Council takes note of the precinct plan for the Rhenish Complex attached as **APPENDIX 1** to the agenda;
- (b) that Council gives approval for the commencement of a public participation process and advertisement of the precinct plan for the Rhenish Complex for a period of 60 days; and
- (c) that after the process of public participation is concluded, the precinct plan for the Rhenish Complex must be resubmitted to Council together with all comments received for consideration within 2 months.

FOR FURTHER DETAILS, CONTACT:

NAME	BJG de la Bat Pr Pln
POSITION	Manager: Spatial Planning
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	021 808 8653
E-MAIL ADDRESS	Bernabe.delabat@stellenbosch.gov.za
REPORT DATE	10 November 2022

11.8.2	APPROVAL OF THE FIRST DRAFT AMENDED MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) AND TO OBTAIN COUNCIL APPROVAL FOR THE COMMENCEMENT OF THE PUBLIC PARTICIPATION PROCESS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 March 2023 & 29 March 2023

1. SUBJECT: APPROVAL OF THE FIRST DRAFT AMENDED MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) AND TO OBTAIN COUNCIL APPROVAL FOR THE COMMENCEMENT OF THE PUBLIC PARTICIPATION PROCESS

2. PURPOSE

For Council to:

- a) Support and adopt the status quo report of the MSDF, 2019 as recommended by the project steering committee.
- b) Support and approve the first draft of the amendments to the MSDF as proposed by the project steering committee for public comment and to request comment from the Provincial Minister of Environmental Affairs and Development Planning and the Cape Winelands District Municipality.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Council approved the commencement of the proposed amendment of the Municipal Spatial Development Framework, 2019 to achieve strategic, spatial, and financial alignment and to enable the coordination of policies within the municipality.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.8.2

RESOLVED (majority vote with 2 abstentions)

- (a) that Council supports and approve the status quo report of the first draft of the proposed amendments to the MSDF;
- (b) that the first draft of the proposed amendments to the MSDF, February 2023, be approved in principle; and
- (c) that the first draft amended MSDF, February 2023, be advertised for public comment for 60 days where after same be resubmitted to Council for final consideration and subsequent approval in terms of the relevant legislation.

FOR FURTHER DETAILS CONTACT:

NAME	Chantel Hauptfleisch
POSITION	Senior Spatial Planner
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 808 8607
E-MAIL ADDRESS	Chantel.hauptfleisch@stellenbosch.gov.za
REPORT DATE	7 March 2023

11.9	LOCAL ECONOMIC DEVELOPMENT AND TOURISM:(PC: CLLR R DU TOIT)
11.9.1	APPROVAL TO COMMENCE WITH THE PUBLIC PARTICIPATION PROCESS FOR THE ECONOMIC DEVELOPMENT STRATEGY FOR THE STELLENBOSCH MUNICIPALITY IN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, NO 32 OF 2000 AND REGULATIONS

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

22 March 2023 & 29 March 2023

1. SUBJECT: APPROVAL TO COMMENCE WITH THE PUBLIC PARTICIPATION PROCESS FOR THE ECONOMIC DEVELOPMENT STRATEGY FOR THE STELLENBOSCH MUNICIPALITY IN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, NO 32 OF 2000 AND REGULATIONS

2. PURPOSE OF REPORT

To obtain approval from Council to commence with the public participation process for the draft Economic Development Strategy in line with The Local Government: Municipal Systems Act, No 32 of 2000 and Regulations, to obtain comment on the draft Economic Development Strategy that will enable the Directorate Planning and Economic Development to finalise the Economic Development Strategy and submit the strategic document to Council for consideration.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of the Economic Development Strategy is to enable economic development and build up the economic capacity of a local area to improve its economic future and the quality of life for all. It is a process by which public, business and non-governmental sector partners work collectively to create better conditions for economic growth and employment generation.

Therefore to enable this strategy in terms of the The Local Government : Municipal Systems Act, No 32 of 2000 and Regulations Section 26C requires that the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.9.1

RESOLVED (majority vote with abstentions)

- (a) that Council takes note of the draft Economic Development Strategy attached as **APPENDIX 1** to the agenda;
- (b) that Council gives approval for the commencement of the public participation process in respect of the draft Economic Development Strategy subject to the following conditions:

- i) The public participation phase of the project will take place over 60 days (2 months).
 - ii) The draft Economic Development Strategy will be advertised in the local newspaper, municipal web page and notice boards within two weeks after the decision by Council.
- (c) that after the public participation process is concluded, the draft Economic Development Strategy must be resubmitted to Council together with all comments received for consideration.

Councillor J Andrews requested that his vote of dissent be minuted.

11.10	RURAL MANAGEMENT: (PC: CLLR J WILLIAMS)
11.10.1	FEEDBACK ON THE PUBLIC PARTICIPATION PROCESS ON THE REQUEST TO LEASE ERF 502 BH 1 AND 2, LYNEDOCH, STELLENBOSCH TO STELLENBOSCH UNIVERSITY FOR A EUROPEAN UNION FUNDED RESEARCH ENDEAVOUR

Collaborator No: 746264
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 March 2023 & 29 March 2023

1. SUBJECT: FEEDBACK ON THE PUBLIC PARTICIPATION PROCESS ON THE REQUEST TO LEASE ERF 502 BH 1 AND 2, LYNEDOCH, STELLENBOSCH TO STELLENBOSCH UNIVERSITY FOR A EUROPEAN UNION FUNDED RESEARCH ENDEAVOUR

2. PURPOSE

To provide feedback to Council on the notice that was published to inform the public of the municipality's intention to lease Erf 502 for the purposes of European Union (EU) funded Research Endeavour, in Partnership with Lynedoch Farmers, to Stellenbosch University.

3. DELEGATED AUTHORITY

In terms of Delegation EM85 the Executive Mayor, in consultation with the Executive Mayoral Committee, has the delegated authority to "*Approve Lease Agreements on Council properties for a period shorter than 10 years and a contract value of less than R5M*".

4. EXECUTIVE SUMMARY

The item deals with the outcomes of a public participation process that was followed in terms of the Policy on the Management of Council-owned Properties allow for direct negotiations (private treaty) in specific circumstances, *inter alia* for the purpose of Agricultural Purposes, with the intention of following an appropriate process for the consideration of the application from Stellenbosch University for a lease period of 3 (three) years.

The ownership of Erf 502 vests with the Municipality. The Policy on the Management of Council-owned properties allow for direct negotiations (private treaty) in specific circumstances, *inter alia* for the purpose of agricultural purposes.

A copy of the request is attached as **APPENDIX 1**.

12TH COUNCIL MEETING: 2023-03-29: ITEM 11.10.1

RESOLVED (majority vote with 2 abstentions)

- (a) that Council take note of the fact no submissions were received on the notice published to express the municipality's intention of following an appropriate process for the consideration of the application from Stellenbosch University for a short-term lease agreement for Erf 502, Lynedoch where they are involved in a project assessing the potential value of seven technologies to enhance the productivity of emerging farmers;

-
- (b) that the Municipal Manager be authorized to conclude the contract or agreement after above is finalized in terms of the applicable Act/Regulation;
 - (c) that the Municipal Manager be mandated to determine the monthly rental amount;
 - (d) that farm No.502BH, Stellenbosch Division, be identified as land not needed for Municipal Services;
 - (e) that the importance of the study be noted as it will enhance the sustainability of emerging farmers and other farmers as far as possible; and
 - (f) that Stellenbosch University enter into an agreement with the Municipality and be responsible for the payment of all services.

11.11	MUNICIPAL MANAGER
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NONE

12.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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NONE

12.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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NONE

13.	REPORTS BY THE MUNICIPAL MANAGER
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NONE

14.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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NONE

15.	CONSIDERATION OF URGENT MOTIONS
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NONE

16.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

17.	REPORTS SUBMITTED BY THE SPEAKER
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NONE

18.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

19.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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SEE PINK DOCUMENTATION

The meeting adjourned at 14:35.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments**

8.	STATUTORY MATTERS
8.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MARCH 2023

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

19 April 2023 & 26 April 2023

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MARCH 2023

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2022/2023 to report the deviations to Council.

3. DELEGATED AUTHORITY

Council

FOR NOTING.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2022/2023) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during March 2023.

5. RECOMMENDATION

that Council notes the deviations as listed for the month of March 2023.

6. DISCUSSION / CONTENTS

6.1. Background/Legislative Framework

The regulation applicable is as follows:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations

Deviation from and ratification of minor breaches of, procurement processes

36. (1) A supply chain management policy may allow the accounting officer—

(a) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only—

(i) in an emergency;

(ii) if such goods or services are produced or available from a single provider only;

(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iv) acquisition of animals for zoos; or

(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

(b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(2) The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and **report them to the next meeting of the council**, or board of directors in the case of a municipal entity and include as a note to the annual financial statements.

6.2. Discussion

Reporting the deviations as approved by the Accounting Officer for March 2023:

The following deviations were approved with the reasons as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 09/23	16 March 2023	Metsi Chem Ikapa Powercomm solutions Kaizen Water Group	Request approval to deviate from process to procure disinfectant chemicals: Chlorine gas, sodium hypochlorite and chlorman chips as per quoted prices	Emergency	Water and Wastewater Services Department operate five (5) wastewater treatment plants and 3 water treatment plants. To ensure drinking water quality comply to national SAN241 drinking water quality standards and effluent quality complies with discharge limits the water are treated with chlorine gas or alternatives as disinfectant, to remove or inactivate pathogenic micro-organisms in order to prevent the spread of waterborne diseases and also to minimize public health problems. All services providers that were approved on B/SM 83/20 to supply disinfectant chemicals have indicated that they cannot adhere to the approved prices for the 2022/2023 financial year as per the BAC approval dated 11 th September 2020. The Municipality has a valid tender in place until June 2023	<u>Metsi Chem Ikapa:</u> 100kg cylinder – R35,00/kg 67kg cylinder – R43,50kg <u>Kaizen:</u> Chemicals tablets – R59,26 Granules HTH – R51,56 HTH Chips - R63,24 <u>PowerComm:</u> Klorman/25kg – R1678.,26

6.4 Legal Implications

The regulation applicable is:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations: Deviations from and ratification of minor breaches of, procurement processes.

6.5 Staff Implications

No staff implications

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

That the market may not be tested.

The measures in place to deal with deviations mitigate the risk to an acceptable level.
The auditor general also audit the deviations during the yearly audit.

6.8 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager.

6.8.1 Municipal Manager

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 6.1

that Council notes the deviations as listed for the month of March 2023.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	CFO
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Kevin.Carolus@ Stellenbosch.gov.za
REPORT DATE	05 April 2023

8.2	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 3 (01 JANUARY 2023 – 31 MARCH 2023)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

19 April 2023 & 26 April 2023

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 3 (01 JANUARY 2023 – 31 MARCH 2023)

2. PURPOSE

To submit to Management a report for the period 01 January 2023 – 31 March 2023 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

3. FOR DECISION BY MUNICIPAL COUNCIL

Section 6 (3) & 4 of the SCM Policy 2022/2023, determines that the Accounting Officer must within 10 days at the end of each quarter; submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with section 21A of the Municipal Systems Act (32 of 2000).

4. EXECUTIVE SUMMARY

On a quarterly basis the Accounting Officer must submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor. In terms of the SCM Regulations and Council's SCM Policy the SCM unit has been delegated to perform powers and functions that related to the procurement of goods and services, disposal of goods no longer needed, the selection of contractors to aid in the provision of municipal services.

5. RECOMMENDATIONS

- (a) that Council approves this report and **ANNEXURE A** attached to the report, and
- (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

6 DISCUSSION/CONTENTS

6.1 Background

SCM must report within 10 days before the end of each quarter on the implementation of the SCM System.

6.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and

cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

Paragraph 6(1) of the Supply Chain Management Policy of Council determines that the Council of Stellenbosch municipality reserves the right to maintain oversight over the implementation of the SCM Policy as approved and amended from time to time. Paragraph 6(3) of the above stated Policy determines that the Accounting Officer must within 10 days of the end of each quarter; submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 January 2023 – 31 March 2023 on the implementation of Council's Supply Chain Management Policy. The report and the payments that will derive from these commitments.

6.5 Legal Implications

The Municipal Finance Management Act (section 112) stipulates that the SCM Policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) that stipulates that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive, and cost-effective. Reporting back in terms of paragraph 6(3) of the SCM Policy 2022/2023 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

6.6 Staff Implications

None

6.7 Previous / Relevant Council Resolutions

None

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 6.2

- (a) that Council approves this report and **ANNEXURE A** attached to the report, and
- (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

APPENDICES

ANNEXURE A: Report for the period 01 January 2023 – 31 March 2023 on the implementation of Council's Supply Chain Management Policy. The report on the Implementation of Council's Supply Chain Management Policy

ANNEXURE A

STELLENBOSCH MUNICIPALITY
IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT
SECTION 6 (3) OF SCM REGULATIONS:
OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY

PERIOD: 01 JANUARY 2023 – 31 MARCH 2023

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(b)	Review at least annually the implementation of the policy.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(c)	Submit when considered necessary, proposals for amendment of the policy by the Council.	Accounting Officer	Chief Financial Officer	YES	The SCM Policy was sent for amendment in December 2022 to accommodate changes brought forth from the new PPR 2022.
3(2)(a)	Make use of any Treasury guidelines determining standards for municipal supply chain management policies, and submit to the council that guidelines standard or modified version therefore, as a draft policy.	Accounting Officer	Chief Financial Officer	YES	All NT guidelines are included in standard documents and the municipalities SCM policy is aligned with the Model SCM policy of NT.
3(2)(b)	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(1)(c)	Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(4)	Must, in terms of section 62(1)(f)(iv) take all reasonable steps to ensure that the municipality has and implements a supply chain management policy	Accounting Officer	Chief Financial Officer	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	as set out in Regulation 2				
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the third quarter, there were three (3) final awards above R10 million.
5(2)(b)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the third quarter, there were four (4) final awards above R200 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer Senior Manager SCM	YES	The awards made were submitted on the following dates within this quarter: 03 February 2023 03 March 2023 03 April 2023
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy has been submitted to council in the last quarter of the previous financial year as part of the Budget Related policies. Also sent for Amendment in

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
					December 2022.
6(2)(a)(i)	Submit a report to council within 30 days of the end of each financial year on the implementation of the supply chain management policy of the municipality.	Accounting Officer		YES	Done
6(2)(a)	Immediately submit a report to council whenever there are serious and material; problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2)(a)(iii)	Accounting Officer		N/A	To date no serious or material problems occurred in implementing the SCM policy.
6(3)	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	Accounting Officer	Chief Financial Officer	YES	Done.
7(1)	Establish a supply chain management unit.	Accounting Officer	Chief Financial Officer	YES	Unit operates under direct supervision of CFO
12(1)	<p><u>Direct that:</u></p> <p>a) cash purchases up to transaction value as defined I Council's Petty Cash policy</p> <p>b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included);</p> <p>c) written or verbal quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 10 000.00 (VAT included)</p> <p>d) formal written price quotations for procurement of goods and/or services of a transaction value between R 10,000.00 and R 200,000.00</p> <p>e) a competitive bidding process be followed for any specific procurement of a transaction value higher</p>	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	than R200 000.				
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation(1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality	Accounting Officer	Senior : Manager SCM	YES	Done
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria is contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding of tenders and quotations
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliation's on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section	YES	Done
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this quarter: 03 February 2023 03 March 2023 03 April 2023

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this quarter: 03 February 2023 03 March 2023 03 April 2023
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer: below R200,000	YES	
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager: Supply Chain Management	YES	
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
					the calling for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Reports were submitted on the following dates within this quarter: 03 February 2023 03 March 2023 03 April 2023
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee	YES	For quarter three, sixty-three (63) tenders specifications served before the Bid Specifications committee.
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process	Accounting Officer		YES	None
23(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
24(1)	Negotiate the final terms of a contract with bidders	Accounting Officer	Relevant user department	YES	Provision for the signing of a Form of

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<p>identified through a competitive bidding process as preferred bidders, provided that such negotiation –</p> <p>(a) does not allow any preferred bidder a second or unfair opportunity;</p> <p>(b) is not to the detriment of any other bidder; and</p> <p>(c) does not lead to a higher price than the bid submitted.</p> <p>Minutes of such negotiations must be kept.</p>		Head of Department or Director		Tender/Service Level Agreement with successful vendors is being made in the tender documents
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
26(1)(c)	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		N/A	Not Applicable
26(3)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R200 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The Director signs for items to serve on Specification committee.
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The specifications are accompanied with a questionnaire that the relevant department has to complete. Meetings are held according pre-determined schedule.
28(1)(a)	Evaluate bids in accordance with –	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC scheduled meetings.
	(i) the specifications for a specific procurement ; and				
	(ii) the points system as must be set out in the				

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	supply chain management policy of the municipality in terms of Regulation 27(2)(f) and a prescribed in terms of the Preferential Procurement Policy Framework Act.				
28(1)(b)	Evaluate each bidder's ability to execute the contract.	Accounting Officer	Bid Evaluation Committee, upon advice from SCM	YES	Currently part of the Standard Evaluation Report
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed.
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the third quarter there were six (6) BAC meetings
29(1)(b)(i)	For bids above R10 million, the SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the third quarter there were three (3) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given is kept for record purposes
29(5)(a)	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid – (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and	Bid Adjudication Committee		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(ii) notify the accounting officer.				
29(5)(b)	(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	Accounting Officer		YES	None
29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	No items were referred back to the BEC in the third quarter
29(7)	Comply with Section 114 of the MFMA within ten working days.	Accounting Officer		YES	Not applicable
31(1)	Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT related goods or services through a competitive bidding process.	Accounting Officer	Bid Adjudication Committee	YES	Not Applicable
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer		YES	Not Applicable
31(3)	Notify SITA together with a motivation of the IT needs of the municipality if – (a) the transaction value of IT related goods or	Accounting Officer		YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<p>services required by the municipality in any financial year will exceed R50 million (VAT incl); or</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.</p>				
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Senior Manager: Supply Chain Management	YES	Not Applicable
32(1)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>that other organ of state and the provider have consented to such procurement in writing.</p>	Accounting Officer	Bid Adjudication Committee	YES	None
35(1)	Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	New tender has been advertised

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	Not Applicable
36(1)(a)	<p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <ul style="list-style-type: none"> (i) in an emergency; (ii) if such goods or services are produced or available from a single provider only; (iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes (vi) any contract relating to the publication of notices and advertisements by or on behalf of the municipality (vii) any purchase on behalf of the municipality at a public auction (viii) any contract with an organ of state, local authority or a public utility corporation or company (ix) any contract in respect of which compliance therein would not be in the public interest or interest of Council (x) ad-hoc repairs to plant and equipment where 	Accounting Officer	BAC considers deviations and recommend to the Accounting Officer.	YES	Delegations are in place for BAC to recommend deviations to the Accounting Officer. Records and recordings are kept of all meetings. Departments draft memorandums and table items at BEC for consideration and recommendation to the BAC. The BAC upon approval will recommend deviation to the Accounting –Officer.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	it is not possible to ascertain the nature or extent of the work required in order to call for bids (xi) workshop strip & quote				
36(1)(b)	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.	Accounting Officer		YES	Done
36(2)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements.	Municipal Council	Accounting Officer	YES	Done
37(2)	Decide to consider an unsolicited bid but only if – (a) the product or service offered is a demonstrably or proven unique innovative concept; (b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality; (c) the person who made the bid is the sole provider of the product or service; and (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.	Accounting Officer		NO	None
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.	Accounting Officer		NO	None
37(5)	Consider and may award the bid or make	Accounting Officer	Bid Adjudication Committee	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	recommendations to the accounting officer depending on the delegations to the adjudication committee.				
37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the National Treasury or the relevant provincial treasury.	Accounting Officer		NO	None
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	Senior Manager: Supply Chain Management	NO	None
38(1)(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Accounting Officer	Chief Financial Officer	YES	The National Treasury Code of Conduct has been circulated and communicated to municipal staff at various formal and informal meetings.
38(1)(b)	Investigate any allegations against an official or other role player of fraud, corruption, favoritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified – (i) take appropriate steps against such official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.	Accounting Officer	Internal Audit	YES	None
38(1)(c)	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	Accounting Officer	Senior Manager: Supply Chain Management	YES	The National Treasury website information of the List of Defaulters is currently used to verify.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
38(1)(d)	Reject any bid from a bidder – (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months. (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(f)	Cancel a contract awarded to a person if – the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or (i) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(g)	Reject the bid of any bidder if that bidder or any of its directors – (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(ii) has been convicted for fraud or corruption during the last five years; (iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or (iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).				
38(2)	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e)	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA	Municipal Council	Chief Financial Officer	YES	Delegations are in place
40(2) a	A Supply Chain management policy must specify the ways in which assets may be disposed of, including by – (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge	Municipal Council	Chief Financial Officer	YES	As per delegations

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(iii) Selling the asset (iv) Destroying the asset				
40(2) (b)	Stipulate that – Immoveable property may be sold only at market related prices except when public interest or the plight of the poor demands otherwise	Municipal Council		YES	Not Applicable
40(2)(b)(ii)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality	Accounting Officer	Chief Financial Officer	YES	As per delegations
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.	Accounting Officer	Chief Financial Officer	N/A	Not Applicable
40(2)(b)(iv)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic	Accounting Officer		N/A	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
40(2)(c)(ii)	All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed	Municipal Council		YES	Not Applicable
40(2)(d)	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated	Municipal Council		N/A	None
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.			N/A	Not Applicable
41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system	Accounting Officer	Internal Audit	YES	Busy implementing a system for risk management
42	Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were achieved.	Accounting Officer	Chief Financial Officer	YES	Implemented a system for performance management in SCM
43(2)	Check with SARS whether a person's tax matters are in order before making an award to such person.	Municipal Council	Senior Manager: Supply Chain Management	YES	The Tax Clearance of vendors registered on the Central Supplier Database are checked regularly and before awards are made.
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person; (b) the capacity in which that person is in the	Municipal Council	Chief Financial Officer	YES	This information was disclosed within financial statements of the municipality.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	service of the state; and (c) the amount of the award.				
46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	Senior Manager: Supply Chain Management	YES	SCM keep record of it.
46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.	Accounting Officer	Chief Financial Officer	YES	Declarations are kept at SCM section and hard copy on file.
46(4)	Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players involved in supply chain management.	Accounting Officer	Senior Manager: Supply Chain Management Council's Speaker	YES	Code of conduct are circulated annually to all officials
47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
48	Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermediate, by any person who is – (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.	Accounting Officer	Senior Manager: Supply Chain Management	YES	None.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
49	Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.	Accounting Officer		YES	Have an administrative process in place.
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other persons and to deal with objections, complaints or queries as described more fully in Regulation 49.	Accounting Officer		YES	Done.
50(1)(a)	Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.	Accounting Officer		YES	Done
50(4)(b)	Appointed must submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	Done

8.3	MFMA SECTION 52 REPORTING UP TO MARCH 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

19 April 2023 & 26 April 2023

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO MARCH 2023

2. PURPOSE

To comply with section 52(d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan by the Municipality for quarter 3 of the 2022/23 financial year.

3. DELEGATED AUTHORITY

THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL

In terms of section 52 (d) of the Municipal Finance Management Act:

“The mayor of a municipality—

(d) must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget as well as the non-financial performance of the municipality;”

4. EXECUTIVE SUMMARY

The Executive Mayor must provide general political guidance over the fiscal and financial affairs of the Municipality and is required by Section 52(d) of the Municipal Finance Management Act to submit a report on the implementation of the budget and the financial and non-financial performance of the Municipality, to the Council within 30 days after end of each quarter.

The Section 52 report is a summary of the budget performance. It compares the implementation of the budget to the committed and made and contained in the Service Delivery and Budget Implementation Plan (SDBIP) and is intended to enable Council to give effect to their oversight responsibility.

This report provides the overall performance of the Municipality for the period 1 January 2023 to 31 March 2023.

5. RECOMMENDATION

that Council notes the Section 52 Report (including quarterly performance report) – Third Quarter

6. DISCUSSION / CONTENTS

6.1 Background

To comply with section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 1st quarter of the financial year. The report is indicated under **APPENDIX 1**.

6.2 Discussion

This report illustrates the implementation of the budget as well as the non-financial performance of the municipality for quarter 3.

In terms of the Municipal Finance Management Act (MFMA) Section 52(d) *“must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality;”*

6.3 Financial Implications

None.

6.4 Legal Implications

The recommendations in this report comply with Council’s policies and all applicable legislation.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 6.3

that Council notes the Section 52 Report (including quarterly performance report) – Third Quarter

ANNEXURES

Appendix 1: Section 52 Report – 3rd Quarter

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

QUARTERLY BUDGET MONITORING REPORT

3rd Quarter 2022/23



QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending March 2023 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of March 2023.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____

Date: 26 April 2023

To Council

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial situation of Stellenbosch Municipality reflecting the particulars of the second quarter of the financial year 2022/23.

The submission of this report forms part of my general responsibilities as the Mayor of Stellenbosch Municipality. The purpose of the report serves to inform Council on the financial affairs of Stellenbosch Municipality and to enable Council to fulfil its oversight responsibility in this regard.

.....
Advocate G M van Deventer
Executive Mayor
Date: 26 April 2023

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1. Recommendations

These recommendations are linked to the responsibilities of the Mayor under Section 52 of the MFMA.

- (a) That the content of the quarterly budget statement and supporting documentation be noted.

2. Executive Summary

2.1 Introduction

The mayor, who must provide general political guidance over the fiscal and financial affairs of the Municipality, is required by Section 52(d) of the Municipal Finance Management Act to submit a report on the implementation of the budget and the financial state of affairs of the Municipality, to the Council within 30 days after end of each quarter.

This report is a summary of the main budget issues arising from the monitoring process. It compares the implementation of the budget to the commitments/promises made and contained in the Service Delivery and Budget Implementation Plan (SDBIP) and is intended to inform and enable the Council with a view of giving effect to Council's oversight responsibility.

2.2 Summary of 2022/23 budget progress / implementation

The following table summarises the overall position of the capital and operating budgets.

Detail	Capital Expenditure	Operating Expenditure	Operating Revenue (excluding capital transfers and contributions)
Original Budget	409 273 204	2 100 690 481	2 103 782 596
Adjustment Budget	378 709 141	2 119 664 507	2 089 953 735
Plan to Date (SDBIP)	210 691 262	1 363 792 753	1 548 873 854
Actual	174 092 276	1 319 652 775	1 607 247 074
Variance to SDBIP	-36 598 986	-44 139 978	58 373 220
Year to date % Variance to SDBIP	-17,37%	-3,24%	3,77%

The above figures are explained in more detail throughout this report.

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 3rd Quarter of 2022/23.

Operating Revenue by Source

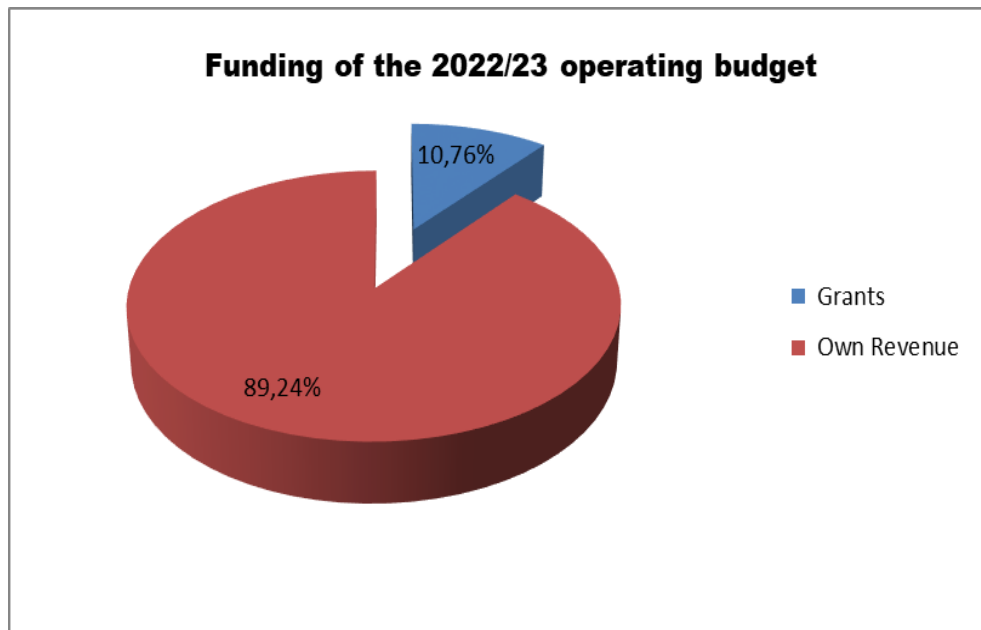
Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET
Revenue by Source		
Property rates	438 941 448,00	438 941 447,00
Service charges - electricity revenue	846 763 143,00	812 307 977,00
Service charges - water revenue	176 782 707,00	176 782 708,00
Service charges - sanitation revenue	109 133 951,00	109 133 951,00
Service charges - refuse revenue	94 971 363,00	94 971 363,00
Service charges - other	-	-
Rental of facilities and equipment	15 537 893,98	10 098 683,00
Interest earned - external investments	20 397 326,00	35 417 421,00
Interest earned - outstanding debtors	11 391 237,40	18 338 651,00
Fines, Penalties and Forfeits	124 955 174,00	124 955 174,00
Licences and permits	5 934 010,00	7 482 512,00
Agency services	4 281 368,00	3 191 727,00
Transfers recognised - operational	213 380 350,00	224 854 074,00
Other revenue	41 312 625,00	33 478 047,00
Gains on disposal of PPE	-	-
Total Revenue (excluding capital transfers and contributions)	2 103 782 596	2 089 953 735

QUARTER 3 2022/23		
PLANNED	ACTUAL	VAR
91 359 514	94 948 161	4%
206 361 124	164 670 983	-20%
45 019 448	52 825 935	17%
26 358 338	25 426 553	-4%
21 042 762	19 599 302	-7%
-	-	-
2 368 500	4 446 200	88%
9 199 469	10 628 261	16%
4 347 594	5 120 603	18%
31 229 793	48 170 563	54%
1 435 984	2 143 214	49%
853 512	801 950	-6%
53 797 180	57 312 214	7%
10 956 276	12 895 202	18%
-	58 268	0%
504 329 494	499 047 409	-1%

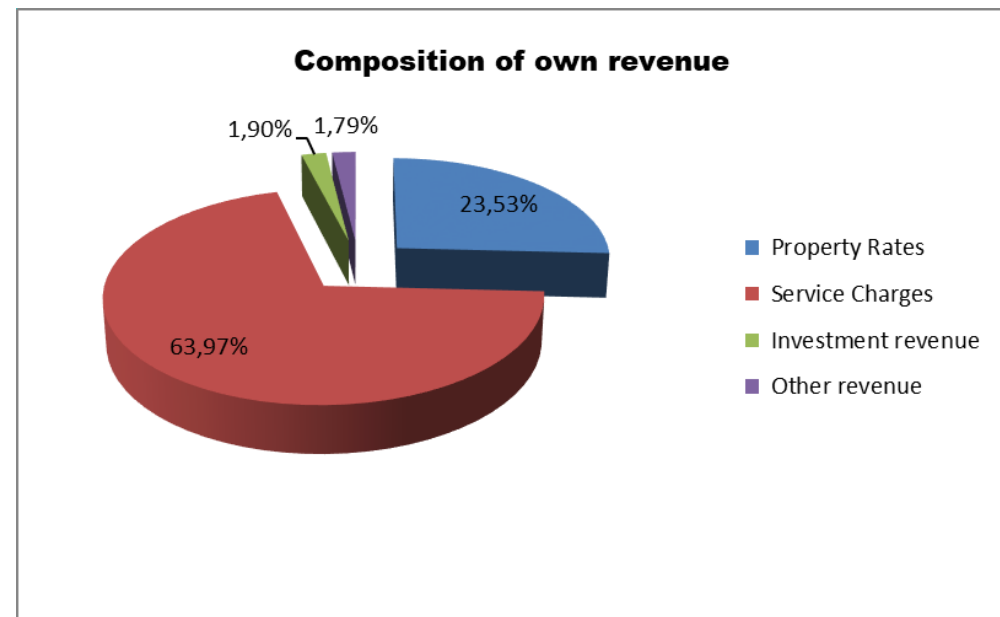
QUARTER 3 2021/22		
PLANNED	ACTUAL	VAR
100 984 337	87 588 267	100%
234 436 183	188 394 409	-20%
56 158 854	38 726 579	-31%
35 967 020	23 702 723	100%
32 664 860	18 585 490	100%
-	-	0%
2 476 493	4 603 504	86%
4 641 803	4 708 207	1%
3 467 295	3 384 361	-2%
16 416 418	45 965 144	180%
1 157 293	1 997 051	100%
1 536 565	643 477	-58%
19 649 161	43 573 747	122%
12 241 510	6 762 812	-45%
-	-	0%
521 797 792	468 635 770	-10%

NB: - The “year to date actual for property rates income” refers to the total billed for the year and not actual receipts.

Stellenbosch municipality is not dependant on grant funding to fund the operating budget as is evident in the graph below.



Own revenue consists mainly of service charges at 64.94 per cent of the 1 890 402 246 billion own revenue budget.



Operating Revenue Variance Report

The variances between actual operating revenue and the planned operating revenue contained in the SDBIP are explained per revenue source and are as follows:

Revenue by Source

3.1 Property Rates

Property rates are billed monthly, and service charges water are billed monthly. However, some consumers applied to have their property rates and service charges billed annually. This has resulted in an over performance of R4 434 561 for property rates when compared to the year-to-date budget projections as the annual applications did not form part of the monthly budgeted revenue projections.

3.2 Service charges - electricity revenue

The municipality has billed R27 586 655 less electricity charges than initially anticipated. The largest under performance relates to the low usage during peak times reflected for the Time of Use Tariffs (R43 216 893) and Domestic High prepaid (R43 283 916). The underperformance is due to prolonged load shedding outages and consumers utilising alternative energy sources.

3.3 Service charges - water revenue

The municipality has billed R13 910 336 more water charges than initially anticipated. The largest over performance was noted for sale conventional (R6 637 497) and Industrial water (R2 999 745). This incline in billings is a result of the university and schools re-opening which has resulted in an increase in consumption.

3.4 Transfers and subsidies

The municipality has noted an overperformance of R32 972 961 than initially anticipated. The over performance is due to tranche payments of the Equitable share.

3.7 Fines, penalties and forfeits

An overperformance was noted to the amount of R29 009 749. The recognition of traffic fines in terms of iGRAP 1 is based on fines issued and not actual cash receipts.

4. Operating Expenditure

The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 3rd Quarter of 2022/23.

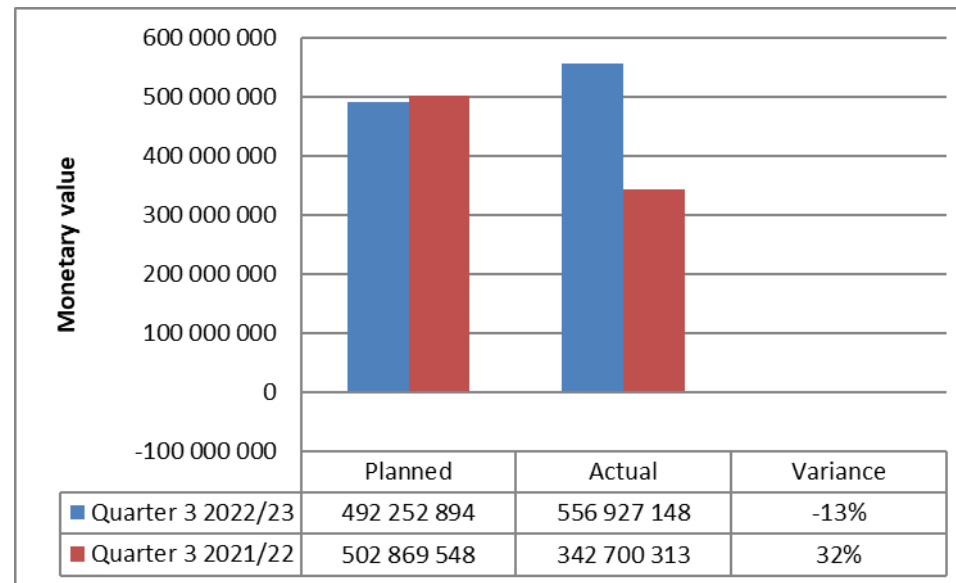
Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	27 432 083	26 015 794
Planning & Development	74 667 884	85 666 334
Infrastructure Services	1 258 869 331	1 258 386 849
Community and Protection Services	430 825 516	435 402 172
Corporate Services	210 683 035	220 759 869
Financial Services	98 212 632	93 433 489
TOTALS	2 100 690 481	2 119 664 507

QUARTER 3 2022/23	
PLANNED	ACTUALS
5 939 365	7 674 655
19 424 983	22 936 570
286 658 616	352 003 790
109 872 447	101 641 853
45 785 477	51 379 304
24 572 006	21 290 977
492 252 894	556 927 148

QUARTER 3 2021/22	
PLANNED	ACTUALS
6 771 768	3 839 509
20 152 145	12 196 738
306 779 679	207 953 642
101 189 707	65 362 627
45 523 305	32 390 717
22 452 944	20 957 080
502 869 548	342 700 313

During the third quarter of the financial year the directorates spent R556 927 148, 13% more than the planned expenditure. At the same period last year, the directorate spent R342 700 313, 32% less than the planned expenditure.



The year on year comparison for the third quarter is 113.14% actual spending rate of the planned operating budget for the financial year 2022/23, compared to a 68.15% actual spending rate for the same period in the previous financial year.

Operating Expenditure Variance Report

The variances between actual operating expenditure and planned operating expenditure contained in the SDBIP are explained per item and are as follows:

4.1 Planning and Development Services

The Planning and Development Services directorate planned to spend R54 527 719 of the amended budget. The year- to- date actual expenditure incurred amounted to R63 945 819 which resulted in an overperformance of R9 418 101. The items that attributed to the overperformance are as follows:

4.1.1 Expenditure: Contracted Services: Contractors: Event Promoters

The user department had no planned expenditure on the amended budget. The year- to- date actual expenditure incurred amounted to R1 638 094. The user department indicated that the funds were utilised for the festival of lights which occurred in December 2022 and the project has been completed.

4.1.2 Expenditure: Transfers and Subsidies: Operational: Monetary Allocations: Non-profit institutions: Tourism

The user department planned to spend R3 000 000 of the adjusted budget. The year- to- date actual expenditure incurred amounted to R 5 715 918. The user department indicated that the service providers were appointed at the beginning of the financial year and all payments have been made, the project has been completed

4.2 Infrastructure Services

The Infrastructure Services directorate planned to spend R813 921 471 of the amended budget. The year-to-date actual expenditure incurred amounted to R810 683 996 which resulted in an underperformance of R3 237 475. The items that attributed to the underperformance are as follows:

4.2.1 Expenditure: Bulk Purchases: Electricity: ESKOM

The user department planned to spend R 343 060 280 of the amended budget. The year- to- date actual expenditure incurred amounted to R 316 083 542. The user department indicated that the invoices for the past month have not yet been paid and that there is a decline in the usage of electricity due to loadshedding and consumers utilising alternative sources of energy.

4.2.2 Expenditure: Bulk Purchases: Electricity: ESKOM (Bulk purchases: Electricity Drakenstein)

The user department planned to spend R38 536 674 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R36 373 773. The user department indicated that the invoices for the past month have not yet been paid and that there is a decline in the usage of electricity due to loadshedding and consumers utilising alternative sources of energy.

4.2.3 Expenditure: Inventory Consumed: Water

The user department planned to spend R3 600 985 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R1 757 796. The user department indicated that the expenditure is dependent on consumption which increases during the summer months.

4.2.4 Expenditure: Contracted Services: Contractors: Prepaid Electricity Vendors

The user department planned to spend R5 951 522 of the amended budget. The year-to-date actual expenditure incurred amounted to R3 128 241. Orders to the amount of R2 917 456 have been loaded onto the financial system and expenditure is dependent on the demand of service connections from the community.

4.2.5 Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Project Management

The user department planned to spend R8 664 501 of the amended budget. The year-to-date actual expenditure incurred amounted to R6 367 837. Orders to the amount of R3 350 000 have been loaded onto the financial system. The user department indicated that they are awaiting invoices from the service provider to the amount of R3 114 209 and an improvement will be seen in the next reporting period.

4.2.6 Expenditure: Contracted Services: Contractors: Transportation (Sewerage purification Stellenbosch)

The user department planned to spend R3 469 808 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R703 111. Orders to the amount of R3 632 115 have been loaded onto the financial system. The user department indicated that a service provider has been appointed for the transportation of hazardous waste and disposal.

4.3 Community and Protection Services

The Community and Protection Services directorate planned to spend R280 502 643 of the amended budget. The year-to-date actual expenditure incurred amounted to R231 571 628 which resulted in an underperformance of R48 931 015. The items that attributed to the underperformance are as follows:

4.3.1 Expenditure: Contracted Services: Contractors: Forestry (Street trees)

The user department planned to spend R2 178 809 of the adjusted budget. The year-to-date expenditure incurred amounted to R1 111 401. Orders to the amount of R247 756 have been loaded onto the financial system. The user department indicated that the funds will be utilised for tree felling operations in Kayamandi.

4.3.2 Expenditure: Transfers and Subsidies: Operational: Monetary Allocations: Non-profit institutions: Sport Councils

The user department planned to spend R4 462 521 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R3 841 226. The user department indicated that Grant in aid donations for organisations serving vulnerable groups and communities and additional donations outstanding will be paid monthly.

4.3.3 Expenditure: Contracted Services: Outsourced Services: Clearing and Grass Cutting Services (Parks and sidewalks: Stellenbosch)

The user department planned to spend R1 400 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R787 917. Orders to the amount of R202 504 have been loaded onto the financial system. The user department indicated that there have been delays with the service provider and the matter is currently being attended to.

4.3.4 Expenditure: Contracted Services: Contractors: Forestry (Commonage and plantations)

The user department planned to spend R670 422 of the amended budget. The year-to-date actual expenditure incurred amounted to R39 913. The user department indicated that the tender BSM 65/2022 for the de-bushing of alien invasive vegetation is currently in its appeal phase and work will commence as soon as the process has been completed.

4.3.5 Expenditure: Contracted Services: Contractors: Maintenance of Unspecified Assets (Traffic services: licencing)

The user department planned to spend R564 652 of the amended budget. The year-to-date actual expenditure incurred amounted to R9 450. The user department indicated that the expenditure is utilised for the maintenance of vehicles and is utilised only when needed.

4.4 Corporate Services

The Corporate Services directorate planned to spend R131 648 165 of the amended budget. The year-to-date actual expenditure incurred amounted to R123 289 517 which resulted in an underperformance of R8 358 648. The items that attributed to the underperformance are as follows:

4.4.1 Expenditure: Operational Cost: Communication: Telephone, Fax, Telegraph and Telex

The user department planned to spend R3 375 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R2 075 896. Orders to the amount of R2 388 896 have been loaded onto the financial system. The user department indicated that they are currently controlling the usage of telephone lines which has resulted in a reduction in expenditure.

4.4.2 Expenditure: Operational Cost: External Computer Service: Software Licences

The user department planned to spend R15 375 000 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R11 401 846. The user department indicated that the software licenses are a once-off payment, and they are currently doing a review on some of the licenses.

4.4.3 Expenditure: Operational Cost: External Computer Service: System Development

The user department planned to spend R3 357 507 of the amended budget. The year-to-date actual expenditure incurred amounted to R2 694 647. Orders to the amount of R924 680 have been loaded onto the financial system. The user department indicated that they are currently minimising the use of consultants hence the slow spending.

4.4.4 Expenditure: Operational Cost: External Computer Service: Wireless Network

The user department planned to spend R573 804 of the amended budget. No expenditure has been incurred to date. The user department indicated that invoices have been received and submitted for payment and that an improvement will be seen in the next reporting period.

4.5 Financial Services

The Financial Services directorate planned to spend R65 229 522 of the amended budget. The year-to-date actual expenditure incurred amounted to R69 597 464 which resulted in an overperformance of R4 367 942. The items that attributed to the overperformance are as follows:

4.5.1 Expenditure: Operational Cost: Insurance Underwriting: Premiums

The user department planned to spend R4 809 195 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R7 506 269. The user department indicated that the insurance underwriting premiums are a once-off payment and have already been paid.

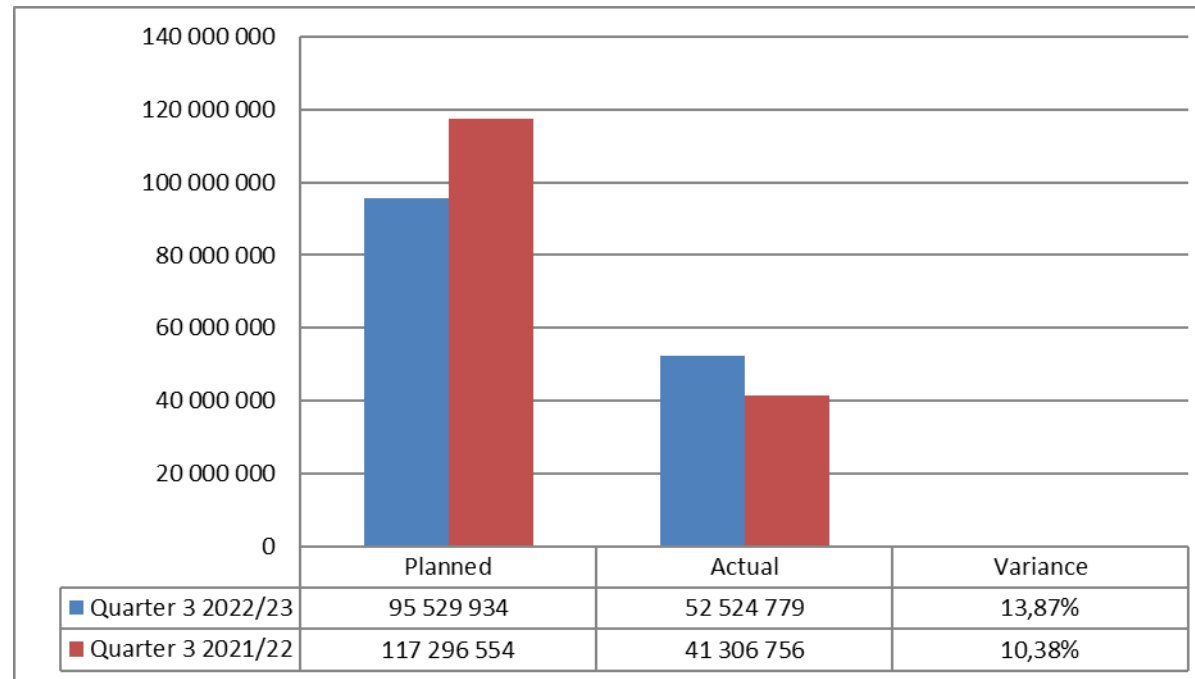
5. Capital Expenditure

The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 3rd Quarter of 2022/23.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	40 000	40 000
Planning & Development	15 185 000	12 665 281
Infrastructure Services	325 047 246	296 643 878
Community and Protection Services	26 850 958	29 774 773
Corporate Services	41 900 000	37 708 209
Financial Services	250 000	1 877 000
TOTALS	409 273 204	378 709 141

QUARTER 3 2022/23		
PLANNED	ACTUAL EXPENDITURE	VAR %
4 000	1 198	-70%
2 824 434	2 647 797	-6%
73 060 724	45 746 113	-37%
7 751 480	1 778 465	-77%
11 870 792	2 327 576	-80%
18 504	23 631	28%
95 529 934	52 524 779	-45%

QUARTER 3 2021/22		
PLANNED	ACTUAL EXPENDITURE	VAR %
10 000	38 637	100%
5 627 901	1 180 034	-79%
87 426 876	33 980 875	-61%
14 773 549	3 750 083	-75%
9 318 228	2 224 563	-76%
140 000	132 564	-5%
117 296 554	41 306 756	-65%



The year-on-year comparison for the end of the third quarter is [R174 092 276/ R378 709 141] 45.97% of the total capital budget of R378 709 141 for the 2022/23 financial year compared to a [R157 227 038/ R398 107 635] 39.49% spending rate for the same period in the previous financial year measured against a budget of R398 107 635.

Capital Expenditure Variance Report

The variances between actual capital expenditure and the planned capital expenditure contained in the SDBIP are explained per directorate and are as follows:

5.1 Planning and Development

The Directorate planned to spend R7 109 548 of the amended budget. The year-to-date actual expenditure incurred amounted to R7 665 496. This resulted in an overperformance of R555 948. The projects that attributed to the overperformance are as follows:

5.1.1 Erf 64, Kylemore

The user department had no planned expenditure on the amended budget. The year-to-date expenditure incurred amounted to R400 000. Orders to the amount of R212 500 have been loaded onto the financial system. The user department indicated that the project is well underway.

5.1.2 Erf 7001 and other possible sites for mix-used development in Cloetesville

The user department had no planned expenditure on the amended budget. The year-to-date expenditure incurred amounted to R525 000. The user department indicated that the project is underway and an invoice for work completed has already been paid. The project started ahead of its projected cashflow timeframe, and all funds have been fully spent.

5.1.3 Jamestown: Housing

The user department planned to spend R233 333 of the amended budget. The year-to-date expenditure incurred amounted to R683 593. The user department indicated that the project was ahead schedule and has been completed and the final invoice has been submitted for payment.

5.1.4 Housing Projects

The user department planned to spend R269 320 of the amended budget. The year-to-date expenditure incurred amounted to R30 073. Orders to the amount of R138 458 have been loaded onto the financial system. The user department indicated that the project is well underway

and the final invoice for Watergang Zone O has been submitted for payment.

5.2 Community and Protection Services

The Directorate planned to spend R15 462 263 of the amended budget. The year-to-date expenditure incurred amounted to R3 754 437. This resulted in an underperformance of R11 707 826. The projects that attributed to the underperformance are as follows:

5.2.1 Upgrade of Sport Facilities

The user department planned to spend R1 250 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R37 451 have been loaded onto the financial system. The user department indicated that the funds will be utilised for the upgrading of lighting and the Astro hockey courts. A service provider has been appointed and will commence with work.

5.2.2 Botmaskop: Security Fencing

The user department planned to spend R3 500 000 of the amended budget. The year-to-date expenditure incurred amounted to R23 000. The user department indicated that they are currently clearing the area for the installation of the fencing and that a service provider will be appointed at the end of April 2023.

5.2.3 Specialized Vehicles: Workshop

The user department planned to spend R1 174 994 of the amended budget. The year-to-date expenditure incurred amounted to R327 052. Orders to the amount of R764 390 have been loaded onto the financial system. The user department indicated that they are currently awaiting the delivery of the two vehicles that have been purchased.

5.2.4 Install and Upgrade CCTV/ LPR Cameras In WC024

The user department planned to spend R1 040 018 of the amended budget. The year-to-date expenditure incurred amounted to R238 122. Orders to the amount of R220 011 have been loaded onto the financial system. The user department indicated that they are currently in the tender process for the procurement of a service provider.

5.2.5 Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings

The user department planned to spend R1 050 893 of the amended budget. The year-to-date expenditure incurred amounted to R2 910. The user department indicated that the tender had to be resubmitted to the bid specifications committee due to the prospective service provider being non-responsive.

5.3 Infrastructure Services

The Directorate planned to spend R168 149 722 of the amended budget. The year-to-date actual expenditure incurred amounted to R142 257 263. This resulted in an underperformance of R25 892 459. The projects that attributed to the underperformance are as follows:

5.3.1 Alternative Energy

The user department planned to spend R7 136 442 of the amended budget. The year-to-date actual expenditure incurred amounted to R1 446 830. Orders to the amount of R8 111 720 have been loaded onto the financial system. The user department indicated that the tender for the purchase of generators served at the Bid specifications committee in on the 16th of March 2023.

5.3.2 Expansion of the landfill site (New cells)

The user department planned to spend R1 000 000 of the amended budget. The year-to-date expenditure incurred amounted to R182 490. Orders to the amount of R770 783 have been loaded onto the financial system. The user department indicated that a service provider will be appointed in April and work will commence thereafter.

5.3.3 Feeder cable (Watergang to Enkanini) 11kV 95cu

The user department planned to spend R3 010 000 of the adjusted budget. No expenditure has been incurred to date. The user department indicated that the tender has been awarded and contractor is currently on site and has commenced with work. The project is linked to Enkanini Informal Phase 3.

5.3.4 Enkanini Informal Phase 3

The user department planned to spend R16 835 000 of the amended budget. The year-to-date expenditure incurred amounted to R2 959 430. Orders to the amount of R23 383 921 have been loaded onto the

financial system. The user department indicated that the tender has been awarded and work has commenced.

5.3.5 Waterpipe Replacement

The user department planned to spend R4 000 000 of the amended budget. The year-to-date expenditure incurred amounted to R1 878 063. Orders to the amount of R244 962 have been loaded onto the financial system. The user department indicated that this is a multi-year project and the service providers have been appointed.

5.3.6 Landfill Gas to Energy

The user department planned to spend R3 900 000 of the amended budget. The year-to-date expenditure incurred amounted to R1 992 737. Orders to the amount of R615 959 have been loaded onto the financial system. The user department indicated that they are currently evaluating the financial viability report prior to commencing with the project.

5.4 Corporate Services

The Directorate planned to spend R19 824 086 of the amended budget. The year-to-date actual expenditure incurred amounted to R20 258 910. This resulted in an overperformance of

R434 824. The projects that attributed to the overperformance are as follows:

5.4.1 Purchase and Replacement of Computer/software and Peripheral devices

The user department planned to spend R116 748 of the amended budget. The year-to-date expenditure incurred amounted to R532 238. Orders to the amount of R50 175 have been loaded onto the financial system. The user department indicated that they are reviewing the needs of all the departments prior to purchasing the necessary computers.

5.4.2 Upgrading of New Office Space: Ryneveld Street

The user department planned to spend R8 000 000 of the amended budget. The year-to-date expenditure incurred amounted to R16 847 382. Orders to the amount of R613 844 have been loaded onto the financial system. The user department indicated that the project is ahead of schedule, and they envisage completion to be

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2022	Quarter 3		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE MONTH UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITHDRAWAL				
	ABSA BANK										
93-6748-9415	A#415	CALL	7,900%		41 771 894,24	30 000 000,00	(30 000 000,00)	20 000 000,00	439 372,18	4 018 271,19	65 790 165,44
20-8031-5300	A#5300	FIXED / 5 MTHS	5,580%	19-Aug-22	40 611 506,85	-	-	(40 917 260,27)	-	305 753,42	0,00
20-8065-2148	A#2148	FIXED/6 MTHS	7,490%	14-Mar-23		-	(103 693 698,63)	(3 693 698,63)	266 767,12	3 693 698,63	0,00
20-8070-0884	A#0884	FIXED/6 MTHS	7,900%	17-Apr-23		-	-	50 000 000,00	357 123,29	1 861 369,86	51 861 369,86
20-8097-3316	A#3316	FIXED/4 MTHS	8,550%	18-Apr-23		50 000 000,00	-	50 000 000,00	187 397,26	187 397,26	50 187 397,26
					82 383 401,09	80 000 000,00	- 133 693 698,63	75 389 041,10	1 250 659,85	10 066 490,37	167 838 932,56
	NEDBANK										
03/7881123974/...024	N#024	FIXED / 12 MTHS	5,800%	12-Oct-22	83 330 630,14	-	-	(84 640 000,00)	-	1 309 369,86	-
03/7881123974/...025	N#025	FIXED / 6 MTHS	6,100%	22-Sep-22	81 350 356,16	-	-	(82 460 054,79)	-	1 109 698,63	(0,00)
03/7881123974/...026	N#026	FIXED / 12 MTHS	7,950%	21-Jun-23	19 102 999,59	-	-	-	128 704,17	1 137 578,81	20 240 578,40
03/7881123974/...028	N#028	FIXED / 12 MTHS	9,050%	13-Oct-23		-	-	100 000 000,00	768 630,14	4 215 068,49	104 215 068,49
03/7881123974/...030	N#030	FIXED / 12 MTHS	9,540%	15-Mar-24		100 000 000,00	-	100 000 000,00	418 191,78	418 191,78	100 418 191,78
					183 783 985,90	100 000 000,00	-	32 899 945,21	1 315 526,09	8 189 907,58	224 873 838,68
	STANDARD BANK										
258489367-035	S#035	FIXED 12 MNTHS	7,725%	21-Jun-23	81 126 949,40	-	-	-	531 034,29	4 676 527,78	85 803 477,18
258489367-036	S#036	FIXED 2 MNTHS	6,525%	23-Sep-22	-	-	-	(1 179 863,01)	-	1 179 863,01	(0,00)
258489367-037	S#037	FIXED 2 MNTHS	7,300%	11-Jan-23		-	(50 900 000,00)	(900 000,00)	-	900 000,00	-
258489367-038	S#038	FIXED 3 MNTHS	8,425%	17-Apr-23		50 000 000,00	-	50 000 000,00	357 773,97	865 582,19	50 865 582,19
					81 126 949,40	50 000 000,00	(50 900 000,00)	47 920 136,99	888 808,26	7 621 972,98	136 669 059,37
INVESTMENT TOTAL					347 294 336,39	230 000 000,00	(184 593 698,63)	156 209 123,29	3 454 994,21	25 878 370,93	529 381 830,61

6.2 Borrowings

Lending Institution	Balance 1/03/2023	Received Quarter 3 2023	Interest Capitalised Quarter 2 2023	Capital Repayments Quarter 3 2023	Balance 31/03/2023	Percentage	Sinking Funds
							(R'000)
DBSA@ 11.1%	9 721 110	-	-	-	9 721 110	11,10%	
DBSA@ 10.25%	32 154 921	-	-	-	32 154 921	10,25%	
DBSA @ 9.74%	67 874 437	-	-	-	67 874 437	9,74%	
NEBANK @ 9.70%	126 683 429	-	-	-	126 683 429	9,70%	
NEBANK @ 8.8%	96 762 518	-	-	-	96 762 518	6,73%	
STANDARD BANK @ 11.00%	139 887 257	-	-	-	139 887 257	11,00%	
TOTAL	473 083 671	-	-	-	473 083 671		

7. Allocations and grant receipts and expenditure for the 3rd Quarter of 2022/23

	TOTAL 2022/23	EXPECTED ALLOCATION	OPENING BALANCE 1 JULY 2022	CAPITAL DEBTORS	REPAYMENT OF GRANT	ACCUMULATED ACTUAL RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	QUARTER 3 RECEIPTS	QUARTER 3 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - 31 MARCH 2023
OPERATING & CAPITAL GRANTS										
Unconditional Grant:Equitable Share	179 634 000	179 634 000	-			179 634 000	37 959 239	54 145 000	13 215 069	141 674 761
Grand Total (Unconditional Grants)	179 634 000	179 634 000	-	-	-	125 489 000	24 744 170	54 145 000	13 215 069	141 674 761
EPWP Integrated Grant for Municipalities	4 928 000	4 928 000				4 928 000	2 452 994	1 478 000	1 062 729	2 475 006
Local Government Financial Management Grant	1 550 000	1 550 000				1 550 000	461 653	-	182 913	1 088 347
Integrated National Electrification Programme (Municipal) Grant	36 732 170	28 350 000	8 382 170			28 350 000	2 959 430	3 350 000	-	33 772 740
Integrated Urban Development Grant	65 747 000	65 747 000				65 747 000	48 916 659	26 300 000	20 069 571	16 830 341
LGSETA Funding	-					-	-	-	-	-
DBSA Grant	-					-	-	-	-	-
Community Development Workers Operational Support Grant	38 000	38 000				38 000	23 229	38 000	14 225	14 771
Library Services: Conditional Grant	17 985 630	14 112 000	3 873 630			14 112 000	6 206 451	4 704 000	1 936 335	11 779 179
Financial Management Support Grant	550 000		550 000			-	550 000	-	550 000	-
Human Settlements Development Grant	19 766 379	18 248 000	1 518 379	10 147 043		10 760 482	8 098 649	-	1 476 854	(5 966 831)
Informal Settlements Upgrading Partnership Grant: Provinces (B)	6 265 534	4 500 000	1 765 534	2 334 804		4 500 000	3 778 007	4 500 000	419 480	152 723
Title Deeds Restoration Grant	939 830		939 830		939 830	-	-	-	-	-
Municipal Accreditation and Capacity Building Grant	417 278	256 000	161 278		161 278	256 000	225 154	256 000	106 704	30 846
Financial Management Capacity Building Grant	19 766		19 766			-	-	-	-	19 766
Maintenance and Construction of Transport Infrastructure	495 000	495 000		4 950 000		495 000	486 685	495 000	-	(4 941 685)
Regional Socio-Economic Project/violence through urban upgrad	1 000 000		1 000 000		771 499	-	412 558	-	412 558	(184 057)
Cape Winelands District Grant	984 000	500 000	484 000			-	484 000	-	-	-
Western Cape Municipal Energy Resilience Grant (WC MER	1 690 000	1 690 000				940 000	-	940 000	-	940 000
EMERGENCY MUNICIPAL LOAD SHEDDING RELIEF GRANT	6 175 000	6 175 000				6 175 000	-	5 535 000	-	6 175 000
Cape Wineland District Community safety	115 000	115 000				115 000	-	115 000	-	115 000
Cape Winelands Disaster Grant	146 959		146 959			-	-	-	-	146 959
Development of Sport and Recreational Facilities	220 000	220 000				219 648	-	219 648	-	219 648
Financial Management Capability Building Grant	300 000	300 000				300 000	-	300 000	-	300 000
Blaauwklippen settlement	-					-	-	-	-	-
Housing consumer education	68 010		68 010		68 010	-	-	-	-	68 010
Khaya Lam Free Market Foundation	102 000		102 000			-	-	-	-	102 000
Other sources	-					-	-	-	-	-
Integrated Transport Planning Grant	-					-	-	-	-	-
National Lottery	-					-	-	-	-	-
Grand total (Conditional Grants)	166 133 556	147 224 000	18 909 556	17 431 847	1 940 617	138 486 130	75 055 468	48 230 648	26 231 370	63 035 764

8. Personnel Expenditure

In terms of Section 66 of the MFMA, all expenditure incurred by the municipality on staff salaries, wages, allowances, and benefits must be reported to council.

Employee - Related Costs	Original Budget	Adjustments Budget	Quarter 3 Budget	Quarter 3 Actual	YTD Budget	YTD Actual	YTD %
Basic Salary and Wages	381 997 543	360 783 874	92 787 529	93 391 606	265 984 706	257 525 859	71%
Bonus	27 836 149	27 836 149	3 674 397	85 556	15 604 712	25 242 655	91%
Acting and Post Related Allowances	768 931	768 931	109 087	148 941	402 092	517 133	67%
Non Structured	47 382 530	35 382 530	8 713 144	9 992 214	25 422 086	27 687 646	78%
Standby Allowance	13 259 305	13 259 305	3 256 048	3 162 965	9 932 501	9 458 105	71%
Travel or Motor Vehicle	11 416 099	11 412 199	2 435 903	2 266 681	7 409 783	6 747 919	59%
Accommodation, Travel and Incidental	35 784	116 106	15 969	23 181	84 010	50 518	44%
Bargaining Council	148 959	148 959	29 052	104 220	113 064	244 379	164%
Cellular and Telephone	2 610 657	2 625 693	544 546	610 572	1 766 443	1 638 036	62%
Current Service Cost	3 827 806	5 627 183	-	-	-	-	0%
Essential User	624 175	624 175	156 048	234 526	468 144	759 734	122%
Entertainment	-	-	-	-	-	-	0%
Fire Brigade	2 862 145	2 862 145	715 536	666 930	2 146 608	2 124 943	74%
Group Life Insurance	5 001 446	5 011 385	1 249 428	1 750 053	3 826 472	5 270 854	105%
Housing Benefits	2 918 350	2 918 350	713 955	681 463	2 164 007	2 045 948	70%
Interest Cost	14 894 153	18 380 013	-	-	-	-	0%
Leave Gratuity	6 984 886	6 984 886	1 746 221	-	5 238 663	-	0%
Leave Pay	-	-	-	-	-	-	0%
Long Term Service Awards	4 500 771	2 230 475	-	-	-	-	0%
Medical	27 138 195	27 057 873	6 312 791	6 914 307	19 676 458	20 100 381	74%
Non-pensionable	212 467	212 467	54 898	16 616	157 840	50 209	24%
Pension	58 888 632	56 788 632	13 510 379	13 970 123	41 443 256	42 129 850	74%
Scarcity Allowance	764 680	764 680	191 169	202 676	573 507	610 374	80%
Shift Additional Remuneration	5 398 676	4 098 676	1 035 140	1 054 661	3 057 554	3 222 732	79%
Structured	2 398 699	2 398 699	599 676	868 179	1 799 028	2 096 838	87%
Unemployment Insurance	2 592 725	2 592 582	707 484	720 739	2 191 998	1 965 568	76%
Totals	624 463 763	590 885 967	138 558 400	136 866 207	409 462 932	409 489 682	69%

During the third quarter of the financial year the directorates spent R136 866 207, 1.22% less than the planned expenditure of R138 558 400. This underspending mainly relates to the expenditure incurred in respect of Bonus and Standby allowance.

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/01/2023 to 31/03/2023</i>				
Date	Payee	Amount in R'000	Description and Purpose (including section reference e.g. sec 11(f))	Authorised by (name)
Monthly	Provincial Government Western Cape	8 834 692	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Acting Director: Community and Protection Services
Monthly	VERSO Group Insurance and Sanlam Group Insurance	2 029 111	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	230 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

10. Cost Containment Reporting

Measures	Cost Containment In - Year Report													
	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		Saving/ (Overspending)	YTD		Saving/ (Over spending)
			Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	
Use of consultants	39 147 232	44 192 644	4 791 544	7 745 613	- 2 954 069	6 310 458	1 505 843	4 804 615	9 176 890	4 743 996	4 432 894	21 200 468	13 995 452	7 205 016
Vehicles used for political office -bearer	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accommodation, Travel and Incidental costs	12 884 070	13 562 081	2 566 128	2 516 957	49 171	2 684 160	2 696 174	- 12 014	3 018 618	2 628 813	389 805	8 719 835	7 841 944	877 891
Sponsorships, events and catering	1 366 355	3 270 370	7 550	286 488	- 278 938	2 226 148	1 911 481	314 667	338 257	107 235	231 022	610 837	2 305 204	- 1 694 367
Communication	17 101 276	14 986 455	3 365 181	2 112 404	1 252 777	3 888 880	2 826 922	1 061 958	4 609 946	3 619 391	990 555	10 587 057	8 558 716	2 028 341
Other related expenditure items	55 573 505	42 187 005	13 960 011	10 096 040	3 863 971	13 912 667	11 001 397	2 911 270	10 437 734	11 915 893	- 1 478 159	30 521 990	33 013 329	- 2 491 339
Grand Total	126 072 438	118 198 555	24 690 414	22 757 501	1 932 913	29 022 313	19 941 816	9 080 497	27 581 445	23 015 329	4 566 116	71 640 187	65 714 646	5 925 541

The largest year to date overspending was noted for other related expenditure items of which the largest component relates to Business and Advisory: Project Management.

Accommodation, Travel and Incidental	IE0050010010010050050000000000000000	Allowance:Travel or Motor Vehicle	127 800	127 800	-	45 000	-	45 000	20 000	45 000	-	25 000	60 762	45 000	15 762	80 762	135 000	-	54 238	
	IE0050010020010050050000000000000000	Allowance:Travel or Motor Vehicle	255 600	255 600	-	-	-	-	40 000	-	-	40 000	128 900	283	128 617	168 900	283	-	168 617	
	IE0050010020010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050010040010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050010070010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050010090010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050010100010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050010110010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050010140010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050010170010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050020010050010000000000000000000	Allowances:Accommodation, Travel and Incidental	35 784	35 784	7 317	18 468	-	11 151	7 738	6 717	1 021	8 709	8 825	-	116	23 764	34 011	-	10 247	
	IE0050020010050060000000000000000000	Allowances:Travel or Motor Vehicle	10 840 999	10 840 999	2 451 818	2 141 974	309 844	2 378 162	2 218 096	160 066	2 196 291	2 206 398	-	10 107	7 026 271	6 566 468	459 803	-	-	
	IE0080010010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	180 000	-	45 000	-	45 000	-	45 000	-	45 000	45 000	-	-	135 000	135 000	-	-	
	IE0080020010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0080030010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	180 000	-	45 000	-	45 000	-	45 000	-	45 000	45 000	-	-	135 000	135 000	-	-	
	IE0080040010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0080050010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	179 743	-	53 775	-	53 775	-	41 989	-	41 989	41 988	41 989	-	1	137 751	137 754	-	3
	IE0080060010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	180 368	-	104 579	-	104 579	-	105 291	-	105 291	-	83 529	-	83 529	180 368	293 398	-	113 030
	IE0100390000000000000000000000000000	Travel Agency and Visa's	146 000	80 000	24 999	22 817	2 182	11 997	-	11 997	19 998	-	19 998	56 994	22 817	34 177	-	-	-	
	IE0100570010010000000000000000000000	Travel and Subsistence:Domestic:Accommodation	345 036	388 336	13 000	18 674	-	5 674	54 148	48 862	5 286	108 208	41 161	67 047	175 356	108 697	66 659	-	-	
	IE0100570010020000000000000000000000	Travel and Subsistence:Domestic:Daily Allowance	108 404	133 404	3 998	12 936	-	8 938	25 894	18 804	7 090	34 397	15 188	19 209	71 285	46 928	24 357	-	-	
	IE0100570010030000000000000000000000	Travel and Subsistence:Domestic:Food and Beverage (Served)	277 871	297 871	-	337	-	337	56 692	55 146	1 546	130 531	70 977	59 554	177 223	126 460	50 763	-	-	
	IE0100570010040000000000000000000000	Travel and Subsistence:Domestic:Incidental Cost	90 995	93 751	10 500	460	10 040	14 289	-	14 289	25 882	298	25 584	50 671	758	49 913	-	-		
IE0100570010050010000000000000000000	Operator:Car Rental	33 951	42 195	750	-	750	4 000	551	3 449	11 390	4 025	7 365	16 140	4 576	11 564	-	-			
IE0100570010060010000000000000000000	Operator:Other Transport Provider	304 450	94 450	2 750	-	2 750	7 000	-	7 000	44 488	684	43 804	53 738	684	53 054	-	-			
IE0100570010060020010000000000000000	Operator:Public Transport:Air Transport	317 180	451 780	50 996	7 937	43 059	64 240	65 716	1 476	117 074	20 457	96 617	230 612	94 111	136 502	-	-			

Sponsorships, events and catering	IE00300301000000000000000000000000	Contractors:Catering Services	1 202 678	1 206 693	2 550	286 488	-	283 938	321 148	261 880	59 268	294 257	106 800	187 457	556 837	655 168	-	98 331	
	IE00300100600000000000000000000000	Outsourced Services:Catering Services	32 080	32 080	5 000	-	-	5 000	5 000	11 941	-	6 941	11 000	-	11 000	21 000	11 941	-	9 059
	IE01000200500000000000000000000000	Advertising, Publicity and Marketing:Gifts and Pro	31 597	31 597	-	-	-	-	-	-	-	-	8 000	-	8 000	8 000	-	-	8 000
	IE00300301400000000000000000000000	Contractors:Event Promoters	100 000	2 000 000	-	-	-	-	1 900 000	1 637 660	262 340	25 000	435	24 565	25 000	1 638 094	-	-	1 613 094
Communication	IE01001500100000000000000000000000	Communication:Cellular Contract (Subscription and	4 355 517	3 250 696	1 003 876	386 583	617 293	1 014 078	619 767	394 311	1 007 381	872 130	135 251	2 019 166	1 878 480	-	-	140 686	
	IE01001500200000000000000000000000	Communication:Licences (Radio and Television)	100 000	100 000	-	-	-	20 000	-	20 000	20 000	-	20 000	-	40 000	-	-	40 000	
	IE01001500400000000000000000000000	Communication:Radio and TV Transmissions	2 581 000	2 581 000	213 575	488 420	-	274 845	613 356	475 858	137 498	1 403 580	1 071 082	332 498	2 230 511	2 035 360	-	-	195 151
	IE01001500300000000000000000000000	Communication:Postage/Stamps/Franking Machines	2 646 000	1 616 000	405 801	176 018	-	229 783	456 014	346 762	109 252	479 096	274 420	204 676	1 070 130	797 200	-	-	272 930
	IE01001500700000000000000000000000	Communication:SMS Bulk Message Service	264 000	264 000	-	7 511	-	7 511	24 029	21 040	2 989	37 663	31 798	5 865	61 692	60 350	-	-	1 342
	IE01001500900000000000000000000000	Communication:Telemetric Systems	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	IE0050020010050030000000000000000000	Allowances:Cellular and Telephone	2 464 965	2 464 965	603 201	498 909	104 292	590 608	508 155	82 453	477 341	610 572	-	133 231	1 671 150	1 617 636	-	-	53 514
	IE01001500800000000000000000000000	Communication:Telephone, Fax, Telegraph and Telex	4 689 794	4 709 794	1 138 728	554 962	-	583 766	1 170 795	855 340	315 455	1 184 885	759 388	425 497	3 494 408	2 169 690	-	-	1 324 718
Other related expenditure items	IE01002300300000000000000000000000	Entertainment:Senior Management	40 000	5 500	3 198	-	-	3 198	450	-	450	1 374	-	1 374	4 122	-	-	4 122	
	IE01002300200000000000000000000000	Entertainment:Total for All Other Councillors	104 000	52 000	26 000	-	-	26 000	26 000	-	26 000	26 000	-	26 000	52 000	-	-	52 000	
	IE01002300100000000000000000000000	Entertainment:Executive Mayor	249 600	249 600	62 400	2 749	-	59 651	62 400	2 525	59 875	62 400	840	61 560	187 200	6 114	-	-	181 086
	IE01002300400000000000000000000000	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE01002300500000000000000000000000	Entertainment:Speaker	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE01002300600000000000000000000000	Entertainment:Chief Whip	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE01002300700000000000000000000000	Entertainment:Executive Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE01002300800000000000000000000000	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050020010050090120020000000000000	Overtime:Non Structured	47 382 530	35 382 530	11 919 067	8 382 951	3 536 116	11 875 371	9 312 481	2 562 890	8 713 144	9 992 214	-	1 279 070	25 422 086	27 687 646	-	-	2 265 560
	IE0050020010050090120040000000000000	Overtime:Shift Additional Remuneration	5 398 676	4 098 676	1 349 670	1 093 117	256 553	1 349 670	1 074 954	274 716	1 035 140	1 054 661	-	19 521	3 057 554	3 222 732	-	-	165 178
IE0050020010050090120030000000000000	Overtime:Structured	2 398 699	2 398 699	599 676	617 223	-	17 547	599 676	611 436	-	11 760	599 676	868 179	268 503	1 799 028	2 096 838	-	-	297 810
Grand Total			126 072 438	126 402 721	24 690 414	22 757 501	1 932 913	29 022 313	19 941 816	9 080 497	27 581 445	23 015 329	4 566 116	71 640 187	65 714 646	5 925 541			

Table C2: Quarterly Budget Statement – Financial Performance (standard classification)

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Revenue - Functional										
<i>Governance and administration</i>		517 935	546 657	560 987	57 860	470 835	443 480	27 355	6%	560 987
Executive and council		306	771	841	64	555	606	(51)	-8%	841
Finance and administration		517 629	545 886	559 597	57 796	469 711	442 875	26 837	6%	559 597
Internal audit		-	-	550	-	569	-	569	#DIV/0!	550
<i>Community and public safety</i>		186 577	180 572	171 810	20 085	136 079	109 515	26 564	24%	171 810
Community and social services		16 503	18 285	20 731	1 864	10 576	9 809	767	8%	20 731
Sport and recreation		3 923	1 564	1 293	164	592	965	(373)	-39%	1 293
Public safety		142 966	148 586	139 226	16 964	117 179	91 265	25 914	28%	139 226
Housing		23 185	12 136	10 561	1 094	7 733	7 476	256	3%	10 561
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		106 498	145 034	107 854	16 037	81 035	84 271	(3 236)	-4%	107 854
Planning and development		45 354	142 206	100 578	14 953	75 170	79 268	(4 098)	-5%	100 578
Road transport		60 826	1 503	5 931	988	4 762	3 989	772	19%	5 931
Environmental protection		318	1 325	1 345	96	1 103	1 013	90	9%	1 345
<i>Trading services</i>		1 231 552	1 384 432	1 369 047	122 557	984 762	995 797	(11 036)	-1%	1 369 047
Energy sources		808 428	920 200	896 524	66 117	605 252	649 230	(43 979)	-7%	896 524
Water management		159 914	181 107	186 866	18 655	149 350	134 329	15 022	11%	186 866
Waste water management		143 732	149 836	151 401	20 528	121 549	112 192	9 357	8%	151 401
Waste management		119 478	133 289	134 256	17 257	108 611	100 046	8 565	9%	134 256
<i>Other</i>	4	103	118	-	-	-	-	-	-	-
Total Revenue - Functional	2	2 042 665	2 256 812	2 209 698	216 539	1 672 711	1 633 064	39 647	2%	2 209 698
Expenditure - Functional										
<i>Governance and administration</i>		295 765	332 785	333 619	33 421	202 721	209 910	(7 189)	-3%	333 619
Executive and council		48 869	33 555	42 150	3 328	25 059	27 411	(2 353)	-9%	42 150
Finance and administration		237 458	285 492	277 447	29 649	165 616	171 581	(5 965)	-3%	277 447
Internal audit		9 439	13 738	14 022	444	12 046	10 918	1 128	10%	14 022
<i>Community and public safety</i>		384 614	415 276	439 953	89 250	276 223	282 470	(6 246)	-2%	439 953
Community and social services		37 897	52 304	51 673	4 497	31 551	35 686	(4 135)	-12%	51 673
Sport and recreation		62 088	65 531	73 816	11 559	43 060	52 473	(9 413)	-18%	73 816
Public safety		261 566	264 286	278 394	66 560	175 638	171 262	4 376	3%	278 394
Housing		23 063	33 155	36 070	6 633	25 975	23 049	2 926	13%	36 070
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		187 772	212 066	214 613	19 117	111 950	140 131	(28 182)	-20%	214 613
Planning and development		75 647	80 010	85 362	6 714	55 119	52 581	2 538	5%	85 362
Road transport		96 266	107 911	107 878	9 429	44 083	73 135	(29 051)	-40%	107 878
Environmental protection		15 859	24 146	21 373	2 974	12 748	14 416	(1 668)	-12%	21 373
<i>Trading services</i>		1 057 594	1 141 937	1 131 480	175 663	728 759	731 337	(2 579)	0%	1 131 480
Energy sources		636 422	678 534	668 395	73 188	434 236	464 979	(30 743)	-7%	668 395
Water management		135 897	132 424	144 741	37 404	97 132	86 109	11 023	13%	144 741
Waste water management		154 682	199 471	178 925	43 907	118 455	108 463	9 991	9%	178 925
Waste management		130 593	131 508	139 418	21 164	78 936	71 785	7 151	10%	139 418
<i>Other</i>		-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	1 925 744	2 102 065	2 119 665	317 451	1 319 653	1 363 848	(44 196)	-3%	2 119 665
Surplus/ (Deficit) for the year		116 920	154 747	90 034	(100 911)	353 058	269 216	83 843	31%	90 034

Table C2: Monthly Budget Statement – Financial Performance, reflects the operating revenue and operating expenditure in the standard classifications which are the Government Finance Statistics Functions and Sub-functions. The main functions are Governance and Administration; Community and public safety; Economic and environmental services; and Trading services.

Table C3: Quarterly Budget Statement – Financial Performance (revenue & expenditure by municipal vote)

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q3 Third Quarter

Vote Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote										
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	1	-	-	550	-	569	-	569	#DIV/0!	550
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		21 461	22 399	20 612	2 133	14 674	15 583	(909)	-5,8%	20 612
Vote 3 - INFRASTRUCTURE SERVICES		1 243 025	1 517 037	1 463 618	137 265	1 056 217	1 069 511	(13 293)	-1,2%	1 463 618
Vote 4 - COMMUNITY AND PROTECTION SERVICES		172 150	170 719	164 481	19 281	130 984	104 490	26 494	25,4%	164 481
Vote 5 - CORPORATE SERVICES		5 787	11 657	9 691	2 621	8 168	5 020	3 148	62,7%	9 691
Vote 6 - FINANCIAL SERVICES		508 718	535 000	550 746	55 239	462 099	438 461	23 638	5,4%	550 746
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	1 951 141	2 256 812	2 209 698	216 539	1 672 711	1 633 064	39 647	2,4%	2 209 698
Expenditure by Vote										
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	1	21 333	27 432	26 016	1 540	20 564	17 947	2 618	14,6%	26 016
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		73 796	87 865	85 666	12 104	63 946	54 528	9 418	17,3%	85 666
Vote 3 - INFRASTRUCTURE SERVICES		1 170 496	1 258 869	1 258 387	218 066	810 684	813 688	(3 004)	-0,4%	1 258 387
Vote 4 - COMMUNITY AND PROTECTION SERVICES		383 193	419 003	435 402	47 691	231 572	280 808	(49 237)	-17,5%	435 402
Vote 5 - CORPORATE SERVICES		183 731	210 683	220 760	30 493	123 290	131 648	(8 359)	-6,3%	220 760
Vote 6 - FINANCIAL SERVICES		93 195	98 213	93 433	7 557	69 597	65 230	4 368	6,7%	93 433
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	1 925 744	2 102 065	2 119 665	317 451	1 319 653	1 363 848	(44 196)	-3,2%	2 119 665
Surplus/ (Deficit) for the year	2	25 397	154 747	90 034	(100 911)	353 058	269 216	83 843	31,1%	90 034

Table C3: Monthly Budget Statement – Financial Performance, reflects the operating revenue and operating expenditure by municipal vote. The municipal directorates are Municipal Manager; Planning Development; Infrastructure Services; Community and Protection Services; Corporate Services; and Financial Services. The operating expenditure budget is approved by Council on the municipal vote level.

Table C4: Quarterly Budget Statement – Financial Performance (revenue & expenditure)

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23							Full Year Forecast
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands										
Revenue By Source										
Property rates		421 969	438 941	438 941	31 811	357 681	353 246	4 435	1%	438 941
Service charges - electricity revenue		756 431	846 763	812 308	57 121	566 134	593 721	(27 587)	-5%	812 308
Service charges - water revenue		146 830	176 783	176 783	16 349	141 354	127 444	13 910	11%	176 783
Service charges - sanitation revenue		102 285	109 134	109 134	8 351	79 896	81 096	(1 200)	-1%	109 134
Service charges - refuse revenue		84 652	94 971	94 971	6 574	69 805	70 932	(1 127)	-2%	94 971
Rental of facilities and equipment		12 173	15 538	10 099	2 941	9 014	6 865	2 150	31%	10 099
Interest earned - external investments		18 770	20 397	35 417	3 712	29 570	27 824	1 747	6%	35 417
Interest earned - outstanding debtors		12 859	11 391	18 339	1 709	14 027	13 025	1 002	8%	18 339
Dividends received		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		122 933	124 955	124 955	16 063	106 813	77 803	29 010	37%	124 955
Licences and permits		7 809	5 934	7 483	735	6 133	5 571	562	10%	7 483
Agency services		3 020	4 281	3 192	336	2 276	2 437	(161)	-7%	3 192
Transfers and subsidies		196 208	213 380	224 854	50 009	193 837	160 864	32 973	20%	224 854
Other revenue		33 089	41 313	33 478	6 631	30 647	28 046	2 600	9%	33 478
Gains		394	-	-	58	60	-	60	#DIV/0!	-
Total Revenue (excluding capital transfers and contributions)		1 919 424	2 103 783	2 089 954	202 402	1 607 247	1 548 874	58 373	4%	2 089 954
Expenditure By Type										
Employee related costs		549 798	624 464	590 886	42 865	409 490	409 463	27	0%	590 886
Remuneration of councillors		19 815	21 062	20 846	1 947	16 640	15 650	990	6%	20 846
Debt impairment		84 985	97 842	101 342	17	8 935	53 425	(44 490)	-83%	101 342
Depreciation & asset impairment		213 746	213 118	214 993	194 227	194 229	149 323	44 906	30%	214 993
Finance charges		44 332	67 799	68 069	-	24 058	24 058	(0)	0%	68 069
Bulk purchases - electricity		528 012	551 412	543 925	34 395	352 457	381 597	(29 140)	-8%	543 925
Inventory consumed		76 020	83 382	95 365	11 696	53 766	53 309	457	1%	95 365
Contracted services		208 314	269 226	288 071	21 774	133 228	154 108	(20 880)	-14%	288 071
Transfers and subsidies		13 364	14 355	18 871	198	14 962	13 589	1 373	10%	18 871
Other expenditure		186 772	159 403	177 296	10 613	111 442	109 328	2 114	2%	177 296
Losses		587	-	-	(279)	447	-	447	#DIV/0!	-
Total Expenditure		1 925 744	2 102 065	2 119 665	317 451	1 319 653	1 363 848	(44 196)	-3%	2 119 665
Surplus/(Deficit)										
Transfers and subsidies - capital (interetary allocations)		(6 321)	1 718	(29 711)	(115 049)	287 594	185 025	102 569	0	(29 711)
(National / Provincial and District)		92 495	120 030	119 744	14 137	57 358	84 190	(26 832)	(0)	119 744
Transfers and subsidies - capital (interetary allocations)		30 696	33 000	-	-	8 106	-	8 106	#DIV/0!	-
(National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Companies, Higher Educational Institutions)		50	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		50	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		116 920	154 747	90 034	(100 911)	353 058	269 216			90 034
Taxation		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		116 920	154 747	90 034	(100 911)	353 058	269 216			90 034
Attributable to minorities		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		116 920	154 747	90 034	(100 911)	353 058	269 216			90 034
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		116 920	154 747	90 034	(100 911)	353 058	269 216			90 034

Table C5: Quarterly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q3 Third Quarter

Vote Description	Ref	Budget Year 2022/23								
		2021/22 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		43	40	40	–	39	34	5	16%	40
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		1 979	15 185	11 871	1 893	7 451	6 807	645	9%	11 871
Vote 3 - INFRASTRUCTURE SERVICES		98 135	324 747	296 634	32 216	142 257	167 763	(25 506)	-15%	296 634
Vote 4 - COMMUNITY AND PROTECTION SERVICES		(4 638)	25 221	23 015	511	3 324	13 937	(10 613)	-76%	23 015
Vote 5 - CORPORATE SERVICES		10 572	36 700	36 152	1 841	19 746	18 397	1 349	7%	36 152
Vote 6 - FINANCIAL SERVICES		–	250	1 877	23	117	112	5	5%	1 877
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–
Total Capital Multi-year expenditure	4,7	106 089	402 143	369 589	36 484	172 935	207 049	(34 114)	-16%	369 589
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		–	–	–	–	–	–	–	–	–
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		(12 852)	–	794	5	214	303	(89)	-29%	794
Vote 3 - INFRASTRUCTURE SERVICES		183 936	300	10	(1 761)	(1 761)	100	(1 861)	-1861%	10
Vote 4 - COMMUNITY AND PROTECTION SERVICES		49 677	1 630	6 760	127	430	1 525	(1 095)	-72%	6 760
Vote 5 - CORPORATE SERVICES		12 939	5 200	1 557	–	513	1 427	(915)	-64%	1 557
Vote 6 - FINANCIAL SERVICES		381	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–
Total Capital single-year expenditure	4	234 080	7 130	9 120	(1 628)	(604)	3 355	(3 959)	-118%	9 120
Total Capital Expenditure	3	340 170	409 273	378 709	34 856	172 332	210 405	(38 073)	-18%	378 709
Capital Expenditure - Functional Classification										
Governance and administration		23 934	42 190	39 625	1 864	20 415	19 970	445	2%	39 625
Executive and council		43	40	40	–	39	34	5	16%	40
Finance and administration		23 892	42 150	39 585	1 864	20 376	19 936	440	2%	39 585
Internal audit		–	–	–	–	–	–	–	–	–
Community and public safety		45 072	34 292	28 604	1 626	6 463	11 978	(5 515)	-46%	28 604
Community and social services		2 259	8 880	7 941	13	150	910	(760)	-84%	7 941
Sport and recreation		39 350	6 677	7 765	563	1 212	3 102	(1 890)	-61%	7 765
Public safety		16 388	3 550	5 328	29	930	4 725	(3 795)	-80%	5 328
Housing		(12 925)	15 185	7 570	1 021	4 171	3 240	931	29%	7 570
Health		–	–	–	–	–	–	–	–	–
Economic and environmental services		93 898	93 005	85 112	6 687	40 297	53 248	(12 951)	-24%	85 112
Planning and development		35 592	21 350	17 614	1 428	10 089	9 026	1 063	12%	17 614
Road transport		71 783	64 135	58 956	5 231	28 807	37 703	(8 896)	-24%	58 956
Environmental protection		(13 478)	7 520	8 542	29	1 401	6 519	(5 118)	-79%	8 542
Trading services		177 266	239 786	225 368	24 679	105 156	125 209	(20 053)	-16%	225 368
Energy sources		65 135	77 471	85 253	1 620	16 984	45 067	(28 084)	-62%	85 253
Water management		38 226	46 669	83 531	19 359	50 408	38 471	11 938	31%	83 531
Waste water management		67 777	57 300	45 748	2 666	34 741	35 489	(748)	-2%	45 748
Waste management		6 128	58 345	10 836	1 034	3 023	6 182	(3 159)	-51%	10 836
Other		–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional Classification	3	340 170	409 273	378 709	34 856	172 332	210 405	(38 073)	-18%	378 709
Funded by:										
National Government		66 852	90 810	99 192	13 305	51 437	55 018	(3 582)	-7%	99 192
Provincial Government		25 643	29 220	20 553	833	5 921	6 470	(549)	-8%	20 553
District Municipality		–	–	–	–	–	–	–	–	–
Other transfers and grants		2 378	12 454	20 883	6 776	9 119	7 738	1 381	18%	20 883
Transfers recognised - capital		94 873	132 483	140 627	20 914	66 477	69 226	(2 749)	-4%	140 627
Public contributions & donations	5	–	–	–	–	–	–	–	–	–
Borrowing	6	128 766	140 000	94 368	5 015	50 705	65 663	(14 959)	-23%	94 368
Internally generated funds		116 481	136 790	143 714	8 927	55 150	75 515	(20 365)	-27%	143 714
Total Capital Funding		340 120	409 273	378 709	34 856	172 332	210 405	(38 073)	-18%	378 709

Table C5: Monthly Budget Statement – Capital Expenditure consists of three sections: Appropriations by vote; Standard classification and funding portion.

Table C6: Quarterly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		96 103	60 819	58 303	(13 969)	58 303
Call investment deposits		347 294	188 689	377 148	202 334	377 148
Consumer debtors		188 142	248 872	226 702	31 592	226 702
Other debtors		881 619	103 499	96 265	216 346	96 265
Current portion of long-term receivables		–	–	–	–	–
Inventory		28 822	42 467	28 621	13 521	28 621
Total current assets		1 541 980	644 346	787 040	449 824	787 040
Non current assets						
Long-term receivables		6 721	–	6 721	(55)	6 721
Investments		–	–	–	–	–
Investment property		411 892	415 362	418 371	2 393	418 371
Investments in Associate		–	–	–	–	–
Property, plant and equipment		5 562 988	5 835 067	5 718 887	(74 286)	5 718 887
Agricultural		–	–	–	–	–
Biological assets		5 143	6 571	5 393	(1 179)	5 393
Intangible assets		7 067	6 480	5 907	919	5 907
Other non-current assets		1 037	10 865	3 537	177	3 537
Total non current assets		5 994 848	6 274 346	6 158 816	(72 029)	6 158 816
TOTAL ASSETS		7 536 828	6 918 692	6 945 855	377 795	6 945 855
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Borrowing		51 902	50 847	55 632	(22 363)	55 632
Consumer deposits		22 155	22 961	22 755	802	22 755
Trade and other payables		1 090 279	137 777	285 352	241 117	285 352
Provisions		62 708	128 332	98 353	(11 297)	98 353
Total current liabilities		1 227 044	339 918	462 092	208 260	462 092
Non current liabilities						
Borrowing		428 952	524 045	518 105	(1 621)	518 105
Provisions		361 756	353 295	371 254	–	371 254
Total non current liabilities		790 708	877 341	889 359	(1 621)	889 359
TOTAL LIABILITIES		2 017 752	1 217 259	1 351 451	206 638	1 351 451
NET ASSETS	2	5 519 076	5 701 434	5 594 405	171 157	5 594 405
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 346 268	5 676 719	5 555 308	(22 973)	5 555 308
Reserves		171 887	24 715	39 097	9 396	39 097
TOTAL COMMUNITY WEALTH/EQUITY	2	5 518 155	5 701 434	5 594 405	(13 577)	5 594 405

Table C7: Quarterly Budget Statement – Cash Flow

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		1 452 016	421 433	416 368	147 813	867 953	320 969	546 983	170%	416 368
Service charges		733 711	1 339 862	1 361 417	74 592	709 670	995 979	(286 309)	-29%	1 361 417
Other revenue		11 634	354 937	119 830	3 455	29 739	66 217	(36 478)	-55%	119 830
Transfers and Subsidies - Operational		4 199	241 730	256 503	0	1 234	193 191	(191 957)	-99%	256 503
Transfers and Subsidies - Capital		40 179	124 900	75 075	4	52	53 675	(53 623)	-100%	75 075
Interest		2 318	20 397	35 417	257	3 692	27 824	(24 131)	-87%	35 417
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(970 490)	(2 483 177)	(2 291 715)	(44 753)	(331 509)	(1 530 439)	(1 198 930)	78%	(2 291 715)
Finance charges		-	(66 796)	(54 839)	-	-	(24 058)	(24 058)	100%	(54 839)
Transfers and Grants		(1 950)	(14 355)	(14 675)	-	-	(13 147)	(13 147)	100%	(14 675)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1 271 617	(61 070)	(96 619)	181 369	1 280 830	90 211	(1 190 619)	-1320%	(96 619)
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	-	-	-	-	-	-		-
Decrease (increase) in non-current receivables		(1 160)	-	-	(55)	(55)	-	(55)	0%	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-		-
Payments										
Capital assets		38 626	-	-	3 342	5 037	473 670	468 633	99%	814 225
NET CASH FROM/(USED) INVESTING ACTIVITIES		37 466	-	-	3 288	4 982	473 670	468 688	99%	814 225
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		(144 000)	140 000	140 000	-	-	105 000	(105 000)	-100%	140 000
Increase (decrease) in consumer deposits		1 147	-	-	5 016	802	-	802	0%	-
Payments										
Repayment of borrowing		(34 221)	(47 117)	(47 117)	-	(22 363)	(35 338)	(12 975)	37%	(47 117)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(177 074)	92 883	92 883	5 016	(21 560)	69 662	91 222	131%	92 883
NET INCREASE/ (DECREASE) IN CASH HELD		1 132 010	31 813	(3 736)	189 672	1 264 253	633 543			810 488
Cash/cash equivalents at beginning:		334 083	217 695	443 400		-	443 400			-
Cash/cash equivalents at month/year end:		1 466 093	249 508	439 664		1 264 253	1 076 943			810 488

Investments and Borrowings

Supporting Table SC5: Quarterly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q3 Third Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of the month	Change in market value	Market value at end of the month
R thousands		Yrs/Months							
Municipality									
A#415		CALL ACCOUNT	Deposits - Bank (03)	12/10/2022	439	4,20%	65 351	-	65 790
N#024		1Y	Deposits - Bank (03)	12/10/2022	-	5,80%	-	-	-
A#5300		5M	Deposits - Bank (03)	19/08/2022	-	5,58%	-	-	-
N#025		6M	Deposits - Bank (03)	22/09/2022	-	6,10%	-	-	-
N#026		1Y	Deposits - Bank (03)	21/06/2023	129	7,95%	20 112	-	20 241
S#035		1Y	Deposits - Bank (03)	21/06/2023	531	7,73%	85 272	-	85 803
S#036		1Y	Deposits - Bank (03)	23/08/2023	-	6,53%	(0)	-	(0)
A#2148		6M	Deposits - Bank (03)	15/02/2023	267	7,49%	103 427	(103 694)	(0)
A#0884		6M	Deposits - Bank (03)	14/04/2023	357	7,90%	51 504	-	51 861
N#028		1Y	Deposits - Bank (03)	13/10/2023	769	9,05%	103 446	-	104 215
S#037		2M	Deposits - Bank (03)	11/01/2023	-	7,30%	-	-	-
S#038		3M	Deposits - Bank (03)	17/04/2023	358	8,43%	50 508	-	50 866
N#030		1Y	Deposits - Bank (03)	15/03/2024	418	9,54%	-	100 000	100 418
A#3316		4M	Deposits - Bank (03)	16/07/2023	187	8,55%	-	50 000	50 187
Municipality sub-total					3 455		479 621	46 306	529 382
TOTAL INVESTMENTS AND INT	2				3 455		479 621	46 306	529 382

Supporting Table SC6: Quarterly Budget Statement – Transfers and grant receipts

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		168 531	186 112	186 112	51 776	186 112	4 858	181 254	3730,7%	6 478
Operational Revenue: General Revenue: Equitable Share		157 136	179 634	179 634	50 298	179 634	-	179 634	#DIV/0!	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		5 998	4 928	4 928	1 478	4 928	3 696	1 232	33,3%	4 928
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	-	1 550	1 162	388	33,3%	1 550
Integrated Urban Development Grant		3 847	3 287	3 287	-	-	2 466	(2 466)	-100,0%	3 287
Provincial Government:		26 899	23 481	33 639	1 051	23 938	25 004	(1 067)	-4,3%	33 339
Library Services: Conditional Grant		11 144	14 112	14 112	-	14 112	10 584	3 528	33,3%	14 112
Municipal Accreditation and Capacity Building Grant		252	256	256	256	256	192	64	33,3%	256
HUMAN SETTLEMENTS DEVELOPMENT GRANT		9 613	6 890	16 748	-	7 797	12 561	(4 764)	-37,9%	-
Local Government Public Employment Support Grant		1 800	-	-	-	-	-	-	-	-
WC Financial Management Support Grant		550	-	-	-	-	-	-	-	-
Maintenance and Construction of Transport Infrastructure		-	495	495	495	495	371	124	33,3%	495
Financial Management Capacity Building Grant		250	-	-	-	-	-	-	-	-
Financial Management Capability Building Grant		-	-	300	-	300	-	300	#DIV/0!	-
Community Development Workers Operational Support Grant		38	38	38	-	38	28	10	33,4%	38
Municipal Library Support Grant		3 252	-	-	-	-	-	-	-	-
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		-	1 690	1 690	300	940	1 267	(327)	-25,8%	1 690
District Municipality:		984	500	615	115	115	375	(260)	-69,3%	915
Cape Winelands District Grant 2		984	500	500	-	-	375	(375)	-100,0%	500
Cape Winelands District Grant Community safety		-	-	115	115	115	-	115	#DIV/0!	415
Other grant providers:		675	-	-	-	-	-	-	-	-
Private Enterprises		656	-	-	-	-	-	-	-	-
Public Corporations		18	-	-	-	-	-	-	-	-
Total Operating Transfers and Grants	5	197 089	210 093	220 366	52 942	210 165	30 238	179 927	595,0%	40 732
Capital Transfers and Grants										
National Government:		76 494	90 810	90 810	29 650	94 097	68 107	25 990	38,2%	90 810
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		23 400	28 350	28 350	3 350	28 350	21 263	7 088	33,3%	28 350
Metro Informal Settlements Partnership Grant		53 094	62 460	62 460	26 300	65 747	46 845	18 902	40,4%	62 460
Provincial Government:		17 162	29 000	12 175	10 895	13 857	6 500	7 357	113,2%	12 615
Library Services: Conditional Grant		100	-	-	-	-	-	-	-	-
EMERGENCY MUNICIPAL LOAD SHEDDING RELIEF GRANT		-	-	6 175	6 175	6 175	2 000	4 175	208,8%	6 175
RSEP/ VPUU		1 000	-	-	-	-	-	-	-	-
Development of Sport and Recreational Facilities		600	-	-	220	220	-	220	#DIV/0!	-
Human Settlements Development Grant		7 078	8 150	1 500	-	2 963	1 125	1 838	163,4%	1 500
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		710	-	-	-	-	-	-	-	440
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		7 674	20 850	4 500	4 500	4 500	3 375	1 125	33,3%	4 500
District Municipality:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	1	-	1	#DIV/0!	-
Departmental Agencies and Accounts		-	-	-	-	1	-	1	#DIV/0!	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Total Capital Transfers and Grants	5	93 656	119 810	102 985	40 545	107 955	74 607	33 348	44,7%	103 425
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	290 745	329 903	323 351	93 487	318 120	104 845	213 275	203,4%	144 157

Supporting Table SC7 (1) Quarterly Budget Statement – transfers and grant expenditure

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q3 Third Quarter

Description	Ref	2021/22	Budget Year 2022/23							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		168 531	189 399	189 399	7 173	41 313	-	41 313	#DIV/0!	-
Operational Revenue:General Revenue:Equitable Share		157 136	179 634	179 634	6 111	37 959	-	37 959	#DIV/0!	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		5 998	4 928	4 928	627	2 453	-	2 453	#DIV/0!	-
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	45	462	-	462	#DIV/0!	-
Integrated Urban Development Grant		3 847	3 287	3 287	390	440	-	440	#DIV/0!	-
Provincial Government:		20 200	23 481	33 639	671	13 309	-	13 309	#DIV/0!	-
Library Services: Conditional Grant		9 336	14 112	14 112	646	6 206	-	6 206	#DIV/0!	-
Municipal Accreditation and Capacity Building Grant		77	256	256	26	225	-	225	#DIV/0!	-
HUMAN SETTLEMENTS DEVELOPMENT GRANT		7 973	6 890	16 748	-	6 368	-	6 368	#DIV/0!	-
Local Government Public Employment Support Grant		1 800	-	-	-	-	-	-	-	-
Maintenance and Construction of Transport Infrastructure		-	495	495	-	487	-	487	#DIV/0!	-
Title deeds Restoration Grant		395	-	-	-	-	-	-	-	-
Financial Management Capability Building Grant		-	-	300	-	-	-	-	-	-
Title deeds Restoration Grant		432	-	-	-	-	-	-	-	-
Community Development Workers Operational Support Grant		38	38	38	-	23	-	23	#DIV/0!	-
Municipal Library Support Grant		150	-	-	-	-	-	-	-	-
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		-	1 690	1 690	-	-	-	-	-	-
District Municipality:		500	500	615	-	-	-	-	-	-
Cape Winelands District Grant 2		500	500	500	-	-	-	-	-	-
Cape Winelands District Grant Community safety		-	-	115	-	-	-	-	-	-
Other grant providers:		41	-	-	-	-	-	-	-	-
Private Enterprises		41	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		189 272	213 380	223 653	7 844	54 623	-	54 623	#DIV/0!	-
Capital expenditure of Transfers and Grants										
National Government:		66 852	90 810	90 810	13 305	51 437	-	51 437	#DIV/0!	-
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		13 758	28 350	28 350	-	2 959	-	2 959	#DIV/0!	-
Metro Informal Settlements Partnership Grant		53 094	62 460	62 460	13 305	48 477	-	48 477	#DIV/0!	-
Provincial Government:		17 552	35 395	12 395	619	3 353	-	3 353	#DIV/0!	-
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		710	-	-	-	-	-	-	-	-
Integrated Transport Planning Grant		600	-	-	-	-	-	-	-	-
Library Services: Conditional Grant		337	-	-	-	-	-	-	-	-
RSEP/ VPUU		2 148	-	-	-	-	-	-	-	-
Development of Sport and Recreational Facilities		600	220	220	-	-	-	-	-	-
Human Settlements Development Grant		7 229	8 150	1 500	200	698	-	698	#DIV/0!	-
EMERGENCY MUNICIPAL LOAD SHEDDING RELIEF GRANT		-	6 175	6 175	-	-	-	-	-	-
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		5 928	20 850	4 500	419	2 655	-	2 655	#DIV/0!	-
District Municipality:		-	-	-	-	-	-	-	-	-
Specify (Add grant description)		-	-	-	-	-	-	-	-	-
Other grant providers:		307	-	-	-	-	-	-	-	-
Departmental Agencies and Accounts		307	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		84 711	126 205	103 205	13 924	54 789	-	54 789	#DIV/0!	-
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		273 983	339 585	326 858	21 768	109 412	-	109 412	#DIV/0!	-

Supporting Table SC7 (2) Quarterly Budget Statement – expenditure against approved roll-overs

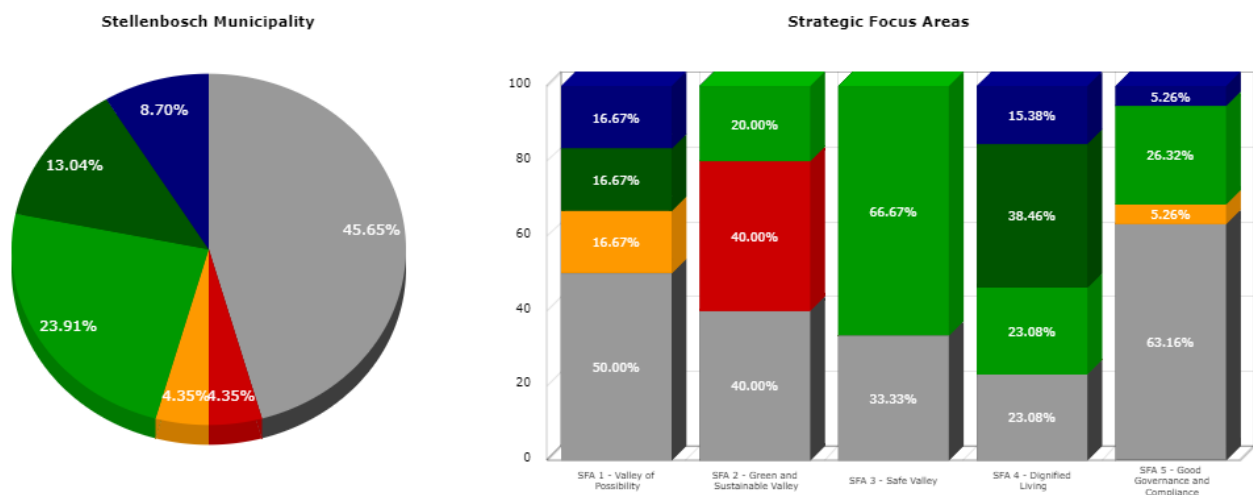
WC024 Stellenbosch - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q3 Third Quarter

Description	Ref	Budget Year 2022/23			
		Approved Rollover 2021/22	Monthly actual	YearTD actual	YTD variance
R thousands					YTD variance %
EXPENDITURE					
Operating expenditure of Approved Roll-overs					
National Government:		-	-	-	-
Operational Revenue:General Revenue:Equitable Share		-	-	-	-
Provincial Government:		570	-	550	(20) -3,5%
Library Services: Conditional Grant		-	-	-	-
Municipal Accreditation and Capacity Building Grant		-	-	-	-
Specify (Add grant description)		-	-	-	-
Financial Management Capacity Building Grant		20	-	-	(20)
WC Financial Management Support Grant		550	-	550	-
District Municipality:		631	-	484	(147) -23,3%
Cape Winelands District Grant 2		484	-	484	-
Cape Winelands District Grant		147	-	-	(147) -100,0%
Other grant providers:		-	-	-	-
Departmental Agencies and Accounts		-	-	-	-
Total operating expenditure of Approved Roll-overs		1 201	-	1 034	(167) -13,9%
Capital expenditure of Approved Roll-overs					
National Government:		8 382	-	-	(8 382) -100,0%
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		8 382	-	-	(8 382) -100,0%
Provincial Government:		8 158	633	2 568	(5 589) -68,5%
HUMAN SETTLEMENTS DEVELOPMENT GRANT		1 766	220	1 032	(733) -41,5%
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		1 518	-	1 123	(395) -26,0%
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)		1 000	413	413	(587) -58,7%
Library Services: Conditional Grant		3 874	-	-	(3 874)
District Municipality:		-	-	-	-
Specify (Add grant description)		-	-	-	-
Other grant providers:		-	-	-	-
Departmental Agencies and Accounts		-	-	-	-
Total capital expenditure of Approved Roll-overs		16 540	633	2 568	(13 971) -84,5%
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		17 740	633	3 602	(14 138) -79,7%

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2022/23, Q3 (01 January – 31 March 2023)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

(a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 3rd Quarter (01 January – 31 March 2023) of the 2022/23 financial year.



Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	21 (45.65%)	3 (50%)	2 (40%)	1 (33.33%)	3 (23.08%)	12 (63.16%)
KPI Not Met	2 (4.35%)	-	2 (40%)	-	-	-
KPI Almost Met	2 (4.35%)	1 (16.67%)	-	-	-	1 (5.26%)
KPI Met	11 (23.91%)	-	1 (20%)	2 (66.67%)	3 (23.08%)	5 (26.32%)
KPI Well Met	6 (13.04%)	1 (16.67%)	-	-	5 (38.46%)	-
KPI Extremely Well Met	4 (8.70%)	1 (16.67%)	-	-	2 (15.38%)	1 (5.26%)
Total:	46	6	5	3	13	19
	100%	13.04%	10.87%	6.52%	28.26%	41.30%

Table: 1 Overall performance for Quarter 3 per SFA- 01 January – 31 March 2023

13. ACTUAL PERFORMANCE AND CORRECTIVE MEASURES TO BE IMPLEMENTED

13.1 SFA 1 - Valley of Possibility

SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
TL6	KPI001	Submission of the Economic Development Strategy to the MayCo	Number of Economic Development Strategies submitted to the MayCo by 31 May	1	1	0	0	N/A		
TL7	KPI003	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	1 400	1 400	1 100	1 058	○	The target was almost met. EPWP participants declined the work opportunities for the area cleaning projects in Klapmuts, Kylemore, and Pniël. Hence, the target could not be achieved.	The Department has conducted outreach programmes to inform the community and ward councillors of the projects and work opportunities and should potential participants within the wards not accept these opportunities, participants will be sourced from other wards that are willing to accept such opportunities.
TL8	KPI004	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	80%	75%	75%	100%	G2	6 / 6 x 100% = 100%	
TL9	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	4	4	1	4	B		
TL10	KPI006	Submission of the revised Spatial Development Framework (SDF) submitted to the Council.	Number of revised SDFs submitted to the Council by 30 June	1	1	0	0	N/A		

SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
TL11	KPI007	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	1	1	0	0	N/A		

Summary of Results: SFA 1 - Valley of Possibility

KPI Not Yet Measured	3
KPI Not Met	0
KPI Almost Met	1
KPI Met	0
KPI Well Met	1
KPI Extremely Well Met	1
Total KPIs	6

13.2 SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
TL14	KPI020	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	1	1	0	0	N/A		
TL15	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	1	1	G		
TL16	KPI014	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	75%	70%	70%	37.33%	R	199 / 533 x 100 = 37.33%. A Building Plan Process Investigation has been completed by an independent consultant who was appointed with funding from the WCG DEDAT's Red Tape Reduction Programme. The outcomes of the investigation have resulted in recommendations that need to be considered and implemented. Capacity constraints remain the overriding factor.	A report will be submitted to the Municipal Manager by 30 April 2023 detailing an action plan to address the recommendations of the Building Plan Investigation Report.
TL17	KP022	Wastewater quality measured lto the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	37.67%	R	The effluent discharge limits have been discussed with the Department of Water and Sanitation (DWS). A formal request was already submitted in 2019 in this regard. Stellenbosch Municipality communicated with DWS, Mr Daryl Daniels, and his team in a July 2022 meeting to discuss the	Once DWS agrees to the relaxation, Stellenbosch WWTW compliance should improve. The upgrade of the Pniël WWTW is currently under construction. Final mechanical installations are in progress, and the new process is already resulting in improved effluent quality. The phase 1 upgrade (BSM 28/21)

SFA 2 - Green and Sustainable Valley

Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
									proposal.	of Wemmershoek WWTW is currently in progress. The sludge handling process started in mid-October 2022, which will assist with carryover and improve the water quality. The position of an assistant supervisor to provide permanent supervision and monitor plant performance has also been advertised.
TL19	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	20%	20%	0%	0%	N/A		

Summary of Results: SFA 2 - Green and Sustainable Valley

KPI Not Yet Measured	2
KPI Not Met	2
KPI Almost Met	0
KPI Met	1
KPI Well Met	0
KPI Extremely Well Met	0
Total KPIs	5

13.3 SFA 3 - Safe Valley

SFA 3 - Safe Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
TL20	KPI024	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	1	1	1	1	G		
TL21	KPI025	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	1	1	0	0	N/A		
TL22	KPI026	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	1	1	1	1	G		

Summary of Results: SFA 3 - Safe Valley

KPI Not Yet Measured	1
KPI Not Met	0
KPI Almost Met	0
KPI Met	2
KPI Well Met	0
KPI Extremely Well Met	0
Total KPIs	3

13.4 SFA 4 - Dignified Living

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
TL23	KPI027	Installation of new standpipes	Number of new standpipes installed by 30 June	50	50	0	0	N/A		
TL24	KPI028	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	50	50	0	0	N/A		
TL25	KPI032	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	G	6 043 / 6 043 x 100 = 100%	
TL26	KPI029	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage of average electricity losses, measured by 30 June	<9%	<9%	0%	0%	N/A		
TL27	KPI030	Water quality measured quarterly to the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	93%	G2		
TL28	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	<25%	<25%	<25%	23.16%	B	2 434 746kl / 10 510 928kl x 100 = 23.16%	
TL29	KPI033	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	65%	65%	65%	100%	B	6 043 / 6 043 x 100 = 100%	
TL30	KPI034	Registered indigent formal households with access to free	Percentage of registered indigent formal households with	100%	100%	100%	100%	G	6 043 / 6 043 x 100 = 100%	

SFA 4 - Dignified Living

Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
		basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b))	access to free basic refuse removal, measured quarterly							
TL31	KPI035	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	G	6 043 / 6 043 x 100 = 100%	
TL32	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	26 000	26 000	26 000	26 893	G2		
TL33	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	26 000	26 000	26 000	26 893	G2		
TL34	KPI038	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	26 000	26 000	26 000	26 893	G2		
TL35	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	26 000	26 000	26 000	26 893	G2		

Summary of Results: SFA 4 - Dignified Living

KPI Not Yet Measured	3
KPI Not Met	0
KPI Almost Met	0
KPI Met	3
KPI Well Met	5
KPI Extremely Well Met	2
Total KPIs	13

13.5 SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
TL1	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 30 June	1	1	0	0	N/A		
TL2	KPI044	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	50%	50%	0%	0%	N/A		
TL3	KPI049	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 28 February	1	1	1	1	G		
TL4	KPI053	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	1	1	1	1	G	The draft 1 st Review of the 5 th Generation IDP 2022 – 2027 was tabled before the Council on 29 March 2023	
TL5	KPI041	Submission of the revised Integrated Zoning Scheme to the MayCo	Number of revised Integrated Zoning Schemes submitted to the MayCo by 30 June	1	1	0	0	N/A		
TL12	KPI055	Submission of the revised Wastewater Master Plan to the Municipal Manager	Number of revised Wastewater Master Plans submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		
TL13	KPI060	Submission of the revised Comprehensive Integrated Transport Plan (CITP) to the Municipal Manager	Number of revised CITPs submitted to the Municipal Manager by 30 June	1	1	0	1	B		
TL18	KPI058	Submission of an Integrated Property Maintenance Plan to the Municipal Manager	Number of Integrated Property Maintenance Plans submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		
TL36	KPI042	Financial viability measured in	Cost coverage as at 30 June	4	4	0	0	N/A		

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023				
						Target	Actual	R	Performance Comment	Corrective Measures
		terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)							
TL37	KPI043	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	96%	96%	0%	0%	N/A		
TL38	KPI040	Actual expenditure on the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	90%	90%	60%	45.97%	○	R174 092 276 / R378 709 141 x 100 = 45.97%	Capital expenditure engagements with project managers will be held every second week from 17 April – 30 June 2023 to expedite capital spending.
TL39	KPI045	The percentage of the actual payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x100), measured by 30 June	0.20%	0.20%	0%	0%	N/A		
TL40	KPI046	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	15%	15%	0%	0%	N/A		
TL41	KPI047	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio - (Total outstanding service debtors / revenue received for services) measured by 30 June	27%	27%	0%	0%	N/A		
TL42	KPI054	Submission of the IDP / Budget / SDF time schedule	Number of IDP / Budget / SDF time schedules (process plan) submitted	1	1	0	0	N/A		

SFA 5 - Good Governance and Compliance									
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2023			
						Target	Actual	R	Performance Comment
		(process plan) to the Council	to the Council by 31 August						
TL43	KPI051	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	1	1	1	1	G	
TL44	KPI052	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	1	1	1	1	G	
TL45	KPI048	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	1	1	1	1	G	
TL46	KPI050	Submission of the revised Strategic Risk Register (SRR) to the Risk Management Committee	Number of revised SRRs submitted to the Risk Management Committee by 30 June	1	1	0	0	N/A	

Summary of Results: SFA 5 - Good Governance and Compliance

	KPI Not Yet Measured	12
	KPI Not Met	0
	KPI Almost Met	1
	KPI Met	5
	KPI Well Met	0
	KPI Extremely Well Met	1
	Total KPIs	19

14. STRATEGIC PERFORMANCE CONCLUSION

- (a) Out of the 46 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2022/23 (quarter 3), 21 were not measured, 02 KPIs were not met, 11 were met and 06 were well met.

Summary of Results: Strategic Focus Areas 1 - 5

	KPI Not Yet Measured	21
	KPI Not Met	2
	KPI Almost Met	2
	KPI Met	11
	KPI Well Met	6
	KPI extremely well met	4
	Total KPIs	46

9.	REPORT BY THE MUNICIPAL MANAGER ON OUTSTANDING RESOLUTIONS
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No report submitted as outstanding resolutions serves at Section 80 Committees.

10.	ITEMS FOR NOTING
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10.1	REPORT/S BY THE EXECUTIVE MAYOR
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10.1.1	REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 27 FEBRUARY 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

26 April 2023 & 26 April 2023

1. SUBJECT: REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 27 FEBRUARY 2023

2. PURPOSE

To inform Council of the matters under discussion at the Mayor–Rector Forum meeting held on 27 February 2023.

3. DELEGATED AUTHORITY

For information.

4. EXECUTIVE SUMMARY

The Executive Mayor has since her election reported to Council on discussions that takes place at the regular meetings of the Mayor–Rector Forum. The meeting was held on 27 February 2023. The minutes is attached as **ANNEXURE A**.

5. RECOMMENDATION

that Council takes note of the report from the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

The Mayor – Rector Forum was established to collaborate and share information and research on main areas of agreement regarding the challenges facing Stellenbosch and the possible solutions.

6.2 Discussion

The Executive Mayor has since her election reported to the Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The minutes is attached as **ANNEXURE A**.

The following concerns were discussed: 27 February 2023.

- Matters arising from previous meeting
 - o Future upgrade of the Die Braak
 - o Recent events and engagements on campus
 - o Adam Tas Corridor
 - o Coetzenburg and School Sports
 - o Student perceptions and Stellenbosch town

-
- Feedback from standing committees
 - o Stellenbosch Municipality Mobility Forum
 - o Infrastructure Forum
 - o Stellenbosch Municipal Water Management
 - o Monitoring & Advisory Committee on Crime (MACC)
 - New Matters
 - o Update on Stellenbosch Network (presentation)
 - o #Call to All Men-campaign

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 10.1.1 – Council meeting: 2023-03-29

6.7 Risk Implications

Addressed through the content of the item.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

- Annexure A: Minutes of the Mayor – Rector Forum meeting: 27 February 2023
 Appendix 1: Minutes of MACC
 Appendix 2: Stellenbosch Network presentation

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	<i>Donovan.Muller@stellenbosch.gov.za</i>
REPORT DATE	18 April 2023

ANNEXURE A



STELLENBOSCH RECTOR / EXECUTIVE MAYOR FORUM

Minutes of the Rector / Executive Mayor Forum

Date: Monday, 27 February 2023
Time: 14h00 – 16h00
Venue: Microsoft TEAMS platform
Chair: Ms Geraldine Mettler

Members present:

Stellenbosch Municipality	
Adv GMM van Deventer (GvD)	Executive Mayor
Ms G Mettler (GM)	Municipal Manager
Mr G Boshoff (GB)	Director: Community and Protection Services
Mr C Kitching (CK)	Deputy Director: Protection Services
Mr D Muller (DM)	Manager: Councillor Support
Mr Anthony Barnes (AB)	Director: Planning and Human Settlements
Mr S Chandaka (SC)	Director: Infrastructure Services
Mr C Alexander (CA)	Senior Manager: Development Planning
Mr D Louw	
Stellenbosch SU	
Prof W de Villiers (WdV)	Rector and Vice-Chancellor
Prof S du Plessis (SdP)	Chief Operating Officer
Prof S Moyo (SM)	Vice-Rector: Research, Innovation & Post Graduate Studies
Ms N van den Eijkel (NvdE)	Chief Director: Facilities Management
Dr L van Rooi	Senior Director: Social Impact and Transformation
Prof N Koopman	Vice-Rector: Social Impact, Transformation and Personnel
Mr N van der Merwe	Corporate Communication and Marketing
Mr M Nyakatya	Social Impact Co-Ordinator
Ms M C Douman	Manager: Executive Communication
H Brink (HB)	
B Lategan (BL)	

Members absent with apology:

Stellenbosch Municipality (the Municipality)	
Adv GMM van Deventer	Executive Mayor
Mr Anthony Barnes	Director: Planning and Human Settlements
Mr C Kitching (CK)	Deputy Director: Protection Services
Mr D Muller	Manager: Councillor Support
Stellenbosch University (the SU)	
Prof H Klopper (HK)	Deputy Vice-Chancellor: Strategy and Internationalisation
Dr L van Rooi	Senior Director: Social Impact and Transformation

ITEM	DISCUSSION	RESPONSIBLE PERSON
1.	Opening and welcome	
	GM welcomed all members present.	GM
2.	Finalisation of agenda	
	No additional items added to agenda.	GM
3.	Approval of previous minutes	
3.1	The minutes was approved. Proposer – Prof N Koopman and seconder – G Mettler.	WdV
4.	Matters from previous meeting	
4.1	Future upgrade of Die Braak	GM
	<p>GM indicated this is a longstanding item on the agenda. The issue off the land claim on the property delays the progress on this item. Stellenbosch Municipality corresponded with the Land Claims Commissioner of the Western Cape regarding the position of the municipality on the land claim. Due to the land claim process, this mater cannot be discussed in more detail.</p> <p>CA indicated that this matter was discussed with AB. He indicated the land claim might have an impact on the project. The framework for the project is being developed, and will be submitted to Council, with the request for Council to approve for public participation.</p>	CA
4.2	Recent events and engagements on campus	WdV
	<p>WdV indicated that US is now in 3rd week of classes. Registration period went well. Accommodation on campus still a concern, precipitated by NSFAS that placed a cap on R 45 000 as the accommodation stipend. Despite this, US is making headway to address the concerns.</p> <p>Vensters happened without major incidents.</p> <p>NK expressed the Khampepe report receives the necessary attention and US will use the workstreams to address the issues. A formal meeting is scheduled to address the concerns raised, and the objective is to have the workstreams in place by late March 2023. This will also be discussed and debated in the SU Council meeting on 5 and ^ March 2023.</p>	NK
4.3	Update on Adam Tas Corridor	GM
	<p>Since the signing of the landowner's collective (LOC) memorandum of understanding has been signed and there is a lot of traction from the landowners' side. The main developments have been on the Municipality's side, with the first development at Newinbosch as part of the Northern Extension. The launch of the site was 2 March 2023. Will notice the road infrastructure upgrades on the R304. Precincts 2 and 6 will be unblocked to get the additional funding for the bulk infrastructure needed for the project.</p>	
	<p>CA informed the meeting that the unblocking of precincts 2 and 6 will assist with cross subsidisation. The LSDF was approved, and the overlay zone was out for public comment. Some comments were received, and these must be worked through. There are some overlay changes, and these concerns regarding rights, usage and objectives will be negotiated and discussed. Council approved the Planning Public Participation for inclusionary zoning policy, which will also help.</p> <p>The establishment of the ATC management project team is of importance. This will be a negotiation between Council and LOC. This will hopefully be implemented form 1 July 2023 to run concurrently with budget implementation.</p>	CA
4.4	Coetzenburg and School Sports	LBvR (NK)
	<p>NK informed the forum that it was possible for schools of Stellenbosch to use the facilities of the US. This was in part due to Social Impact participation and liaison with schools. An agreement was reached by which Maties Sport will co-ordinate the continuous relationship with schools, the use of facilities, establish partnerships. Schools are welcome to approach to use the facilities. This helps to bring school sports back to Stellenbosch.</p>	
4.5	Student perceptions and Stellenbosch town	LBvR (NK)

	<p>NK presented on behalf of LBvR. There was a meeting on 28 February 2023 between US and Swedish University of Jonkoping. This was the platform for more engagement on the town and gown collaboration. It also established a platform for the joint formation of students / official's value formation and democratic rights.</p> <p>GM informed that an MOU with Jonkoping was established to engage and assist on the matters related to democratic and human rights, and that funding for this project is provided through ICLD.</p>	GM
5.	Feedback from standing committees	
5.1	<p>Stellenbosch Municipality Mobility Forum</p> <p>SC informed the forum that the Mobility Forum should be discussed and form part of the bigger Infrastructure Forum. This is where mobility matters will be discussed, and not necessarily as a separate forum.</p> <p>Envisioning sessions with RMP (Road Master plan) and ITP (Integrated Transport Plan) were held. Meetings with the taxi industry also takes place to ensure industry participation and engagement. The aforementioned plans were also circulated for public comment. Infrastructure forum will serve as the overarching forum, and formal correspondence / invitations will be circulated to the relevant persons regarding the mobility forum.</p> <p>GM indicated there were some animosities within the mobility forum, and an internal investigation was launched into all the allegations. Mobility will become a sub-committee of Infrastructure.</p> <p>NvE alluded to confusion sometimes form US because the terms of reference and membership to the forums were not clear. However, at the monthly operational meeting it is trusted that these concerns will be addressed and a way forward become clear.</p>	<p>SC</p> <p>GM</p> <p>NvE</p>
5.2	<p>Infrastructure Forum</p> <p>SC said the minutes of the meeting will be circulated to forum members. Indicated there are many projects of collaboration:</p> <ul style="list-style-type: none"> - Traffic signals; - Storm water run-off; - Grey water quality testing; <p>Landfill and construction of the new cell</p> <p>The tender for the new cell is approved, and currently in the appeal period. Cannot provide too much information on this.</p> <p>Electricity Regeneration Project</p> <p>The SM will put out a communique on alternative energy procurement. SM busy with telemetry tender that allows for switching of gears to manage loadshed levels independent form Eskom. Also looking into maters substations that must form part of the project.</p> <p>New Projects:</p> <p>Impact of veld fires on flooding</p> <p>This research is being explored, and more information will be provided.</p> <p>Ryneveld Street</p> <p>SC reported on layby stops in Ryneveld street. At layby stops, buses / taxis can stop in a designated area to the side of the road, enabling traffic to continue to flow. Site meeting took place, and 2 proposed sites were identified. US will loose some parking space while SM must maintain sidewalk norms and standards.</p> <p>Update on Trains between Muldersvlei/Stellenbosch and Muldersvlei/Klapmuts</p> <p>WdV ask whether it is expected that the rail from Stellenbosch to Paarl will be operational by June 2023. SC indicated that he would follow up with J Fullard, and report back. This will relieve pressure on roads and assist student travel. However, this is entirely a PRASA matter.</p>	<p>SC</p> <p>SC</p> <p>SC</p> <p>WdV / SC</p>
5.3	<p>Stellenbosch Municipal Water Management</p> <p>No formal restrictions from National Government. No SM restrictions in place as there is not yet a capacity problem. However, SM always asking residents to be water wise and save water.</p>	SC

	<p>Council approved <i>The Berg River Voëlvelei Augmentation Scheme 'bravas'</i> – raising the Berg River Dam wall. The Municipality invited the surrounding municipalities to offtake some of that water which will be cheaper than what we pay the City of Cape Town. This will also increase capacity.</p> <p>Currently, the Jamestown reservoir project and Vlottenburg scheme 1 will start construction in November 2023, while Kayamandi 10 megalitre and Onder-Papagaaiberg will commence early 2024.</p> <p>GM informed loadshedding has a major impact on water provision. When reservoirs run low, generators cannot fill reservoirs adequately over the 4-hour loadshedding timeframes. There is also indicative strain on water resources as the dam levels are lower than this time last year.</p> <p>NvE added US must start campaign again about conserving and saving water or limiting water wastage. There must also be talks about emergency plans for loadshedding day zero, and how to mitigate the risks of electricity and water day zero.</p> <p>SM in process to put out presser on alternative energy – get the telemetry in place, take over the switching (part of procurement process). Will keep the forum updated.</p> <p>Stormwater This project is to investigate and develop different methods for clean stormwater run-off. SU has requested that the Municipality assist with practical inputs into the study. This will be further explored.</p> <p>Grey Water Management The Grey Water quality will be looked into as future research collab. There is also a feasibility study in progress at SM in conjunction with IMESA.</p>	GM NvE
5.4	<p>Monitoring and Advisory Committee on Crime (MACC) Minutes attached quite clear that the MACC collab is good. Only concern is that events must be spaced and placed better to not place undue overload on traffic / safety and town in general.</p>	NvdE
6.	<p>New matters</p>	
6.1	<p>Stellenbosch Network (presentation attached) HB presented update on Stellenbosch Network. Started out in November 2019, and the presentation highlighted the partners and their input. Also discussed inter-disciplinary membership organisations and key initiatives. An update of the program over the past 3 years was also provided, with a review of networking events and topics covered. HB also pointed out the tech training workshops, especially those in collab with SM. Also highlighted the Ideas for Change challenge which proves very successful.</p> <p>NvE expressed her appreciation for the work done by Stellenbosch Network.</p>	HB
6.2	<p>#Call to All Men-Campaign BL informed the forum this idea started during the 2022 campaign of 16 Days of Activism against gender-based violence. What was prevalent was men always missing from the demonstrations and these initiatives. What needs to be addressed is the root cause – the action and attitude of men. The challenge issued to men is to own up to the responsibility in this problem. By not addressing these issues, the problem only worsens. BL said the agency of men is not addressed. Not all men are guilty of this but it cannot be denied that in the majority of cases perpetrators are men, and often closest to the victim. The challenge issued to men through this campaign: <ul style="list-style-type: none"> - Own up to your role and take responsibility - Critically examine your attitude, thought, view and response toward women in general - Create the personal commitment to change behaviour. BL will circulate the link to the declaration to be completed to take up the challenge. GM indicated the SM will take up the challenge. SC also expressed support. NK indicated the Woordfees will also take up the challenge and place special focus on the campaign.</p>	BL GM NK

8	Closing	
	The meeting adjourned at 15h10. The next meeting is scheduled for Wednesday, 14 June 2023 (Chair and Secretariat: Stellenbosch University)	GM

APPENDIX 1

MONITORING AND ADVISORY COMMITTEE ON CRIME MEETING (MACC)

**MINUTES OF MEETING HELD ON MONDAY, 2023-02-16 AT 14.30
Facilities Management, Hammanshand Way, Stellenbosch**

1. Opening and welcoming

1.1 Welcoming

NvdE welcomed everyone present, introductions were made.

1.2 Present

Prof. N. Koopman (NK)
Prof. S. du Plessis (SduP)
Mr. P. Kloppers (PK)
Mr. J Julius (JJ)
Mr. A. Echardt (AE)
Capt. M. Nel (MN)
Ms. N. van den Eijkel (NvdE)
Dr. V. van der Walt (VvdW)
Ms. J. Felix (JF)
Ms. M. le Roux (MleR)
Ms C. van Wyk (CvW)

1.3 Apologies

Mr A. Royi (AR)
Mr. P. Beresford (PB)
Mr. B. Como (BC)
Mr. C. Kitching (CK)
Ms. L. van Wyk (LW)
Mr. G. Solomons (GS)

1. Approval of previous minutes

Minutes dated 17 November 2022 were approved by the meeting.

2. Khampepe report

NvdE shared with the committee that this committee should critically look at the report from our viewpoint. NK provided following: that SU is committed to wide consultation to deal with the report. Since last year, the Rector, appointed Prof Aslam Fatar to co-ordinate the process of examining the report and implementing the recommendations. During the first rectorate meeting the report was submitted to provide

an indication of process to be followed, and it was advised that a process similar to the ICBC process followed during the pandemic needs to be followed for two years. The report will be discussed with the SRC and Prim committee as well, a special senate session is also planned next week to discuss and the SU council will also meet on the report. An inclusive process of discussion is planned. NK added that the document suggests the structures which should be followed, and how it should be constituted. Five work streams will be applied. There will be a main external advisor as well, Prof Andre Keet. During March they plan to constitute a body to start the process.

NvdE highlighted that this committee is very open to engaging about how students perceive the security space – there may be specific issues when students engage with security or police. The report to be sent to MN to view as well. NK added that the second work stream, institutional culture, will apply to this committee's contribution to the Khampepe report.

NvdE made an example of the tennis courts which is used to socialize, asking where does one socialize if you have no funds. PK added that SU do not have enough recreational spots. CvW enquired whether SU is accepting the report or investigating the acceptance thereof? NK answered that it is SU's task to take the report seriously – SU owns it, and therefore it will be interpreted, and the issues needs to be addressed. He added that SU is not in debate with the judge about the findings, adding that SU view it as a reliable report. Some issues SU was already aware of, but there are new issues, and with that the opportunity for further transformation.

3. Crime overview

Overview from SU

Overview on general crime-related incidents; amount of homeless people found on campus and numbers related to walk-with service requests was provided by MleR. NvdE requested that MleR and BC liaise with SRC and Primis again about the walk-along bus, the additional service which was instated and tested during the last semester on campus.

NvdE enquired about the conclusion of the document for the searching of student rooms. PK mentioned that in the case at the male hostel (Huis Marais) during the last semester, last year, the search for stolen property resulted to finding students in possession of drugs. MN added that there are technical points whereby cases fall out if the cases are handled by the court system. NvdE proposed that SU therefor instate the correct processes which can be applied in court proceedings. JJ provided overview about what exactly occurred in the specific male hostel. JJ mentioned that the case is on hold, as there is an outstanding lab report, as soon as that is complete, the case will possibly be placed on the court role again. MleR and JJ to follow up on said case at Huis Marais. Feedback also needs to be provided on a case of alleged sexual assault at Majuba in last year. MleR and JJ noted. MN and MleR also explained how search warrants can be obtained upon drug possession and/or dealing in drugs. MN proposed that SU can request such searches to be conducted via SU documents. NvdE proposed documents can be compiled by SU Legal Services.

Overview from SAPS

MN reported the following concerns: theft out of motor vehicles in town area; theft of vehicles at Coetzenburg and Noordwal area; theft of bicycles in town area. He added that events applications make it challenging to police events and do conduct normal policing as well. CvW added that the by-law for events is being reviewed, and how to use resources accordingly are revised. MN mentioned that on the weekend of the 11th of Feb, only for the Coetzenburg area, there was athletics, a swimming gala, the Vensters event and the international cricket tournament. JF added if the municipality look at events, they also look at how many spectators attend, and the impact it has on the town – specifically at the safety concerns.

Overview from Municipality & Traffic

NvdE complimented the Outsurance points-people. JF mentioned that during the first week, they applied them on the main routes, they assist during loadshedding, it helps with free flow on main routes, and has an effect on the side routes too. JF further added that their experience is lacking at this stage, so they apply them on certain points which is easier for them to man, adding that the idea of these people was to

apply them and allow traffic officers to attend to other serious issues. CvW mentioned that there are a lot of potential with the programme – they are also working on enhancing their training.

JF shared their concerns about traffic congestion which is on the increase over the past few weeks. Basic enforcement is being applied as well as the Outsurance points-people. Their challenge is that there is not enough public transport, and many employees (and students) enter Stellenbosch from the outskirts of the town. CvW enquired about what is being done about enhancing bicycle culture on campus. PK mentioned that the risk of bicycle theft plays a role in the bicycle culture on campus. PK added that many students make more use of Uber. NvdE mentioned that conversations about this was held during the SUFM/municipal working meeting – the bigger challenge is that those routes need to be all over. SduP enquired about the Uber license problem, JF informed the committee that the municipality is still in the process of addressing the issue. Note was made that people feel safer with Uber than using a taxi. PK mentioned that it's cheaper for students (four passengers in a car), and that SU should develop a plan for specific collection/dropping points. SduP agreed that SU should lead the way and impose some proper congestion tax proposals. CvW also added that the “green element” should not be neglected.

4. Coetzenburg mountain: risks and concerns

AE informed committee that security experienced random church groups visiting of which some had to be removed because they started a fire. Further, the main problem in the area seems to be visitors to the Ertjieskloof dam – it's packed over weekends and after hours. Security do maintain visibility in the area. VvdE added that one should be clear that the problem is not against church groups, it's problematic when they make fires and are purely sent away due to that reason. AE also mentioned that church goers dress up as joggers to meet up in the mountain area.

SduP informed committee that SU need to instate a lifeguard the Ertjieskloof dam. PK proposed lifebuoys, NvdE confirmed John de Wet (from FM) is arranging to provide lifebuoys, as well as portable bathrooms. SduP added that signage needs to be displayed as well to limit any risks. The idea is to have these steps in place from October until March.

CvW enquired about the use of alcohol at the location. PK added that one should consider applying a community officer to speak with the visitors about use of alcohol. NvdE will have conversations about the proposals again. SduP also proposed waste bins at the location. PK added that he could speak with student communities and encourage them to go and clean the area once a week.

5. Homeless individuals

VvdW and NvdE to liaise with Municipality again to follow up on their strategy, and the homeless forum which was instated by them. NK mentioned that Mawethu Nyakaya, SU personnel member from SU social impact, should be advised to be part of the Municipality's homeless forum.

6. Communication & security awareness

MleR provided an overview about safety talks conducted during welcoming 2023 – half of the session was informative while the other half was a practical basic self-defense session. The SRC safety and security representative also partook in the sessions, an official self-defense presenter, arranged and funded by the SRC, also formed part of the sessions.

7. Events

SduP informed committee of a meeting the following day, the SRC plan to inform students about the current NSFAS situation at the at Rooiplein. There is no indication that this meeting is high risk, however SduP stated that SU still need to be vigilant as other universities currently have problems related to NSFAS issues.

NvdE informed the committee that the number of students simply arriving at CamSec this year for accommodation was exceptionally high. PK explained that their department do make alternative arrangements, and they were supplying accommodation on a first come first serve basis. He added that

they will have to find a way for students not to route their needs via the SRC – their department are looking at other ways and means. NvdE requested that PK also inform CamSec in future as to how these needs are going to be addressed in order that the correct instructions are followed.

With regards to the Vensters event, PK informed committee that there were no security problems, the use of alcohol was well regulated. There were 42 heat exhaustions due to the warm weather. The idea that the event takes place at one location worked great, he added that one stage might not be sufficient for the next similar event. MN mentioned that from about 22.00 students started to leave the event and moved into the town area. CvW added that no negative reports from residents in the area, was received. MN thanked SU, from a policing point of view, the Vensters events was the best thus far. Committee noted. PK also added that the welcoming event and the dream walk also went fairly well. With regards to the welcoming at the Coetzenburg stadium, MleR advised that routes be set out better for parents and students to follow upon arrival for attendance. PK noted.

NvdE raised the matter about tents and structures which are erected during welcoming, that approval from the municipality is needed earlier, especially in terms of the municipal by-laws. CvW added on that the risk can fall on the municipality, and that is why the request was made.

JF raised her concern about late applications which are received by the municipal events office – it's challenging, specifically those received from SU. SU committee members noted. PK advised that it should be useful to obtain feedback about events which are applied for late. BC to supply list timeously. JF added that timeous applications assist in planning and policing.

8. General

MleR made a request to Municipality to place speed cameras on Merriman Way, under the pedestrian bridge would be advantageous - JF and NvdE to discuss with municipal role-players. CvW mentioned that she raised the issue with municipal councilors about lighting in the area too.

9. Closure & next meeting

NvdE thanked all present.

Next date and time for the meeting:
1 June 2023 at 12.00

APPENDIX 2



Connect | Share | Learn | Collaborate

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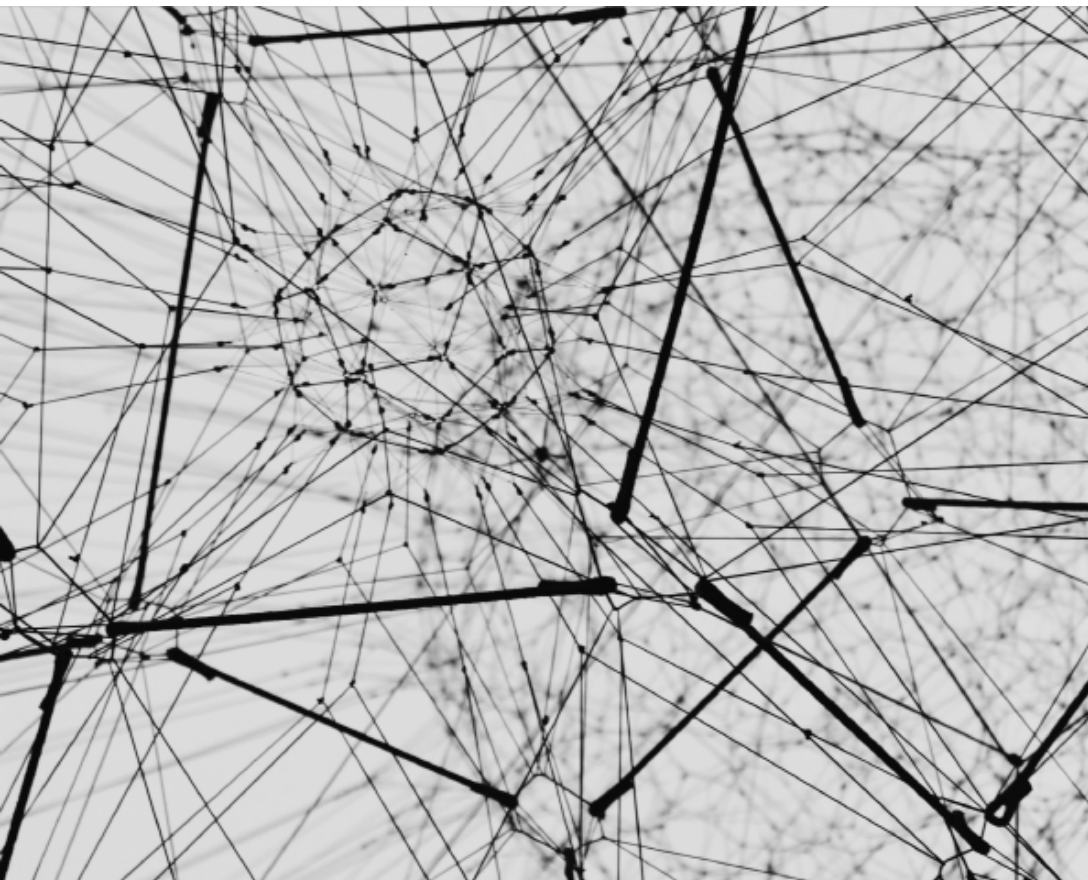
Our Vision

Launched in November 2019: A **cross-sector and inter-disciplinary membership organisation** that brings people together - from business, academia, government and civil society - to meet each other and share ideas, **encouraging collaboration** and partnership for greater **shared success** and in support of a **stronger innovation ecosystem** and **inclusive economic growth**.

Facilitate in positioning the Stellenbosch region internationally as an **inclusive and inter-connected innovation hub** and **knowledge region economy** in Africa



Strategy



Events



Match-making

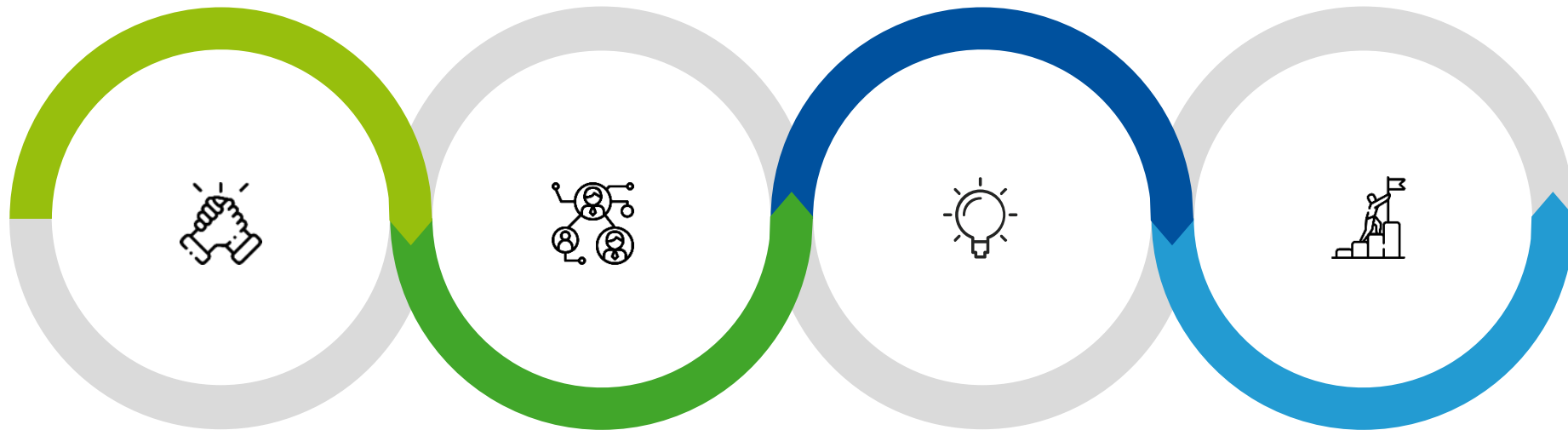


Database



News

Key initiatives & projects



**Mentorship
Programme**

**Events:
Networking &
Technology
Training**

**#Ideasforchange
Challenge**

**Preferential Local
Procurement
Platform (Block
Chain Technology)**



Entrepreneurial Mentorship Programme

8 – 9 months flexible hours one-on-one mentorship

BEEE Entrepreneurs matched with Stellenbosch based mentors

2020: 8 Entrepreneurs

2021: 9 Entrepreneurs

2022: 14 Entrepreneurs

2023: Launching mid March



STELLENBOSCH
NETWORK

Networking events

**4 – 6 Hosted per annum over 3 years:
opportunity for students, SU staff,
entrepreneurs, corporates, etc to
network.**

**Partnered with Business Partners,
Stellies Hive, SA Innovation Summit,
SU Launchlab, Business Sweden,
Wesgro, Global Startup Awards Africa**

**Topics included: Speed Networking,
Mental Health in the Workplace,
Access to Business Finance for
SMME's, Agritech in Africa, Creating
an IP-rich business, 5G in Africa**

...



Networking events

Speed Networking



 The Hive
Community

x
 STELLENBOSCH
NETWORK

Thursday, 3 November | 18:00
Die Stal, Suidwal Street, Coetzenburg

Fee: R50
Quicket link in bio.

**LET'S
NETWORK!**
BUSINESS NETWORKING BREAKFAST



STELLENBOSCH NETWORK INVITES YOU
TO A BUSINESS NETWORKING
BREAKFAST TO CELEBRATE SPRING.

René Botha, Area Manager, Business Partners will
discuss the various options and tips on how to get
funding for your business

8 September 2022

TIME: 8:30

Mont Marie Restaurant Stellenbosch

Please RSVP by 5 September:
hanli@stellenboschnetwork.co.za



#SupportStellenbosch
www.stellenboschnetwork.co.za

Networking Events: SCAN



SCAN
STELLENBOSCH CIVIL
ADVOCACY NETWORK

SCAN Sector Engagement Session

21 September 2022 8:30 for 9am - 11:30am
Hofmeyr hall, Church Street, Stellenbosch

Join us for a morning of engaging dialogues and presentations on ways in which civil society organisations through SCAN, and key sectors can collaborate on serving our collective common agendas.

Programme includes:
SCAN Working Groups Overview
Stellenbosch University & Civil Society Engagement
Stellenbosch Network Corporate Sector Dialogue
NAYBA Faith-based sector Impact Audit results

RSVP link:
bit.ly/SCAN21Sept



Technology Training Workshops

Workshops hosted for Entrepreneurs to enhance their businesses through technology.

30+ Events hosted over 3 years

Focus on BEEE entrepreneurs

Topics included: CANVA training, Social Media design, POPI Act, Innovative Business Models, Google for Business



**POPI ACT:
WHAT NOW?**

Wednesday, 28 July 2021
18:00 – 19:30 SAST

Powered by
 SILICON CAPE
INITIATIVE  STELLENBOSCH
NETWORK

The poster features a blue background with a white laptop displaying a document titled 'POPI ACT'. A blue padlock is on the right side of the laptop. Several yellow cookies are scattered around the laptop. The text 'POPI ACT: WHAT NOW?' is prominently displayed in white. Below the title, the date and time are listed. At the bottom, the logos for 'Powered by SILICON CAPE INITIATIVE' and 'STELLENBOSCH NETWORK' are shown.

STELLENBOSCH NETWORK

Technology Training Workshops


EXPLORING DATA SCIENCE AND ENTREPRENEURSHIP



PREDICTIVE INSIGHTS



ByteFuse



Revolute Systems

A panel discussion with Neil Rankin (CEO, Predictive Insights), Tiffany Woodley (ML Engineer, ByteFuse.ai) & Berno Greyling (Co-founder, Revolute Systems)

17:00 on 21 April 2022
LaunchLab, Hammanshand Rd, Stellenbosch (in person)



Learn & improve your business



Network w entrepreneurs & investors



Enjoy drinks & snacks



STELLENBOSCH NETWORK



LAUNCHLAB
STELLENBOSCH UNIVERSITY



aws activate

GOOGLE TRAINING FOR SMME'S

GOOGLE LEVEL 1 (CHROME, GMAIL, CALENDAR, DRIVE, DOCS, SLIDES, FORMS, SHEETS)

FREE OF CHARGE



TIME: 09:00 - 11:00
VENUE: COCREATE HUB

TRAINING FACILITATED BY:



TRAINING DATES:

24 MAY
31 MAY
7 JUNE
14 JUNE
21 JUNE

REGISTRATION COMPULSORY LIMITED SPACES

TRAINING FUNDED BY:



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#IdeasForChange Challenge

**Stellenbosch local innovation challenge,
launched in 2020**

Submit original business model or technology idea that will **help improve the lives** of locals in Stellenbosch and surrounds.

- Enable us to identify Entrepreneurs
- 4 Challenges hosted over 3 years
- 30 to 44 Ideas received per challenge
- 600 to 900 votes per challenge (public vote via Social media channels)



#Ideasforchange Challenge

STELLENBOSCH NETWORK
#IDEASFORCHANGE CHALLENGE
SUSTAINABLE STELLENBOSCH

Submit your innovative ideas to make
Stellenbosch a more sustainable city

Enter & more information at
<http://bit.ly/ideasforchange2022>
ENTRIES CLOSE 8 JULY 2022

R30,000
up for grabs



STELLENBOSCH
NETWORK
#IDEASFORCHANGE
CHALLENGE



SMART CITY SOLUTIONS

Submit your idea
for smarter services.
From social, transport,
safety to health and
public services...

R20,000
UP FOR GRABS

ENTER & MORE INFO AT
[HTTP://BIT.LY/SBOSSMARTCITY21](http://bit.ly/sbossmartcity21)
ENTRIES CLOSE 8 OCTOBER 2021



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STELLENBOSCH
#IDEASFORCHANGE
CHALLENGE

ACCESSIBILITY IN A REMOTE STELLENBOSCH

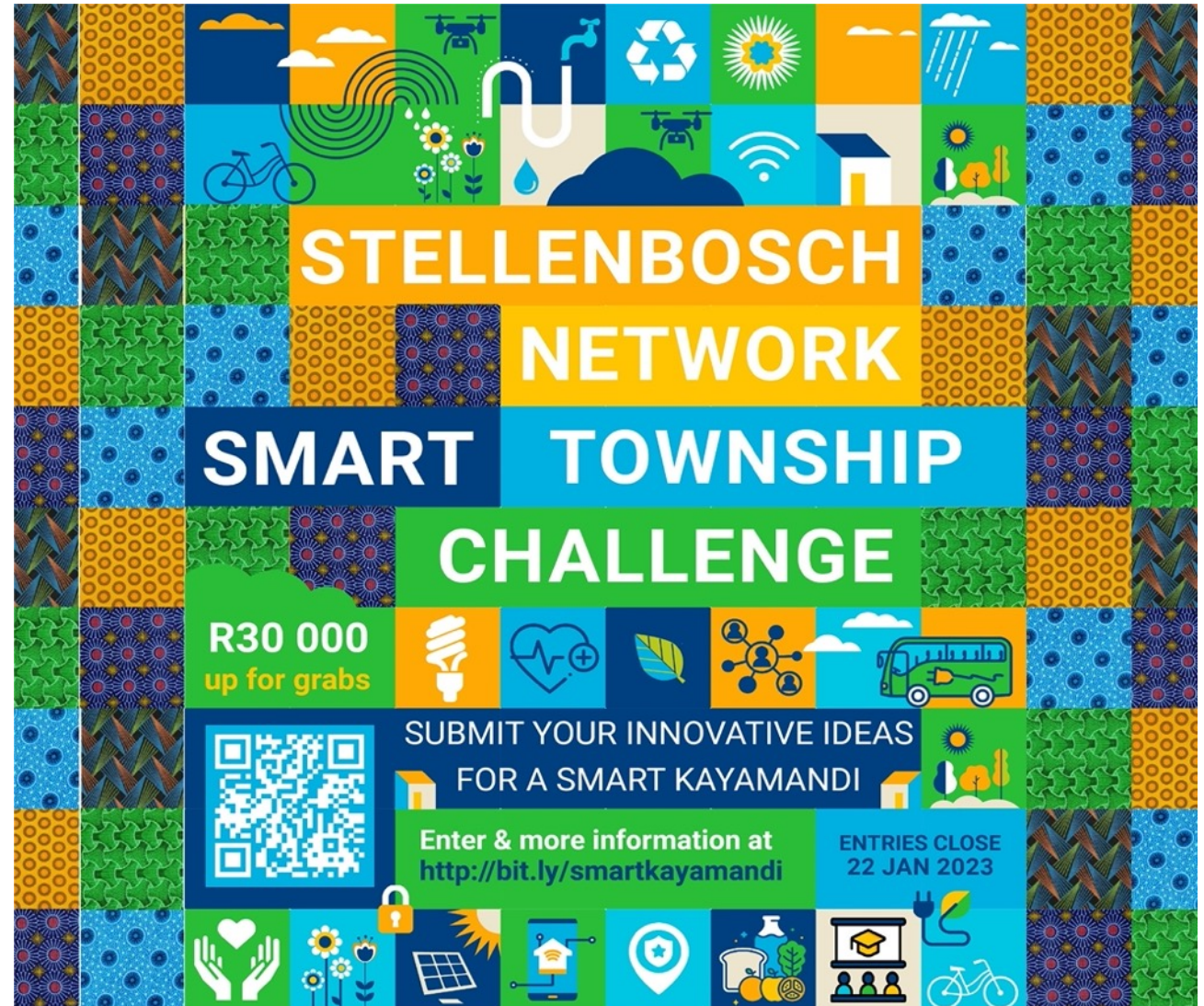
Submit your idea and win up to **R20,000**

GO TO [HTTP://BIT.LY/SBOSIDEAS2020](http://bit.ly/sbosideas2020) TO ENTER & MORE INFORMATION

Entries close 21 September 2020

STELLENBOSCH NETWORK | UNIVERSITEIT IYUNIVESITHI STELLENBOSCH UNIVERSITY | 100 1918-2018

Image credit: Lizelle Lötter, Photography & Ranyaka Community Transformation



STELLENBOSCH NETWORK

SMART TOWNSHIP CHALLENGE

R30 000 up for grabs

SUBMIT YOUR INNOVATIVE IDEAS FOR A SMART KAYAMANDI

Enter & more information at <http://bit.ly/smartkayamandi>

ENTRIES CLOSE 22 JAN 2023

QR code for submission



Entrepreneur of the Month

Monthly article featuring a Stellenbosch Entrepreneur

10 x Entrepreneurs covered / year over 3 years

Articles shared via SN Social media, local and national publications

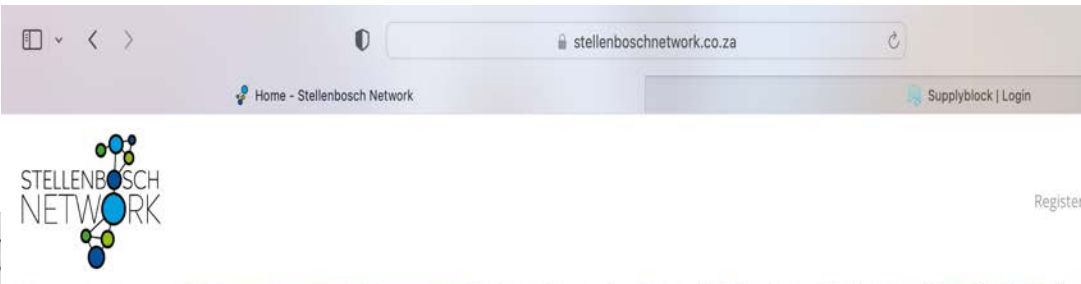


Leila Blom
Backyard Farms



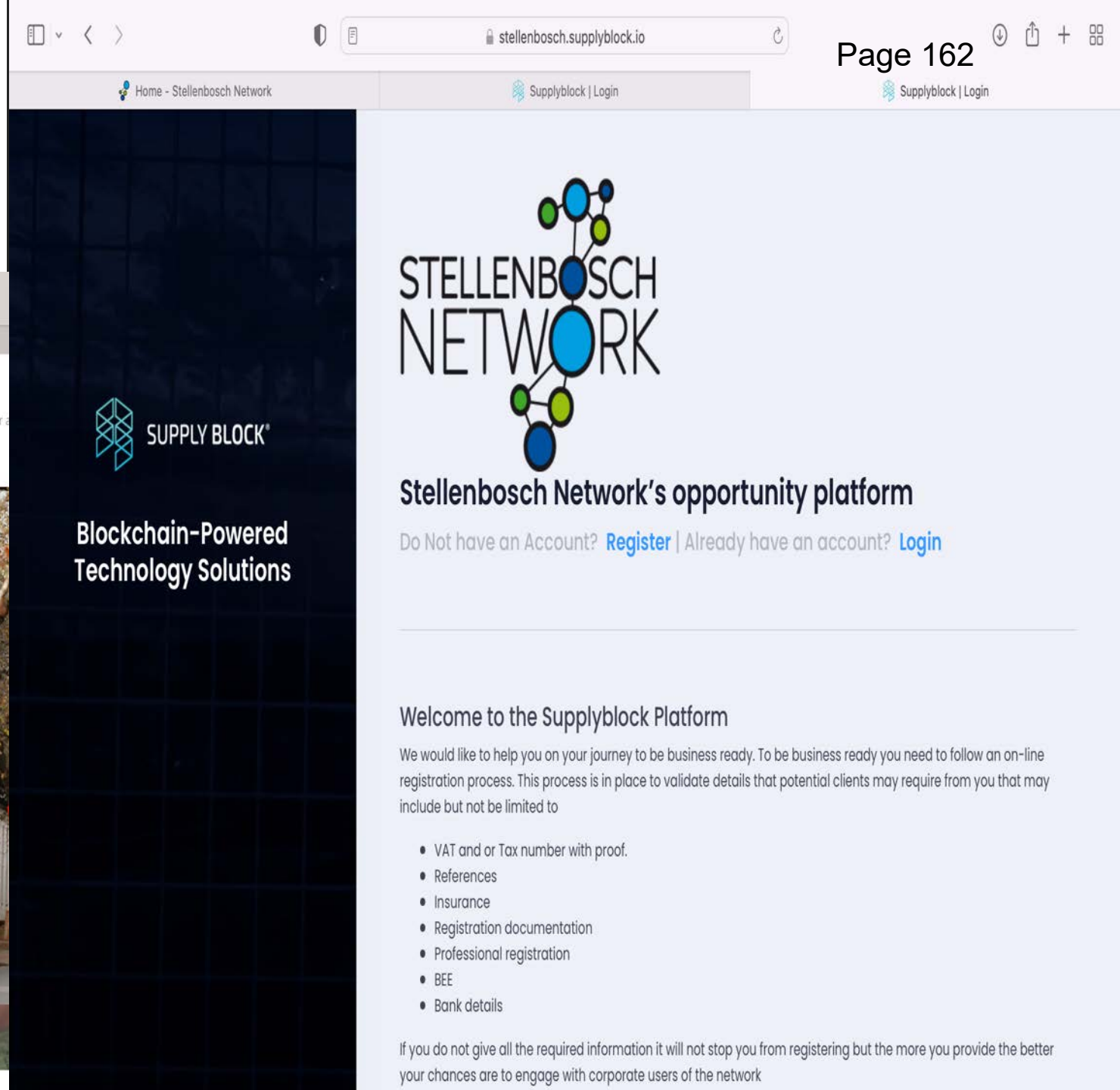
Lizl Naudé
Lilly Loompa
Homeware

Procurement Platform



Support
Stellenbosch
Procurement

Register / Login



Blockchain-Powered
Technology Solutions



Stellenbosch Network's opportunity platform

Do Not have an Account? [Register](#) | Already have an account? [Login](#)

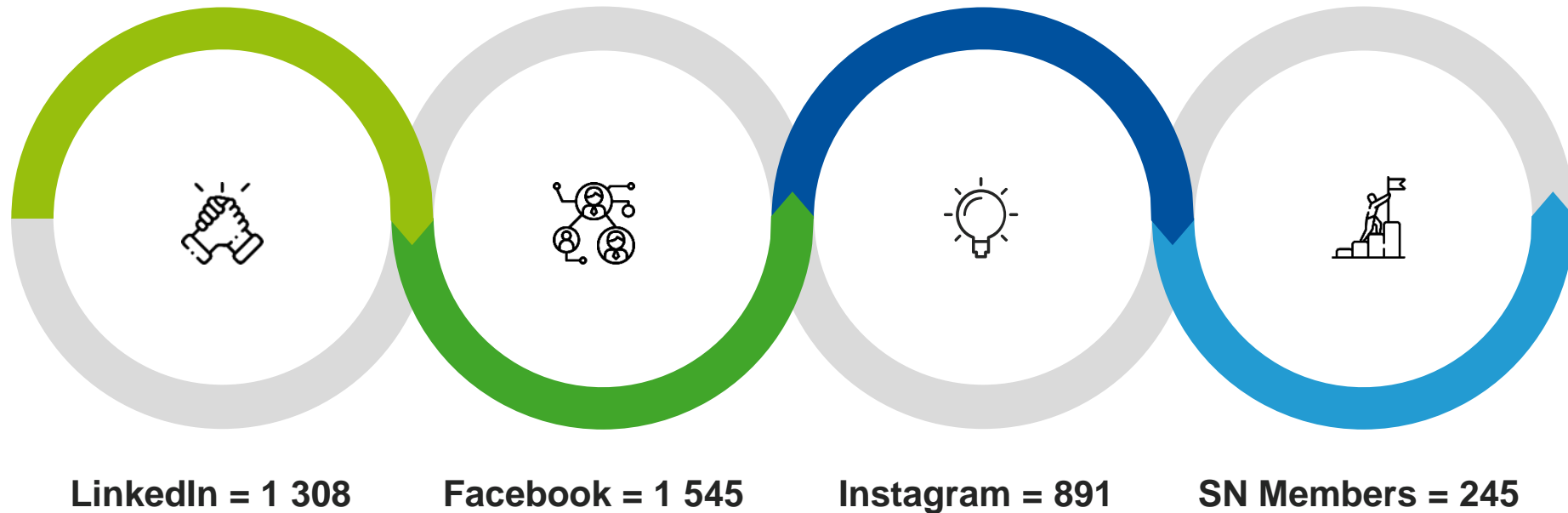
Welcome to the Supplyblock Platform

We would like to help you on your journey to be business ready. To be business ready you need to follow an on-line registration process. This process is in place to validate details that potential clients may require from you that may include but not be limited to

- VAT and or Tax number with proof.
- References
- Insurance
- Registration documentation
- Professional registration
- BEE
- Bank details

If you do not give all the required information it will not stop you from registering but the more you provide the better your chances are to engage with corporate users of the network

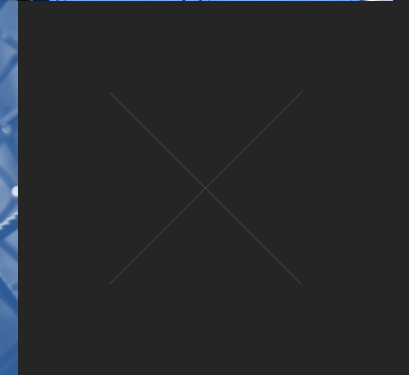
SN Growth





Contact

Hanli Brink
hanli@stellenboschnetwork.co.za



10.1.2	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [JANUARY 2023 – MARCH 2023]
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

26 April 2023

1. **SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [JANUARY 2023 – MARCH 2023]**

2. **PURPOSE**

To inform Council of the decisions taken by the Executive Mayor on matters resolved under the authority delegated to the Executive Mayor, in consultation with the Mayoral Committee, for meetings from January 2023 to March 2023 (see **APPENDIX 1**).

3. **DELEGATED AUTHORITY**

As per the delegations from Council and powers vested in the Executive Mayor by legislation. In terms of the Stellenbosch Municipality System of Delegations (2019) EM12 and section 56(5) of the Structures Act, the Executive Mayor must report to Council at such intervals as the latter may determine on decisions taken.

The Executive Mayor is herewith reporting on the decisions taken by the Executive Mayor in consultation the Mayoral Committee.

4. **EXECUTIVE SUMMARY**

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

“An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor.”

5. **RECOMMENDATION**

that Council take note of the decisions by the Executive Mayor taken in consultation with the Mayoral committee meeting from January 2023 until March 2023.

6. **DISCUSSION / CONTENTS**

6.1 Background and discussion.

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

“An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor.”

Council approved delegations to the Executive Mayor as per EM 12 of the Stellenbosch Municipality Systems of Delegations, and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

6.2 Financial Implications

Dealt with in terms of the approved budget.

6.3 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.4 Staff Implications

This report has no additional staff implications to the Municipality.

6.5 Previous / Relevant Council Resolutions

None.

6.6 Risk Implications

Addressed through the content of the item.

6.7 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Appendix 1: Decisions taken by the Executive Mayor in the period January 2023 to March 2023 at Mayoral Committee meetings.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	<i>Donovan.Muller@stellenbosch.gov.za</i>
REPORT DATE	03 April 2023

APPENDIX 1

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
JANUARY 2023 – MARCH 2023**

MAYCO Meeting Date	Agenda Item no.	Report Subject	Date Resolved	Resolution
2023-01-19				No matters resolved
2023-02-15				No matters resolved
2023-03-22				No matters resolved

10.1.3	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: JANUARY 2023 – MARCH 2023
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Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 26 April 2023

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: JANUARY 2023 – MARCH 2023

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor from January 2023 to March 2023 (see **APPENDIX 1**).

3. DELEGATED AUTHORITY

As per the delegations from Council and powers vested in the Executive Mayor by legislation.

For Notification

4. EXECUTIVE SUMMARY

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

“An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor.”

5. RECOMMENDATION

that Council takes note of the decisions by the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

“An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor.”

6.2 Discussion

Council approved delegations to the Executive Mayor and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

The Executive Mayor also takes decisions in consultation with the Mayoral committee. The decisions of the 2022/23 financial year will be reported in a separate item.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 10.1.1 – Council meeting: 2023-01-30

6.7 Risk Implications

Risk implications are mitigated when decisions taken are in line with approved powers and functions.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Annexure 1: Decisions taken by the Executive Mayor in the period January 2023 to March 2023.

Appendix 1: Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law (2015): application for consent use and departure: Farm 1538, Stellenbosch

Appendix 2: Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law (2015): Application for a consent use: Erf 7555, Lang Street (LU/12920)

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	<u>Donovan.Muller@stellenbosch.gov.za</u>
REPORT DATE	12 April 2023

ANNEXURE 1

DELEGATIONS EXERCISED FOR PERIOD [JANUARY – MARCH 2023]

EXECUTIVE MAYOR

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
110	FINANCE	S 71 monthly budget monitoring report for December 2022	16/01/2023	16/01/2023	Approved
110	FINANCE	S 71 monthly budget monitoring report for January 2023	14/02/2023	14/02/2023	Approved
110	FINANCE	S 71 monthly budget monitoring report for February 2023	14/03/2023	14/03/2023	Approved
110	FINANCE	S 52 Quarterly budget monitoring report 2 nd quarter 2022/23	24/10/2022	25/10/2022	Approved
LUP 63	PLANNING	APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR CONSENT USE AND DEPARTURE: FARM 1538, STELLENBOSCH	13/10/2021	17/01/2023	Revoke [see attached document – APPENDIX 1]
LUP 63	PLANNING	APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR A CONSENT USE: ERF 7555, LANG STREET (LU/12920)	03/11/2022	17/01/2023	Dismissed and Vary [see attached document – APPENDIX 2]

APPENDIX 1



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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR CONSENT USE AND DEPARTURE: FARM 1538, STELLENBOSCH

DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

CONFIRM		VARY		REVOKE	X
<p>THE DECISION OF THE AUTHORISED DECISION MAKER ON THE 16TH OF MARCH 2021 TO APPROVED IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY- LAW DATED 20 OCTOBER 2015, THE APPLICATION FOR CONSENT USE AND DEPARTURE: FARM 1538, STELLENBOSCH</p>					
<p>A: BACKGROUND</p>					
<p>1. The abovementioned appeal refers.</p> <p>2. The Authorised Decision Maker on 16 March 2021, Approved, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, a tourist facility consisting of a restaurant and a gift shop including a two-level underground parking garage.</p> <p>3. The Municipality received an appeal from Mr Johan Du Plessis from DHM Land Law Specialists, on behalf of the Clouds Wine Estate(Pty) Ltd, on the 29th of March 2021 in respect of the abovementioned application ,against the decision of the Authorised Decision Maker.</p>					



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4. The appeal assessment report was drafted based on all documentation provided.
5. In order to comply with section 81(6) of the Stellenbosch Municipality Land Use Planning By-Law (2015), an inspection of the documents must be held before the handover to the Appeal Authority for consideration and decision making and the appeal assessment report was forwarded electronically to Messrs. Du Plessis and Steyn, on the 10th of September 2021.
6. Mr Steyn submitted his comments relating to the assessment report on the 10th of September 2021.
7. The Appeal Authority after perusing all documentation within her custody, requested a site inspection which subsequently took place on the 30th of May 2022.
8. During the review of all documentation and visual images of the site in question, the Appeal Authority requested an oral hearing to be scheduled which was then held on the 12th of August 2022.
9. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the documentation submitted in the land use application, the written appeal, the report of the relevant Authorised Employee, as well as various written submissions which was made by the interested parties, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeal submitted against the approval of the Authorised Decision Maker dated 16 March 2021 in respect of the application for Consent Use and Departure: Farm 1538, Stellenbosch, **BE UPHELD** and that the subject decision **BE REVOKED** in terms of section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law, 2015.



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2. That the following applications in terms of the Stellenbosch Municipal Land Use Planning By-Law, promulgated by notice number 354/2015, dated 20 October 2015, on Farm 1538, Stellenbosch, namely:

2.1 A consent use in terms of Section 15(2)(c) on Farm 1538, Stellenbosch, for a tourist facility consisting of a restaurant and gift shop;

2.2 Permanent departures in terms of Section 15(2)(b) of the said Bylaw on Farm 1538, Stellenbosch, to relax the 30m side building line in order to erect the building 8.5m from the eastern boundary of the farm.

NOT BE APPROVED in terms of Section 81(9)(b) of the said Bylaw.

3. During the inspection in loco, the Appeal Authority noted the physical location, present uses, and sizes of the current buildings on farm 1538, and also observed the location, present uses and size of the buildings on the appellants neighboring property. Having considered this and all other factors and submissions during the appeal, subsequent inspection and oral hearing, the Appeal Authority has decided to uphold the appeal for the following reasons, in terms of section 81 (7) (c) of the said By-Law:

3.1 With due consideration of the existing extent of development in relation to the relatively small property, the scale of the additional proposed development was not properly taken into consideration when the proposal for further land use rights was considered.



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- 3.2 The visual impact of the proposed development was not addressed adequately, and with due consideration of the spatial context as a result of the existing developments, the cumulative impact of further developments on a similar scale will have a detrimental impact on the rural character of the area.
- 3.3 The scale of the total development on the subject property will undermine the agricultural use which are becoming subservient to the non-agricultural uses.
- 3.4 The negative impact that the proposed development will have on the existing land uses on the appellants property was not taken into consideration when assessing the building line relaxation.
- 3.5 Sufficient attention was not given to the potential traffic impact on the local and regional traffic on the premises and at the entrance of the premises. Although no objection was lodged against the potential accident hazard and traffic impact, the present entrance already poses a traffic challenge during prime business and peak times as the entrance is on a very scenic and popular tourist winding mountain pass. This reason was not the deciding factor, but also needs to be considered. No traffic impact assessment was done by the applicant.
- 3.6 The deviation from the recommendations of the Rural Guidelines, which guidelines have also been incorporated in the Stellenbosch Municipal Spatial Development Framework, was not sufficiently addressed.



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SIGNATURE: *Gesie van Deventer*

DATE: 17/01/2023

Adv. Gesie van Deventer

EXECUTIVE MAYOR

(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-Law)

APPENDIX 2



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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR A CONSENT USE: ERF 7555, LANG STREET (LU/12920)

DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

DISMISSED	X	CONFIRM		VARY	X	REVOKE	
<p>THE DECISION OF THE AUTHORISED DECISION MAKER ON THE 30TH OF MAY 2022 TO APPROVE IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY- LAW DATED 20 OCTOBER 2015, APPLICATION FOR A CONSENT USE: ERF 7555, LANG STREET (LU/12920)</p>							

A. BACKGROUND

1. The abovementioned appeal refers.
2. The Authorised Decision Maker on 30 May 2022, **Approved**, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, the application for a consent use to utilize a portion of the existing building for the purposes of a liquor shop.
3. The Municipality received an appeal from Reverend Clive Jacobs on the 21st of June 2021, in respect of the abovementioned application, in terms of Section 79(2) of the Stellenbosch Municipality By-Law (2015)



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4. Mr. Emile van der Merwe acting on behalf of the applicant, submitted comments in respect of the grounds of appeal on the 28th of July 2022.
5. The appeal assessment report was drafted hereafter, based on all documentation provided.
6. In order to comply with section 81(6) of the Stellenbosch Municipality Land Use Planning By-Law (2015), an inspection of the documents must be held before the handover to the Appeal Authority for consideration and decision making and the appeal assessment report was forwarded electronically to Reverend Jacobs and Mr van der Merwe on the 28th of July 2022. It should be noted that no comments were received from the applicant nor the appellant in respect of the said report.
7. The Appeal Authority on the 01st of December 2022 held an in loco inspection to familiarise herself with the geographical location of the property.
8. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the documentation submitted in the land use application, the written appeal, the report of the relevant Authorised Employee, as well as various written submissions which was made by the interested parties, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeal submitted against the approval of the Authorised Decision Maker dated 30 May 2022, in respect of the application for A Consent Use to allow a portion of the existing building to be utilized as a Liquor shop, **BE DISMISSED** and that the subject decision **BE VARIED** in terms of section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law, 2015, as follows:



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1.1 The application in terms of Section 15(2)(o) of the Stellenbosch Municipal Land Use Planning Bylaw, promulgated by notice number 354/2015, dated 20 October 2015 for a **Consent Use** to allow for a liquor shop on Erf 7555, Cloetesville, Stellenbosch,

BE APPROVED in terms of Section 60 of the said Bylaw.

2. That such approval is subject to the following conditions imposed in terms of Section 66 of the said By-law:

2.1 The approval only applies to the proposed application (consent use) under consideration, as indicated on the referenced (2021-0859-01) site plan, attached as **ANNEXURE C** and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council or other legislation or Bylaws or Regulations that may be applicable.

2.2 The development must be undertaken generally in accordance with the site plan as referenced (2021-0859-01) and attached as **ANNEXURE C**.

2.3 The approval granted shall not exempt the applicant from complying with any other legal prescriptions or requirements that might have a bearing on the proposed use.

2.4 Building plans must be generally in accordance with the site plan / floor layout plan as referenced (2021-0859-01) and attached as **ANNEXURE C**.

2.5 The conditions imposed by **Cape Winelands District (Health Services)** as contained in their memo dated 29 October 2021, as stipulated below, be complied with (see **ANNEXURE K**);



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- a) *All sewage/wastewater must be disposed of in such a manner that it does not create a health nuisance. Must be connected to the existing municipal system.*
- b) *The applicant should apply for the Refuse Removal Service from Stellenbosch Municipality or alternatively an approved waste removal service must be used. Refuse bins must be strategically placed and accessible to the public.*
- c) *In the event where food will be prepared or handled and or served to the public, the applicant must apply in writing to the Municipal Health Services Department of the Cape Winelands District Municipality for a Certificate of Acceptability in terms of Regulations 962 of 23 November 2012.*
- d) *Strict adherence to all COVID-19 related guidelines and Regulations to be observed.*
- e) *In the event where any noise generating activity will be conducted on the premises, the onus lies on the owner to ensure that the necessary noise evaluation is carried out and that the results are submitted to the local authority (SANS 10103 of 2003)*
- f) *An adequate water supply that complies with the national standards for drinking water (SANS 0241:2001) must be provided.*

2.6 The conditions imposed by the **Manager: Electrical Services** as contained in their memo dated 29 October 2021, as stipulated below, be complied with (see **ANNEXURE L**);

- a) *If the supply is not efficient, applicant need to apply for upgrade*
- b) *Application cost is the responsibility of the applicant.*
- c) *All electrical wiring for the building should be carried out in accordance with SANS 0142 Municipal by-laws and SANS 10400XA Energy Efficiency.*



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d) *Appropriate caution shall be taken during construction, to prevent damage to existing electrical equipment in the vicinity. Should damage occur, the applicant will be liable for the cost involved.*

2.7 The area for the liquor shop be limited to $\pm 215\text{m}^2$.

2.8 The sales and serving of liquor are prohibited on a Sunday.

3. The reasons for the above decision are as follows:

3.1 The principle of establishing a bottle store/liquor shop on a business zone property is generally accepted as being a sound planning practice;

3.2 The proposal will not have any impact on the natural or built environment as it will be operated from an existing building

3.3 It is clearly evident that the proposed use would be compatible with existing developments and will not require additional parking as no additions are proposed.

4. Matters on the application TO BE NOTED:

4.1 Building plans be approved by the Municipality prior to any building work commencing.

4.2 A business license and a liquor license be applied for if required.

SIGNATURE: 

Adv. Gesie van Deventer

EXECUTIVE MAYOR

(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-Law)

DATE: 17/01/2023

10.2	REPORT/S BY THE SPEAKER
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NONE

10.3	REPORT/S BY THE MUNICIPAL MANAGER
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10.3.1	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 1 JANUARY 2023 TO 31 MARCH 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

26 April 2023

1. SUBJECT: DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 1 JANUARY 2023 TO 31 MARCH 2023

2. PURPOSE

To report to Council on the decisions taken by the Municipal Manager and the Directors in terms of Council's System of Delegations for the period 1 January 2023 until 31 March 2023, in compliance with Section 63 of the Local Government: Municipal Systems Act, read in conjunction with the System of Delegations as approved by Council.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

In view of the legislative stipulations, attached is a summary as **ANNEXURE 1** of decisions taken by each Directorate. The report is for noting purposes.

The report outlines the delegations exercised by the various Senior Managers as delegated by Council.

5. RECOMMENDATIONS

that Council takes note of the decisions taken for the period 1 January 2023 until 31 March 2023, by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler (1 January 2023 – 31 March 2023)
- Chief Financial Officer – Mr K Carolus (1 January 2023 – 31 March 2023)
- Acting Chief Financial Officer – Mr H Mitchell (3 April 2023 – 1 May 2023)
- Director Infrastructure Services – Mr S Chandaka (1 January 2023 – 31 March 2023)
- Director Planning and Economic Development – Mr A Barnes (1 January 2023 – 31 March 2023)
- Director Corporate Services – Ms A de Beer (1 January 2023 – 31 March 2023)
- Acting Municipal Manager – Ms A de Beer (6 - 10 March 2023 and 27 - 28 March 2023)
- Director Community and Protection Services – Mr G Boshoff (1 January 2023 – 31 March 2023).

6. DISCUSSION / CONTENTS**6.1 Background**

Section 63 of the Local Government Municipal Systems Act 32 of 2000 reads as follows:

"A political structure, political office bearer, Councillor or staff member of a municipality to whom a delegating authority has been delegated or sub-delegated a power or duty, must report to the delegating authority at such intervals as the delegating authority may require, on decisions taken in terms of that delegated or sub-delegated power or duty since the last report."

6.2 Discussion

Section 54A of the Municipal Structures Act provides that the Municipal Council must appoint an acting Municipal Manager under circumstances and for a period as prescribed.

On 22-08-2022 Council approved for Directors to act as Municipal Manager when the Municipal Manager is not available. Subsequently, Council also approved the acting arrangements for Section 56 Managers when they are not available, at the same meeting.

The Municipal Manager was away from office on official business matters in March and April 2023 and it is during this period that the Chief Financial Officer act as Municipal Manager as per the rotation schedule. Due to his obligations in terms of the budget preparation process, alternative arrangements were made for the Director Corporate Services to act as Municipal Manager in his stead.

Furthermore, as it relates to managers acting as Section 56 Manager in the different directorates, the Chief Financial Officer went on annual leave from 3 April 2023 until 1 May 2023. The Senior Manager Supply Chain Management act as Chief Financial Officer during this period but declined the request to fulfil the obligation due to religious reasons and other commitments as he was part of an arbitration hearing. The senior manager that is next on the rotation schedule act when the relevant senior manager is not available. Subsequently, the Senior Manager Financial Services was not available to act due to study leave. Given the above, it was agreed upon that the Senior Manager Revenue and Expenditure act as Chief Financial Officer.

6.3 Financial Implications

As per approved budget.

6.4 Legal Implications

Compliance with Council's System of Delegations and all applicable legislation.

ANNEXURES

Delegations exercised by Directorates – 1 January 2023 until 31 March 2023.

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	N Tshefu
<i>POSITION</i>	Manager
<i>DIRECTORATE</i>	Office of the Municipal Manager
<i>CONTACT NUMBERS</i>	021 808 8025
<i>E-MAIL ADDRESS</i>	nomie.tshefu@ Stellenbosch.gov.za
<i>REPORT DATE</i>	12 April 2023

APPENDIX 1

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
LPC5		Approval of Poster Application – Paprika Events and Project Management	9/01/2023	9/01/2023	Approved
LEG19		Lease Agreement – STB Mun//Vlottenburg Primary School	9/01/2023	9/01/2023	Signed
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	Title Deed Approval - Longlands	11/01/2023	11/01/2023	Signed
LEG19		MOU – STB Mun//Jan Marais Nature Serve Interest Group	11/01/2023	11/01/2023	Signed
RS1	MSA	Approval of appointment – Electricity Assistant X7	12/01/2023	12/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime Law Enforcement Officers – 14-15/01/2023	12/01/2023	12/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime – Law Enforcement – Traffic services 21-22/01/2023	12/01/2023	12/01/2023	Approved
		SOP – Klapmuts Transfer Station Operations	12/01/2023	12/01/2023	Approved
MM17	Section 62(2), Systems Act	Handover appeal assessment report to Appeal Authority – Farm 127/4 - Stellenbosch	12/01/2023	12/01/2023	Signed
RS1	MSA	Approval of appointment of Snr Clerk Indigent X2	12/01/2023	12/01/2023	Approved
LEG19		MOU – STB Mun//Jonkoping Municipality, Sweden	12/01/2023	12/01/2023	Signed
MM17	Section 62(2), Systems Act	Handover appeal assessment report to Appeal Authority – Two Rivers property Association Constitution – Farm 1646/1-20 Paarl	12/01/2023	12/01/2023	Signed
MM24	Section 66(1)(d), Systems Act	Task Job Appeal – Planning and Economic Development	16/01/2023	16/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of Flexi hours - SCM	16/01/2023	16/01/2023	Approved
AD3	General	Approval of advertisement – Asset Management	16/01/2023	16/01/2023	Approved
	MFMA	Monthly Budget Report Q2 – December 2022	16/01/2023	16/01/2023	Signed
	MFMA	Performance Evaluation Report (Financial Services) – December 2022	16/01/2023	16/01/2023	Signed
	MFMA	F Schedule M06 – Tariff Policies on Electricity, Property rates, refuse removal, sanitation, and water	16/01/2023	16/01/2023	Signed

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

RS1	MSA	Approval of appointment – Leading Hand Water and Waste Water Services	17/01/2023	17/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of annual leave – Director Corporate Services	17/01/2023	17/01/2023	Approved
LEG19		SLA – STB Mun//Stellenbosch University	18/01/2023	18/01/2023	Signed
MM114	Section 84(2)(a)(i) (aa), MFMA	Notice for public comment – Parking management along Main Road Franschoek	19/01/2023	19/01/2023	Approved
MM114	Section 84(2)(a)(i) (aa), MFMA	Notice for public comment – Utilisation of Wemmershoek Community Hall, Erf 7 to Neopharm - Proposed Lease Agreement	23/01/2023	23/01/2023	Approved
	Cost containment regulation	Permission to utilise petty cash for a farewell function – Infrastructure Services (28years of services)	23/01/2023	23/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Confirmation of appointment – Financial Management Services	23/01/2023	23/01/2023	Approved
	MFMA	Request for funding WC Financial Management Capability Grant	23/01/2023	23/01/2023	Signed
H06	Rental Agreements Rental Housing	Extension of lease agreement (Accommodation) – Financial Services	23/01/2023	23/01/2023	Signed
LEG19		Lease Agreement – STB Mun//Independent Electoral Commission (IEC)	23/01/2023	23/01/2023	Signed
	MFMA	FMG Report – National Treasury	23/01/2023	23/01/2023	Approved
HR2		Application for Long-term operation of Koeberg Nuclear Power station - ESKOM	23/01/2023	23/01/2023	Signed
	Conditions of Service (SALGBC)	Time sheet approval – Internal Audit Interns	25/01/2023	25/01/2023	Approved
		SOP – report a complaint/service request with STB Mun or ESKOM	25/01/2023	25/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby and overtime Fire and Disaster – February 2023	25/01/2023	25/01/2023	Approved
MM24	Section 66(1)(d), Systems Act	Task Provisional Audit Report – Land Use Management	25/01/2023	25/01/2023	Approved
MM24	Section 66(1)(d), Systems Act	Task Provisional Audit Report – Traffic Services	25/01/2023	25/01/2023	Approved
MM24	Section 66(1)(d), Systems Act	Task Provisional Audit Report - LED	25/01/2023	25/01/2023	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Response to grievance – Infrastructure Services	25/01/2023	25/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime – 28-29/01/2023 – Law Enforcement	26/01/2023	26/01/2023	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Approval to implement disciplinary action – Infrastructure Services	26/01/2023	26/01/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

HR2	Conditions of Service (SALGBC)	Approval of overtime and standby – February 2023 – Cemeteries Department	26/01/2023	26/01/2023	Approved
LPC5		Approval of poster application – Sable international study abroad expo	26/01/2023	26/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Notification of transfer – from Snr Admin Officer Customer Relations Management to Senior Clerk Risk Officer – Risk Management	26/01/2023	26/01/2023	Approved
RS1	MSA	Approval of appointment – Clerk Credit Control	26/01/2023	26/01/2023	Approved
LEG19		SLA – STB Mun//SMS Choice Pty Ltd	26/01/2023	26/01/2023	Signed
HR2	Conditions of Service (SALGBC)	Approval of standby – February 2023 – Community Development	27/01/2023	27/01/2023	Approved
	MFMA	Annexure B - MMCL Six monthly implementation Report - NT	30/01/2023	30/01/2023	Approved
	MFMA	Annexure C – MMCL reporting to NT	30/01/2023	30/01/2023	Approved
CL10	Section 59(1) of MSA	Application for donation – Devine Funerals	30/01/2023	30/01/2023	Recommended for Approval
	Regulations on Cost containment	Request for catering services - IDP	30/01/2023	30/01/2023	Approved
MM109	Section 79(1)(b), MFMA	Approval of acting appointment – Internal Audit 12/01/2023 – 3/02/2023	30/01/2023	30/01/2023	Approved
MM109	Section 79(1)(b), MFMA	Approval of acting appointment – Internal Audit 6-23/02/2023	30/01/2023	30/01/2023	Approved
TR1	Skills Development Act/MSA	Approval of application for internal bursary - IDP	30/01/2023	30/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of overtime – January 2023 – Traffic Law Enforcement	31/01/2023	31/01/2023	Approved for February 2023
LEG9	General	Power of Attorney (POA) – Franschoek and Klapmuts	31/01/2023	31/01/2023	Signed
LPC5		Approval of poster application – Versus Run Party - Franschoek	31/01/2023	31/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of overtime -27-29/01/2023 – Law Enforcement	31/01/2023	31/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – February 2023 – Law Enforcement Services	31/01/2023	31/01/2023	Approved
MM17	Section 62(2), Systems Act	Handover of appeal assessment report to Appeal Authority – LU/7722	31/01/2023	31/01/2023	Signed
	MFMA	Quality certificate – January 2023	8/02/2023	2/02/2023	Approved
CL10	Section 59(1) of MSA	Application for donation – Franschoek Valley funerals	8/02/2023	2/02/2023	Recommended for approval

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

	Regulations on Cost containment	Request for catering services – Strategic Session - Office of the Municipal Manager	8/02/2023	8/02/2023	Approved
MM109	Section 79(1)(b), MFMA	Approval of financial delegations to the Chief Financial Officer	9/02/2023	9/02/2023	Approved
	Regulations on Cost containment	Request for catering services – Strategic session – Infrastructure services	9/02/2023	9/02/2023	Approved
TR1	Skills Development Act/MSA	MOA - STB Mun//Director Infrastructure Services – MMCL Training	9/02/2023	9/02/2023	Signed
MM109	Section 79(1)(b), MFMA	Monthly delegations – January 2023 – Infrastructure services	13/02/2023	13/02/2023	Approved
MM16	Section 55(1)(p), Systems Act	EPWP Grant – Quarterly evaluation report	13/02/2023	13/02/2023	Approved
LEG19		Termination of lease agreement – ASARA Properties Pty Ltd	13/02/2023	13/02/2023	Signed
MM84	Section 66, MFMA	Approval of Cellphone allowance – Development Planning PED	13/02/2023	13/02/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Sure Travel	14/02/2023	14/02/2023	Approved
	Cost Containment Regulations	Request for petty cash for farewell function – (16 years of service) Infrastructure services	14/02/2023	14/02/2023	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Authorisation to implement Disciplinary Action X2 – Infrastructure services	15/02/2023	15/02/2023	Approved
SC5	4(1)	BSM13/21: ESH.1 Provision of new Bien Donne 66/11kv substation and associated 66kv overhead line – Proposed amendment of project cost and timelines	16/02/2023	16/02/2023	Approved
MM24	Section 66(1)(d), Systems Act	Task Provisional Audit Report – Community and Protection Services	16/02/2023	16/02/2023	Inconsistent with the rest of the organisation. Please see Corporate Services and other directorates. Ensure that appeal document is done before 8/03/2023 for signature by the Municipal Manager.
HR2	Conditions of Service (SALGBC)	Approval of Flexi-hours X14 – Building Development Management	20/02/2023	20/02/2023	Approved
MM109	Section 79(1)(b), MFMA	Approval of financial delegations - IDP	20/02/2023	20/02/2023	Approved
AD3	General	Approval of advertisements – Small Plant Maintenance services/Sport, Recreation and Halls/Urban Forestry	20/02/2023	20/02/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

MM24	Section 66(1)(d), Systems Act	Task Job evaluation appeal – Community and Protection Services	22/02/2023	22/02/2023	Approved
LPC5		Approval of poster application – African National Congress – Stellenbosch Ward 21 By-election	22/02/2023	22/02/2023	Approved
LPC5		Approval of poster application – DA Stellenbosch – Stellenbosch Ward 21 By-election	22/02/2023	22/02/2023	Approved
LPC5		Approval of poster application – Harambeamp Global summit	22/02/2023	22/02/2023	Approved
LPC5		Approval of poster application – Good Party – Stellenbosch Ward 21 By-election	22/02/2023	22/02/2023	Approved
LPC5		Approval of poster application – Independent Political Party – Stellenbosch Ward 21 By-election	22/02/2023	22/02/2023	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Response on grievance – Waste water services – Infrastructure services	22/02/2023	22/02/2023	Signed
		Agreement – Water supply – STB Mun//Department of Water and Sanitation – the Berg river-Voëlvelei augmentation scheme (BRVAS)	22/02/2023	22/02/2023	Signed
		Approval for water leakage rebate: Nicola Trust	22/02/2023	22/02/2023	Approved
SC5	4(1)	BSM12/23: Construction of new cells and associated infrastructure at Stellenbosch landfill	24/02/2023	24/02/2023	Approved
SC5	4(1)	BSM17/23: Electrification of informal houses in the Enkanini Informal Settlement of Stellenbosch for the period ending June 2024	24/02/2023	24/02/2023	Approved as per recommendation from BAC
HR2	Conditions of Service (SALGBC)	Approval of standby – March 2023 – Fire and Disaster Management	24/02/2023	24/02/2023	Approved
	Cost containment regulations	Request for petty cash for a farewell function – (21 years of service) Roads and Stormwater – Infrastructure services	24/02/2023	24/02/2023	Approved
MM24	Section 66(1)(d), Systems Act	Task Job evaluation Appeal – Electrical services	27/02/2023	27/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of annual leave – Director Corporate services	27/02/2023	27/02/2023	Approved
	Regulations on Cost containment	Request for catering services – Strategic session - Development Planning	27/02/2023	27/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of employment: General Workers X4 (Water services) – Infrastructure Services	27/02/2023	27/02/2023	Approved
ACTING MUNICIPAL MANAGER: A DE BEER 2 - 6 FEBRUARY 2023					
VRP2	Paragraph 6f	Approval of Virementation X3 – MM Office	2/02/2023	2/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of Flexi-hours - SCM	2/02/2023	2/02/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

	MFMA	Letter to NT: Public Private Partnership (PPP) – Eikestad Parking Development Project	2/02/2023	2/02/2023	Signed
HR2	Conditions of Service (SALGBC)	MOA – Transport Allowance – Manager Building Development Management	2/02/2023	2/02/2023	Signed
HR2	Conditions of Service (SALGBC)	Approval of Flexi-hours - SCM	3/02/2023	3/02/2023	Approved
MM64	Section 62(1)(f)(iv), MFMA	Approval of Regulation 5 SCM – January 2023	6/02/2023	6/02/2023	Approved
MM84	Section 66, MFMA	Approval of Cellphone allowance – Electrical Services	6/02/2023	6/02/2023	Approved
MM84	Section 66, MFMA	Approval of Cellphone allowance X2 – Infrastructure services	6/02/2023	6/02/2023	Approved
MM16	Section 55(1)(p), Systems Act	Approval of IUDG Monthly report – January 2023	6/02/2023	6/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of Flexi-hours – Development Planning PED	6/02/2023	6/02/2023	Approved
DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTIONS AND COMMENTS
AD3	General	Approval of advertisement – Project Management Unit	1/03/2023	1/03/2023	Approved
AD3	General	Approval of shortened internal advertisement – Principal Technicians – Development Services	2/03/2023	2/03/2023	Approved
MM109	Section 79(1)(b), MFMA	Payment of acting allowance – Internal Audit 6-23/02/2023	2/03/2023	2/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Pre-approvals of overtime and standby – March 2023 – Informal Settlements Department	2/03/2023	2/03/2023	Approved
MM95	Section 69(3)(b), MFMA	Revised performance plan 1/07/2021 – 30/06/2023 – Chief Financial Officer	2/03/2023	2/03/2023	Signed
MM95	Section 69(3)(b), MFMA	Revised performance plan – 1/07/2021 – 30/06/2022 – Director Community and Protection Services	3/03/2023	3/03/2023	Signed
HR2	Conditions of Service (SALGBC)	Approval of annual leave – Office of the Municipal Manager	3/03/2023	3/03/2023	Approved
LPC5		Approval of poster application – MCLaren Circus (9-12/03/2023)	3/03/2023	3/03/2023	Approved
MM109	Section 79(1)(b), MFMA	Approval of delegations exercised by Directorate Infrastructure Services – February 2023	3/03/2023	3/03/2023	Approved
LEG9	General	Power of attorneys (POA) X36 – Longlands, Kayamandi, Stellenbosch and Klampmuts	13/03/2023	13/03/2023	Signed

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

MM16	Section 55(1)(p), Systems Act	Approval of IUDG Report – February 2023	13/03/2023	13/03/2023	Approved
LEG9	General	Founding Affidavit – STB Mun//Sentia Moffat and all other occupants of the property – Eike Hall, Cloetesville	13/03/2023	13/03/2023	Signed
AD3	General	Approval of advertisement - Superintendent – Area Cleaning and Collections	13/03/2023	13/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of Essential Motor Vehicle User Scheme – Traffic Law Enforcement	13/03/2023	13/03/2023	Approved
SC5	4(1)	BSM23/22: Variation of order – Implementation of medium voltage network upgrades in Kayamandi, Stellenbosch	13/03/2023	13/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – February 2023 – Manager Traffic and Law Enforcement Services	14/03/2023	14/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – February 2023 – Snr Manager Protection Services	14/03/2023	14/03/2023	Approved
MM109	Section 79(1)(b), MFMA	Approval of financial delegations – Office of the Municipal Manager	14/03/2023	14/03/2023	Approved
RS1	MSA	Approval of appointment – General Workers X2 – Roads and Storm water	14/03/2023	14/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of Flexi hours – MFMA Reporting and Compliance	14/03/2023	14/03/2023	Approved
VRP2	Paragraph 6f	Approval of virementation - IDP	14/03/2023	14/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of Flexi-hours - SCM	14/03/2023	14/03/2023	Approved
MM24	Section 66(1)(d), Systems Act	Task Final Outcome Report - LUM	15/03/2023	15/03/2023	Approved
	MFMA	Investment instruction payment – March 2023	15/03/2023	15/03/2023	Approved
RS1	MSA	Approval of appointment – Operator Environmental Implementation – Community and Protection Services	15/03/2023	15/03/2023	Approved
	Cost containment regulations	Request for catering services – Annual Prim Committee Engagement	16/03/2023	16/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Change of reporting lines – Internal Audit (Payday)	16/03/2023	16/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

HR2	Conditions of Service (SALGBC)	Approval of standby – fire and Disaster Management	16/03/2023	16/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of annual leave – Director Planning and Economic Development	16/03/2023	16/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of sick leave – IDP	16/03/2023	16/03/2023	Approved
SC5	4(1)	Transversal contract RT44-2020 – Appointment of accredited verification agencies for the provision of annual BBBEE verification audit services to the state 1/10/2021 – 31/07/2024	16/03/2023	16/03/2023	Approved
RS1	MSA	Approval of appointment – Senior Clerk - Halls	16/03/2023	16/03/2023	Approved
SC13	17(C)	Deviation – Request to procure disinfectant chemicals – Chlorine gas, sodium, hypochlorite and chloroma chips	17/03/2023	17/03/2023	Approved
RS1	MSA	Approval of appointment – Chief Clerk – Financial Services	17/03/2023	17/03/2023	Approved
RS1	MSA	Approval of appointment - Chief Building Inspector – Building Development Management	20/03/2023	20/03/2023	Approved
LEG19	General	TPA – 3 rd Addendum – STB Mun//WCG via Department of Economic Development and Tourism – MER Fund application	20/03/2023	20/03/2023	Signed
MM50	Section 33(1)(a), MFMA	Approval to publish a notice – Application to fund external bodies performing a municipal function provided by the policy for the funding of external bodies	20/03/2023	20/03/2023	Approved
MM109	Section 79(1)(b), MFMA	Acting appointment and acceptance – Director Infrastructure Services – 28/03/2023, 4-11/04/2023	20/03/2023	20/03/2023	Approved
MM109	Section 79(1)(b), MFMA	Acting appointment and acceptance – Director Infrastructure Services 7-8 & 14-17 & 22-24 and 29-31/03/2023	20/03/2023	20/03/2023	Approved
RS1	MSA	Approval of appointment – Snr LED Officer X2 - PED	23/03/2023	23/03/2023	Approved
CL10	Section 59(1) of MSA	Application for donation – Laerskool Stellenbosch	24/03/2023	24/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Certificate of appointment – Traffic Warden – Traffic Services	24/03/2023	24/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

HR2	Conditions of Service (SALGBC)	Approval of flexi-hours - SCM	24/03/2023	24/03/2023	Approved
AD3	General	Approval of advertisement – General Worker X2 – Water and Wastewater Operations	24/03/2023	24/03/2023	Approved
LEG9	General	POA – Pniel Clinic	24/03/2023	24/03/2023	Signed
MM50	Section 33(1)(a), MFMA	Approval to publish notice for public comment – Draft 1 st Review of 5 th Generation IDP 2022-2027 and MTREF (Draft budget 2023/24 – 2025/26	24/03/2023	24/03/2023	Approved
AD3	General	Approval to publish notice – Annual Report 2021/22	29/03/2023	29/03/2023	Approved
SC5	4(1)	BSM09/23: Mowing, grass cutting of developed/underdeveloped public open spaces, road reserves, cemeteries, facilities and other municipal areas in STB ending 30/06/2025	29/03/2023	29/03/2023	Approved
APP1	Section 62(4)(a) MSA	Appeal ito Section 62 MSA – BSM11/23: Upgrade of Cloetesville sport facility floodlights	29/03/2023	29/03/2023	Signed
MM17	Section 62(2), Systems Act	Handover of appeal assessment report to the Appeal Authority – Erf 1036 Stellenbosch	29/03/2023	29/03/2023	Signed
RS1	MSA	Approval of appointment – HR Officer X2 – Human Resource Management	29/03/2023	29/03/2023	Approved
RS1	MSA	Approval of appointment – General Worker – Community and Protection services	29/03/2023	29/03/2023	Approved
RS1	MSA	Approval of appointment – General worker X2 - Cemeteries	29/03/2023	29/03/2023	Approved
RS1	MSA	Approval of appointment – Manager Water Services	29/03/2023	29/03/2023	Approved
RS1	MSA	Approval of appointment – Meter Reader X3 – Financial Services	29/03/2023	29/03/2023	Approved
	MFMA	Proposal for funding integrated capital framework 2022/23	29/03/2023	29/03/2023	Signed
LEG9		Agreement – STB Mun//WCG via its Department of Community Safety – Chrysalis training programme)	29/03/2023	29/03/2023	Signed
C27	Section 60(2), Systems Act	Investment instruction - Signatories	30/03/2023	30/03/2023	Signed

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

LEG9	General	POA – Erf 3721, Onder-papegaaiberg, Stellenbosch	30/03/2023	30/03/2023	Signed
	Cost containment regulations	Request for catering services – Strategic session – Revenue and Expenditure Department	30/03/2023	30/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – FNB Fleet Services	30/03/2023	30/03/2023	Approved
	Cost containment regulations	Request for catering services – Strategic session - SCM	30/03/2023	30/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Pre-approvals for overtime and standby – April 2023 – Informal Settlements Department	30/03/2023	30/03/2023	Approved
ACTING MUNICIPAL MANAGER – A DE BEER: 6 - 10 MARCH 2023					
MM64	Section 62(1)(f)(iv), MFMA	Approval of Report on Regulation 5 SCM – February 2023	3/03/2023		Approved
LEG19	General	TPA – STB MUN//WCG via Department of Local Government – Emergency Municipal Loadshedding Relief Grant 2022/2023	7/03/2023	7/03/2023	Signed
LEG9	General	Approval of business plan 2022/23: Emergency Municipal Loadshedding Relief Grant	7/03/2023	7/03/2023	Approved
AD3	General	Approval of advertisement – operator/Supervisor – Area Cleaning and Collections	7/03/2023	7/03/2023	Approved
AD3	General	Approval of advertisement – Foreman - WWTW	7/03/2023	7/03/2023	Approved
AD3	General	Approval of advertisement – General workers X4 – Roads and Stormwater	7/03/2023	7/03/2023	Approved
AD3	General	Approval of advertisement – Administrative Officer – Support services – Infrastructure Services	7/03/2023	7/03/2023	Approved
AD3	General	Approval of advertisement – Snr Professional Officer – (WWTW)	7/03/2023	7/03/2023	Approved
CM3	General provisions	FQ: Updating of online public submission form for IDP and Budget inputs	7/03/2023	7/03/2023	Approved

DIRECTORATE: FINANCIAL SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	Standby / Overtime for Salaries, Revenue Section	05/01/2023	05/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for Supply Chain Management	05/01/2023	06-01-2023	Approved
HR2	Conditions of Service (SALGBC)	Payment Memo for Acting Allowance Appointment Granville Abrahams as Store Buyer	09/01/2023	09/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Memo: Leave Pay-out for Lwando Groom/ Nelisiwe Madonsela/ Axolile Yosana/ Ntuthuzelo Seku	10/01/2023	10/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Overtime for Salaries Section	12/01/2023	16/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Flexi Hours for Bentley Louw	16/01/2023	16/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Payment Memo for Acting Allowance Appointment Clayton Rispel for November & December	16/01/2023	16/01/2023	Approved
MM93	Section 69(2), MFMA	Midyear Adjustment Budget to Council	16/01/2023	16/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Acting Appointment of Clayton Rispel for the month of November & December 2022	16/01/2023	16/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Acting Appointment of Clayton Rispel for the month of 03 January 2023	16/01/2023	16/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Bursary Applications various staff within Finance	03/01/2023	31/01/2023	Approved
VPR2	Paragraph 6f	Capital Virementations – All Directorates	03/01/2023	20/01/2023	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
VPR2	Paragraph 6f	Capital Virementations – All Directorates	Feb 2023	Feb 2023	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for SCM, Stores Creditors	Feb 2023	Feb 2023	Approved
Section 115(1)(a), MFMA	MM122	B/SM 04/23 Supply and Delivery of Industrial Chipper.	Feb 2023	Feb 2023	Approved
CM3	General provisions	SCM letters approved Tenderers	Feb 2023	Feb 2023	Approved
Section 115(1)(a), MFMA	MM122	B/SM 31/23 Appointment of a Professional Architect to Monitor and Oversee Heritage Building Works/Alterations/Upgrades and to Submit a Close Out Report for the Various Heritage Buildings	Feb 2023	Feb 2023	Approved
CM3	General provisions	SCM letters approved Tenderers	Feb 2023	Feb 2023	Approved
VPR2	Paragraph 6f	Capital Virementations – All Directorates	Feb 2023	Feb 2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

HR2	Conditions of Service (SALGBC)	Approval of Acting Allowances	Feb 2023	Feb 2023	Approved
Section 115(1)(a), MFMA	MM122	B/SM 11/23 Upgrade of Cloetesville Sport Facility Floodlights	Feb 2023	Feb 2023	Approved
CM3	General provisions	SCM letters approved Tenderers	Feb 2023	Feb 2023	Approved
SC3	4(1)	Stores Requisition – SCM	Feb 2023	Feb 2023	Approved
MM82	Section 65(2)(c), MFMA	AGSA Invoice Regulatory Audit 21/22	Feb 2023	Feb 2023	Approved
MM93	Section 69(2), MFMA	Special Adjustment Budget to Council	Feb 2023	Feb 2023	Approved
Section 115(1)(a), MFMA	MM122	B/SM 36/23 Provision for the Implementation of Bicycle Racks & Timber Bollards, Timber Rail and Post with Concrete Foundation from date of Appointment until 30 June 2025	Feb 2023	Feb 2023	Approved
Section 115(1)(a), MFMA	MM122	B/SM 12/23 Construction of New Cells and Associated Infrastructure at Stellenbosch Landfill.	Feb 2023	Feb 2023	Approved
Section 115(1)(a), MFMA	MM122	B/SM 17/23 Electrification of Informal Houses in the Enkanini Informal Settlement of Stellenbosch for the Period ending June 2024	Feb 2023	Feb 2023	Approved
CM3	General provisions	SCM letters approved Tenderers	Feb 2023	Feb 2023	Approved
HR2	Conditions of Service (SALGBC)	Bursary applications – Various employees within Finance Directorate	Feb 2023	Feb 2023	Approved
VPR2	Paragraph 6f	Capital Verimentations – Various Directorates	Feb 2023	Feb 2023	Approved
CM3	General provisions	SCM Tender Questionnaires	Feb 2023	Feb 2023	Approved
CFO	MFMA	Debtors Schedules – PT & NT	Feb 2023	Feb 2023	Approved
CFO	MFMA	Financial Management Grant Returns PT & NT	Feb 2023	Feb 2023	Approved
HR2	Conditions of Service (SALGBC)	Approval to pay Acting Allowances Granville Abrahams, Clayton Rispel	Feb 2023	Feb 2023	Approved
VAL 33	Section 15(1) MPRA	Water leakage rebate Account 10631207	Feb 2023	Feb 2023	Approved
HR2	Conditions of Service (SALGBC)	Acting instruction Clayton Rispel – March 2023	Feb 2023	Feb 2023	Approved
HR2	Conditions of Service	Approval of shortlisting various vacancies within the directorate	Feb 2023	Feb 2023	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
VPR1	Paragraph 6f	Capital Virementations – Various Directorates	01/03/2023	31/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for SCM, Stores	01/03/2023	31/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval to pay Acting Allowances Clayton Rispel	04/03/2023	04/03/2023	Approved
VPR1	Paragraph 6f	Capital Verimentations Various Directorates	09/03/2023	09/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

VPR1	Paragraph 6f	Capital Verimentations Various Directorates			Approved
HR2	Conditions of Service (SALGBC)	Bursary Applications Various staff within Finance Directorate	01/03/2023	31/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for Salaries, Revenue Section	01/03/2023	31/03/2023	Approved
VPR1	Paragraph 6f	Capital Virementations – Various Directorates	01/03/2023	31/03/2023	Approved
CM3	General provisions	SCM Tender Questionnaires	01/03/2023	31/03/2023	Approved
Section 115(1)(a), MFMA	MM122	B/SM. 09/23 Mowing / Grass Cutting of Developed / Undeveloped Public Open Spaces, Road Reserves, Cemeteries, Facilities and Other Municipal Areas in Stellenbosch WC024	11/03/2023	11/03/2023	Approved
CM3	General provisions	SCM letters approved Tenderers	11/03/2023	11/03/2023	Approved

DIRECTORATE: INFRASTRUCTURE SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	EL18 Section 10	MUNICIPAL NOTICE: Notice 15/2023 Supply of electricity disconnected on 31/01/2023 Area affected: Viola- and Upper Lea Smith Streets, Mooiwater Notice 16/2023 Supply of electricity disconnected on 31/01/2023 Area affected: 1 – 6 Nelmapius, 1 Koch, 8 – 13 Draailaan, 7 Dorpsig		23/01/2023	Approved
				25/01/2023	Approved
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	Water restrictions exemption: Borehole registrations: 2 - Application to drill 1 – Residential Applications 0 – Commercial Applications 0 – Public Buildings Applications 0 – Grey water Applications	18 &26/01/2023 18/01/2023	18 & 26/01/2023	Approved
				18/01/2023	Approved
To permit co-generation of electricity	EI12 Section 2(4)	SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL Connect a 8 kVA peak grid-tied hybrid installation at Erf 642, 28 Akademie Street, Franschoek. Connect a 5 kVA installation at Erf 9968, 24 Pison Street, Stellenbosch. Connect a 27.5 kVA installation at Erf 9226, 13 Thermo Street, Technopark, Stellenbosch.		19/01/2023	Approved
				19/01/2023	Approved
				19/01/2023	Approved
Decision to construct and maintain roads,	RSB1 Roads and Streets By-Law S3	Notice 17/2023 Upgrading of sidewalk		27/01/2023	Approved

sidewalks and walkways		Church Street, Stellenbosch			
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	<p>EL18 Section 10</p>	<p>MUNICIPAL NOTICE:</p> <p>Notice 21/2023 Supply of electricity disconnected on 21/02/2023 Area affected: 1 – 6 Nelmapius, 1 Koch, 8 – 13 Draailaan, 7 Dorpsig</p> <p>Notice 22/2023 Supply of electricity disconnected on 23/02/2023 Area affected: Parts of Bird, Langenhoven, Ds Botha, Mount Albert, Jan Cilliers, Voorplein</p> <p>Notice 20/2023 Supply of electricity disconnected on 14/02/2023 Area affected: Dirkie Uys Str, Franschoek</p>		<p>10/02/2023</p> <p>14/02/2023</p> <p>08/02/2023</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	<p>WS1 Section 11, WSA</p>	<p>Water restrictions exemption:</p> <p>Borehole registrations: 4 - Application to drill 0 – Residential Applications 0 – Commercial Applications 0 – Public Buildings Applications 0 – Grey water Applications</p> <p>Notice 27/2023</p> <p>Interruption of water supply due to upgrading of water network in Lambrecht Street, Franschoek on 04/03/2023.</p>	<p>24/02/2023</p>	<p>24/02/2023</p> <p>28/02/2023</p>	<p>Approved</p> <p>Approved</p>
To permit co-generation of electricity	<p>EI12 Section 2(4)</p>	<p>SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL</p>		<p>27/02/2023</p>	<p>Approved</p>

		Connect a 385 kVA standby temporary generator at Erf 6578, Stellenbosch Sport Institute, 1 Krige Str, Stellenbosch			
Decision to construct and maintain roads, sidewalks and walkways	RSB1 Roads and Streets By-Law S3	Notice 19/2023 Upgrading of sidewalk R44 from Paradyskloof Road to Van der Rheeede Str 09/02/2023		06/02/2023	Approved
To monitor industrial effluent discharges and industrial effluent quality for compliance and the minimisation of water pollution arising from commercial and industrial activity	566	Industrial Effluent permit			
		Permit no IEA: Distell – JC Le Rous (Pty) Ltd 16/8/1		14/02/2022	Approved
		Permit no IEA: Chill Beverages International 16/8/1		02/02/2022	Approved

To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	Water restrictions exemption:			
		Borehole registrations: 3- Application to drill 0 – Residential Applications 0 – Commercial Applications 0 – Public Buildings Applications 0 – Grey water Applications Notice 36/2023		27/03/2023	Approved
		Urgent Faure pipeline shutdown on 16/03/2023 at 10:00 until 18/03/2023 at 16:00.		16/03/2023	Approved
To permit co-generation of electricity	EI12 Section 2(4)	SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL			
		Connect a 6 kVA installation at Erf 1340, 3 Nerina Str, Franschhoek		01/03/2023	Approved
				01/03/2023	Approved

		<p>Connect a 26.4 kVA installation at Erf 4327, 50 Jonkershoek Weg, Stellenbosch</p> <p>Connect a 5 kVA peak grid-tied hybrid installation at Erf 11843, 7 Suid-Ooster Str, Uniepark, Stellenbosch</p> <p>Connect a 8 kVA peak grid-tied hybrid installation at Erf 16549, 10 Weltevreden Str, Weltevreden Hills Estate, Stellenbosch</p> <p>Connect a 10 kVA peak grid-tied hybrid installation at Erf 14733, 9 Langelier Str, Welgevonden Estate, Stellenbosch</p>		<p>01/03/2023</p> <p>01/03/2023</p> <p>01/03/2023</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>To exercise all powers conferred upon the municipality by applicable legislation and by-laws relating to the collection, removal, storage and disposal of refuse and other offensive or unhealthy items of waste</p>	<p>Section 7 – 9, NEMWA</p>	<p>Notice 33/2022</p> <p>Recycling / refuse removal schedule for Easter 2023</p>		<p>16/03/2022</p>	<p>Approved</p>
<p>Decision to construct and maintain roads, sidewalks and walk-ways</p>	<p>RSB1 Roads and Streets By-Law S3</p>	<p>Notice 40/2023</p> <p>Road Maintenance: Jamestown</p>		<p>22/03/2023</p>	<p>Approved</p>

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Media 24 (Adoption of LUP for MPT)	05/01/2023	05/01/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Independent news paper	05/01/2023	05/01/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Request for approval for catering MPT	06/01/2023	06/01/2023	Approved
MM122	Section 115(1)(a), MFMA	Reimbursement of SAGC to Mr Nhleko R1347.00	09/01/2023	09/01/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: WC Government 12447-22022	10/01/2023	10/01/2023	Approved
MM84	Section 66, MFMA	Travel allowance: Building Development Management	10/01/2023	10/01/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Planning Evaluation Report: Erf 169 & 270 Raithby	10/01/2023	10/01/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	ETG Invoices – December 2022	10/01/2023	10/01/2023	Approved
HR2	Conditions of Service (SALGBC)	2x General Worker EPWP	11/01/2023	11/01/2023	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	26x Deeds of sale	11/01/2023	11/01/2023	Approved
LUP99	Section 24 of the BLUPBL	Application for consent use, Farm 127/24 Stellenbosch	11/01/2023	11/01/2023	Supported

	Performing functions in terms of the “LUPO” “SPLUMA” “LUPA” “SLUPB” and “Zoning Schemes				
HR2	Conditions of Service (SALGBC)	Leave application: Housing Admin	11/01/2023	11/01/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the “LUPO” “SPLUMA” “LUPA” “SLUPB” and “Zoning Schemes	Exemption Certificate, Farm 32/28 & 32/29 Stellenbosch	12/01/2023	12/01/2023	Supported
HR2	Conditions of Service (SALGBC)	Letter of appointment: EPWP	16/01/2023	16/01/2023	Approved
MM23	Section 66(1)(c), Systems Act	Acting Appointment: Building Development Management	17/01/2023	17/01/2023	Approved
MM84	Section 66, MFMA	Payment acting allowance	18/01/2023	18/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Fixed contract: Appointment of temporary Admin Support: LUM	18/01/2023	18/01/2023	Supported
VRP 2	Paragraph 6f	Virement: Planning General	20/01/2023	20/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Resignation letter: EPWP – Housing Admin	20/01/2023	20/01/2023	Approved
		Extension of lease agreement: Housing Admin	20/01/2023	20/01/2023	Approved
PRA2	Section 23, PRA	2x Rates clearance certificates	20/01/2023	20/01/2023	Supported
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	14x Deeds of sale	20/01/2023	20/01/2023	Supported
Item 7.3.3	Items/ reports to consider the Administrator’s	Outstanding Council Resolutions: Human Settlements – Jan 2023	23/01/2023	23/01/2023	Supported

Council Meeting 2019-09-25	consent as a condition in the title deed of the property.				
HR2	Conditions of Service (SALGBC)	Approval of flexi hours: Spatial Planning	23/01/2023	23/01/2023	Supported
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: Fire damage flat: Swawellaan no.1, 601 Lavanda Jan Cilliers street	23/01/2023	23/01/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP letter of appointment x2 Admin Assistants	23/01/2023	23/01/2023	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Quarterly report: HIS – Oct – Dec 2022	24/01/2023	24/01/2023	Supported
AD3	General	Approval to advertise: Senior Supervisor	26/01/2022	26/01/2022	Approved
HR2	Conditions of Service (SALGBC)	Fixed contract appointment: Artisan Carpenter	26/01/2022	26/01/2022	Approved
LEG9	General	3 x Powers of attorney	27/01/2023	27/01/2023	Supported
HR2	Conditions of Service (SALGBC)	Overtime pre-approval & standby: Housing Administration	30/01/2023	30/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Overtime pre-approval (time off): Housing Administration	30/01/2023	30/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Overtime pre-approval: Housing Administration	30/01/2023	30/01/2023	Approved
HR2	Conditions of Service (SALGBC)	Overtime pre-approval (outreach): Housing Administration	30/01/2023	30/01/2023	Approved

LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Application for removal of restrictions & rezoning, Erf 6128 Stellenbosch.	31/01/2023	31/01/2023	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: 23 Vacant House, Simonsberg Street	31/01/2023	31/01/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP Fixed Contract	31/01/2023	31/01/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sustainable Planning Solutions 2022/0335	31/01/2023	31/01/2023	Approved
HO3	National Housing Code 2009	Allocation of a 2-bedroom unit: Mr. WP Jones	31/01/2023	31/01/2023	Approved

HR2	Conditions of Service (SALGBC)	Application for Bursary: 2023 studies: LUM	02/02/2023	02/02/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP: Letter of appointment	02/02/2023	02/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Payday reporting lines	03/02/2023	03/02/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Application for consent use, Erf 3498, Franschhoek	03/02/2023	03/02/2023	Approved
VRP 2	Paragraph 6f	Virement: Development Planning	03/02/2023	03/02/2023	Approved

CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: 23 Simonsberg Street, house	03/02/2023	03/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Overtime payment: Housing Admin	06/02/2023	06/02/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: SACPLAN fees: Spatial Planning	06/02/2023	06/02/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	ETG Invoices – January 2023	07/02/2023	07/02/2023	Approved
VRP 2	Paragraph 6f	Virement: Housing Admin	07/02/2023	07/02/2023	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: 7 Boonzaaiersstreet, Franschhoek (Council house)	07/02/2023	07/02/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Western Cape Government 12431-021202022	08/02/2023	08/02/2023	Approved
HO3	National Housing Code 2009	Allocation of one bedroom unit: Lavanda 410	09/02/2023	09/02/2023	Approved
Regulations on Cost containment	The establishment of the Stellenbosch Municipal Tribunal (MPT) is a requirement in terms of Section 70(1) of the Stellenbosch Municipal Land Use Planning By-	Remuneration of MPT	09/02/2023	09/02/2023	Approved

	Law. The MPT was appointed in alignment with the said Legislation				
LEG9	General	31 x Power of attorney	09/02/2023	09/02/2023	Supported
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	2x Deed of transfer	09/02/2023	09/02/2023	Supported
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	28x Deed of sale	09/02/2023	09/02/2023	Supported
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Exemption of subdivision, Erf 1 &179, Devonvale	10/02/2023	10/02/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Application for a permanent departure, Erf 1106 Stellenbosch	10/02/2023	10/02/2023	Approved
		EPWP Grant Allocation: Response to intention to withhold third tranche payment.	10/02/2023	10/02/2023	Approved
VRP 2	Paragraph 6f	Virement: Development Planning	13/02/2023	13/02/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP: Letter of appointment	14/02/2023	14/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Resignation letter: Phakama Khanzi (EPWP)	16/02/2023	16/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Shortlist: Snr ED Officer Business Development & Tourism	16/02/2023	16/02/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

HR2	Conditions of Service (SALGBC)	Shortlist: Snr ED Officer Agricultural Support & Rural Development	16/02/2023	16/02/2023	Approved
MM23	Section 66(1)(c), Systems Act	Acting Appointment: Building Development Management	20/02/2023	20/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Incapacity procedure: Building Development Management	20/02/2023	20/02/2023	Approved
HR2	Conditions of Service (SALGBC)	JD: Foreman (Vacant)	20/02/2023	20/02/2023	Approved
LEG9	General	30 x Powers of attorney	20/02/2023	20/02/2023	Supported
C50	Section 14(2) of the MFMA (Read with section 90, MFMA)	15 x Deed of sale	20/02/2023	20/02/2023	Supported
HR2	Conditions of Service (SALGBC)	EPWP: Letter of appointment	20/02/2023	20/02/2023	Approved
	MFMA	Transfer payment: Capacity Building Clerk – Grant funding	20/02/2023	20/02/2023	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Outstanding Council Resolutions: ED&T – February 2023	21/02/2023	21/02/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Provincial Gazette 8716	21/02/2023	21/02/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP contracts: 1 x General worker – cleaning of rental stock, 2 x Field worker: Rental Stock & Surveys	22/02/2023	22/02/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Exemption of subdivision, Erf 1, and Erf 179, Devonvale	22/02/2023	22/02/2023	Approved
SC13	17(C)	Deviation form: Monterey flatblock, Rhodestreet	22/02/2023	22/02/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: Application of structural Engineer for repairment of Monterey Rhode Street	22/02/2023	22/02/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: SACAPLAN Fees – direct payment: Spatial Planning	27/02/2023	27/02/2023	Approved
	Regulations on Cost containment	Permission to incur costs for Strat Session to be held 20 & 21 April 2023: Development Planning	27/02/2023	27/02/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP Project registration	28/02/2023	28/02/2023	Supported
HR2	Conditions of Service (SALGBC)	Shortlist: Programme Manager	28/02/2023	28/02/2023	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	Pre-approvals: Overtime & Standby – Housing Admin	02/03/2023	02/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Overtime pre-approvals: – Housing Admin	02/03/2023	02/03/2023	Approved
		2023/24 Electrification programme funding – Mandela City	03/03/2023	03/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Overtime payment: Housing Admin	03/03/2023	03/03/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP: Letter of appointment	06/02/2023	06/02/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP: Termination letter	06/02/2023	06/02/2023	Approved
HR2	Conditions of Service (SALGBC)	Payday reporting lines – Housing Admin	06/02/2023	06/02/2023	Approved

CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: Repair of asbestos roof – monteray flatblok Rhodestreet	06/02/2023	06/02/2023	Approved
LEG9	General	36 x Power of attorney	07/03/2023	07/03/2023	Approved
HO5	Housing Act 107 of 1997	1 x Affidavit	07/03/2023	07/03/2023	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	3 x Deed of sales	07/03/2023	07/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Registering of new users on version 2 EPWP for Stellenbosch Municipality	07/03/2023	07/03/2023	Approved
MM109	Section 79(1)(b), MFMA	Monthly PED Delegations – February 2023	07/03/2023	07/03/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Application for subdivision, erf 3477 Stellenbosch	07/03/2023	07/03/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Application for title deed to permit a day care centre	07/03/2023	07/03/2023	Approved
HR2	Conditions of Service (SALGBC)	EPWP: Letter of appointment	08/03/2023	08/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Resignation letter: N Mrawuzeli (EPWP)	08/03/2023	08/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Direct payment: Hiring of Amazink Live	10/03/2023	10/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

HR2	Conditions of Service (SALGBC)	Motivation: Land use Inspector x1 post	10/03/2023	10/03/2023	Supported
LEG9	General	5 x Power of attorney	10/03/2023	10/03/2023	Supported
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	2x Deed of transfer	10/03/2023	10/03/2023	Supported
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	28x Deed of sale	10/03/2023	10/03/2023	Supported
HR2	Conditions of Service (SALGBC)	EPWP: Letter of appointment	13/03/2023	13/03/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Application for departure, removal of restrictive title conditions & permission required for zoning scheme, Erf 2361 Stellenbosch	13/03/2023	13/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Western Cape Government – 12540-17022023	14/03/2023	14/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Western Cape Government – 12541-17022023	14/03/2023	14/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Chrisen Consulting	15/03/2023	15/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Direct payment: Hiring of Amazink Live	15/03/2023	15/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Artisan vacant funded position	15/03/2023	15/03/2023	Supported
HR2	Conditions of Service (SALGBC)	EPWP: Letter of appointment – General Worker	15/03/2023	15/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment: Chief Building Inspector	16/03/2023	16/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment: Snr ED Officer Business Development	16/03/2023	16/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment: Snr ED Officer Tourism & Agricultura Support	16/03/2023	16/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

MM82	Section 62(1)(f)(iv), MFMA	ETG Invoices – February 2023	16/03/2023	16/03/2023	Approved
VRP 2	Paragraph 6f	Virement: Development Planning	17/03/2023	17/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Plumblink	23/03/2023	23/03/2023	Approved
VRP 2	Paragraph 6f	Virement: Spatial Planning	24/03/2023	24/03/2023	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Outstanding Council Resolutions – March 2023: Human Settlements	24/03/2023	24/03/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Exemption certificate, Farm 1803/3	24/03/2023	24/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Resignation letter: Field worker - EPWP	24/03/2023	24/03/2023	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: Appointment of consulting / quantity surveyor for repairmen of asbestos roof – Monterey Flat	24/03/2023	24/03/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO" "SPLUMA" "LUPA" "SLUPB" and "Zoning Schemes	Application for rezoning, subdivision & departure, Erf 2861 Franschoek	24/03/2023	24/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Eezibuld Built it	24/03/2023	24/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Resignation letter: General worker - EPWP	24/03/2023	24/03/2023	Approved

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LUP99	Section 24 of the BLUPBL Performing functions in terms of the “LUPO” “SPLUMA” “LUPA” “SLUPB” and “Zoning Schemes	Application for the removal of restrictive title deed, Erf 1036 Stellenbosch	28/03/2023	28/03/2023	Supported
MM84	Section 66, MFMA	Payment acting allowance – Building Development Management	28/03/2023	28/03/2023	Approved
PRA2	Section 23, PRA	5 x Rates clearance	28/03/2023	28/03/2023	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council’s supply chain policy, valued up to R200 000 (vat inclusive)	FQ: Appointment structural engineering co. 601 Lavanda, Monteray	28/03/2023	28/03/2023	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the “LUPO” “SPLUMA” “LUPA” “SLUPB” and “Zoning Schemes	Application for amended for rezoning of erven 290, 291, 571 & 292, Franschoek	29/03/2023	29/03/2023	Approved
HR2	Conditions of Service (SALGBC)	Pre-approvals: Overtime & Standby – April 2023	29/03/2023	29/03/2023	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Southern Sun X2– accommodation. M Nhleko – Development Panning	30/03/2023	30/03/2023	Approved

DIRECTORATE: CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
5/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Media 24 (4352) for an amount of R15 076.50	5/1/2023	5/1/2023	Approved
5/1/2023	HR2	Conditions of Service (SALGBC)	Ward Administrator contracts (x2)	5/1/2023	5/1/2023	Approved
9/1/2023	HR2	Conditions of Service (SALGBC)	Memo: Justification for the ICT technician R Cupido to be on standby for 3 weeks in December	9/1/2023	9/1/2023	Approved
9/1/2023	HR2	Conditions of Service (SALGBC)	Standby authorisation for R Cupido, P Lejaha, A Williams and A Korkie	9/1/2023	9/1/2023	Approved
11/1/2023	HR2	Conditions of Service (SALGBC)	Timesheets for Municipal Court staff (x6)	11/1/2023	11/1/2023	Approved
12/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Sanitech (sanitary bins) for an amount of R114 290.36	12/1/2023	12/1/2023	Approved
12/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: MBA (Retention) for an amount of R26 606.14	12/1/2023	12/1/2023	Approved
13/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Man 4 S trading for an amount of R29 650	13/1/2023	13/1/2023	Approved
16/1/2023	HR2	Conditions of Service (SALGBC)	Timesheet for Council support (x4)	16/1/2023	16/1/2023	Approved
16/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Wesbank for an amount of R2615.70	16/1/2023	16/1/2023	Approved
17/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Boland Badges for an amount of R201.7	17/1/2023	17/1/2023	Approved
17/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (printer hire charges) for an amount of R4238.57	17/1/2023	17/1/2023	Approved
17/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R6840	17/1/2023	17/1/2023	approved
17/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R227 125	17/1/2023	17/1/2023	Approved
17/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Gijima for an amount of R29 503.22	17/1/2023	17/1/2023	Approved
17/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: CHM for an amount of R5181.90	17/1/2023	17/1/2023	Approved

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17/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom in the amounts of R351.20, R342, R268,912, R791.75, R351.15, R1864.50, R351.20, R702.35, R351.15, R351.15	17/1/2023	17/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900004586	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900005086	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900004583	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900004585	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900005100	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900004581	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900004582	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900004760	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900005091	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900005093	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900005095	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900005087	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900005097	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG order number 900004091	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Esri for an amount of R187 680	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: First technology for an amount of R94240.45	19/1/2023	19/1/2023	Approved
19/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: First technology for an amount of R94240.45	19/1/2023	19/1/2023	Approved
19/1/2023	HR2	Conditions of Service (SALGBC)	EPWP contract for T.M Jansen	19/1/2023	19/1/2023	Approved

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20/1/2023	HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for N Williams	20/1/2023	20/1/2023	Approved
20/1/2023	HR2	Conditions of Service (SALGBC)	Internal auditor contracts (x2)	20/1/2023	20/1/2023	Approved
20/1/2023	HR2	Conditions of Service (SALGBC)	Contract for S September	20/1/2023	20/1/2023	Approved
20/1/2023	HR2	Conditions of Service (SALGBC)	Contract for N Ndumeni	20/1/2023	20/1/2023	Approved
24/1/2023	HR2	Conditions of Service (SALGBC)	Timesheet for S Swanepoel	24/1/2023	24/1/2023	Approved
24/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training for an amount of R7084.00	24/1/2023	24/1/2023	Approved
24/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training for an amount of R7084.00	24/1/2023	24/1/2023	Approved
24/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Px5 for an amount of R12 238	24/1/2023	24/1/2023	Approved
24/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: GM services for an amount of R4758.80	24/1/2023	24/1/2023	Approved
25/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Wesbank for an amount of R3556.11	24/1/2023	24/1/2023	Approved
25/1/2023	HR2	Conditions of Service (SALGBC)	EPWP contract R Hendriks	25/1/2023	25/1/2023	Approved
26/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Vodacom for an amount of R1572.46	26/1/2023	26/1/2023	Approved
26/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Vodacom for an amount R115 123.06	26/1/2023	26/1/2023	Approved
26/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Sanitech for an amount of R7311.82	26/1/2023	16/1/2023	Approved
26/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: MBA construction for an amount of R26006.14	26/1/2023	26/1/2023	Approved
31/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Platinum Suppliers _ R232.24	31/1/2023		Approved
31/1/2023	MM82	Section 65(2)(c), MFMA	Direct payment for Octofin (rental hire charges) for an amount of R737 803.72	31/1/2023	31/1/2023	Approved
31/1/202	MM82	Section 65(2)(c), MFMA	Invoice: office for your (stationary) for an amount of R96.32	31/1/2023	31/1/2023	Approved

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31/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Ram traders for an amount of R20 689.65	31/1/2023	31/1/2023	Approved
31/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: First technology for an amount of R94 240.45	31/1/2023	31/1/2023	Approved
31/1/2023	MM82	Section 65(2)(c), MFMA	Invoice: Madge Computers for an amount of R299 05.20	31/1/2023	31/1/2023	Approved
1/2/2023	HR2	Conditions of Service (SALGBC)	Fixed term contract for Pauline Coolen	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Eezibuild for an amount of R3999.57	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: He & She driving for an amount of R11 132.00	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: He & She driving for an amount of R9614	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (printer hire charges) for an amount of R6139.99	1/2/2023	1/2/2023	Approved
1/2/2023	HR2	Conditions of Service (SALGBC)	Standby authorisation for ICT	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R227 125.	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R34040	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R14375	1/2/2023	1/2/2023	Approved
1/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R24040	1/2/2023	1/2/2023	Approved
6/2/2023	HR2	Conditions of Service (SALGBC)	Addendum to fixed term contracts: M Haffit, E Gerber, M Aaron and N Sobutyu	6/2/2023	6/2/2023	Approved
6/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Xigombe/MIV JV for an amount of R203 643.56	6/2/2023	6/2/2023	Approved
6/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training for an amount of R4554	6/2/2023	6/2/2023	Approved
6/2/2023	HR2	Conditions of Service (SALGBC)	Time and attendance for Council Support (x5)	6/2/2023	6/2/2023	Approved
6/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Eezibuild for an amount of R3999.51	6/2/2023	6/2/2023	approved

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6/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Vuyo best cutlers for an amount of R26 000	6/2/2023	6/2/2023	Approved
7/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Winelands radiology for an amount of R1442.00	6/2/2023	6/2/2023	Approved
7/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Eskom (LaMotte office) for an amount of R5665.15	7/2/2023	7/2/2023	Approved
7/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Eskom (Mountain breeze) for an amount of R466 512.25	7/2/2023	7/2/2023	Approved
7/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Eskom (172 Merchant Street, erf 342) R10 715.20	7/2/2023	7/2/2023	Approved
7/2/2023	HR2	Conditions of Service (SALGBC)	Timesheets for Municipal Court (x5)	7/2/2023	7/2/2023	Approved
8/2/2023	HR2	Conditions of Service (SALGBC)	Timesheets for E Christians, R Anthony and Y Buthelezi	8/2/2023	8/2/2023	Approved
9/2/2023	MM82	Section 65(2)(c), MFMA	Invoice; ETG (hire of printer charges) council support for an amount of R55 704.36	9/2/2023	9/2/2023	Approved
9/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Mazars for an amount of R 44 160	9/2/2023	9/2/2023	Approved
9/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Witzenberg Municipality for an amount of R3167.85	9/2/2023	9/2/2023	Approved
9/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (printer hire charges) for an amount of R22 837.18	9/2/2023	9/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: sterling holdings for an amount of R123 602.50	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Ms Ireland for an amount of R9 329.56	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Ms Ireland for an amount of R18 888.57	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Ms Ireland for an amount of R19 518.80	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R260 528.80	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R33.60	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R351.35	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R792.05	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R351.30	10/2/2023	10/2/2023	Approved

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10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R351.30	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R1866.10	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R351.30	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R702.65	10/2/2023	10/2/2023	Approved
10/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Gijima for an amount of R29 503.22	10/2/2023	10/2/2023	Approved
13/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Bidvest Execuflora for an amount of R6260.60	13/2/2023	13/2/2023	Approved
13/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Bidvest Execuflora for an amount of R6260.60	13/2/2023	13/2/2023	Approved
13/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Bidvest Execuflora for an amount of R6260.60	13/2/2023	13/2/2023	Approved
13/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Eskom (La Motte office) for an amount of R5613.15	13/2/2023	13/2/2023	Approved
13/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: business Engineering for an amount of R105 425.10	13/2/2023	13/2/2023	Approved
14/2/2023	HR2	Conditions of Service (SALGBC)	Fixed term contract for M du Plessis	14/2/2023	14/2/2023	Approved
14/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training for an amount of R7590	14/2/2023	14/2/2023	Approved
15/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Effective Human Interventions for an amount of R143 185.35	15/2/2023	15/2/2023	Approved
15/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Bambana construction (BSM 3160) for an amount of R23 000	15/2/2023	15/2/2023	Approved
5/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: MBA construction for an amount of R26 606.14	15/2/2023	15/2/2023	Approved
15/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: MAD architects for an amount of R10 579.31	15/2/2023	15/2/2023	Approved
15/2/2023	HR2	Conditions of Service (SALGBC)	fixed terms contract for C de Wet	15/2/2023	15/2/2023	Approved
20/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Vodacom for an amount of R115 123.06	20/2/2023	20/2/2023	Approved
20/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Vodacom for an amount of R1641.65	20/2/2023	20/2/2023	Approved
20/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (invoice nr. Rin0041439) for an amount of R1975.96	20/2/2023	20/2/2023	Approved

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20/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (invoice nr. Rin0041432) for an amount of R2378.15	20/2/2023	20/2/2023	Approved
22/2/2023	HR2	Conditions of Service (SALGBC)	Timesheets for H Sauls and P Coolen	22/2/2023	22/2/2023	Approved
20/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R342.00	20/2/2023	20/2/2023	Approved
21/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: First technology for an amount of R94 240.45	21/2/2023	21/2/2023	Approved
23/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Eskom (172 Merchant Street, erf 343) for an amount of R10 57030	23/2/2023	23/2/2023	Approved
23/2/2023	HR2	Conditions of Service (SALGBC)	Timesheet for C de Wet	23/2/2023	23/2/2023	Approved
24/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Ms Ireland for an amount of R19 596.26	24/2/2023	24/2/2023	Approved
24/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R34040	24/2/2023	24/2/2023	Approved
24/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Graylink for an amount of R18860	24/2/2023	24/2/2023	Approved
24/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Grayling for an amount of R3772	24/2/2023	24/2/2023	Approved
24/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Vodacom for an amount of R151 893.20	24/2/2023	24/2/2023	Approved
27/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (order number 15924)	27/2/2023	27/2/2023	Approved
27/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (order number 15927)	27/2/2023	27/2/2023	Approved
27/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: ETG (order number 15930)	27/2/2023	27/2/2023	Approved
27/2/2023	HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for F Pondani and B Lesoane	27/2/2023	27/2/2023	Approved
28/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Skye elevators	28/2/2023	28/2/2023	Approved
28/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Sanitec for an amount of R7311.82	28/2/2023	28/2/2023	Approved
28/2/2023	MM82	Section 65(2)(c), MFMA	Invoice: Sanitec for an amount of R114 290.36	28/2/2023	28/2/2023	Approved

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1/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Aloe House Accommodation for M Langeveldt and J Petersen for an amount of R4259.20	1/3/2023	1/3/2023	Approved
1/3/2023	VRP 2	Paragraph 6f	Budget virementation for an amount of R513234.97 (ICT)	1/3/2023	1/3/2023	Approved
2/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: He & She Drives for an amount of R6072.00	2/3/2023	2/3/2023	Approved
3/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Nu-law firearms compliance (invoice nr.5682) for an amount of R12 869.94	3/3/2023	3/3/2023	Approved
3/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Telkom for the amounts of: R702.65, R286 188.30, R351.30, R351.30, R351.35, R351.35, R792.08, R351.30 and R1866.30	3/3/2023	3/3/2023	Approved
3/3/2023	HR2	Conditions of Service (SALGBC)	Standby authorization for A Williams, R Cupido, P Lejaha and A Korkie	3/3/2023	3/3/2023	Approved
3/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Forefront (Invoice nr.4325) for an amount R35 690.00 and R69 004	3/3/2023	3/3/2023	Approved
3/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: First technology for an amount of R94 240.45	3/3/2023	3/3/2023	Approved
6/3/2023	VRP 2	Paragraph 6f	Budget virementation for the amounts of R51 234.97	6/3/2023	6/3/2023	Approved
6/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Execufloora (invoice nr.15241) for an amount of R6260.60	6/3/2023	6/3/2023	Approved
6/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: timbuildt (invoice nr.5374) for an amount of R6297.45	6/3/2023	6/3/2023	Approved
6/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Eezibuildt (invoice nr.4421) for an amount of R2199.49	6/3/2023	6/3/2023	Approved
6/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Izwi (invoice nr.5906) for an amount of R13 800	6/3/2023	6/3/2023	Approved
6/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Xcell Environmental service	6/3/2023	6/3/2023	Approved
7/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Eskom for an amount of R3061.50	7/3/2023	7/3/2023	approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

7/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Dr Louw (physician) for R700.00	7/3/2023	7/3/2023	Approved
7/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Media 24 for an amount of R18 443.70 (Invoice nr.5441)	7/3/2023	7/3/2023	Approved
8/3/2023	HR2	Conditions of Service (SALGBC)	Time and attendance sheet for E Christians, R Anthony and Y Buthelezi	8/3/2023	8/3/2023	Approved
8/3/2023	HR2	Conditions of Service (SALGBC)	Time and attendance sheet for Y v der Berg	8/3/2023	8/3/2023	Approved
8/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Gijima for an amount of R29 502.22	8/3/2023	8/3/2023	Approved
8/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Acorn (invoice nr.2879) for an amount of R181 815	8/3/2023	8/3/2023	Approved
8/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Khusela (invoice nr.5856) for an amount of R1805.50	8/3/2023	8/3/2023	Approved
10/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Stelkor Pharmacy for an amount of R683.93	10/3/2023	10/3/2023	Approved
13/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Office for you (invoice nr.5870) for an amount of R74 333.70	13/3/2023	13/3/2023	Approved
13/3/2023	HR2	Conditions of Service (SALGBC)	Timesheets for Council Support	13/3/2023	13/3/2023	Approved
13/3/2023	VRP 2	Paragraph 6f	Budget virement for R100 000	13/3/2023	13/3/2023	Approved
13/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Telkom for an amount of R342	13/3/2023	13/3/2023	Approved
13/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Izwi for an amount of rR34040.00	13/3/2023	13/3/2023	Approved
13/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: EOH for an amount of R710 243.54	13/3/2023	13/3/2023	Approved

13/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Eagle Eye for an amount of R11 270	13/3/2023	13/3/2023	Approved
15/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Media 24 for an amount of R8756.10	15/3/2023	15/3/2023	Approved
15/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Nu-law firearms compliance for an amount of R12 869.94	15/3/2023	15/3/2023	Approved
15/3/2023	HR2	Conditions of Service (SALGBC)	Fixed term contract for H Sauls	15/3/2023	15/3/2023	Approved
16/3/2023	HR2	Conditions of Service (SALGBC)	Time and attendance sheets for Municipal court staff	16/3/2023	16/3/2023	Approved
17/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: He and she driver training for an amount of R7084	17/3/2023	17/3/2023	Approved
17/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice; ETG (February 2023) council support and ward offices for an amount of R22 852.62	17/3/2023	17/3/2023	Approved
17/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Bambana for an amount of R717 265.89	17/3/2023	17/3/2023	Approved
20/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Eskom Mountain Breeze for an amount of R499 664.15	20/3/2023	20/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: He and she driver training for an amount of R708	22/3/2023	22/3/2023	Approved
22/3/2023	HR2	Conditions of Service (SALGBC)	Fixed term contract S Slingers	22/3/2023	22/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (invoice nr.5687) for an amount of R17 325	22/3/2023	22/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (invoice nr.5687) for an amount of R8 250	22/3/2023	22/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (invoice nr.5687) for an amount of R31 350	22/3/2023	22/3/2023	Approved

22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (invoice nr.5687) for an amount of R9075	22/3/2023	22/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Vermer Blinds and shutters for an amount of R120 273	22/3/2023	22/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Office for you for an amount of R506.00	22/3/2023	22/3/2023	Approved
22/3/2023	HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for C de Wet	22/3/2023	22/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Coalition training for an amount of R9185.00	22/3/2023	22/3/2023	Approved
22/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Carlien Serfontein for an amount of R800.00	22/3/2023	22/3/2023	Approved
23/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Vodacom for an amount of R1587.74	23/3/2023	23/3/2023	Approved
23/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sanitec (invoice nr.1569) for an amount of R114 290.36	23/3/2023	23/3/2023	Approved
23/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Eskom for an amount of R15 133.50	23/3/2023	23/3/2023	Approved
23/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Direct payment: Octofin for an amount of R699 392.23	23/3/2023	23/3/2023	Approved
27/3/2023	VRP 2	Paragraph 6f	Budget virement for an amount of R618 274.98	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Coalition training and skills development for an amount of R9185	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Telkom for an amount of R117 676.31	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Tight fit garage doors for an amount of R22 258.25	27/3/2023	27/3/2023	Approved

27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sterling Holding for an amount R15 300.74	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sterling Holding for an amount of R15 300.00	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sterling holding for an amount of R19 800	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sterling Holding for an amount of R15 300	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sterling Holding for an amount of R15 300	27/3/2023	27/3/2023	Approved
27/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Sterling Holing for an amount of R12 000	27/3/2023	27/3/2023	Approved
28/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (Invoice nr.9031) for an amount of R8250	28/3/2023	28/3/2023	Approved
28/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (Invoice nr.9032) for an amount of R16 500	28/3/2023	28/3/2023	Approved
28/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (Invoice nr.9033) for an amount of R8250	28/3/2023	28/3/2023	Approved
28/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (Invoice nr.9034) for an amount of R16 500	28/3/2023	28/3/2023	Approved
28/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Invoice: Steven Happie (Invoice nr.9030) for an amount of R10 725	28/3/2023	28/3/2023	Approved
30/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Direct payment: Octofin (office rental) for an amount of R780 799.86 (March 2023)	30/3/2023	30/3/2023	Approved
30/3/2023	HR2	Conditions of Service (SALGBC)	Memorandum fixed term contract for Zayne Gabriel Rhode	30/3/2023	30/3/2023	Approved
31/3/2023	MM82	Section 62(1)(f)(iv), MFMA	Payment for ward committee members	31/3/2023	31/3/2023	Approved

DIRECTORATE: COMMUNITY AND PROTECTION SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
15/12/2022	MM23	Section 66(1)(c), Systems Act	Acting: N Mohamed (19/12/22 – 02/01/23)	12/01/2023	13/01/2023	Approved
11/01/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP fixed term contract – N Sigwili, H Hofman, D Neil, J Februarie, H Adams	12/01/2023	13/01/2023	Approved
12/01/2023	AD3	General	Advert: General Worker Parksx3	12/01/2023	13/01/2023	Approved
10/01/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 14-16 January 2023 (Law Enforcement)	12/01/2023	13/01/2023	Approved
10/01/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 21-22 January 2023 (Law Enforcement)	12/01/2023	13/01/2023	Approved
17/01/2023	HR2	Conditions of Service (SALGBC)	Law Enforcement: Schedule 1-28 February 2022	17/01/2023	17/01/2023	Approved
17/01/2023		Finance	Tjek aanvraag: License fees 02/01 – 08/01/2023 (R575 963.12)	20/01/2023	20/01/2023	Approved
17/01/2023		Finance	Tjek aanvraag: License fees 09/01 – 15/01/2023 (R528 524.34)	20/01/2023	20/01/2023	Approved
17/01/2023	HR2	Conditions of Service (SALGBC)	Planned overtime for weekend 28-29 January 2023 (Law Enforcement)	20/01/2023	20/01/2023	Approved
23/01/2023	SC5	4(1)	Tender: BSM 25/23 & 26/23	23/01/2023	24/01/2023	Approved
06/01/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 14-15 January 2023 (Traffic)	23/01/2023	24/01/2023	Approved
23/01/2023		HR2	Conditions of Service (SALGBC)	23/01/2023	24/01/2023	Approved
23/01/2023	HR2	Conditions of Service (SALGBC)	Standby Requirement: Traffic & Law Enforcement	23/01/2023	24/01/2023	Approved
20/01/2023	HR2	Conditions of Service (SALGBC)	Standby and overtime motivation for February 2023: Fire and Disaster	23/01/2023	24/01/2023	Approved
24/01/2023		SDBIP	KPI D3614: Implementation of the invasive alien vegetation management plan	24/01/2023	24/01/2023	Approved
24/01/2023	SC5	4(1)	Tender: Conversion of panel van into an incident command vehicle	24/01/2023	24/01/2023	Approved
23/01/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP – C Sapto, C Heneke, P Maqetuka	24/01/2023	24/01/2023	Approved
23/01/2023	HR2	Conditions of Service (SALGBC)	Motivation for approval of overtime and standby – Cemeteries (February 2023)	24/01/2023	24/01/2023	Approved
23/01/2023	SC5	4(1)	Supply, install and commissioning of back-up power to be linked to various LPR cameras covering entrance and exit points to and from the Greater Stellenbosch	24/01/2023	24/01/2023	Approved
23/01/2023		HR	Resignation letter: M Beneke	24/01/2023	24/01/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

23/01/2023	HR2	Conditions of Service (SALGBC)	Standby Requirements: Law Enforcement Services (February 2023)	26/01/2023	26/01/2023	Approved
25/01/2023	SC5	4(1)	Supply, install and commissioning of ID Card system with ID card printer and signature pad	26/01/2023	26/01/2023	Approved
25/01/2023	SC5	4(1)	Supply, install and commission as well as maintenance of biometric access	26/01/2023	26/01/2023	Approved
25/01/2023	SC5	4(1)	Supply & install intrusion detection system including maintenance	26/01/2023	26/01/2023	Approved
25/01/2023	SC5	4(1)	Supply and install CCTV and LPR system and upgrade, install, repair and maintenance for CCTV and LPR Cameras	26/01/2023	26/01/2023	Approved
26/01/2023		HR2	Conditions of Service (SALGBC)	27/01/2023	27/01/2023	Approved
26/01/2023	TR1	Skills Development Act	Training: Basic Programme Facilitation Skills, Basic Project Management, English for career development, report writing, Computer Training, Afrikaans, Advanced Project Management, Xhosa, Introduction to research and community profiling, Basic data analysis, Basic Monitoring and evaluation course, Community development certificate	27/01/2023	27/01/2023	Approved
26/01/2023	HR2	Conditions of Service (SALGBC)	Operational overtime: 27-29 January 2023 (Law Enforcement)	27/01/2023	27/01/2023	Approved
26/01/2023	MM22	Section 66 (1) (c) Systems Act	Confirmation of appointment: M Ntsham	27/01/2023	27/01/2023	Approved
26/01/2023	HR2	Conditions of Service (SALGBC)	Acceptance of overtime: Community Development (February)	27/01/2023	27/01/2023	Approved
17/01/2023		HR	Disciplinary complaint form: Randall Charles	27/01/2023	27/01/2023	Approved
27/01/2023	HR2	Conditions of Service (SALGBC)	Request for payment of overtime – January 2023 (Traffic Dept)	30/01/2023	30/01/2023	Approved
25/01/2023	HR2	Conditions of Service (SALGBC)	Formal Investigation Report: A Mbambalala	30/01/2023	30/01/2023	Approved
25/01/2023	HR2	Conditions of Service (SALGBC)	Disciplinary Complaint Form: A Mbambalala	30/01/2023	30/01/2023	Approved
27/01/2023	MM82	Section 62(1)(f)(iv), MFMA	Tax invoice – Cinnamon Caterers (R2000)	30/01/2023	30/01/2023	Approved
30/01/2023		Section 62(1)(f)(iv), MFMA	Tax invoice – Cinnamon Caterers (R1900)	30/01/2023	30/01/2023	Approved
30/01/2023	TR1	Skills Development Act	Training: Fiona Krzywagen	30/01/2023	30/01/2023	Approved
30/01/2023		SDBIP	SOP: Nursery Standard Operating Procedures	30/01/2023	30/01/2023	Approved
30/01/2023		SDBIP	SOP: Complaints/Reported matters for cutting alien vegetation and felling of trees	30/01/2023	30/01/2023	Approved
30/01/2023		SDBIP	SOP: Communication Flowchart with Sport Councils	30/01/2023	30/01/2023	Approved
30/01/2023		Finance	Conditional Grant: DCAS	30/01/2023	30/01/2023	Approved
30/01/2023	HR2	Conditions of Service (SALGBC)	Standby: Environmental Management (February 2023)	31/01/2023	31/01/2023	Approved

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20/02/2022	HR2	Conditions of Service (SALGBC)	Overtime: Environmental Management (February 2023)	31/01/2023	31/01/2023	Approved
30/01/2023	HR2	Conditions of Service (SALGBC)	Approval for standby payment exceeding 2 weeks for January 2023 (Environmental Management)	31/01/2023	31/01/2023	Approved
31/01/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: Ornamental Horticulture (February 2023)	31/01/2023	31/01/2023	Approved
	HR2	Conditions of Service (SALGBC)	Overtime: Sport, Recreation, Halls (February 2023)	31/01/2023	31/01/2023	Approved
30/01/2023		Finance	Contractors: Forestry (R1 200 000)	31/01/2023	31/01/2023	Approved
30/01/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: N Hendrickse, O Jamda	31/01/2023	31/01/2023	Approved
23/01/2023	HR2	Conditions of Service (SALGBC)	Standby: Sport, Recreation, Halls (February 2023)	31/01/2023	31/01/2023	Approved

31/01/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP Fixed term: A Vena, N Majoni, B Faro, E Breda, L Masiza	31/01/2023	01/02/2023	Approved
31/01/2023		HR	Essential Motor Vehicle User Scheme: G Botha	31/01/2023	01/02/2023	Approved
31/01/2023	MM82	Section 62(1)(f)(iv), MFMA	Red Hills Electronics Tax invoices – R27 600 + R17 113.04	31/01/2023	01/02/2023	Approved
31/01/2023	HR2	Conditions of Service (SALGBC)	Resignation letter: M Zeze	31/01/2023	01/02/2023	Approved
31/01/2023	CM3	General provisions	Questionnaire: Supply and delivery lawn dressing to various sport facilities	31/01/2023	01/02/2023	Approved
23/01/2023	HR2	Conditions of Service (SALGBC)	Standby: Traffic (February 2023)	31/01/2023	01/02/2023	Approved
31/01/2023		HR	Bursary Application: K Sebenzile, NR Roberts	31/01/2023	01/02/2023	Approved
30/01/2023	HR2	Conditions of Service (SALGBC)	Overtime exceeded 40hours	31/01/2023	01/02/2023	Approved
01/02/2023	HR2	Conditions of Service (SALGBC)	Overtime: Traffic Law Enforcement: 1-31 December 2022	31/01/2023	01/02/2023	Approved
01/02/2023	HR2	Conditions of Service (SALGBC)	Attendance Register: Kevin Alkaster	02/02/2023	02/02/2023	Approved
01/02/2023	HR2	Conditions of Service (SALGBC)	Attendance Register: Leanne Pedro	02/02/2023	02/02/2023	Approved
01/02/2023		Finance	FG Uniforms (R44 096.98)	02/02/2023	02/02/2023	Approved
01/02/2023		LED	Registration of EPWP Project: Community Development Office Assistant	02/02/2023	02/02/2023	Approved
02/02/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP fixed term – A Laubser	02/02/2023	03/02/2023	Approved
02/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: Parks Stellenbosch (February 2023)	03/03/2023	03/03/2023	Approved

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02/03/2023	MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: Lynamic (R114.75)	03/03/2023	03/03/2023	Approved
02/02/2023	HR2	Conditions of Service (SALGBC)	Overtime: Administration Traffic (1-31 January 2023)	03/03/2023	03/03/2023	Approved
02/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: Traffic Admin (Feb 2023)	03/03/2023	03/03/2023	Approved
02/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 28-29 January 2023 (Traffic)	03/03/2023	03/03/2023	Approved
06/02/2023	CM3	General provisions	Questionnaire: Supply and delivery of PPE and Uniforms	06/02/2023	06/02/2023	Approved
31/01/2023	MM23	Section 66(1)(c), Systems Act	Acting: M Fortuin (1-28 February 2023)	06/02/2023	06/02/2023	Approved
06/02/2023		Finance	Conditional Grant: January 2023	06/02/2023	06/02/2023	Approved
03/02/2023	HR2	Conditions of Service (SALGBC)	Overtime and shift change: Law Enforcement (6-20 February 2023)	06/02/2023	06/02/2023	Approved
03/20/2023		HR	Resignation letters: F van der Horst, D Daniels, M Beneke	06/02/2023	06/02/2023	Approved
26/01/2023	HR2	Conditions of Service (SALGBC)	Unplanned overtime for 19 January 2023 (Law Enforcement)	06/02/2023	06/02/2023	Approved
06/02/2023	HR2	Conditions of Service (SALGBC)	Route form + memo: Standby motivation for Manager, Traffic & Law enforcement (February 2023)	06/02/2023	06/02/2023	Approved
06/02/2023		Finance	Request 351890 + Invoice – SCAN	07/02/2023	07/02/2023	Approved
07/02/2023		SDBIP	SOP: How to with your own MACROS	07/02/2023	07/02/2023	Approved
07/02/2023		SDBIP	SOP: Overdrive Standard Operating Procedure	07/02/2023	07/02/2023	Approved
07/02/2023	MFP10	MFMA	Hall Deposit Refunds: J Collins, W Adams, M Petersen, A Jacobs, F Nel	07/02/2023	07/02/2023	Approved
07/02/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP contract workers – E November, L May, S Sandlana, M Lingana	07/02/2023	07/02/2023	Approved
02/02/2023		Finance	Approval for the required signatures and backpay of the contracts for 6 appointed EPWP Parking Marshals	08/02/2023	09/02/2023	Approved
08/02/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP – N Mpukwana, S Samson, S Malgas	08/02/2023	09/02/2023	Approved
08/02/2023		Finance	Invoice: Cape Holiday Accommodation (R1700)	08/02/2023	09/02/2023	Approved
08/02/2023		Finance	S&T: M Aalbers – 27/02 – 01/03 & 21/02 – 23/02	08/02/2023	09/02/2023	Approved
08/02/2023		Finance	Request nr: 351891	08/02/2023	09/02/2023	Approved
30/11/2022	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP – K Maliwa	08/02/2023	09/02/2023	Approved
31/01/2023		MM22	Section 66 (1) (c) Systems Act	08/02/2023	09/02/2023	Approved
08/02/2023	HR2	Conditions of Service (SALGBC)	Exceeding 40-hour overtime threshold – Fire Services (Ramat, Pool, Voss)	08/02/2023	09/02/2023	Approved
08/02/2023	HR2	Conditions of Service (SALGBC)	Exceeding 40-hour overtime threshold – Fire Services (Mbulawa)	08/02/2023	09/02/2023	Approved
06/02/2023		HR	Cancellation of leave: M Carolissen	09/02/2023	10/02/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

09/02/2023	HR2	Conditions of Service (SALGBC)	Attendance Register: Michelle Aalbers	09/02/2023	10/02/2023	Approved
09/02/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: V Roberths	09/02/2023	10/02/2023	Approved
09/02/2023	SC5	4(1)	BSM 26/23	09/02/2023	10/02/2023	Approved
09/02/2023	MM22	Section 66 (1) (c) Systems Act	Termination of contract: A Mfeyane, A Marthinus, W Davids, I Stevens	09/02/2023	10/02/2023	Approved
09/02/2023	MM22	Section 66 (1) (c) Systems Act	Extension of contract: Z Matinise, H du Plessis, A Marthinus, H du Plessis	09/02/2023	10/02/2023	Approved
09/02/2023		Finance	Late submission of EPWP extension letters (Parks Dept)	09/02/2023	10/02/2023	Approved
16/02/2023	AD3	General	Approval of advertisement: Assistant Supt Urban Forestry	16/02/2023	20/02/2023	Approved
16/02/2023		Finance	Tax invoice: Stellenbosch Travel (R20 120.00)	16/02/2023	20/02/2023	Approved
09/02/2023	HR2	Conditions of Service (SALGBC)	Standby Roster: Traffic Services (March 2023)	21/02/2023	21/02/2023	Approved
20/02/2023	HR2	Conditions of Service (SALGBC)	Standby Requirements: Snr Manager Protection Services (March and April)	21/02/2023	21/02/2023	Approved
13/02/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: Law Enforcement (17-19 February 2023)	21/02/2023	21/02/2023	Approved
20/02/2023	CM3	General provisions	Questionnaire: Weed treatment of turfgrass at various sport facilities	21/02/2023	21/02/2023	Approved
20/02/2023	CM3	General provisions	Questionnaire: Installion of cricket nets	21/02/2023	21/02/2023	Approved
20/02/2023	MM22	Section 55 (1)(e), Systems Act	Shortlisting: Clerk MVR	21/02/2023	21/02/2023	Approved
20/02/2023	HR2	Conditions of Service (SALGBC)	Job Evaluation Appeal: L Pedro	21/02/2023	21/02/2023	Approved
03/02/2023	HR2	Conditions of Service (SALGBC)	Resignation letter: D Sauls	21/02/2023	21/02/2023	Approved
20/02/2023	SC5	4(1)	Tender: Supply and delivery of various types of firearms and ammunition until 30 June 2026	21/02/2023	21/02/2023	Approved
20/02/2023	MM22	Section 66 (1) (c) Systems Act	Motivation to commence with incapacity process of Jorita Juries	21/02/2023	22/02/2023	Approved
20/02/2022	MFP10	MFMA	Hall deposit refund: U Williams, J Daniels	21/02/2023	22/02/2023	Approved
20/02/2023	MM22	Section 55 (1)(e), Systems Act	Shortlisting: Snr Clerk Halls	21/02/2023	22/02/2023	Approved
15/02/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 25 – 26 February 2023 (Traffic Services)	22/02/2023	23/02/2023	Approved
20/02/2023	HR2	Conditions of Service (SALGBC)	Standby for Manager: Fire and Disaster:	22/02/2023	23/02/2023	Approved
20/02/2023	HR2	Conditions of Service (SALGBC)	Prioritised critical vacancy list	22/02/2023	23/02/2023	Approved
20/02/2023	HR2	Conditions of Service (SALGBC)	Request for payment of overtime worked in January (D Malan)	23/02/2023	24/02/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

23/02/2023	SC5	4(1)	Tender: BSM 49/23	23/02/2023	24/02/2023	Approved
21/02/2023	HR2	Conditions of Service (SALGBC)	Contract closure – deceased parking marshal (C Murray)	23/02/2023	24/02/2023	Approved
22/02/2023		Conditions of Service (SALGBC)	Resignation: M Malgas	23/02/2023	24/02/2023	Approved
22/02/2023	AD3	General	Route form: Approval of advertisements: Handyman Small Plant, Handyman Sport, Operator Sport, Ass Supt Urban Forestry	23/02/2023	24/02/2023	Approved
21/02/2023	HR2	Conditions of Service (SALGBC)	Overtime and Standby: Cemeteries (March)	23/02/2023	24/02/2023	Approved
23/02/2023		HR	Application for bursary: T Ismail	23/02/2023	24/02/2023	Approved
21/02/2023	HR2	Conditions of Service (SALGBC)	Additional overtime: 19 February 2023 (Traffic)	23/02/2023	24/02/2023	Approved
20/02/2023	HR2	Conditions of Service (SALGBC)	Approval of standby: Sport, Recreation and Halls (March)	23/02/2023	24/02/2023	Approved
22/02/2023	HR2	Conditions of Service (SALGBC)	Approval of planned overtime: Sport, Recreation and Halls (March)	23/02/2023	24/02/2023	Approved

01/03/2023	MM22	Section 66 (1) (c) Systems Act	Clerk Motor Vehicle Registration: Appointment	02/03/2023	02/03/2023	Approved
13/02/2023	HR2	Conditions of Service (SALGBC)	Standby Requirement: Law Enforcement (March 2023)	02/03/2023	02/03/2023	Approved
02/03/2023	MFP10	MFMA	Hall deposit refund: L Jacobs	02/03/2023	02/03/2023	Approved
02/03/2023		Finance	Tax Invoice: Swey Designs (R8 876.90)	02/03/2023	02/03/2023	Approved
27/02/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 27,4 and 5 March (Law Enforcement)	02/03/2023	02/03/2023	Approved
27/02/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: DLTC (March)	02/03/2023	02/03/2023	Approved
02/03/2023		Traffic Services	Radio Agreement: N Makina	02/03/2023	02/03/2023	Approved
01/03/2023	VRP2	Paragraph 6F	Veriment: Standard Rated (R15 000)	02/03/2023	02/03/2023	Supported
01/02/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP Fixed term – A Layman	02/02/2023	03/02/2023	Approved
02/02/2023		SCM	BSM 49/23, Tender: Accredited youth skills training assistant chef	02/02/2023	03/02/2023	Approved
02/02/2023	HR2	Conditions of Service (SALGBC)	Attendance Register: M Aalbers	02/02/2023	03/02/2023	Approved
02/02/2023	HR2	Conditions of Service (SALGBC)	Attendance Register: L Pedro	03/03/2023	03/03/2023	Approved
02/02/2023	HR2	Conditions of Service (SALGBC)	Attendance Register: A van der Merwe	03/03/2023	03/03/2023	Approved
02/02/2023	HR2	Conditions of Service (SALGBC)	Standby: Fire and Disaster (March)	03/03/2023	03/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

02/02/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP fixed term – Environment Sector	03/03/2023	03/03/2023	Approved
02/02/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: EPWP fixed term – Parks	03/03/2023	03/03/2023	Approved
02/02/2023	MM22	Section 66 (1) (c) Systems Act	Appointment of additional general worker – Environmental Management	03/03/2023	03/03/2023	Approved
02/02/2023	HR2	Conditions of Service (SALGBC)	Approval for planned overtime: Parks STB (March)	03/03/2023	03/03/2023	Approved
02/02/2023		Finance	Late submission of timesheets: Parks FHK	03/03/2023	03/03/2023	Approved
01/03/2023	HR2	Conditions of Service (SALGBC)	Amended overtime: 4 & 5 March 2023 (Traffic)	04/03/2023	06/03/2023	Approved
27/02/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: March (Traffic Administration)	04/03/2023	06/03/2023	Approved
01/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 11-12 March 2023	04/03/2023	06/03/2023	Approved
27/02/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: Traffic Admin – Court Section (March)	04/03/2023	06/03/2023	Approved
06/03/2023	TR1	Skills Development Act	MOA: H Daniels (She Rep Training)	06/03/2023	06/03/2023	Approved
06/03/2023	MM109	Section 79(1)(b), MFMA	Financial Delegation: A Royi, G Solomons (R250 000)	06/03/2023	06/03/2023	Approved
06/03/2023	MM22	Section 55 (1)(e), Systems Act	Shortlisting: Library Assistant, General Worker (Env Man), Operator (Env Man)	06/03/2023	06/03/2023	Approved
03/03/2023	HR2	Conditions of Service (SALGBC)	Amended overtime: 4 & 18 March 2023 (Traffic)	07/03/2023	07/03/2023	Approved
06/03/2023	HR2	Conditions of Service (SALGBC)	Approved overtime: 1-28 February 2023 (Traffic)	07/03/2023	07/03/2023	Approved
02/03/2023		HR	Disciplinary Complaint Form: H Linders	07/03/2023	07/03/2023	Approved
03/03/2023		HR	Resignation: S Lawrence, C Gordon	07/03/2023	07/03/2023	Approved
28/02/2023	MM22	Section 66 (1) (c) Systems Act	Extension letters: S Visser, A Sgugulu	07/03/2023	07/03/2023	Approved
09/03/2023		Finance	Tax invoice: Stellenbosch Travel (R1712.30)	09/03/2023	09/03/2023	Approved
09/03/2023		Finance	S & T: GJ Solomons (RIMS Meeting Worcester – 07/03/2023)	09/03/2023	09/03/2023	Approved
09/03/2023	MM22	Section 66 (1) (c) Systems Act	Approval of appointment – Snr Clerk Halls	09/03/2023	09/03/2023	Approved
09/03/2023		HR	Resignation: K Patrick	10/03/2023	13/03/2023	Approved
10/03/2023	HR2	Conditions of Service (SALGBC)	Standby: Manager: Traffic & Law Enforcement (March)	10/03/2023	13/03/2023	Supported
07/03/2023			Existing Parking Management Continuation	10/03/2023	13/03/2023	Approved
10/03/2023	TR1	Skills Development Act/NSA	MOA: Y Booï, H Daniels, C Europa (SHE Rep Training)	10/03/2023	13/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

06/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 11-12 March 2023 – Law Enforcement	10/03/2023	13/03/2023	Approved
28/02/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: Traffic Admin	10/03/2023	13/03/2023	Approved
10/03/2023	SC5	4(1)	Tender: Supply, hiring, delivery, installation and maintenance of two-way radios until June 2026	10/03/2023	13/03/2023	Approved
10/03/2023	MM9	Section 55(1)(e), Systems Act	Shortlisting: Snr Librarian	10/03/2023	13/03/2023	Approved
10/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 1-31 March (Environmental Management)	14/03/2023	15/03/2023	Approved
14/03/2023	CM3	General provisions	Questionnaire: Purchase and supply of library books, magazines, newspapers and ECD resources	14/03/2023	15/03/2023	Approved
15/03/2023	SC5	4(1)	MDB Contract Form: BSM 04/23, BSM 65/22 x2	15/03/2023	15/03/2023	Approved
15/03/2023	HR2	Conditions of Service (SALGBC)	Standby: W Smith (April 2023)	15/03/2023	15/03/2023	Supported
15/03/2023	HR2	Conditions of Service (SALGBC)	Standby: Fire and Disaster Management: April 2023	15/03/2023	15/03/2023	Approved
15/03/2023	VRP2	Paragraph 6F	Veriment: Specialized Equipment – Urban Forestry (R20 000)	15/03/2023	15/03/2023	Supported
15/03/2023		SCM	Annexure E: Supply, installation and commissioning as well as maintenance of biometric access – period ending 30 June 2025	15/03/2023	15/03/2023	Approved
15/03/2023	MFP10	MFMA	Hall Refund Deposit: M Dombas, B de Jager	15/03/2023	15/03/2023	Approved
14/02/2023		Finance	Request for payment – Essential User Scheme: G Botha	17/03/2023	17/03/2023	Approved
15/03/2023	MM22	Section 66 (1) (c) Systems Act	Letter of appointment: CR Williams	17/03/2023	17/03/2023	Approved
16/03/2023			Air Quality Letters	17/03/2023	17/03/2023	Approved
15/03/2023	HR2	Conditions of Service (SALGBC)	Amended overtime: 17,18,19,20,21 March 2023 (Traffic)	17/03/2023	17/03/2023	Approved
27/03/2023			MOU between DOCS and Stellenbosch Municipality	27/03/2023	27/03/2023	Approved
27/03/2023		SDBIP	Fire and Disaster: Risk Register	27/03/2023	27/03/2023	Approved
08/03/2023		SCM	Deviation: Breathalyzer: Drager Alcohol Testers 7000	27/03/2023	27/03/2023	Approved
27/03/2023		SDBIP	Disaster: Management Plan	27/03/2023	27/03/2023	Approved
27/03/2023	SC5	4(1)	Tender of Professional Services: B/SM 13/2	27/03/2023	27/03/2023	Approved
27/03/2023	HR2	Conditions of Service (SALGBC)	Standby: Community Development (April 20230)	27/03/2023	27/03/2023	Approved
22/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime 25-26 March 2023 (Law Enforcement)	27/03/2023	27/03/2023	Approved
21/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime 27-31 and 1-09 April 2023	27/03/2023	27/03/2023	Approved
22/03/2023	MM82	Section 62(1)(f)(iv), MFMA	Tax Invoice: Galo City (6 998.75)	27/03/2023	27/03/2023	Approved
24/03/2023	MM82	Section 62(1)(f)(iv), MFMA	Tax Invoice: NHN Bricks & Concrete (R313.75)	27/03/2023	27/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

27/03/2023	SC5	4(1)	Tender: BSM 87/23	27/03/2023	28/03/2023	Approved
27/03/2023	MM9	Section 55(1)(e), Systems Act	Shortlisting: Inspector Law Enforcement (Control Room) and Inspector Law Enforcement (Operations)	27/03/2023	28/03/2023	Approved
28/03/2023	HR2	Conditions of Service (SALGBC)	Resignation letter: Jason Barend	28/03/2023	29/03/2023	Approved
28/03/2023	SC5	4(1)	Annexure E: BSM 67/23	28/03/2023	29/03/2023	Approved
28/03/2023	MFP10	MFMA	Hall Deposit Refund: J Adonis	29/03/2023	29/03/2023	Approved
28/03/2023	CM3	General provisions	Questionnaire: Supply and delivery of multi-purpose armoured personnel carriage vehicle	29/03/2023	29/03/2023	Approved
30/03/2023		SDBIP	SOP: Stellenbosch Municipality Partial Care Registration	29/03/2023	29/03/2023	Approved
23/03/2023	HR2	Conditions of Service (SALGBC)	Approval of standby: Sport, Recreation and Halls (April)	29/03/2023	29/03/2023	Approved
22/03/2023	HR2	Conditions of Service (SALGBC)	Approval of planned overtime: Sport, Recreation and Halls (April)	29/03/2023	29/03/2023	Approved
29/03/2023	VRP2	Paragraph 6F	Creation of Ukey: Contractor providing service related to the usage and supply of gas	29/03/2023	29/03/2023	Approved
29/03/2023	VRP2	Paragraph 6F	Veriment: Materials and Supplies (R20 446)	29/03/2023	29/03/2023	Supported
29/03/2023	MFP10	MFMA	Hall Deposit Refund: Endless Experiences, Craig Cloete	29/03/2023	29/03/2023	Supported
29/03/2023	VRP2	Paragraph 6F	Veriment: Hire Charges (R10 0000)	29/03/2023	29/03/2023	Supported
29/03/2023	VRP2	Paragraph 6F	Veriment: Hire Charges (R20 000)	29/03/2023	29/03/2023	Supported
29/03/2023	VRP2	Paragraph 6F	Veriment: PPE (R25 000)	29/03/2023	29/03/2023	Supported
28/03/2023	MM22	Section 66 (1) (c) Systems Act	Appointment of additional Operator: Urban Forestry	29/03/2023	29/03/2023	Approved
29/03/2023	HR2	Conditions of Service (SALGBC)	Leave – Snr Manager Community Services	29/03/2023	29/03/2023	Approved
26/03/2023	HR2	Conditions of Service (SALGBC)	Replacement for overtime – Fire and Disaster (G Pietersen)	29/03/2023	29/03/2023	Approved
29/03/2023	HR2	Conditions of Service (SALGBC)	Standby: Manager: Traffic & Law Enforcement (April)	29/03/2023	29/03/2023	Approved
24/03/2023	HR2	Conditions of Service (SALGBC)	Standby: Law Enforcement (April)	29/03/2023	29/03/2023	Approved
27/03/2023	HR2	Conditions of Service (SALGBC)	Planned overtime: 1-2 April 2023 (Law Enforcement)	29/03/2023	29/03/2023	Approved
21/03/2023	HR2	Conditions of Service (SALGBC)	Planned Overtime: 1-2 April 2023 (Traffic Services)	29/03/2023	29/03/2023	Approved
21/03/2023	HR2	Conditions of Service (SALGBC)	Planned Overtime: 24-21 March & 1-9 April 2023 (Law Enforcement)	29/03/2023	29/03/2023	Approved
23/03/2023		HR	Resignation letter: Z Mlandeni	29/03/2023	29/03/2023	Approved
22/03/2023	HR2	Conditions of Service (SALGBC)	Planned Overtime: Traffic Admin Court Section (April 2023)	29/03/2023	29/03/2023	Approved
23/03/2023	HR2	Conditions of Service (SALGBC)	Amended Overtime: DLTC	29/03/2023	29/03/2023	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY 2023 – 31 MARCH 2023

23/03/2023	HR2	Conditions of Service (SALGBC)	Planned Overtime: DLTC	29/03/2023	29/03/2023	Approved
31/03/2023	HR2	Conditions of Service (SALGBC)	Attendance Register: L Pedro	31/03/2023	31/03/2023	Approved
30/03/2023		SDBIP	Traffic Management Plan: 2023-2024	31/03/2023	31/03/2023	Approved

11.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]
11.1	PROTECTION SERVICES
11.1.1	REVIEW OF DISASTER MANAGEMENT PLAN

Collaborator No: 747710
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 19 April 2023 & 26 April 2023

1. SUBJECT: REVIEW OF DISASTER MANAGEMENT PLAN

2. PURPOSE

To notify the Committee of the recently reviewed Disaster Management Plan.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality, as prescribed by the Disaster Management act, do have a disaster plan. Due to the dynamic nature of disaster management, an annual review of the disaster plan is necessary. The disaster section therefore embarked on a consultative process and engaged widely with various stakeholders and institutions to collect and verify information and data needed to amend the current plan, where required.

5. RECOMMENDATION

that Council approves and adopts the revised Disaster Management Plan.

6. DISCUSSION / CONTENTS

6.1 Background

The Stellenbosch Municipality is legally obliged to prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area; to co-ordinate and align the implementation of its plan with those of other organs of state and institutional role players; and to regularly review and update its plan. The municipality also consulted the local communities within its area regarding the preparation and amendment of its plan.

6.2 Discussion

The Disaster Management Amendment Act, 2015 (Act 16 of 2015) commenced on 1 May 2016. The Proclamation that was published in the Government Gazette No 399430 on 22 April 2016 (hereafter referred to as "the Act") requires:

Each municipality must:

- a) conduct a disaster risk assessment for its municipal area;
- b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human induced threats;
- c) prepare a Disaster Management Plan setting out:
 - i) the way in which the concept and principles of disaster management must be applied in its municipal area, including expected climate change impacts and risks for the municipality;
 - ii) its role and responsibilities in terms of the national, provincial or municipal Disaster Management Framework;
 - iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation;
 - iv) its capacity to fulfil its role and responsibilities;
 - v) particulars of its disaster management strategies;
 - vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies; and
 - vii) specific measures taken to address the needs of women, children, the elderly and persons with disabilities during the disaster management process;
- d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
- e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches;
- f) develop early warning mechanisms and procedures for risks identified in the municipal area;
- g) regularly review and update its plan; and
- h) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000), consult the local community on the preparation or amendment of its plan. "...prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area and within the ambit of its municipal Disaster Management Framework." Section 53(2) (a) of the Act specifies that the Disaster Management Plan for a municipality must form an integral part of the municipality's integrated development plan (IDP). Section 26(g) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) lists "applicable Disaster Management Plans" as core components of an IDP

The current Disaster Management Plan was comprehensively reviewed a year and a half ago and all of its content is still relevant, but non the less required some minor changes.

The following minor amendments was made to the existing plan:

- Updating of the key contact list, to reflect the new administrative and political office bearers (**ANNEXURE C**)
- Inclusion of a risk mitigation plan (**ANNEXURE B**)

6.3 **Financial Implications**

As per the approved budget.

6.4 **Legal Implications**

All actions and functions performed in line with applicable legislation.

6.5 **Staff Implications**

This report has no additional staff implications to the municipality.

6.6 **Previous / Relevant Council Resolutions:**

None.

6.7 **Risk Implications**

The risks are addressed through the contents of the report.

6.8 **Comments from Senior Management:**

No comments requested.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.1.1

that Council approves and adopts the revised Disaster Management Plan.

ANNEXURES

Annexure A: Reviewed Disaster Management Plan

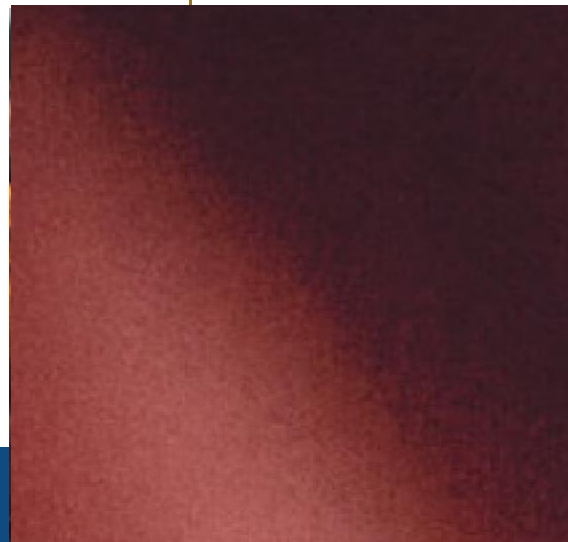
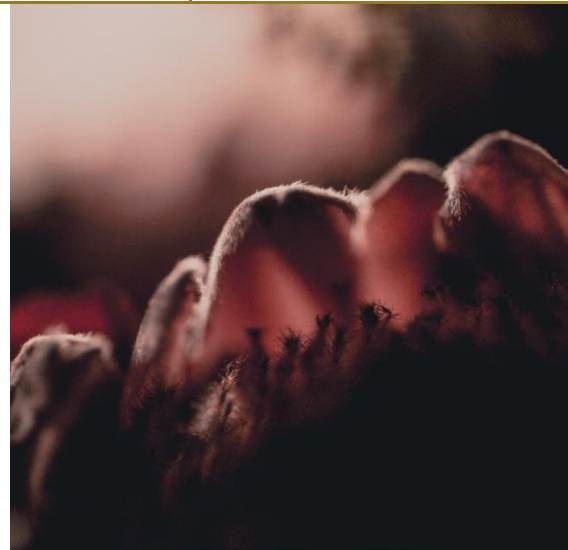
FOR FURTHER DETAILS CONTACT:

NAME	Wayne Smith
POSITION	<i>Manager: Fire Services and Disaster Management</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8771</i>
E-MAIL ADDRESS	<i>wayne.smith@stellenbosch.gov.za</i>
REPORT DATE	<i>3 April 2023</i>

ANNEXURE A

MUNICIPAL DISASTER MANAGEMENT PLAN

STELLENBOSCH MUNICIPALITY



Core Plan for inclusion within the IDP
of the Stellenbosch Municipality

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1. INTRODUCTION

This plan confirms the arrangements for managing disaster risk and preparing for and responding to disasters within the Stellenbosch Municipality as required by the Disaster Management Act, 2002 (Act 57 of 2002). In case of an emergency, the user of this document should immediately turn to the attached preparedness plan for guidelines on managing the response.

1.1 Legal Requirements

The Stellenbosch Municipality is legally obliged to prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area; to coordinate and align the implementation of its plan with those of other organs of state and institutional role players; and to regularly review and update its plan. The municipality must also consult the local municipalities within its area and local communities on the preparation or amendment of its plan.

The Disaster Management Amendment Act, 2015 (Act 16 of 2015) commenced on 1 May 2016. The Proclamation that was published in the Government Gazette No 399430 on 22 April 2016 (hereafter referred to as "the Act") requires:

1. Each municipality must
 - a. conduct a disaster risk assessment for its municipal area;
 - b. identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human-induced threats;
 - c. prepare a Disaster Management Plan setting out
 - i. the way in which the concept and principles of disaster management must be applied in its municipal area, including expected climate change impacts and risks for the municipality;
 - ii. its role and responsibilities in terms of the national, provincial or municipal Disaster Management Framework;
 - iii. (iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation;
 - iv. its capacity to fulfil its role and responsibilities;
 - v. particulars of its disaster management strategies;
 - vi. contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies; and
 - vii. specific measures taken to address the needs of women, children, the elderly and persons with disabilities during the disaster management process;



- d. coordinate and align the implementation of its plan with those of other organs of state and institutional role players;
- e. provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches;
- f. develop early warning mechanisms and procedures for risks identified in the municipal area;
- g. regularly review and update its plan; and
- h. through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000), consult the local community on the preparation or amendment of its plan. "...prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area and within the ambit of its Municipal Disaster Management Framework."

Section 53(2) (a) of the Act specifies that the Disaster Management Plan for a municipality must form an integral part of the municipality's Integrated Development Plan (IDP). Section 26(g) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) lists "applicable Disaster Management Plans" as core components of an IDP.

The municipality must submit a copy of its Disaster Management (DM) Plan, and of any amendments to the plan, to the Disaster Management Centre of the Western Cape Province and the National Disaster Management Centre.

1.2 Key Outcomes

This plan seeks to achieve the following key outcomes:

- integration of Disaster Risk Management into the strategic and operational planning and project implementation of all line functions and role players within the municipality;
- resilient communities; and
- an integrated, fast and efficient response to emergencies and disasters by all role players.

1.3 Linkage with the Integrated Development Plan of the Stellenbosch Municipality

Both the Municipal Systems Act and the Disaster Management Act require the inclusion of this plan into the Integrated Development Plan (IDP) of the Stellenbosch Municipality. It would however not be practical to include the complete Disaster Management Plan with all its annexures within the Integrated Development Plan of the Stellenbosch Municipality.

Therefore, the complete plan can be considered as an annexure to the IDP, while this core document without annexures will be submitted for inclusion within the IDP document.

A separate Disaster Management Plan included into the IDP, but standing on its own and isolated from the rest of the IDP, does not necessarily give evidence of the integration of disaster management into the IDP.

All departments and role players submitting input to the content of the current and future IDP of the municipality are therefore urged to consider the inclusion and integration of disaster risk management into their strategies, operational planning and project implementation.

It is strongly recommended that the municipality institutes the compulsory consideration of disaster risk management in the planning and execution stages of all IDP projects.

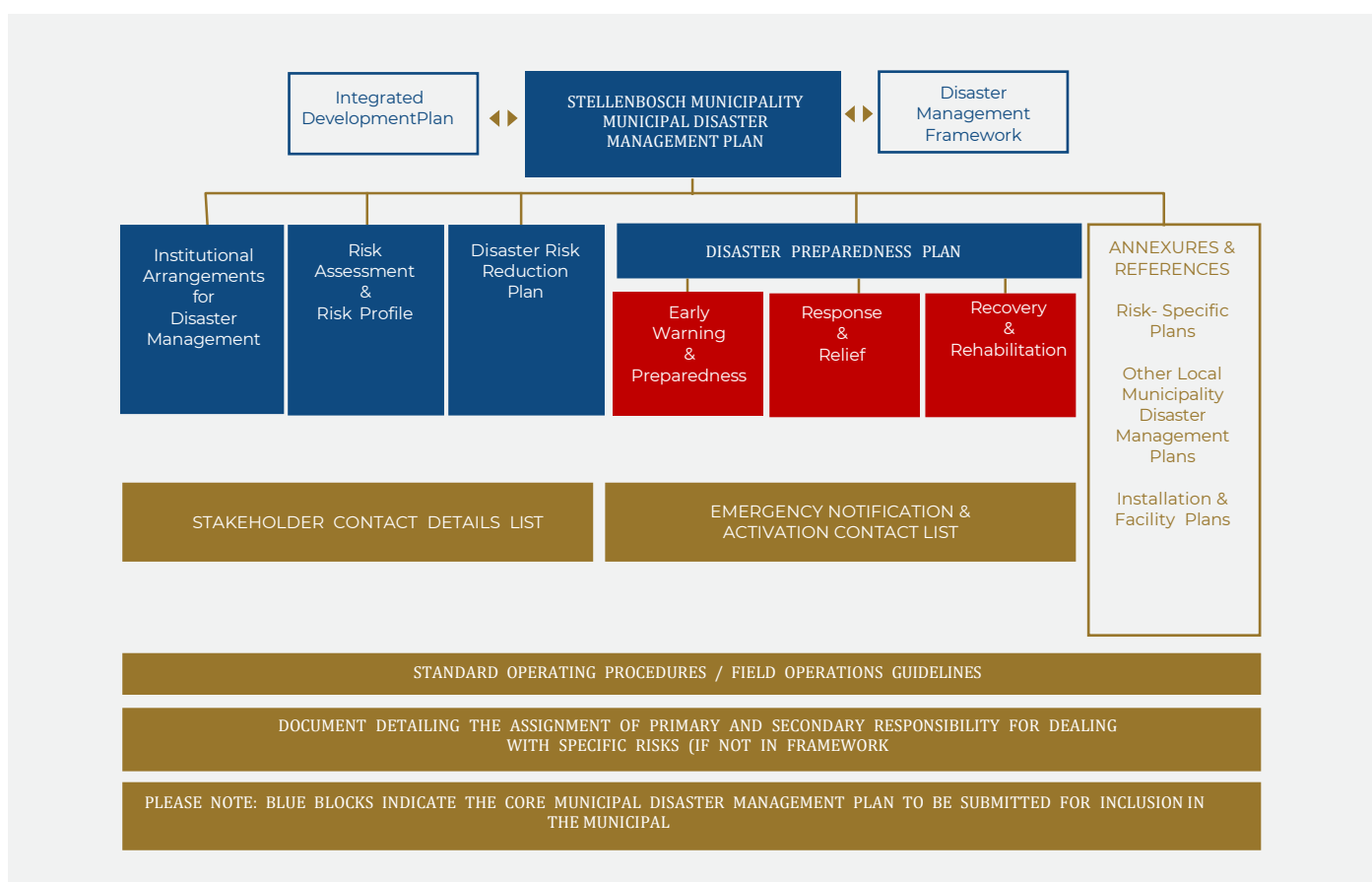
This will ensure the integration of disaster management into the IDP, and will ensure that all plans and projects are focused on contributing to disaster risk reduction and disaster preparedness – thus reducing the impact of disasters on lives, property, community activities, the economy and the environment in the Stellenbosch Municipality. Annexure E illustrates the linkage between the IDP and the Disaster Management Plan.

1.4 Linkage with the Disaster Management Framework of the Cape Winelands District Municipality

The Stellenbosch Municipality must prepare and execute its Disaster Management Plan within the Disaster Management Framework of the Cape Winelands District Municipality. The National, Western Cape Provincial and Cape Winelands frameworks will guide the development of this plan and future versions of this plan.

1.5 Structure of the Plan

The Municipal Disaster Management Plan of the Stellenbosch Municipality consists of the components as indicated in the figure below.



1.6 Definitions and abbreviations

ASAP	As Soon As Possible
DMC	Disaster Management Centre
LA	Local Authority
JOC	Joint Operations Centre
SAWS	South African Weather Service
DOC	Disaster Operational Centre

2. INSTITUTIONAL ARRANGEMENTS

2.1 Shared Responsibility for Disaster Management

The responsibility for reducing disaster risk, preparing for disasters, and responding to disasters is shared among all departments and employees of the Cape Winelands District Municipality, local municipalities within the Cape Winelands District Municipality, all departments and employees of the Stellenbosch Municipality, all provincial and national organs of state operating within the municipality, all sectors of society within the municipality and, perhaps most importantly, all the residents of the municipality.

2.1.1 Nodal Points for Disaster Management

Although the municipal department within the Stellenbosch Municipality assigned with the Disaster Management function should direct and facilitate the disaster risk management process, it cannot perform the whole spectrum of disaster risk management activities on its own.

It is required that each municipal department within the municipality assign a person or section within the department/local municipality to be the nodal point for disaster management activities in that department/local municipality. The same applies to national and provincial departments operating within the municipality.

The disaster management activities to be performed within departments and local municipalities include participation in disaster risk reduction, as well as preparedness and response.

Status: The Disaster Management Centre of the Stellenbosch Municipality continuously reviews the nodal points in its area of jurisdiction.

2.1.2 Departments with Primary Responsibility for Specific Hazards and Disaster Risks

Where a department has primary responsibility for a specific hazard, the department's role in disaster risk management for that specific hazard will be more than mere participation: it will have to lead risk reduction, as well as preparedness activities due to its expertise in the field. Stellenbosch Disaster Management can support such a department with advice, information, facilitation and coordination.

Status: The Disaster Management Centre of the Stellenbosch Municipality maintains a list of hazards that may affect the municipality with associated primary role players indicated for risk reduction, as well as preparedness for each specific hazard. (See next section for the process of assigning such responsibility.)

The plans for disaster risk reduction and preparedness compiled by these primary role players should be attached to this plan or should be referenced as supporting documentation as indicated in Figure 1: Structure of the Stellenbosch Municipal Disaster Management Plan, on page 7. These documents must be easily accessible to all relevant role players.

2.1.3 Assignment of Responsibility to Deal with Specific Disaster Risks

(Page 13, No 3.2)

Departments that are responsible for specific services in normal conditions will remain responsible for such services during disasters.

**“DISASTER RISK
MANAGEMENT
IS EVERYBODY’S
BUSINESS.”**

The declaration of a state of disaster and the tighter coordination instituted during disasters do not absolve any agency of its assigned responsibilities. Legislation assigns responsibility for most disaster risks to specific departments or functions.

There is, however, grey areas related to some disaster risks.

In order to ensure clear roles and responsibilities and enhance integrated disaster risk management efforts, such grey areas must be addressed and clearly assigned responsibilities must be confirmed.

Status: The risk profile of the Stellenbosch Municipality is considered on a continuous basis and primary and supporting role players will be identified for each identified risk. Such allocation of primary and supporting roles is done in consultation with all relevant role players, is informed by existing legal frameworks, and assignments done on a consensus basis.

The above assignment of responsibilities will be revisited and confirmed on an annual basis, and will be recorded and distributed in the format indicated in Table 1 below.

TABLE 1: ASSIGNMENT OF PRIMARY AND SUPPORTING ROLE PLAYERS FOR DISASTER RISKS

DESCRIPTION OF DISASTER RISKS IDENTIFIED IN THE RISK PROFILE OF THE MUNICIPALITY (COMPLETE ONE TABLE PER RISK)	Primary role player in risk reduction to be indicated here	Supporting role players
	Primary role player in preparedness to be indicated here	Supporting role players
	Primary role player in response and relief to be indicated here	Supporting role players
	Primary role player in recovery and rehabilitation to be indicated here	Supporting role players

The document assigning responsibilities becomes an annexure of the Municipal Disaster Management Plan of the municipality.

2.2 Corporate Disaster Management Structure for the Stellenbosch Municipality

The Corporate Disaster Management Structure for the Stellenbosch Municipality must deal with both proactive and reactive disaster management issues, and encompasses more than the department which is responsible for the function. The structure can include the following elements, which may be collapsed into a smaller number of elements if less complexity is required:

2.2.1 Stellenbosch Disaster Management

The Directorate: Community and Protection Services within the municipality is assigned with the Disaster Management function. A local municipality is not legally obliged to establish a Disaster Management Centre, but it is recommended.

The Disaster Management Centre of the Stellenbosch Municipality aims to prevent or reduce the risk of disasters, mitigate the severity or consequences of disasters, prepare for emergencies, respond rapidly and effectively to disasters and implement post-disaster recovery and rehabilitation within the municipality by monitoring, integrating, co-ordinating and directing the disaster risk management activities of all role players.

A fully established and functioning Municipal Disaster Management Centre is a key element of this plan.

Status: Stellenbosch Municipality has established and maintains a partially staffed and resourced Disaster Management Centre.

2.2.2 Municipal Disaster Management Advisory Forum

Metropolitan or District Municipalities may establish municipal disaster management advisory forums as described in Section 51 of the Disaster Management Act, 2002. Local municipalities are not required to establish advisory forums.

It is, however, advantageous for a municipality to establish such a forum to coordinate strategic issues related to disaster management, such as risk assessments, and to approve and/or review the Disaster Management Plan for the municipality before it is submitted to Council. The frequency of meetings of such a body is two to four times per year or as required.

Status: Stellenbosch Municipality is represented at the well-established Disaster Management Advisory Forum: Cape Winelands District Municipality, of which compulsory bi-monthly meetings are held)

2.2.3 Interdepartmental Disaster Management Coordination

Internal coordination will occur at manager level where instructions and identified projects from the Advisory Forum can be implemented and tracked. Municipal top-management meetings can serve as a coordination forum for disaster management issues within the municipality.

Although a dedicated structure can be created for this purpose, this role will be performed by the top management team of the municipality to reduce the complexity of the disaster management structure. Ad-hoc external representation may form part of the deliberations upon invitation.

Status: Council-wide Disaster Management coordination is in place to ensure effective and efficient services throughout Greater Stellenbosch.

2.2.4 Nodal Points for Disaster Management within Municipal Departments

Refer to section 2.1.1 and 2.1.3 above.

2.2.5 Departmental Planning Groups

This element relates to planning groups that can be established within departments within the municipality to deal with internal disaster management issues, such as the compilation of departmental or local municipal Disaster Management Plans and contingency plans for facilities and services of the department or local municipality.

The disaster management nodal points of such departments or local municipalities will be involved in these planning groups.

Status: Nodal points are established, empowered and supported by their departments/organisations to manage and participate in departmental and/or local municipal planning groups.

2.2.6 Risk Reduction Project Teams

A multi-disciplinary project team convened to address and reduce a specific disaster risk. Convened by the primary role player for the risk and supported by Disaster Management.

Status: The primary role players for specific hazards or disaster risks, in collaboration with Stellenbosch Disaster Management, aim to establish and manage preparedness planning groups as required or when requested by the Disaster Management Advisory Forum: Cape Winelands District Municipality. (Existing structures are used as far as possible to prevent duplication and reduce the meeting burden on role players.)

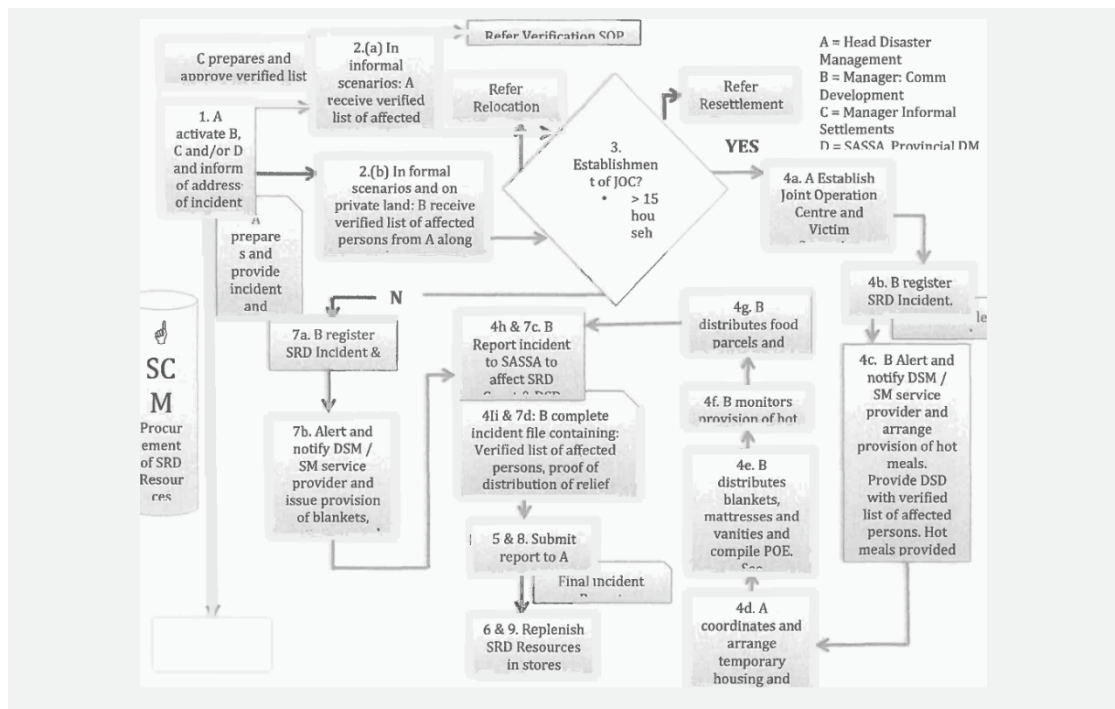
2.2.7 Preparedness Planning Groups

A multi-disciplinary planning group convened to ensure a high level of preparedness for a specific disaster risk. Convened by the primary role-player for the risk and supported by Disaster Management.

2.2.8 Joint Response and Relief Management Teams

Mostly flowing from a preparedness planning group, this team is mobilised to deal with the immediate response and relief required during or immediately after major incidents and disasters. The team will normally convene in the Disaster Operations Centre (see diagram below) and must utilise the Standard Operating Procedure (SOP) for primary relief assistance.

Status: The preparedness planning group for each hazard will detail how the activation of a joint response and relief management team for that specific hazard will be managed, and who will form part of the team. The procedure outline can be seen in Annexure 12 (SOP: Primary Relief Assistance).



2.2.9 Recovery and Rehabilitation Project Teams

These are project teams managing recovery and rehabilitation after disasters, mostly on a project-management basis. Disaster recovery and rehabilitation must focus on risk elimination or mitigation. Departments responsible for the maintenance of specific infrastructure are also responsible for the repair or replacement of such infrastructure after disasters.

Status: The preparedness planning group for each hazard will detail how the activation of recovery and rehabilitation project teams for that specific hazard will be managed, and who will form part of the teams.

2.2.10 Stellenbosch Disaster Management Communications Centre

This is the centre that provides 24-hour emergency and essential services contact points to the public within the municipal area. The centre is responsible for day-to-day emergency response by municipal departments and for the establishment of strategic communication links. Stellenbosch Fire and Rescue Services Control Centre will liaise closely with the Emergency Control Centres/Groups of the local municipalities and other stakeholders within the Stellenbosch Municipality on an ongoing basis.

Status: Stellenbosch Disaster Management maintains a fully staffed and resourced municipal Fire and Rescue Services and Law Enforcement Control Centre, and if required, collaborate with other agencies to maintain 24-hours per day, 7 days per week public emergency call-taking capacity.

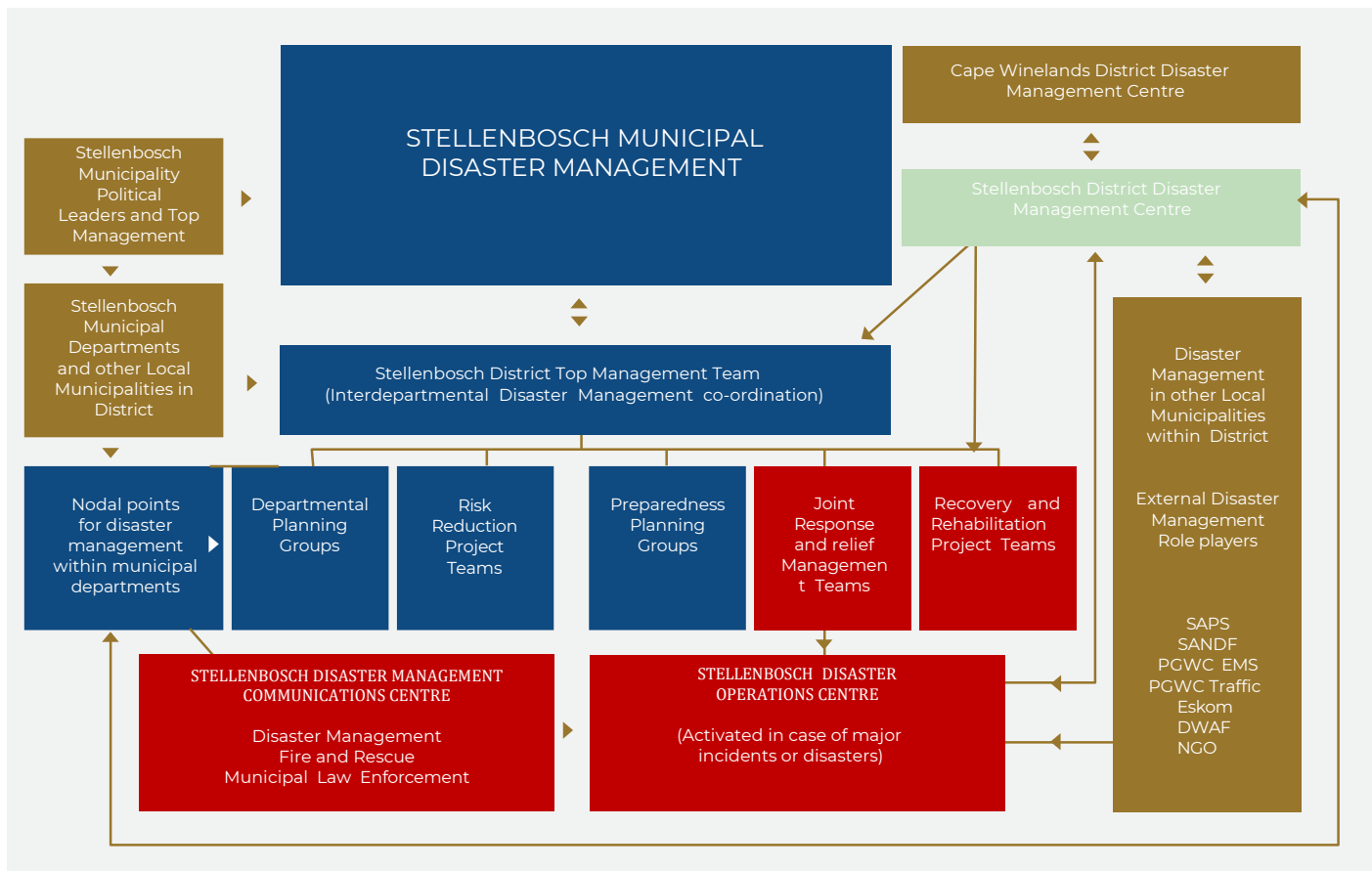
2.2.11 Stellenbosch Disaster Operations Centre (DOC)/Joint Operations Centre (JOC)

Stellenbosch Municipality have a new and purpose-built facility (mini disaster management center) at Stellenbosch fire brigade, from where disasters can be coordinated. The facility consists of:

1. A refurbished CCTV monitoring room, which can accommodate numerous disaster agencies;
2. An equipped war room where decision makers can meet to manage and coordinate incidents.

Status: Stellenbosch Disaster Management has a well-established and maintained Fire and Rescue Services and Law Enforcement Control Centre for activation.

FIGURE 2: MUNICIPAL DISASTER MANAGEMENT STRUCTURE (CAN BE COLLAPSED INTO FEWER ELEMENTS IF LESS COMPLEXITY IS REQUIRED)

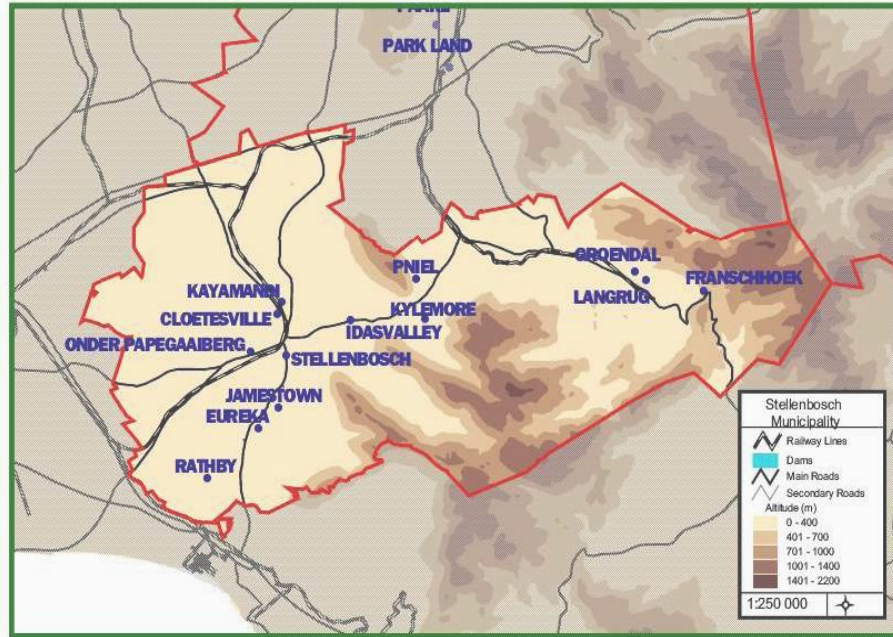


3. RISK ASSESSMENT

3.1 Background

Disaster Risk Assessments is a tool used to determine the risks affecting a community. A risk assessment is a methodology to identify and determine the nature and the extent of a risk by analysing potential hazards and evaluating existing conditions of vulnerability. These conditions could have a negative impact or potentially harm exposed people, property, services, livelihoods and the environment on which they depend.

Risk assessments will be used to inform the Stellenbosch Municipality's Disaster Management and Integrated Development Plans.



3.2 Legal Requirements

Section 53(1) of the Disaster Management Act, No 57 of 2002 as amended in 2015 (Act No 16 of 2015), states that:

‘Each municipality must

- (a) conduct a risk assessment for its municipal area;
- (b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human-induced threats.’

Key Performance Area 2 of the National Disaster Management Framework of 2005 explains that disaster risk assessments are essential for:

- effective disaster risk management and risk reduction planning;
- sustainable development planning;
- shaping and focusing disaster risk reduction programmes for specific threats;
- identifying high risk periods and conditions; and
- activating preparedness and response plans.

3.3. Aim

Stellenbosch Municipality, in collaboration with Cape Winelands District Municipality, conducted an all ward-based risk assessment for the WC024 area. The aim of conducting a risk assessment in this way is to enable ward councillors to take ownership of the identified risks in their respective wards and to ensure that these risks are addressed during their term of office.

As the environment is dynamic and constantly changing, so are the risks that affect our communities. In the period since the risk assessments took place, some of these risks would have been addressed by projects implemented by municipalities, however, new risks might have also emerged. Therefore, it is necessary to regularly review the risk assessments.

3.4 Data Collection Methods

During the risk assessment, all relevant role players and the community were consulted in order to gather information concerning the risks that they are facing. This was done in the following way:

1. Meetings were held with officials from relevant departments operating within the Stellenbosch Municipal area.
2. Focus group consultations took place with Ward Councillors and the Ward Committee members of each Ward.
3. Community workshops were held in each ward. These group meetings provided an opportunity for the community members residing in that ward to provide information regarding the hazards affecting their communities.
4. A community sample survey was also conducted per ward with the purpose of reaching a broader community input.

Several risks were identified during the consultation sessions with the local municipal officials and community members.

3.5 Priority Risk Identification

Several risks were identified during the consultation sessions with the local municipal officials and community members. However, six risks were identified by the Director of Community Services of Stellenbosch Municipality to be high priority risks.

These high priority risks include:

A. Inability to control urbanisation

“Urbanisation – the increase in the number of people living in towns and cities, resulting in the growth of urban populations.”

Several disadvantages occur with rapid and unplanned urban growth. These disadvantages include, but are not limited to, poor infrastructure/inadequate housing, water and sanitation, waste disposal and pollution, transport and healthcare services.

B. Increased poverty and unemployment

According to the 2020-2021 Stellenbosch IDP and the latest annual report, Stellenbosch Local Municipality has a total population of 192 879, of whom 11.3% are unemployed. Youth unemployment rate is said to be 21.5% (STATSSA). Poverty and unemployment directly correlate with the quality of life of the members of the community.

The rising unemployment is again highlighted as a socio-economic risk in the 2020-2021 Stellenbosch Municipal IDP. Furthermore, the risk is exacerbated by the expansion of the informal sector and a low skills base population.

C. Access to basic services

Basic services include water, sanitation, refuse removal and electricity.

Total percentage of Stellenbosch population with access to basic services:

- Flush toilet connected to sewage: 87.1%
- Weekly refuse removal: 87%
- Piped water inside dwelling: 72.4%
- Electricity for lighting: 92,9%

The lack of basic services results in major personal and environmental health concerns. Lack of formal electrical infrastructure also results in structural fire risks within the informal settlements.

D. Safety and security

Human-induced hazards such as crime (which includes theft, robbery, rape, and murder), gangsterism, alcohol and drug abuse remain one of the top hazards in most wards within the Stellenbosch municipal area.

E. Poor/no electricity

Inadequate electricity supply is a result of cable theft, but also the continuing population growth – specifically within the informal settlements. Increased population growth leads to the increased erection of informal structures that require electricity. In most cases, the electricity is obtained illegally through illegal electrical connections.

Cable theft is becoming more common in larger parts of South Africa and the Stellenbosch municipal area is not excluded from this phenomenon. This hinders the operations of businesses, households and transportation systems.

F. Illegal dumping

Illegal dumping poses great environmental health risks. Not only are these locations from where infectious diseases spread, but they also attract unwanted pests such as cockroaches, mice and rats. In most cases, illegal dumping occurs in highly populated informal settlements and due to a lack of proper and frequent waste disposal.

3.6 Synopsis of All Identified Risks per Ward

WARD	PRIORITY RISKS	WARD SPECIFIC RISKS
1	A, B, C, D, E, F	Crime, illegal electricity cables, localised flooding due to blocked stormwater drains, traffic accidents, human diseases, water pollution, flooding and veld fires
2	A, B, C, D, E, F	Drug abuse, illegal electrical cables, domestic wastewater pollution, localised flooding, structural fires, traffic accidents, veld fires
3	A, B, C, D, E, F	Crime, drug abuse, illegal electrical connections, localised flooding, traffic accidents, drug abuse, solid waste pollution, alcohol abuse and FAS, structural fires, traffic accidents, animals, pests, water pollution, veld fires
4	A, B, C, D, E, F	Drug abuse, crime, domestic solid waste and water pollution, alcohol abuse and FAS, structural fires, traffic accidents, human disease, animals, water pollution, veld fires,
5	A, B, C, D, E, F	Drugs, gangsterism, crime, domestic solid waste and water pollution, open water source, alcohol abuse, traffic accidents, animals, human disease, pests, water pollution, drought, veld fires
6	A, B, C, D, E, F	Drug abuse, crime, illegal electricity, domestic solid waste and water pollution, alcohol abuse and FAS, road accidents, animals, water pollution, drought, veld fires

7	A, B, C, D, E, F	Crime, domestic wastewater, traffic accidents, high risk installations, animals, water pollution, riverine flooding, drought, veld fires.
8	A, B, C, D, E, F	Drug abuse, gangsterism, protests, crime, domestic waste pollution, alcohol abuse and FAS, localised flooding due to blocked drains, traffic accidents, human disease, riverine flooding, drought, wind storms, veld fires
9	A, B, C, D, E, F	Drug abuse, gangsterism, public unrest, crime, localised flooding due to blocked stormwater drains, traffic accidents, human disease, pests, water pollution, drought, wind storms, domestic solid waste pollution, alcohol abuse and FAS
10	A, B, C, D, E, F	Crime, gangsterism, localised flooding due to blocked stormwater drains, traffic accidents, human disease, water pollution, pests, windstorms
11	A, B, C, D, E, F	Drug abuse, public unrest, crime, domestic solid waste and water pollution, alcohol abuse and FAS, structural fires, animals, pests, water pollution, drought, wind storms, veld fires
12	A, B, C, D, E, F	Drug abuse, crime, illegal electricity connections, domestic solid waste and water pollution, open water sources, alcohol abuse and FAS, localised flooding due to blocked stormwater drains, informal settlement fires, high risk installations, human disease, animals, pests, water pollution
13	A, B, C, D, E, F	Drug abuse, gangsterism, crime, illegal electricity cables, domestic solid waste and water pollution, open water source, alcohol abuse, localised flooding due to blocked stormwater drains, structural fires, traffic incidents, train accidents, human disease, pests, water pollution, drought
14	A, B, C, D, E, F	Crime, illegal electricity cables, domestic wastewater pollution, alcohol abuse and FAS, localised flooding due to blocked drains, structural fires, human disease, pests, water pollution
15	A, B, C, D, E, F	Drug abuse, crime, domestic solid waste and water pollution, alcohol abuse and FAS, fires due to lack of electricity ,human disease, animals, pests
16	A, B, C, D, E, F	Gangsterism, crime, illegal electricity connections, domestic solid waste and water pollution, informal settlement fires, train accidents, human disease
17	A, B, C, D, E, F	Crime, gangsterism, drug abuse, illegal dumping, localised flooding due to blocked drains, animals, human disease
18	A, B, C, D, E, F	Drug abuse, gangsterism, xenophobia, crime, illegal electricity cables, domestic solid waste and water pollution, alcohol abuse and FAS, localised flooding due to blocked drains, structural fires, traffic incidents, train accidents, human disease, animals, pests, veld fires

19	A, B, C, D, E, F	Drug abuse, gangsterism, crime, domestic solid waste and water pollution, structural fires due to lack of electricity, traffic and train incidents, animals, water pollution, drought
20	A, B, C, D, E, F	Drug abuse, public unrest, crime, illegal electrical cables, domestic solid waste and water pollution, alcohol abuse and FAS, traffic accidents, dam failure, human disease, drought, veld fires
21	A, B, C, D, E, F	Crime, illegal electricity cables, domestic solid waste pollution, structural fires, traffic accidents, transportation of hazardous materials, human disease, pests, water pollution, drought, veld fires
22	A, B, C, D, E, F	Crime, traffic accidents, veld fires

3.7 Stellenbosch Municipality's Comment on the 2020/2021 WBRA Report:

The WBRA report serves as a handguide to all government levels for the purpose of risk reduction, elimination and preparedness. It provides an indication of the degree of vulnerability of communities within each ward of the Stellenbosch municipal areas.

All wards experience different risks and hazards according to their demographics, locations and proximity. However, one cannot disregard the most vulnerable communities to disaster-causing hazards, i.e. informal settlements.

Each ward thus requires the capacity to reduce their respective risks. This can be done through lesser actions, such as the implementation of community projects/awareness, to more significant efforts, such as the cooperation of local/provincial municipal efforts.

3.8 Covid-19

Covid-19 was first reported in China, but it has now spread throughout the world. The disease spreads from person to person through infected air droplets that are projected during sneezing or coughing. It can also be transmitted when humans have contact with hands or surfaces that contain the virus and then touch their eyes, nose, or mouth with the contaminated hands. As the virus spread globally, South Africa and Stellenbosch were not spared. The numbers are ever-increasing as we still find ourselves in the midst of the pandemic.

A national state of disaster was declared by the President on 15 March 2020 and the entire country was subsequently put in various stages of lockdown – from alert level 5 to the current level one, each level with supporting regulations.

The Provincial Disaster Centre was activated, which in turn propelled local municipalities, via the District forums, into action. All the local municipalities and other external role players meet regularly under the umbrella-coordinating body of the CWDM and a district-wide strategy against the Covid-19 spread was formulated. (Also see Appendix 1.3)

3.8.1 Risk-adjusted Strategy

As the government gradually started with the easing of the lockdown restrictions from level 5 to level 1 to allow for more activity, the municipality also followed suit by means of its risk-adjusted strategy (Appendix 1.4). During each level of lockdown, Council's operational and service delivery responses were adjusted to allow for more activity. A risk-adjusted strategy was formulated and approved, which provided clear guidelines in terms of Council delegations, the rendering of essential services and workplace readiness. It also resulted in the revision of our risk register and the inclusion of Covid-19 as a strategic risk for Council. A Covid-19 risk register was subsequently developed, which reflects the pending risks and also the mitigating strategies against these risks.

3.9 Risk Profile of the Stellenbosch Municipality

Risks represent significant uncertainties about outcomes. Any uncertainty may be measured in two dimensions: the likelihood of the risk event occurring and the extent of the consequences if it were to occur. Risk analysis generally involves the assignment of an overall risk rating to each of the risk events identified by following these steps:

- Analyse inherent risk – What is the likelihood and consequence of a risk event if it were to occur in an uncontrolled environment?
- Identify and evaluate controls – What existing controls are in place to address the identified risk and how effective are these controls in design and operation?
- Analyse residual risk – What is the likelihood and consequence of a risk event if it were to occur in the current control environment?

The following risks were identified within the geographical area of Stellenbosch:

RISK
Aircraft incidents
Chemical spills: Hazmat incidents
Chlorine stations
Climate change (high/strong winds, heatwaves, cold fronts)
Communicable disease: Covid-19 pandemic, (H1N1 influenza, ebola)
Dam wall failure
Drought
Environmental pollution (air, water, ground contamination, pest infestation)
Erosion
Explosive storage (fuel, gas)
Fire – veld and runaway fires
Floods
Infrastructure decay
Insufficient hydrants
IT – Failure of system: access to info
Poverty
Power failure
Rock falls
Seismic hazards
Service disruption (electricity, sewerage and drainage, solid waste management, water supply)
Strikes/social conflict
Transport incidents (road, railway accidents)
Tree fell

The above lists illustrate the types of disasters that pose the highest risks within the area of the

Stellenbosch Municipality and their possible effects.

The communities at risk can be derived from the risk lists, and are also shown in the risk assessment that was conducted for the area. More detailed risk descriptions, inclusive of hazards, vulnerability and capacity descriptions, are available in the original risk assessment document.

3.9.1 Rating a Risk

Risk rating is the process of assessing the risks involved in the daily activities of the organisation, whereby they are classified accordingly (Table 1 below).

RISK RATING	DESCRIPTION
Severe	<ul style="list-style-type: none"> Intolerably high risk and a disaster in the making. Urgent risk reduction interventions required; preparedness and response plans.
Major	<ul style="list-style-type: none"> High risk. Combination of risk reduction interventions and preparedness plans. These plans must be implemented.
Moderate	<ul style="list-style-type: none"> Medium risk which must be monitored and considered for development. Implementation of risk reduction and preparedness plans.
Minor	<ul style="list-style-type: none"> Tolerable risk but should be monitored.

These identified hazards will then be rated accordingly. This will enable the organisation to affect or adopt control measures to reduce or eliminate the risk further.

Where frequency of exposure is an important consideration, the following may be appropriate:

4. DISASTER RISK REDUCTION PLANS

Disaster risk reduction plans providing for prevention and mitigation strategies have been compiled through a participative process and have not been vetted or submitted to feasibility studies.

The plans outlined in this document and its annexures, which are implementable, must be considered for inclusion into the IDP projects of the municipality. If included, they must be budgeted for in terms of the operating and capital budgets of the municipality. Each project should be evaluated to determine which municipal department can lead its implementation. When a lead department is assigned through consensus in the DMAF, such a lead department must manage all planning and budgeting processes for said project. The Disaster Management department of the Stellenbosch Municipality must assist in this regard.

Where the proposed project falls outside the mandate of the municipality, the municipality should establish a lobbying and monitoring mechanism to motivate the need for the project in the correct governmental or societal sector and to track progress on the project. It is anticipated that many projects will need to be executed on a partnership level, and in such cases the department of the municipality responsible for service delivery partnerships should take the lead with support from the Stellenbosch Disaster Management Centre.

4.1 Risk Reduction Plans for the Stellenbosch Municipality

Risk reduction project proposals for priority risks are listed in the attached risk reduction plan document.

4.2 Risk Reduction Capacity for the Stellenbosch Municipality

The organisational structure for risk reduction within the municipality includes Stellenbosch Disaster Management, the Disaster Management Advisory Forum, the top management team of Stellenbosch Municipality, the nodal points for disaster management within municipal departments within the municipality, departmental planning groups, risk reduction project teams and preparedness planning groups. See Figure 2: Municipal Disaster Management Structure on page 16. The total structure of the municipality with every member of personnel and every resource should also be committed to disaster risk reduction. Ongoing capacity-building programmes will be required to ensure the availability of adequate capacity for risk reduction.

5. PRE-DISASTER RISK REDUCTION AND PREPAREDNESS

Pre-disaster risk reduction and preparedness should form part of the primary objectives of this Municipal Disaster Risk Management Plan. All departments/services must pursue disaster risk reduction and mitigation in all their activities.

In order for a comprehensive and holistic approach to disaster risk reduction and preparedness, all departments within the local municipality have been requested to provide inputs/risk reduction plans as per their departments respectively. These plans have been integrated into the Disaster Risk Management Plan and will assist in eliminating any uncertainties during an emergency situation.

It would however not be practical to include all the plans within the Disaster Management Plan and as such, the respective disaster guideline inputs have been included as brief summaries/flow charts as annexures.

Please refer to Annexure A for disaster preparedness guidelines as received by the respective departments.

5.1 Prevention and Risk Reduction/Mitigation Strategies

Integrated strategies must be developed and implemented covering disaster prevention and disaster risk reduction through the following:

1. Policies and legislation
2. Economic development programmes and the Stellenbosch Municipal IDP
3. Continuing disaster-risk, vulnerability and manageability assessments
4. Risk reduction studies and projects
5. Training and community awareness
6. Environmental impact assessments
7. Hazard management
8. Community education and capacity building
9. Insurance
10. Early warning systems

It is the responsibility of the Stellenbosch Municipality to compile pro-active Disaster Risk Management programmes that support disaster risk reduction and preparedness. Integrated strategies must therefore be developed and implemented across all municipal departments, which cover disaster preparedness through the following:

1. Emergency response and recovery planning
2. Contingency planning
3. Drills, rehearsals and exercises
4. Training and exercises
5. Management and institutional arrangements
6. Mutual aid agreements
7. Early warning systems

5.2 Standard Operating Procedures (SOPs)

The Disaster Risk Management Department should formulate SOPs that outline the details of their own systems of operating and actions under especially emergency conditions to create this awareness amongst its staff members. These will be linked to the DRM Plans to expand on the specific operations required during a particular hazardous situation.

These SOP's will also form the basis for a more comprehensive disaster response.

6. PREPAREDNESS PLANS

Preparedness plans are compiled to enable fast and efficient response to predicted and unpredicted emergencies. In case of an emergency, the user of this document should immediately turn to the attached preparedness plan for guidelines on managing response.

6.1 Preparedness Plans of the Stellenbosch Municipality

Risk-specific preparedness plan proposals for priority risks are listed in the attached preparedness plan document, along with a standard response procedure for Disaster Management. The risk-specific preparedness plans have been compiled through a participative process.

6.2 Preparedness Capacity for the Stellenbosch Municipality

The organisational structure for preparedness within the municipality includes Stellenbosch Disaster Management, the Disaster Management Advisory Forum: Cape Winelands District Municipality, the top management team of the Stellenbosch Municipality, the nodal points for disaster management within municipal departments within the municipality, departmental planning groups, preparedness planning groups, Joint Response and Relief Management teams, Recovery and Rehabilitation project teams, and the Stellenbosch Municipal Fire and Rescue Services Control Centre. See Figure 2: Municipal Disaster Management Structure on page 16.

The total structure of the municipality, with every member of personnel and every resource can potentially form part of preparedness capacity. Ongoing capacity-building programmes will be required to ensure the availability of adequate capacity for disaster preparedness.

The Stellenbosch Fire and Rescue Services Control Centre is responsible for the operational procedures associated with day-to-day operational responses to emergencies by municipal departments.

The Stellenbosch top management team is jointly responsible for the emergency management policy framework and organisation that will be utilised to mitigate any significant emergency or disaster affecting the municipality.

7. RESPONSE AND RECOVERY

During response and recovery operations the relevant disaster preparedness plans of the municipality will be executed by the disaster management structures.

7.1 Response Procedure

During Disaster Response the Unified Command approach will be implemented and the Western Cape Disaster Preparedness Response and Relief Plan (DPRRP) will be utilised. The duplication of the DPRRP inside this plan would constitute unnecessary duplication. Therefore, the DPRRP is seen as a reference document, while the response and relief procedure from the DPRRP will be summarised here for quick reference. The basic steps and actions of the response and relief management procedure are summarised below.

TABLE 2: STEPS IN THE RESPONSE AND RELIEF PROCEDURE

NUMBER	STEPS	COMPONENTS
7.1.1	Notification and activation	<ul style="list-style-type: none"> • Detection • Mobilisation
7.1.2	Rapid assessment	
7.1.3	Response management structure	<ul style="list-style-type: none"> • Structures to coordinate response • Flexible organisation • Standardised terminology • Tactical incident structures • On-site incident coordination point • Joint incident management team • Determining primary role players for incidents • Communications
7.1.4	Re-assess	Resources
		Hazard
		Situation
7.1.5	Objectives	
7.1.6	Plan of action	Planning
7.1.7	Implementation	Monitor/evaluate/review
7.1.8	Strategic response management structure	JOC
7.1.9	Monitor/evaluate	Observing of principles
7.1.10	Close incident	
7.1.11	De-mobilise	Returning to normality
7.1.12	Complete review	Post mortem
7.1.13	Corrective actions	Lessons learned and recommendations

This procedure is compatible with KPA 4 of the SA National Disaster Management Framework.

7.1.1 Notification/Activation

During the notification phase, it must be ensured that management and operational staff are informed and mobilised as speedily and effectively as possible. To facilitate the foregoing, it is imperative that 24-hour duty and standby rosters are kept current and available at the 24-hour communication facilities for the PDMC and all service communications centres that have an emergency and/or disaster response role in the Province.

Such call-out lists must indicate the first response mobilisation and second line responders clearly.

It is therefore necessary to design standardised response procedures and protocols for specific incidents and also consider variables such as season, time of day, etc.

7.1.2 Rapid Initial Assessment

The basis for any effective response is the initial rapid, but accurate on-scene assessment of the situation, i.e. the nature of the hazard, resource requirements, immediate threats to people, property and the environment, magnitude and boundaries of current and possible future impacts, and to be able to communicate this information in a predetermined standardised format.

Rapid and effective response can also be facilitated if a standardised initial report-back includes response

suggestions and needs. The rapid initial assessment must be as accurate as possible with accurate predictions of what may still occur.

7.1.3 Establish Response Management Structure

Once the initial response has been affected and services arrive on the scene, the process for the implementing of the secondary response must be initiated as soon as possible. This response must be based on the needs received from the scene as a result of the rapid assessment.

This response must build on existing response levels and strengthen the deployments and actions on scene.

Structures to coordinate response

The establishment of a structure to manage, coordinate and integrate response actions at the scene of an incident is imperative and a priority for all services involved at an incident. Such a basic structure should be contained in a Standardised Incident Management Plan agreed to beforehand by all role-players.

There are a number of essential elements to the structure and principles, which should be observed at all times.

Flexible organisation

The composition of the organisation must be adapted to the size, magnitude and nature of the incident. The organisation must be adapted (increased or decreased) as circumstances dictate.

Standardised terminology

All services must be informed and be familiar with the organisation and terms used by services, which may be involved in an incident.

Tactical incident management facilities/structures

As part of the management structure, there are a number of essential facilities/structures, which may need to be established at the scene of an incident. These can include:

- Outer perimeter/cordon/public exclusion zone
- Inner perimeter
- Establishing a landing zone
- Staging area
- Incident command post
- Casualty clearing post
- Information point/media liaison
- Communications network
- Access control to incident site and emergency infrastructure

The above elements are described in further detail in the disaster response activities and their action steps.

On-site incident coordination point

This is an on-scene facility where tactical decision-making and control of inter-disciplinary coordination takes place, also known as Incident Command Post (ICP)/On-site JOC/Forward Control/Command Post (FCP).

This is the single point of command for all on-site operations during the response phase of an emergency and will be located at an appropriate location at or near the scene of the emergency, normally within the outer perimeter.

The incident commanders/managers from key response agencies will operate under unified command to coordinate incident operations.

Joint incident management team/unified command

One of the main objectives to ensure effective on-scene management of services is to establish a 'Unified Incident Management' system. This system allows for a structure whereby overall incident objectives and strategies can be formulated.

In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

In this regard it is important that the representative is suitably mandated and take full responsibility and charge of its service at that level. It will ensure that the agreed upon operational plan and integrated tactical strategies are implemented by making optimum use of available resources. It is normally structured to facilitate activities in five major functional areas:

- Command
- Operations
- Planning
- Logistics
- Finance and administration

This organisation should also include the following elements depending on the situation:

- Safety
- Media/public liaison – information
- Liaison – supporting agency/jurisdiction liaison (DisMan well-placed for this)

Depending on the situation, the estimated duration of the incident must be established in order to plan the need for the rotation of staff and to plan meals, etc.

Determining the primary role-player for an incident or activity

If a situation occurs where there is no immediate agreement between parties regarding who should be the primary role-player in a specific emergency situation, the DPRRP contains a procedure that should be followed.

Communications

For Provincial communication networks and structures, see the main document to which this document is an annexure.

7.1.4 Re-assess

The first very important step after the Joint Incident Management Team has been established is for them to re-assess the situation. During this process, there are three aspects which must be addressed.

Re-assess resources

The team need to establish:

- present deployment and how effective it is;
- possible further immediate, medium and long-term resource needs.

An analysis of special equipment, services and needs must be done at this stage.

When evaluating the mobilising of additional resources, the following needs must be taken into account:

- the type of human resources required, i.e. skills and type of tasks to be performed;
- what equipment and supplies are required and which must come first (priorities);
- who will be responsible for the control of essential supplies;

- which essential services are required and/or should be restored first (priorities);
- observe and ensure that supply chain management/logistics are complied with (accountability); and
- possible invoking of mutual aid arrangements and/or other formalised agreements.

Re-assess hazard

A thorough analysis of the potential impact of the hazard must be made. In this regard, the following should be assessed:

- Present impact
- Potential hazard impact (worst case scenario)
- Also think beyond present situation
- Obtain specialist input
- Consider implementation of risk specific plans

Re-assess situation

In this regard, the following aspects must be carefully analysed and assessed:

<p>LOOK UP Establish present weather and get a prediction for the next 24 hours. It is important to consider what impact the weather may have on the situation and what short- and long-term changes may be predicted.</p>	
<p>LOOK AROUND Look at the topography and natural environment and establish what effect it would have on the hazard behaviour and impact.</p>	
<p>LOOK DOWN Look at the built environment, the natural environment and the economic activities and establish how the hazard can possibly affect these activities. It is also important to consider/establish land owner and type of facility, e.g. key points being affected.</p>	

Do a complete evaluation to establish the severity and implications of the problem (direct and indirect implications).

7.1.5 Establish Incident Management objectives

Once the re-assessment has been completed, the team should decide on the incident management objectives. The following should receive attention:

- Broad statement of intent
- Think strategically
- Determine priorities
- Ensure public protection and secure affected area

It is important to observe emergency worker and public protection throughout the process of setting objectives.

7.1.6 Plan of Action

Once the incident management objectives are complete, a well-framed and well-prepared plan of action is essential for the effective execution of the operation.

To plan effectively, the following should be considered:

- Situational analysis (clearly mapped)
- Resource status and response levels (accurate recording)
- Think of worst case scenario (think ahead)
- Plan for all phases (response, relief, recovery, rehabilitation and reconstruction)
- Decide on key objectives and responsibilities

- Consult with external organisations
- Protective actions (response activities)
- Protective action strategies (response management strategies)
- Incident communication planning (radios, IT, public and media)
- Develop alternatives (think beyond the normal)
- Review alternatives
- Decide on plan of action

7.1.7 Implementation

Once a decision has been made on the plan of action, the plan must be communicated clearly to all role-players. In this regard, the following should receive particular attention:

- Communicate objectives, responsibilities, and timeframes clearly.
- Action tasks clearly and to specific services and/or sections.
- Motivate staff and support implementation throughout.

7.1.8 Strategic Response Management Structure Disaster Operations Centre/Joint Operations Centre

The Disaster Operations Centre is an off-site, centralised facility, which is provided by the Provincial or Municipal Disaster Management Centre, where multi-disciplinary coordination and strategic decision-making takes place. It is a fully equipped, dedicated facility within the Western Cape Provincial Disaster Management Centre.

For the purpose of multidisciplinary strategic management of response and recovery operations, this facility must be capable of accommodating any combination of emergency and essential services representatives, including all relevant role players and stakeholders identified in response and recovery plans.

This facility must be activated when a local, provincial or national disaster occurs or is threatening to occur. The Disaster Operations Centre may be activated immediately upon receipt of information of a specific type of incident, or may be activated upon request or advice of the joint incident management team(s) at the scene of the incident(s).

Initial Strategic Situation Analysis

Once the initial activation has taken place, the following should take place:

- Convene meeting in the JOC.
- Review the situation on available information.
- All possible role players must be identified and mobilised if not yet present.
- Identify and appoint an incident Coordinator.
- Ensure all services required have been activated and are responding to their areas of responsibility.
- Compile an initial situation report for distribution to all stakeholders – internal and external.
- Establish public notification needs.
- Establish public safety advisory needs.
- Generate a media release for public communication.
- Monitor, assess and support services on-scene.
- Establish possible resource needs.
- Evaluate resources available vs. resources possibly required.
- Establish availability of resources – consult database.
- Establish possible need for invoking mutual aid agreements and do initial notifications of possible support required.
- Monitor, re-assess and adapt strategy.

Structures to provide relief

Additional off-site structures may need to be established to provide relief. These could include:

- Mass care centres
- Victim information centres
- Reconciliation areas (where victims and their friends/family can be reunited)
- Data processing centres
- Media briefing facilities
- Counselling facilities
- Animal holding areas

7.1.9 Monitor/Evaluate

The successful implementation and execution of any plan is very dependent on sustained and effective monitoring and evaluation of its effectiveness. This must be ensured by observing the following principles:

- To constantly receive and evaluate feedback reports from line departments.
- To regularly direct requests and ask questions.
- To take note of and observe status changes on an ongoing basis.
- To analyse actions and anticipate problems/changes (be flexible).
- To regularly re-assess the situation and the effectiveness of actions and adapt strategies as circumstances dictate. Repeat process – schedule meetings at agreed-upon regular times.

7.1.10 Close Incident and Document

Once an incident has been effectively managed and services can return to normal operations, the following actions must be taken:

7.1.11 Demobilise

Once the response to an incident is completed and there is consensus amongst all role players that the point has been reached for services to stand-down from the incident and to return to their normal activities, the demobilisation phase is reached.

Ensure that all services have received demobilising orders and are reporting to their work stations.

7.1.12 Complete Review (Post Mortem)

After each incident, copies of all messages, reports and incident logs of all services must be submitted to the PDMC for joint analysis and review.

There must be a formal and structured critical review of all actions and all findings and/or areas of concern must be recorded and included in a report with the necessary recommendations and/or corrective actions to improve response in future.

7.1.13 Corrective Actions

Corrective action plans must be drawn up. These plans are designed to implement changes that are based on lessons learned and recommendations made from reports and reviews after actual incidents or from training and exercises.

Such actions and recommendations must include timeframes and deadlines for implementation.

7.2 Declaration of a State of Disaster and Disaster Classification

It is advisable that the Stellenbosch Municipal Council adopts a formal policy for the declaration of a local state of disaster. Such a policy will replace this section of the plan, which provides a general description of issues surrounding the declaration of a state of disaster.

When a disastrous event occurs or is threatening to occur in the area of the municipality, the DMC/Section will determine whether the event is a disaster in terms of the Act, and, if so, the Head of the Centre will immediately

- initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster;
- alert Disaster Management role players in the municipal area that may be of assistance in the circumstances;
- initiate the implementation of the disaster response plan or any contingency plans and emergency procedures that may be applicable in the circumstances; and
- inform the National Disaster Management Centre and the Western Cape Provincial Disaster Management Centre via the Cape Winelands District Disaster Management Centre of the disaster, and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.

When informing the National Centre and the Western Cape Provincial Disaster Management Centre via the Cape Winelands DMC, the Stellenbosch Disaster Management Centre may make recommendations regarding the classification of the disaster as appropriate.

Irrespective of whether a local state of disaster has been declared or not, the municipality is primarily responsible for the coordination and management of local disasters that occur in its area.

Whether or not an emergency situation is determined to exist, municipal and other agencies may take such actions under this plan as necessary to protect the lives and property of the inhabitants of the municipality.

Declaration of a local state of disaster: In the event of a local disaster, the municipal council may, by notice in the provincial gazette, declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the disaster; or other special circumstances warrant the declaration of a local state of disaster.

If a local state of disaster has been declared, the Council may make by-laws or issue directions, or authorise the issue of directions to:

- Assist and protect the public;
- Provide relief to the public;
- Prevent or combat disruption; or
- Deal with the destructive and other effects of the disaster.

8. TESTING AND REVIEW OF THE PLAN

The municipality will regularly review and update its plan, as required by Section 48 of the Disaster Management Act, 2002. The Disaster Management Advisory Forum shall be responsible for the review of the municipal Disaster Management Plan on an annual basis.

Status: Stellenbosch Municipality Disaster Management Plan is reviewed on an annual basis.

9. REFERENCE DOCUMENTS

- Cape Winelands District Municipality Draft Disaster Management Framework.
 - Cape Winelands District Municipality Community-Based Risk Assessment, 2008.
 - Towards Disaster Management Plans for the Cape Winelands District Municipality (Hazard Identification, Vulnerability Assessment, and Risk Prioritisation), 2005.
 - Sensitising Document: Transport of Hazardous Materials in Bulk: Spoornet, Undated.
 - Agricultural Disaster Risk Management: Agricultural Drought Management Plan, Department of Agriculture, Aug 2007.
 - Emergency Preparedness and Response Plan, Drakenstein Local Municipality, March 2009.
 - Contingency Plan, Metrorail Western Cape, October 2008.
 - Hospital Emergency Plans, Medi-Clinic – Worcester, Paarl.
 - Hospital Emergency Plans, Western Cape Department of Health.
 - Outbreak Response Team.
 - Education: Principal from each school is responsible. Plan per school. Unannounced visits and testing of emergency plans. Schools must have plans for when things go wrong with transport. Organised into circuits.
- a) Constitution of the Republic of South Africa, 1999.
 - b) Disaster Management Act, 2002 (Act 57 of 2002).
 - c) National Disaster Management Framework, 2005 (Government Notice 654 of April 2005: A Policy Framework for Disaster Risk Management in South Africa).
 - d) Fire Brigade Services Act (Act 99 of 1997) as amended.
 - e) Fund Raising Act (Act 107 of 1978) (FRA).
 - f) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).
 - g) Major Hazardous Installations Regulations of the Occupational Health and Safety Act.
 - h) Road Traffic Act.
 - i) Social Assistance Act, 1992 (Act 59 of 1992).

ANNEXURE A-E

10. ANNEXURE A: DISASTER PREPAREDNESS GUIDELINES

NB: New risks and the resulting plans can be completed after the conclusion of the Risk Assessment and added as the plan is reviewed and updated.

10.1 Disaster Preparedness Plan: Fire

NO	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Inform fire services	First person to notice incident	Local authority fire call centre	Immediately	To respond resources
	Respond resources	Fire Services Control Centre	Local authority fire call centre	Immediately	To limit impact
	For facilities: activate facility fire teams	Facility manager or as per plan	Facility manager's office	Immediately when the incident is reported	To contain situation
	For facilities: fire team to extinguish small fires	Trained fire team	At the point of incident	ASAP	To prevent/minimise the chance of the fire spreading
	For facilities: evacuate facility	Evacuation teams/SAPS/ fire	At facility	ASAP	To prevent injuries/deaths
	For facilities: Check the list of names of all evacuated people	Trained control team	At specific control points (assembly areas) outside the building/facility	ASAP after evacuation	To ensure everyone is out of the building/facility
	Assess situation	First responders on scene	At scene	On arrival	To determine needs
	Request additional resources	First responders on scene	From scene through local authority fire call centre	After assessment	To manage situation
	Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralise any impacting hazard
	Set up command post	Senior officer on site	Safe area on site	Immediately	To plan and implement correct immediate responses
	Establish incident management plan per service	Services on scene	On scene	ASAP	To effect appropriate immediate response and relief actions
	Assess impact	Services on scene	On scene	Immediately	To determine future relief and recovery actions

NO	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Notify Disaster Management team of major incident	Services on scene/senior officer on scene	From command post	As soon as required	To facilitate multi-disciplinary coordination and major incident management support
	Crowd and traffic control	SAPS, traffic, law enforcement, private security if appropriate	Around scene	Immediately	To control people and traffic at the incident
	Assemble joint incident management team	Senior representatives of all services on scene	At appropriate single command post, in case of fire incident, preferably at fire command post	Immediately once more than one service working on scene	To ensure multi-disciplinary coordination that enables effective response and relief
	Design joint incident action plan	Joint incident management team	Command post/FCP	ASAP	To manage situation
	Implement joint plan of action	Joint incident management team	On scene	ASAP	To normalise situation
	Seek missing people	Search team/fire/EMS/SAPS	Through the whole building/facility/affected area	ASAP once missing people have been reported	To rescue missing persons
	Treat injured people	Trained first aid team/EMS/fire	At the first aid post/triage area	Immediately when injury is reported	To treat injuries
	Inform next of kin of injured people	Facility manager/SAPS/ EMS	At the facility manager/director's office/from scene	Immediately when injury is reported	To inform family members of the conditions of the injured relative and how to reach them
	Monitor actions	Joint incident management team	On scene	Ongoing during incident management	To ensure effective planning and execution
	Area/facility clean-up	All services	On-site	On completion of rescue/immediate emergency actions	To prevent further incidents/environmental impacts
	On-site inspection	EMS/traffic/fire/SAPS forensics	On scene	On completion of emergency actions	To ensure site is safe for use again
	Provide social relief	Relevant stakeholders (to be specified)	At affected area/relief centre	After assessment	To minimise impact to those affected by the hazard
	Stand down	All services	On scene	Once site is declared safe	To normalise service operations
	Debrief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
	Update plans and procedures	All role-players	At service HQ	ASAP	Effective service delivery

10.2 Disaster Preparedness Plan: Flooding

NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Notify response teams (municipal engineering, SAPS, Fire, EMS, Department of Water Affairs, SAWS)	Local authority	24-hour call centre	Immediately	To activate response teams
	Activate response teams	Fire services, disaster management and services standby teams	From locations/standby positions	Immediately	To assess impact and actions required
	Identify affected and damaged area	Fire services, disaster management and services standby teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
	Determine impact	Disaster management and services standby teams	In affected area	Immediately	To determine the actions and level of response required
	Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralise any impacting hazard
	Activate JOC	Disaster and senior management of all services/jurisdictions involved	Fire services or alternative	Immediately if major flooding incident	To plan strategically and coordinate multi-disciplinary response, relief and rehabilitation
	Assess information	All services	JOC	Immediately	To plan actions
	Design plan of action	Disaster management coordination team/JOC team	JOC	After assessment	To facilitate response and relief
	Implement response actions	Disaster management team, fire services, SAPS, EMS	Affected area	ASAP	To prevent injury/mortality and to provide basic needs/services
	Provide social relief	Relevant stakeholders (to be specified)	At affected area/relief centre	After assessment	To minimise impact to those affected by the hazard
	Mopping up	Relevant stakeholders	Affected area	ASAP	To normalise community
	Assess possibility of further flooding	Disaster management team, SAWS	Entire area	Immediately	To minimise and/or prevent further disruption/damage

NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Issue early warning to areas vulnerable to further flooding	Disaster management team, SAWS	Vulnerable areas	Immediately	To minimise and/or prevent further disruption/damage
	Institute recovery measures	CWDM DM, PDMC, Treasury, relevant departments	JOC	Once situation is under control	To restore normal activities in area
	Road closures	Municipality/provincial traffic	On-site	ASAP	To prevent loss of life and property
	Communicate with population of affected areas	Municipality/media/ disaster management/ SAPS	On-site media liaison point/media centre close to JOC	ASAP	To prevent loss of life and property through public communication
	Arrange temporary accommodation	Municipality/social services/NGO's	Available venues	When needed	To provide temporary accommodation – emergency shelter
	Organise medical search parties	EMS/Fire and Rescue	On-site	ASAP if people reported missing/unaccounted for	To treat medical cases
	Flood management	Department of Water Affairs	On-site and downstream	ASAP	To manage the effects of the flood
	Rapid initial impact assessment	Municipal engineer and provincial roads engineer	In affected area	Once flooding has subsided, if infrastructure damage suspected	To establish impact and immediate required repair to infrastructure, as well as assistance required from province/ national
	Prioritise, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritisation and available resources	To restore critical and essential services
	Verification of impact assessment	CWDM DM, Province/ NDMC/ contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair/replacement cost in monetary terms

10.3 Disaster Preparedness Plan: Earthquake

NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Notification and activation	Any person observing impact	Fire 24-hour Control Centre	ASAP	To activate response teams
	Activate response teams	Fire 24-hour Control Centre	Fire 24-hour Control Centre	ASAP	To assess and determine needs
	Activate JOC	DMC	DMC/appropriate alternative	ASAP	To coordinate actions
	Assess and establish the extent of the earthquake	Survivors and emergency services	In area	ASAP	To determine needs and strategies
	Collate info	JOC Team	JOC	ASAP	To determine priorities
	Determine evacuation needs	JOC Team	At affected areas	ASAP	To provide relief to affected people
	Establish plan of action	JOC Team	JOC	After initial assessment	To provide relief to affected people
	Arrange accommodation for evacuees	JOC Team	Identified halls and mass care centres	ASAP	To provide relief to affected people
	Treat injured people	EMS, hospital and clinic staff	First aid posts, hospital and clinics	ASAP	To treat injuries and prevent fatalities
	Arrange search and rescue	JOC Team	In identified areas	ASAP	To rescue trapped people and animals
	Arrange trauma counselling	JOC Team	Affected areas	ASAP	To assist all traumatised people
	Monitor and re-assess	JOC Team	Affected areas	After initial assessment and planning	To evaluate actions
	Adapt planning	JOC Team	JOC	ASAP	To facilitate normalisation
	Arrange an infrastructure impact/damage assessment	JOC Team	Affected areas	ASAP	To create a report of damaged infrastructure and determine needs

NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Establish a central call centre	Local authority	Affected area	As needed	To address shelter/housing needs
	Set up satellite operation centres	Appointed site commanders	On-site/in areas as required	As needed	To coordinate response
	Determine short-, medium- and long-term needs	JOC Team	JOC	ASAP	To plan service restoration
	Develop reconstruction and redevelopment plans and strategies	JOC Team	JOC	ASAP	To normalise and resettle area
	Provide social relief	Relevant stakeholders (to be specified)	At affected area/relief centre	After assessment	To minimise impact to those affected by the hazard
	Implement reconstruction programme	JOC Team	Affected areas	After initial emergency response	To normalise and resettle area
	Monitor actions	JOC Team	JOC	Ongoing	To ensure effective planning
	Area clean-up	All services	Affected areas	On completion of rescue/immediate emergency actions	To prevent further incidents/environmental impacts
	On-site inspection	All services	Affected areas	On completion of emergency actions	To ensure area is safe for use again
	Stand down	All services	Deployment points	Once area is declared safe	To normalise service operations
	Debrief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
	Update plans and procedures	All role-players	DMC	ASAP	Effective service delivery

10.4 Disaster Preparedness Plan: Infrastructure Failure

NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Notify service	Any person observing failure	Fire 24-hour Control Centre	ASAP	To activate response teams
	Activate response teams	Service Control Centres	Service Control Centres	ASAP	To restore service
	Assess situation	Response teams	At site of failure	On arrival	To determine needs
	Request additional resources	Response teams	Service Control Centre	ASAP	To facilitate rapid restoration of service
	Determine plan of action	Service management with other involved parties	At site	ASAP	To coordinate response
	Secure area	SAPS, local and provincial traffic	At site	ASAP	To protect workers and public
	Implement plan	Services responsible	At site	ASAP	To restore services
	Monitor actions	Service management, Service Control Centres	On scene, Service Control Centres	Ongoing	Ensure effective planning
	Area/road clean-up	All services	At site	On completion of rescue/immediate emergency actions	To prevent further incidents/environmental impacts
	On-site inspection	EMS/Traffic/Fire/SAPS forensics	On scene	On completion of emergency actions	To ensure site is safe for use again
	Stand down	All services	On scene	Once site is declared safe	To normalise service operations
	Debrief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
	Update plans and procedures	All role-players	At Services HQ	ASAP	Effective service delivery
	No water: Make use of reserve tanks	Technicians	Hospitals	ASAP	Water is vital in the effective functioning of hospitals
	No electricity: make use of generators	Technicians	In the area of the incident	ASAP	To rectify the situation
	Identify sewage system failure	Technicians	Hospitals	ASAP	To prevent pollution
	No refuse removal: contact the municipality	Hospital manager	Hospitals	ASAP	Refuse needs to be removed – can pose as health risk
	Roads and RDP houses must be repaired and maintained	Individuals	In the area of the incident	ASAP	Fix the problem area
	Dam overflow: contact Department of Water Affairs	Individuals	In the area of the incident	ASAP	Prevent the loss of water

10.5 Disaster Preparedness Plan: Transport Incidents

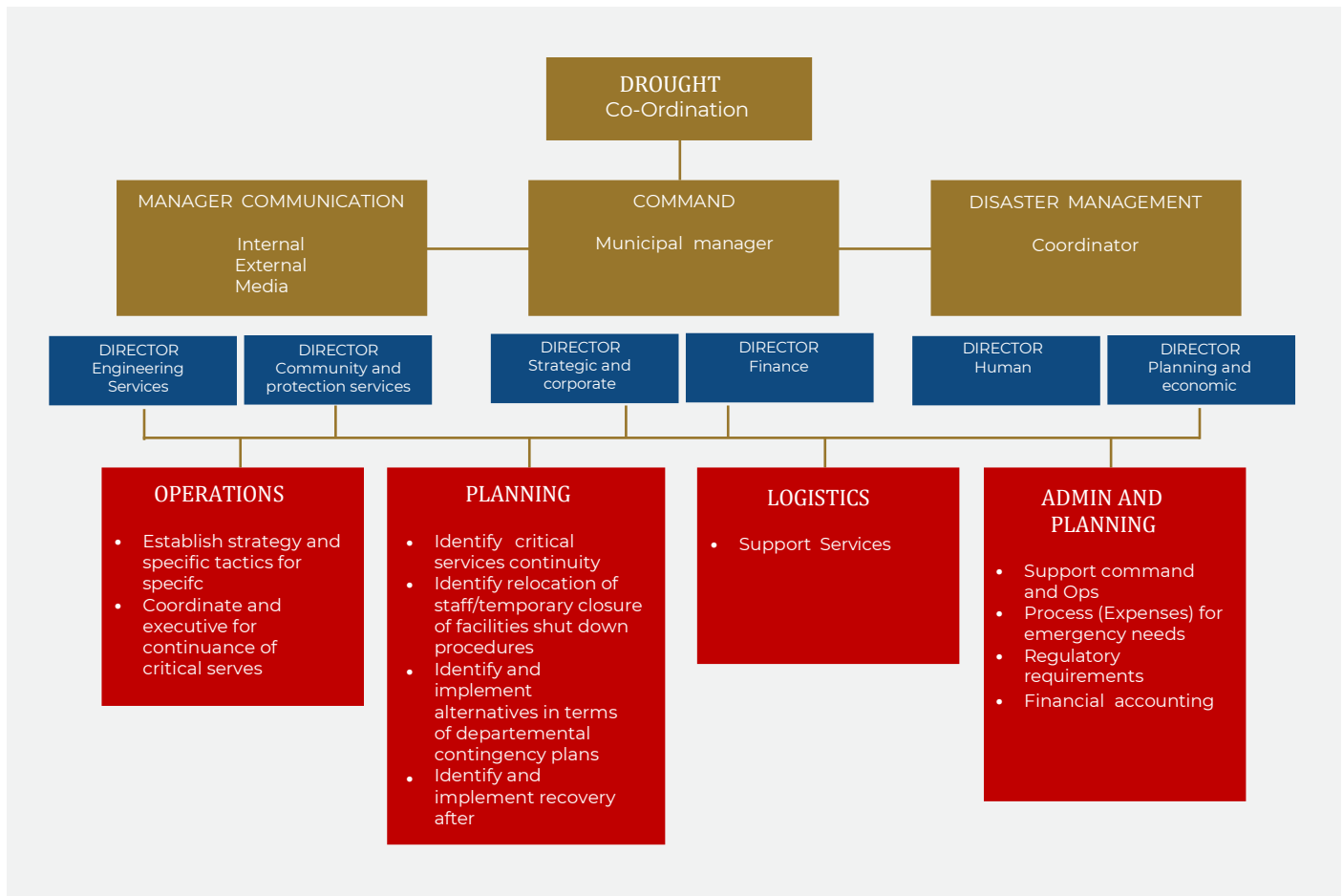
NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Notify Control Centre	Public/official witnessing incident	Fire 24-hour Control Centre	ASAP	To trigger response
	Contact Fire, Traffic Services, SAPS, EMS	Fire 24-hour Control Centre	Fire 24-hour Control Centre	ASAP	To limit effects of incident
	Notify response teams	Service Control Centres	Service Control Centres	ASAP	To control/normalise traffic See to people involved
	Assess and set up command post	Incident Management Team	On scene	On arrival	To plan response and relief
	Activate additional response	Services	On scene	After initial assessment	To ensure effective response actions and resources
	Determine action plan	Incident Management Team	On scene	ASAP	To implement integrated response actions
	Execute action plan	Response teams	On scene	ASAP	To prevent or limit loss of life and property
	Monitor actions	Incident Management Team	On scene	Ongoing	Ensure effective planning
	Area clean-up	All services	On-site	On completion of rescue/ immediate emergency actions	To prevent further incidents To prevent environmental impacts
	On-site inspection	EMS/Traffic/Fire/SAPS forensics	On scene	On completion of emergency actions	To ensure site is safe for use again
	Stand down	All services	On scene	Once site is declared safe	To normalise service operations
	Debrief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
	Update plans and procedures	All role-players	At Service HQ	ASAP	Effective service delivery

10.6 Disaster Preparedness Plan: Hazardous Materials Incidents

NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Notify Fire Department/ SAPS	Member of public/official observing incident First person on scene (10111/112/10177/021 887 4446)	On-site (safe distance from incident)	ASAP	To action response
	Notify hazmat team and Fire/Local and Provincial Traffic/EMS/SAPS/ Transnet	Emergency Call Centre/ fire dispatcher	Call centre	ASAP	To activate response
	Identify type of hazmat	Responding agencies/ hazmat technician	On-site	ASAP	To determine appropriate response
	Identification of affected area	Responding agencies/ hazmat technician	On-site	ASAP	To determine appropriate response
	Assess and set up on-site command centre	Hazmat team	On-site	Immediately	Coordination
	Removal of hazardous material	Hazmat team, e.g. within fire department or contractor	On-site	ASAP	To increase the safety of the area
	In case of rail, notify Transnet	Fire dispatcher	Call centre	ASAP	To activate response
	Assess the situation	Hazmat crew	On-site (at a safe distance)	Once on scene	To facilitate plan of action and assess situation
	Saving of lives	Hazmat crew/primary respondent	On-site	ASAP	To save lives
	Secure the area	Traffic/SAPS/Transnet	On-site	Once on scene	Personnel, public and environmental safety
	Evacuation	SAPS/Fire/Traffic	On-site	Immediately once determined necessary	To protect life
	Command vehicle/ establish incident management team	Fire department dispatcher/fire department/senior fire officer on duty	On-site	Once area layout is established	To facilitate coordination/draw up a plan of action
	Deploy contaminant specialist	Transnet/transport company	On-site	After area is secured	To ensure correct measures are taken
	Stop leakage, if any	Hazmat crew	On-site	ASAP	To stop further leakage
	Containment of spill	Hazmat crew	On-site	ASAP	To contain spill
	Activate clean-up specialist	Command vehicle/ incident management team	On-site	If extent of incident requires it	To clean up properly
	Notify DWAF	Command vehicle/ incident management team	Command vehicle/ incident management team	ASAP	To analyse water quality

NO.	WHAT MUST BE DONE	WHO MUST DO IT	WHERE IT MUST BE DONE	WHEN IT MUST BE DONE	WHY IT MUST BE DONE
	Notify and caution downstream Water Users Association/agricultural unions/local/district and neighbouring municipalities	Command vehicle/ incident management team	From site (via control centres)	Once nature of spill confirmed	To prevent usage of affected water
	Notify DEA	Command vehicle/ incident management team	From site (via control centres)	Once nature of spill confirmed	Analyse water quality
	Notify Cape Nature	Command vehicle/ incident management team	From site (via control centres)	Once nature of spill confirmed	Analyse water quality
	Re-assessment	Command vehicle/ incident management team	On-site	Regularly during incident management	To determine effectiveness and appropriateness of current response
	Mobilise clean-up specialist If rail – Transnet recovery unit	Command vehicle/ incident management team	On-site	If extent of incident requires it	Final clean-up
	Incident stand down	Command vehicle/ incident management team	On-site	Once situation is normalised and under control	To close incident and restore normal operations
	On-site debriefing	Command vehicle/ incident management team	On-site	After stand down	Compilation of detailed incident report
	Final debriefing	Incident management team	Appropriate meeting venue	Within one week of incident	To learn from mistakes, update plans
	Follow up testing of soil and water	DEA	In situ follow-ups after the incident	As required	Follow-up studies

10.7 Disaster Preparedness Plan: Drought – 90-day action plan



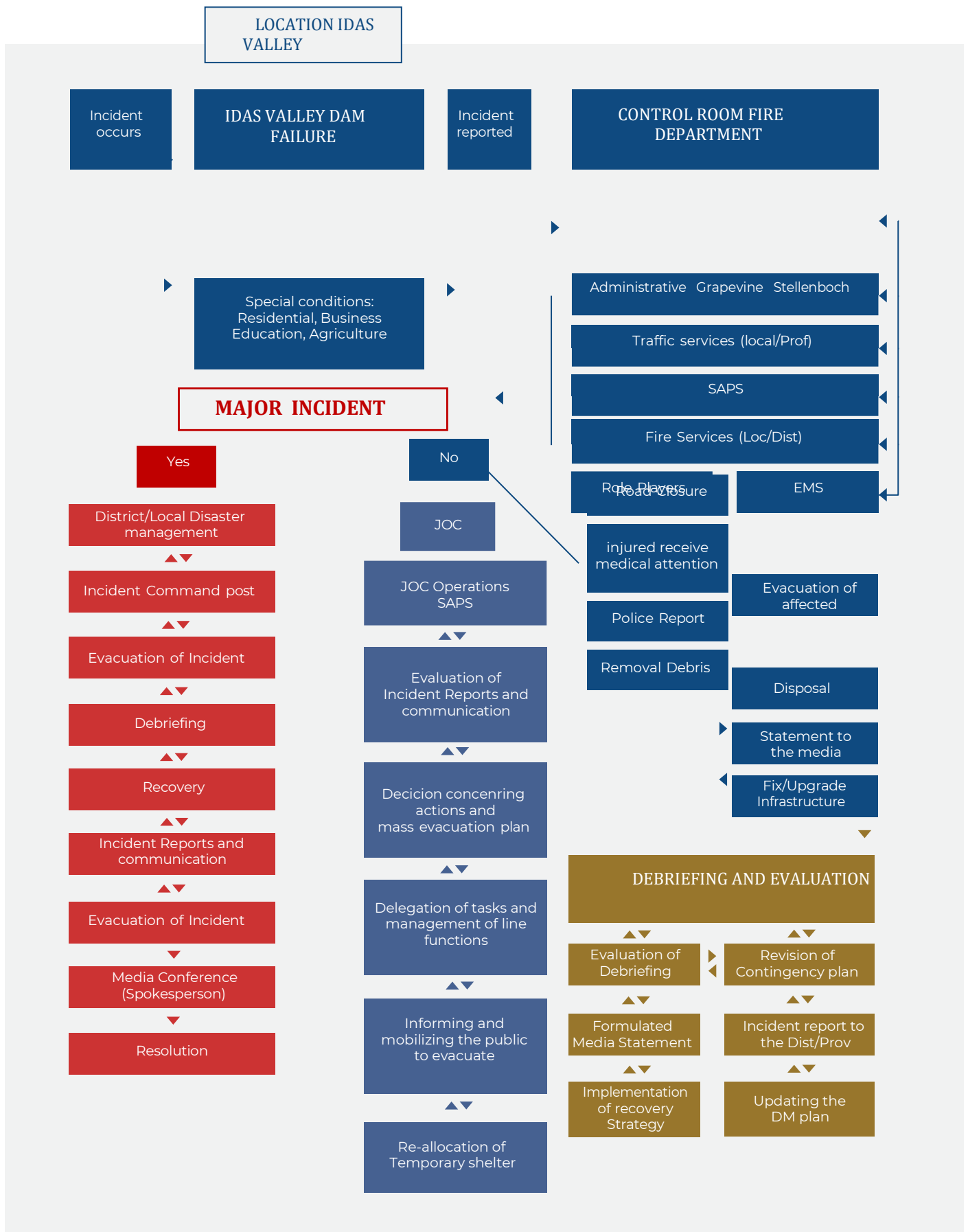
10.8 Disaster Preparedness Plan: Prolonged Electricity Interruptions

NO	INCIDENT	ACTION	TO BE PUT IN PLACE	RESP
1.	Power goes off	Determine if this is normal load shedding by checking the websites and other news. If it is not country- or province-wide, chances are that it is more than load shedding and may be a blackout. The actual frequency of electricity just before the outage could also indicate that a blackout has occurred.	A power frequency logger, which will give an advance warning if the frequency goes below 49.3Hz.	Frequency meters/ loggers to be arranged by Shane Chandaka
2.	Call in emergency blackout JOC	Chances are that cell phones will still operate for another four hours. All JOC members must automatically proceed to Stellenbosch JOC room when it has been determined that this blackout is wider than normal load shedding	All JOC members and support staff must be fully aware of their responsibilities.	Municipal manager as main member – Shane Chandaka if municipal manager has not reacted
3.	Report to JOC room	Try to get as much information as possible from government, Eskom and other sources.	Key personnel from national, provincial government, district municipality, SAPS, hospitals, university need to be available.	
4.	Obtain full set of support to JOC	<p>Call out:</p> <ol style="list-style-type: none"> 1. Fire Chief if not already on-site as part of JOC. Fire Chief must respond upon finding out that the power outage is most likely a large region blackout. 2. Call out all standby staff. Staff to automatically proceed to JOC room when determining that it is likely a large region blackout. 3. Managers: Electricity Stellenbosch operations and Dwars River operations to be called out/immediately respond and report to JOC when it is determined that a large regional blackout has most likely occurred. 		
5.	JOC and support members arrive at JOC room	All JOC and supporting members to report to the JOC room where the JOC Committee will start operating procedures.	<p>JOC room to be established and equipped with all necessary equipment.</p> <p>Must have all forms of communication – from cell phones to two-way radios and communications through loud hailing and written messaging.</p> <p>MM staff to ensure needs in and around JOC chamber.</p>	

6.	Conduction of JOC Meeting	Most senior member of JOC committee takes up chairman of the committee, until the MM arrives, after which she will chair and guide the process. She will indicate who will be chair upon her leaving the room. The JOC will jointly sit and conduct all operations on an ongoing basis. JOC members must be relieved by backup members when the need arises.	Convenient meeting room with telephones, radios, television and cooking utensils.	
7.	Communication	<p>All forms of communication will be used:</p> <ol style="list-style-type: none"> 1. During first part of the blackout, normal communication via cell phone should be available, as well as normal telephone communication. 2. At some stage, cell phones and normal telephones will fail, after which two-way radio communication must be used. <p>If all of the above fails, communication will be done via messenger by travelling to the person that needs to receive the message or by loud hailing any messages to the public.</p>	All possible communication methods must be available and stocked. Communication team must be in charge of message creation and controlling the send-out of messages.	
8.	Preparation for a long blackout	<p>Once it has been determined that the blackout will last for a long time (longer than two days), preparations must be made to assist public with emergency services. It needs to be determined whether the District Emergency JOC has been activated and a member from Stellenbosch JOC must meet with the District JOC. District JOC to liaise with Provincial JOC. Various methods of communication must be established between JOCs. Various external members must join the various JOCs, such as:</p> <ol style="list-style-type: none"> 1. Senior member of SAPS 2. Senior member from University 3. Senior members from each hospital 	<p>SOPs to be drawn up for any possible actions needed during blackout:</p> <ol style="list-style-type: none"> 1. Making maximum use of fridge and freezer. 2. Cooking/preparing food for long-term storage. 3. Obtaining and rationing of long-term unperishable foods. 	
9.	<p>Actions to be taken to prepare for a long blackout. Note that there will be no electricity and therefore no streetlights or floodlights. Few restaurants working. University will not be able to supply cooked food. No alarms will work, no SCADA will work.</p>	<ol style="list-style-type: none"> 1. All electricity networks to be switched such that any emergency electricity can reach key points on the network. 2. Inform the public how to conserve and/or prepare food. 3. Communal ward food-preparing sites may be arranged. 4. All deep freeze food from houses, supermarkets, shops need to be brought to these centres to be prepared and sealed in order to last for at least 14 days. 5. Long-lasting food, such as tinned food must be obtained from supermarkets to distribute evenly to public. 6. Various methods of lighting units need to be obtained. 	<p>Various scenarios need to be assessed and SOPs written:</p> <ol style="list-style-type: none"> 1. Diesel stocking during long-term outage. 2. Fighting fires with no vehicles and pumps. 3. Obtain assistants from SANDF to assist with field kitchens and rations. 4. Obtain material to build PV installations such as PV panels, inverters. <p>Key buildings need to be equipped with PV solar installations, such as:</p> <ol style="list-style-type: none"> a. Fire station; b. Main building of JOC quarters; and c. Town hall kitchen. <p>Mobile units for pump stations.</p>	

10.	Pre-arranged tasks to staff and coordinators of each function	<p>Staff members to be allocated pre-arranged tasks:</p> <ol style="list-style-type: none"> 1. Electricians to maintain and operate all generators and solar power installations, including fuelling and batteries. 2. Water staff to maintain all water networks that are operating as normal. 3. Sewage staff to maintain all sanitation plants and networks that are operating as normal. 4. Roads staff to assist with directing of traffic at all major crossings until moving vehicles have diminished considerably. 5. All infrastructure services planning staff and customer care staff to assist with administration and communication matters. 6. All waste staff to operate all possible waste removal functions. 7. All protection services staff to go into protection mode, including all traffic police and law enforcement. Patrol streets on a three-shift basis. 8. Fire & Rescue responsible for all emergency incidents. 9. Community service staff, corporate services staff and planning staff to communicate and inspect public facilities. 10. All SCM staff to actively procure any material, food, services needed for emergency services. 11. HR to be in charge of recruiting volunteers for all sorts of associated services. 12. EPWP/LED/Housing responsible for obtaining enough labour, food and energy to operate food corners. 13. All other staff to procure food, wood, gas. 14. Special care for informal settlements with no backup of food or energy. 	Staff to operate in three shifts.	
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10.9 DISASTER PREPAREDNESS PLANS:
IDA'S VALLEY DAM WALL FAILURE



11. ANNEXURE B: DISASTER RISK REDUCTION GUIDELINE

11.1 Disaster Risk Project Proposals: Fire

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
PHYSICAL PLANNING MEASURES	1 Build fire stations.
	2 Plan and provide for buffer zone between residential and vegetation areas.
	3 Plan and provide access roads for fire trucks in informal settlements.
	4 Plan to prevent illegal electricity connections in informal settlements.
	5 Plan fire services in line with new development needs.
	6 Ensure that development of dwellings does not take place before adequate bulk services are provided.
	7 Encourage and facilitate integrated catchment management planning.
ENGINEERING AND CONSTRUCTION MEASURES	8 Ensure compliance with fire regulations and by-laws.
	9 Install fire alarms in buildings.
	10 Plan and provide fire escape routes and doors.
	11 Plan and provide fire breaks in high risk vegetation areas.
	12 Provide suitable roads as evacuation routes in informal settlements.
	13 Provide informal areas with fire-resistant materials.
	14 Plan and develop early fire warning systems.
	15 Provide additional fire hydrants.
	16 Research and upgrade/improve firefighting equipment/trucks/ hydrants.
	17 Provide fire hydrants in informal settlements.
	18 Install watch towers, fire breaks, fire extinguishers in forestry areas.
	19 Improve the quality and provide appropriate firefighting equipment at all levels.
	20 Ensure that fire hydrant water supply is sufficient in higher lying areas.
ECONOMIC MEASURES	21 Provide for capital projects in municipal budget.
	22 Provide funds for upgrading of fire equipment.
	23 Fines for illegal electrical connections.
	24 Implement programme to decrease high risk housing.
	25 Authorities to develop a project to make fire extinguishers more affordable for every household, as well as a means of making the maintenance thereof less expensive.
	26 Property rebates for rural areas under conservation.
	27 Action plans in place.
	28 Reaction plan in place.
	29 Train fire marshals for commercial/industrial complexes.
	30 Appoint/train appropriate staff.
	31 Conduct fire and evacuation drills.

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
	32 Ensure evacuation doors are unlocked.
	33 Run programmes for arson prevention.
	34 Maintenance programme for fire extinguishing equipment.
	35 Identify and procure appropriate equipment.
	36 Structured and sustained fire-prevention inspections.
	37 Cleaning of undergrowth around buildings.
	38 Train and deploy firefighting volunteers at fire stations and roadworks.
	39 Identify high risk fire areas (hotspots).
	40 Identify safer alternatives for cooking and lighting, i.e. stoves, lamps, etc.
	41 Ensure correct storage of combustible materials.
	42 Develop and implement maintenance programmes for access routes in high risk fire areas.
	43 Train and develop fire response teams.
	44 Training at all levels to improve the implementation of an incident command system as a standard operating procedure.
	45 Develop a management policy for the sale of paraffin.
	46 Establish and support Fire Protection Association.
	47 Develop area fire management plans.
	48 Refrain from using recycling cardboard containers for recycling of paper.
	49 Revisit policy for evicting shack dwellers.
	50 Maintenance programme.
	51 Develop fire evacuation procedures for commercial/industrial complexes.
	52 Declare non-smoking areas.
	53 Prohibit fires in high risk areas.
	54 Conduct fire hazard awareness programmes.
	55 Conduct community awareness programmes in communities.
	56 Implement community-based programmes for the proper care/maintenance of electrical equipment.
	57 Include fire prevention education in school curriculum.
	58 Include disaster risk management in school curriculum.
	59 Implement fire education, fire risk awareness, recruitment of volunteer firefighters, social responsibility, ownership system, e.g. hydrants.

11.2 Disaster Risk Project Proposals: Hazmat Incidents (HMIs)

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
PHYSICAL PLANNING MEASURES	1 Zoning for HMIs (building codes).
	2 Proactive hazmat classification of installations.
	3 Proper planning into the placement of factories and plants.
	4 Manage development around HMIs.
	5 Limit population figures around HMIs.
	6 Enforce and evaluate risk assessment for major hazardous installations.
	7 Enforcet and evaluate EIAs for HMIs.
	8 Enforce proper labeling of chemicals and poisons (labels).
	9 Monito, restrict and manage routes for hazmat materials in transit (railways/roads).
	10 Safe packaging and storage to prevent leakage and seepage of hazmat and poisons.
	11 Identify specific parking areas for hazmat vehicles along the roadside.
	12 Increased hazmat capabilities allocated to areas on main routes where hazmat freight vehicle parking areas can be found.
ENGINEERING AND CONSTRUCTION MEASURES	13 Enforcement of construction needs to be determined by type of particulates being used and stored.
	14 Identify containment sites and measures.
ECONOMIC MEASURES	15 Fines for non-compliance.
	16 Awards to compliant companies.
	17 Fines for not having correct signage when transporting hazmat.
	18 Fines for not having correct paperwork when transporting hazmat.
	19 Spiller fine structure for hazmat spillage and enforcement thereof.
	20 Polluter pays.
	21 Local economic development, assistance to non-compliant small businesses.
SOCIETAL MEASURES	22 Community/individual training.
	23 Regular awareness published in newspapers.
	24 Education of farm workers on how to handle/store hazmat/ poisons/protective clothing.
	25 Information sessions on pesticide poisonings on farms/misuse/misapplication.
	26 Notification of times of 'in-line' dosage of pesticides and poisonings.
	27 Early warning system for spills/exposures.
	28 Community-based training/awareness.

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
MANAGEMENT AND INSTITUTIONAL MEASURES	29 Compliance with storage and handling specifications.
	30 Annual compliance certificate for hazmat/lpg coupled with an inspection, using of approved/certified service providers.
	31 Declaration of what is being transported, and enforcing escorts for high risk cargo.
	32 Inform local municipality of cargo passing through its boundaries, especially if alternate routes are used.
	33 Regulate overnight stops for trucks transporting hazmat.
	34 Introduce measures that regulate the times during which hazmat can be transported.
	35 Spiller to use accredited/competent mop-up teams.
	36 Create capacity for regular site inspections.
	37 Create capacity for regular vehicle inspections.
	38 Enforce registers of hazmat on the premises.
	39 Increased monitoring by law enforcement (road/railway)
	39 Regular training of rescue personnel and transport personnel (drivers) in contact and handling of hazmat.
	40 Education campaign for local cellars and farmers who transport spirits as mixed loads.
	14 Identify and manage nodal points of inspection – yard/weighbridges/destination.
	41 Regulate bulk sale of fuel.
	42 Enforce occupational health and safety adherence.
	43 Registration/compliance of all hazmat and hazmat installations (databases).
	44 Identify and register all MHIs/inspect and liaise per area.
	45 Enforce storage regulations.
	46 Enforce AVCASA regulations for pesticides.
	47 Shift from reactive to proactive measures.
	48 Annual compliance certificate for hazmat/lpg coupled with an inspection, using of approved/certified service providers.
	49 Effective communication of hazmat/poisons requirements.
	50 Operational plans/and response teams that are trained and practiced at hazmat installation.
	51 Training exercise to improve response management skills.
	52 Address lack of capacity at times of detours when passing small poor towns (resource skills distribution).
	53 Monitoring, accreditation and registration of clean-up teams and disposal sites, and a contact database.
	54 Enforcement of NEMA Section 30.
55 Enforcement of spiller-pays regulation of using approved service providers.	
56 Simplify coding system for hazmat.	
57 Promote co-operative governance between organs of state responsible for control of hazmat.	
58 Simplify recognition system of cargos to effect quicker and correct response in case of incident.	

11.3 Disaster Risk Project Proposals: Flooding

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
PHYSICAL PLANNING MEASURES	1 The enforcement of Environmental Impact Assessment (EIA) with all development projects.
	2 Plan for the upgrading of existing infrastructure to cope with new developments.
	3 Identify and plot vacant high risk flood areas for future reference and avoid human settlements in such areas.
	4 Avoid development and settling of communities along rivers and within the flood line.
	5 Apply and update zoning regulations regularly.
	6 Identify alternate suitable venues/facilities for emergency services.
	7 Apply low intensity land use in 1:100 flood line areas.
	8 Study and understand the impact of climate change on development.
	9 Signage.
	10 Asset management.
	ENGINEERING AND CONSTRUCTION MEASURES
13 Identify flood measuring and early warning systems.	
14 Plan and build retention dams to reduce risk of flooding.	
15 Restore and maintain water catchment areas	
16 Build retaining walls to protect buildings.	
17 Improve and upgrade stormwater reticulation systems regularly.	
18 Develop and maintain early warning systems.	
19 Develop and maintain sustained cleaning programmes for rivers and dams.	
20 Plan bigger capacity dams to regulate flow of water.	
21 Implement programmes and measures to prevent erosion.	
22 Plan and erect visible warning signs in low lying areas.	
ECONOMIC MEASURES	23 Provide for disaster relief funds.
	24 Ensure adequate provision for the maintenance of stormwater systems.
	25 Farmers developing areas for agricultural use in flood-prone areas should pay increased insurance on crops in those areas.

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
MANAGEMENT AND INSTITUTIONAL MEASURES	26 Plan for the support of affected communities.
	27 Develop and maintain flood emergency response teams.
	28 Develop and supervise maintenance programmes.
	29 Ensure that SOP for disasters are developed and maintained.
	30 Facilitate strategic planning of resources to cover all areas during emergencies.
	31 Plan and ensure Strategic distribution of disaster management resources across area
	32 Ensure the provision of emergency flood kits.
	33 Mutual aid agreements to be established for relief and response.
	34 More command centre vehicles.
	35 Quality assessments.
	36 Asset management.
SOCIETAL MEASURES	37 Develop awareness training and workshops in high risk areas.
	38 Develop and inform communities of response actions to early warning systems.
	39 Ensure coordination and cooperation with NGO's.
	40 Community awareness.
	41 Early warning systems.

11.4 Disaster Risk Project Proposals: Earthquake

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
PHYSICAL PLANNING MEASURES	1 Identify earthquake-prone areas/geological faults.
	2 Develop suitable building codes (and enforcement thereof).
	3 Develop zoning codes for high risk areas.
	4 Limit development in high risk areas.
ENGINEERING AND CONSTRUCTION MEASURES	5 Only approve single storey buildings in high risk areas.
	6 Enforce area-specific building methods/codes.
	7 Design strong earthquake resistant infrastructure/services.
ECONOMIC MEASURES	8 Disaster relief funds from National Government.
	9 Household insurance (act of God).
	10 MOUs with suppliers of emergency materials/supplies.
	11 Incentives for compliance with building codes.
MANAGEMENT AND INSTITUTIONAL MEASURES	12 Develop institutional capacity for management of incidents.
	13 Good response support services (police, fire department, etc.).
	14 Develop good evacuation plans.
	15 Plan for the relocation of people in high risk areas.
	16 Development and training for mass casualty response team.
	17 Development and communication of recovery plans and strategies.
	18 Identify effective communication systems other than cell phones or radios.
	19 Investigate and plan for air evacuation system.
	20 Development and training of search and rescue teams and strategies.
	21 Identify mass care facilities outside possible affected areas.
	22 Develop mass care strategy.
	23 Develop strategy and process for public notification and to inform communities about the risk.
	24 Develop mutual aid agreements and MOUs for identified tasks.
	25 Plan and develop strategies and procedures for trauma counselling.
26 Plan for the management and care of emergency responders.	
27 Strict enforcement of building codes in identified earthquake prone areas.	
SOCIETAL MEASURES	28 Education on warning systems.
	29 Awareness raising (how to act/react).
	30 Develop self-reliant communities/emergency preparedness.
	31 Inclusion of programmes in schools in earthquake prone areas.

11.5 Disaster Risk Project Proposals: Infrastructure Failure

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
PHYSICAL PLANNING MEASURES	1 Perform composite risk assessments before developing services.
	2 Research and develop alternative energy sources other than electricity, e.g. generators.
	3 Research effective and correct waste removal and storage.
	4 Development of standards and quality assurance of RDP houses.
	5 Development and enforcement of minimum standards for service delivery.
	6 Standardise a planning horizon of at least 50 years.
	7 Monitor and respond to farmers altering river courses.
	8 Planning of user -friendly public transport services.
ENGINEERING AND CONSTRUCTION MEASURES	9 Apply minimum standards for all services.
	10 Structured maintenance programs for service infrastructure
	11 Safeguard essential service infrastructure.
	12 Maintain the integrity of dams, dam walls, etc.
	13 Proper assessment of building material and architectural plans.
	14 Preventative maintenance and upgrading of equipment/facilities.
ECONOMIC MEASURES	15 Fines for exceeding limits.
	16 Improve ineffective systems that lead to loss of revenue.
	17 Fines for transgressions, i.e. littering/dumping.
	18 Implement more effective road restrictions and toll fees.
	19 Blacklist corrupt service providers.
	20 Implement more structured bulk service infrastructure contributions.
	21 Budget for sustained infrastructure maintenance.
	22 Implement more effective basic service rates for all users.
	23 Buildings should have ISO 14001 accreditation in terms of water usage.
	24 Mitigation/emergency measures/strategies should be in place in the event of sewage system failure.
	25 Structured and sustained maintenance programmes for service infrastructure.
	26 Design and develop emergency measures in the event of service failure (departmental emergency plans).
	27 Implement safe public transport systems.
	28 Design/upgrade bulk services before development.
	29 Structured asset management with regards to infrastructure development and maintenance.
	30 Emergency procedure development for all service disruptions.
	31 Enforce of energy saving laws at all levels.

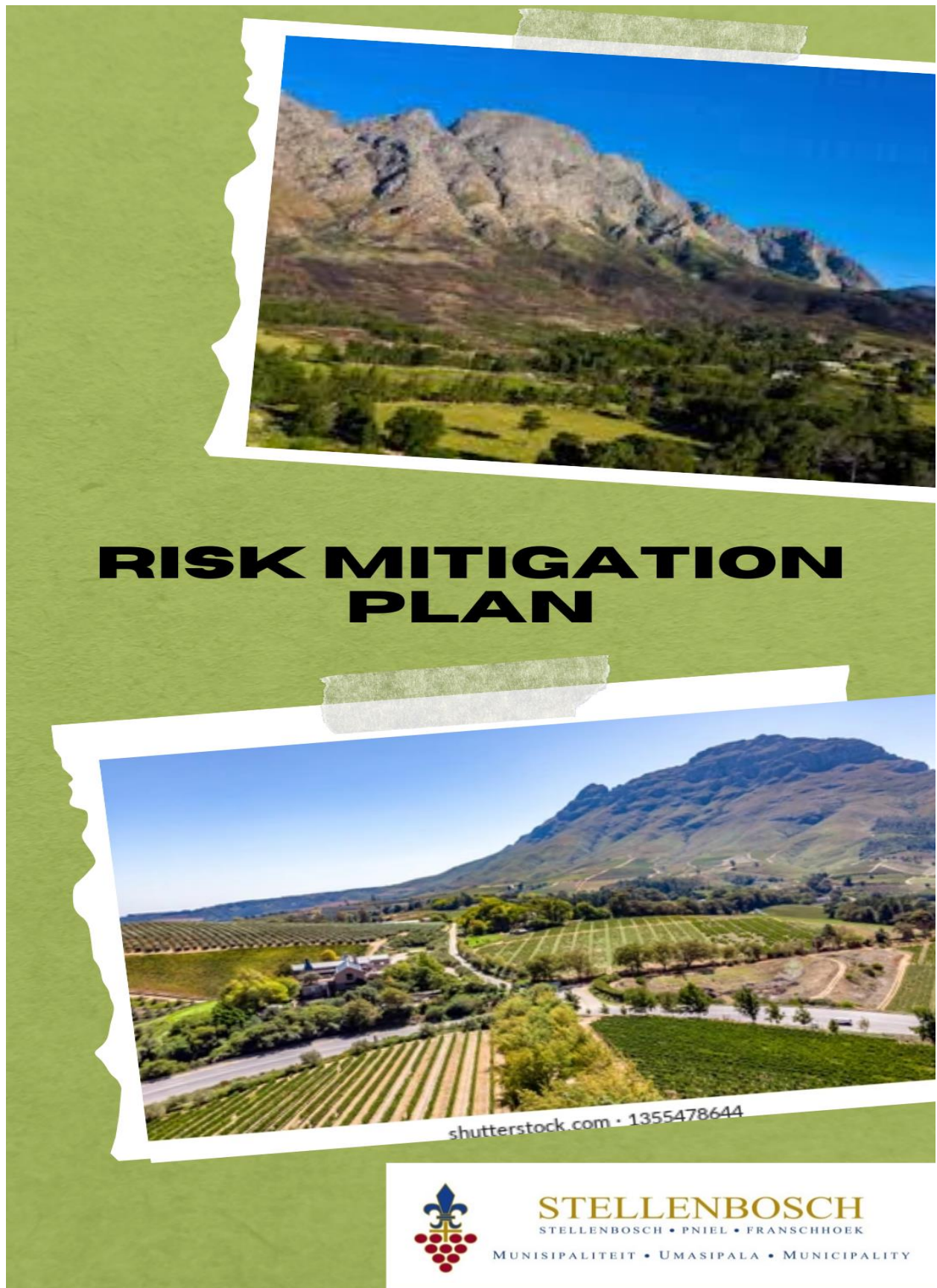
RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
MANAGEMENT AND INSTITUTIONAL MEASURES	32 Define and develop early warning systems linked to management plan.
	33 Monitor community responsibility with regards to feedback on structure service and quality.
	34 Enforce water conservation measures and/or by-laws.
	35 Dedicated government supervision and quality assurance on all contracts.
	36 Appoint competent individuals to manage and monitor.
SOCIETAL MEASURES	37 Ensure aid agreements and supplier agreements in case of specific infrastructure failure.
	38 Community awareness in terms of water usage and economic use of services.
	39 Transport management, i.e. 'lift clubs' to reduce road traffic.
	40 Advocacy campaign, i.e. saving measures (electricity).
	41 Structured and sustained training and education (correct use of infrastructure).

11.6 Disaster Risk Project Proposals: Transport Incidents

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
PHYSICAL PLANNING MEASURES	1 Plan alternative routes/road capacity required for increase in traffic.
	2 Research and plan safe sites for airports.
	3 Research and plan public transport safety measures.
	4 Incorporate pedestrian-safety into new developments.
	5 Plan for increased, improved and effective infrastructure with regards to public transport.
	6 Plan and ensure correct placement of railway crossings and pedestrian crossings.
ENGINEERING AND CONSTRUCTION MEASURES	7 Plan and design safe railway crossings.
	8 Determine need and planning of pedestrian crossings.
	9 Effective management of time delays in changing of traffic lights.
	10 Make use of traffic circles to slow down traffic.
	11 Construction of speed bumps in residential areas
	12 Set standards and update aviation standards.
	13 Design and implement bicycle lane for cyclists.
	14 More effective traffic light programming for peak and off-peak times.
	15 Enforce exhaust emission standards.
	16 Plan for effective bus lanes, as well as heavy vehicle lanes on major routes.
	17 Ensure constant maintenance of all transport infrastructure.
ECONOMIC MEASURES	18 Decrease in public transport travelling costs to promote public transport and decrease road traffic.
	19 More effective management and processing of fines for all traffic offenders.
	20 Introduce cost-effective and time-effective rail transport for commuters and freight to reduce road transport.


RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS	
MANAGEMENT AND INSTITUTIONAL MEASURES	21 Design and implement points demerit system for transgressors.	
	22 Identify and enforce alternate routes for heavy duty vehicles.	
	23 Develop good institutional capacity and programmes to promote transport safety.	
	24 Develop good infrastructure and capacity to facilitate effective law enforcement.	
	25 Capacity and structured audits for licensing.	
	26 Train and implement more scholar patrols.	
	27 Promote use of reflective bands for children.	
	28 Implement capacity to manage register for traffic offenders.	
	29 More advanced and affordable skills development programmes for professional drivers.	
	30 More structured and vigilant testing/monitoring of licensed drivers and vehicles.	
	31 Use accredited contractors and building materials for road construction.	
	32 Enforce clear road signs/warnings and markings during construction periods.	
	33 Implement and manage structured general road maintenance programmes.	
	34 Implement restriction measures to control the times and routes of heavy vehicles.	
	35 Design and implement traffic management plans.	
	36 Learner license and driver training programmes in schools to develop young responsible drivers.	
	SOCIAL MEASURES	37 Develop a system whereby intoxicated pedestrians are effectively removed from busy roadways and prosecuted.
		38 Permit system.
39 Discourage aggression/road rage.		
40 Promote alternative transport.		
	41 Structured education on road safety.	
	42 Structured programme to increase awareness of pedestrians.	

11.7 Ward Base Risk Assessment



**RISK MITIGATION
PLAN**



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CROSS CUTTING ISSUES IDENTIFIED FROM WARD BASED ASSESSMENT: -




SOLID WASTE POLLUTIONS



WARD	SUMMARY OF RISK AS IDENTIFIED IN WBRA AND SELECTED AS CROSS-CUTTING ISSUES	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
3	The dumping of household waste in the area is an environmental health concern to the members of the community. This risk is often experienced within Maasdorp, as well as Ou Winkel in Main Road in Lanquedoc.	The attraction of unwanted pests, such as mice and rats. Environmental health concern.	MODERATE	Cape Winelands District Municipality Disaster Management, Department of Housing, NGO's, Roads and Stormwater, CBO's, Utility Services including Water Services, Solid Waste Management, Department of Health, Community Development, Environmental Health, Fire and Emergency Services, Planning, including Integrated Development Planning.	
4	Illegal dumping of household waste. This risk is regularly experienced within several areas including: (A) Kylemore cemetery (B) Open properties amongst the residential structures. (C) Outskirts of residential area in Kylemore. (D) Opposite high school in Kylemore. Solid waste pollution can lead to:	Attraction of unwanted pests, such as mice and cockroaches. Illnesses can also occur as dogs and children often play amongst the piles.	MODERATE	Private properties responsibility is with owner. Cape Winelands District Municipality.	

WARD	SUMMARY OF RISK AS IDENTIFIED IN WBRA AND SELECTED AS CROSS-CUTTING ISSUES	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
5	<p>Open fields and open properties have been identified as hotspots for the dumping of household waste. This risk is experienced frequently within Idas Valley. Solid waste pollution can lead to:</p>	<p>The attraction of unwanted pests and can cause major environmental health concerns.</p>	HIGH	<p>Cape Winelands District Municipality Always involve NGO's, CBO's and CDW's. They can help to build communication links between residents and service providers and assist in capacity-building. They can also assist with reporting on breakdowns and negotiating support and improvements in provision, operation and maintenance of essential basic services. Also, actively involve those who are most at risk. This includes people living close to water-points, standing water, contaminated water sources and areas where solid waste is dumped. Groups such as women, children, the elderly and the chronically ill are likely to suffer the worst effects. The elderly and those suffering from HIV and AIDS and tuberculosis (TB) are also more vulnerable in unhygienic environments, where they come into contact with more germs and contaminants. Illness places an additional burden on carers – usually women – who may be less able to care either for themselves or all the others in their care. These groups should be able to voice their concerns and participate in generating and implementing solutions.</p>	

WARD	SUMMARY OF RISK AS IDENTIFIED IN WBRA AND SELECTED AS CROSS-CUTTING ISSUES	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
6	<p>The dumping of household waste occurs at the local sports field.</p> <p>The concern has been raised about a unsafe and unhygienic surroundings as result of the dumping.</p> <p>Solid waste pollution can lead to:</p>	<p>Environmental health concern, illnesses due to contact with unhygienic items and the attraction of unwanted pests.</p>	LOW	<p>Cape Winelands District Municipality Hazard mapping helps to establish the sites and nature of the environmental health hazards in a community. • Where are the main access roads, rivers, streams, lakes, wetlands etc located? • What are the main environmental health challenges? • In which places or areas in the settlement are these problems most severe? Why are they most severe? • Where are the drains or drainage ditches? • Where are the toilets that residents use? • Where are the taps that residents use? • Where are the refuse disposal tips or skips that residents use? • What are the effects of the main environmental health challenges? • Who is most affected by these problems? Why? • What actions can people take to improve the health of their immediate environment and/or environmental health of the settlement?</p>	
9	<p>Due to the lack of recycling facilities at the Neelsie Centre, the overflow of waste and ineffective removal thereof is inevitable.</p> <p>Other areas of Stellenbosch CBD forming the restaurant hub often face difficulties in discarding waste.</p> <p>Dorp and Church Street.</p>	<p>Unwanted pests such as flies and rats.</p>	MODERATE	<p>Stellenbosch University and owners must communicate on how and where to get bins and what days.</p> <p>Cape Wine Lands District Municipality</p>	



WARD	SUMMARY OF RISK AS IDENTIFIED IN WBRA AND SELECTED AS CROSS-CUTTING ISSUES	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
11	Dumping of household waste in Papegai Nature Reserve has been identified as a concern, poses great threat to the natural habit of nature reserve.	Veld fires to the close proximity residential structures.	LOW	Nature Conservation	
12	Ekanini informal Settlement makes use of skips for the disposal of household waste. A lack of removal of the waste often leads to overflow of domestic waste.	Attraction of unwanted pests, such as rats and mice as well as more serious environmental health concerns.	MODERATE	7 Days service must be implemented. Cape Winelands District Municipality	
13	Due to the lack of "wheelie" bins, disposal materials (black bags, etc.) members of the community often dump their household waste on open properties in close proximity to their residential structures. Zone A and the Old Hostels has been identified as the hot spots.	Environmental health concerns.	MODERATE	"Wheelie" bins can be requested Cape Winelands District Municipality	


WARD	SUMMARY OF RISK AS IDENTIFIED IN WBRA AND SELECTED AS CROSS-CUTTING ISSUES	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
16	Members of the public have criticised service delivery as no facilities have been provided to dispose of garden waste. As such, open spaces have become dumping sites. This risk is regularly experienced within all open spaces, as well as areas adjacent to the river.	a) Attraction of unwanted pests b) Environmental health concerns	LOW	Cape Winelands District Municipality	
18	The dumping of household items, such as nappies on open properties and in water streams, has been raised as a concern in this ward. This risk is experienced daily within Mandela City and behind the sportsground.	a) Environmental health concerns b) Attraction of unwanted pests, such as rats and flies c) Stagnant and muddy areas surrounding skips d) Bad odours	LOW	Cape Winelands District Municipality	
19	Due to the lack of formal dustbins or skips, residents in the area discard household waste in a manmade pit. This waste is then often burnt in order to discard of it. This risk is experienced daily at De Novo, adjacent to the Lawrenceia Primary School.	Environmental health concerns and attract unwanted pests, such as rats and mice.	LOW	Farms are privately owned and a municipal service can be requested by farm owner.	



WARD	SUMMARY OF RISK AS IDENTIFIED IN WBRA AND SELECTED AS CROSS-CUTTING ISSUES	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
20	<p>The dumping of household waste in Longlands has been identified as a concern. Household waste is often burnt due to the lack of proper discarding methods. The risk is experienced on a daily basis within Longlands.</p>	<p>The attraction of unwanted pests, such as mice and rats, or more severe environmental health concerns.</p>	<p>LOW</p>	<p>Formal services will be rendered to new houses. Constructing an objectives tree will help to identify solutions to improve environmental health in the community. This exercise is conducted in the same way as the problem tree, but in place of the causes and effects of a particular hazard, you will identify solutions and the outcomes they will achieve. As in the case of the problem tree, it will be helpful to examine the solutions to one problem at a time. Key questions include: What are the main solutions to this problem? How can these be implemented? Who can implement them? What effect will implementing these solutions have? Why will they have this effect? Trained, community-based risk monitors can help to identify and monitor environmental health risk on an ongoing basis, and report facilities that need to be repaired, particularly where governmental capacity is limited.</p>	
21	<p>The continuous littering of household items in the area has been highlighted. This risk occurs daily at the Emergency Housing area.</p>	<p>Unwanted pests such as flies, rats and mice</p>	<p>LOW</p>	<p>Formal services will be rendered to new houses</p>	



CROSS CUTTING ISSUES IDENTIFIED FROM WARD BASED ASSESSMENT: -

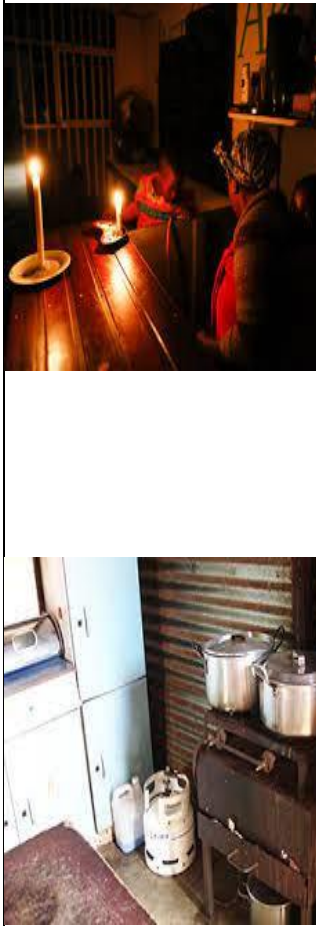
STRUCTURAL FIRES


WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
2	Informal structures within the ward utilize candles, paraffin lamps and illegal connections for their cooking and lighting needs. The utilization of these items lead to daily risks for the residents of Langrug Informal Settlement.	<ul style="list-style-type: none"> a) Loss of property b) Displaced households c) Serious injury or loss of life 	MODERATE	The Department Fire & Rescue Services and Disaster Management aims to promote the development, implementation and maintenance of effective disaster management and fire & rescue services in the Greater Stellenbosch region.	
3	<p>Structural fires occurring within the ward are caused as a result of various problems, such as:</p> <ul style="list-style-type: none"> a) Faulty electrical connections b) Tampering with electrical boxes c) The use of candles and paraffin lamps <p>This risk occurs once every two to three months. Various residential areas within the ward are affected, including:</p> <ul style="list-style-type: none"> a) Meerlust b) Maasdorp c) Lanquedoc d) Wemmershoek 	The destruction and loss of property, as well as serious injury or loss of life.	MODERATE	Always involve street committees, NGOs, CBOs and CDW's. They can help to build communication links between local residents and service providers. They can also assist in closing gaps in service delivery, maintenance and in reporting of inadequate, blocked or broken infrastructure (eg broken hydrants). In many areas, fire risk increases because of excessive alcohol consumption and its adverse impact on responsible behaviour. This means engaging stakeholders who, in the past, may not have been so actively involved in risk management, such as shebeen owners and members of community watches.	




WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
4	Due to unmaintained private properties (vacant) within the residential areas, a fire risk can occur as a result of overgrown and dry grass. The risk increases during the summer months when temperatures within the Stellenbosch area can rise close to 40 degrees Celsius	A loss of property, loss of life, and loss of personal belongings.	LOW	Hazard mapping helps establish where fires occur most frequently, why they tend to occur, as well as how accessible these hotspots are to fire fighters and other emergency personnel. • Where are the main access roads and routes located? • What places or areas in the settlement are most prone to fires? Why are they prone to fires? • Are there fire hydrants in the community? Do they work? Do people know how to use them? Where are they? • Where are taps or water sources that can be used to put out fires? • Are there other measures in place to respond to fires (e.g. a fire pole or buckets of sand in a central place)? Where are these located?	

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
11	A large number of houses within the wards are fitted with straw roofs, which pose a great fire risk to the owners and the surrounding communities. Although there is a daily risk, the risk increases during the summer months.	a) Destruction and loss of property b) Serious injury or loss of life	HIGH	The seasonal calendar helps establish when fires are most common and when the losses to fires are most severe. While a seasonal calendar is most often used to assess differences between seasons or over the course of a year, the method can be adapted to examine shorter time periods, such as a day, week or a month. • When do fires occur most frequently? • Why do they occur often at these times? • What effects do fires have on the community? • When do fires occur less frequently? • Why are they less common at these times?	
12	Enkanini Informal Settlement lacks formal electricity and is therefore forced to utilize candles, paraffin lamps and open fires for cooking, heating and lighting purposes. This is a daily risk experienced within the Enkanini Informal Settlement.	a) Displaced individuals b) Loss of property c) Serious injuries or loss of life	HIGH	Informal dwelling fires often result from interpersonal disputes and lack of political tolerance. Therefore, it may be beneficial to involve conflict resolution groups or structures, if these exist. In addition, as many fires are started accidentally by children, they should also be included, along with school, crèche and sporting groups.	



WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
13	The burning of informal structures within the area is mainly due to human negligence. Although the risk does not occur regularly, residents have identified Zone A at the Old Hostels as an area of concern. Informal	a) Loss of property b) Serious injuries c) Loss of life	MODERATE	A risk management capacities matrix helps identify any measures being taken to reduce fire risk and it identifies who is implementing the measures. It can also help determine the relative effectiveness of the measures, as well as identify obstacles to their implementation. • What measures are people taking to reduce the risk of fires? • Who uses the measures? • When are they used? • How effective are they in reducing the number of fires? • Why do some people not take these measures? • What steps are being taken to make the measures more effective/increase their usage?	
14	Several aspects increase the risk of structural fires. These aspects include: • Negligence with electrical equipment Densely populated informal areas. Blocking of major access routes. The use of “gelly-blikke” and open fires. Obstructed fire hydrants, the risk occurs daily but increases over weekends. All informal zones are susceptible to fire risk. Structural fires can result in:	a) Loss of property b) Serious injuries or loss of life c) Financial strain d) Loss of personal belongings	HIGH	Disaster Management, Department of Housing, Fire and Rescue Services South African Police Services (enforcement), Community development workers, Department of Health Other NGO’s and CBOs Utility services, particularly Solid Waste Management, Eskom, Department of Community Development and the South African Social Security Agency (SASSA)	




WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
15	<p>A number of informal structures are without formal electricity. They make use of candles, gas stoves, paraffin lamps and illegal cables for their cooking, heating and lighting needs. This risk is experienced on a daily basis within Zone J, Zone O, and Zone M.</p>	<p>a) Loss of property b) Serious injuries or loss of life c) Displaced individuals Here, residents with access to legal electricity 'rent' it out by supplying other areas and households who are not connected to formal services – often off one plug or power outlet. People who then pay 'rent' for electricity are often required to limit its use (eg for TV but not cooking) to avoid tripping the power through overloading the system. Illegal forms of electricity are sourced from traffic lights or streetlights Electricity is accessed by connecting wires that may be strung above the ground, laid on the ground or even placed below the ground (the tar in roads may be chopped up to allow this).</p>	<p>MODERATE</p>	<p>A risk history table can show the years when major fires occurred. These events can be used as a basis for questions on where the fire occurred, how it started and the extent and nature of the losses. • Has the number of fires increased, decreased or stayed the same? Why? • Were all fires reported to the fire services, or were some extinguished locally, without outside help?</p>	



		<p>These cables melt when they are overloaded.</p>			
<p>16</p>	<p>Due to the densely populated backyard dwellings, fires are prone to spread rapidly. Increased fire risk occurs due to the use of candles and illegal electrical cables. This risk is experienced daily.</p>	<p>a) Loss of property b) Loss of life c) Serious injury d) Financial strain Although density is not the main cause of fires, it contributes to severe fire risk in several ways:</p> <ul style="list-style-type: none"> • Density increases the number of potential ignition sources when there are many cooking and lighting points in a congested settlement. • Density increases the likelihood of fires spreading easily from one dwelling to another. • Housing density and exposure to low-hanging electrical wires (often called 'spaghetti wires') also limit access for firefighting and response vehicles. 	<p>HIGH</p>	<p>A transect walk can help identify measures taken by the community to reduce the likelihood of fires. These may not be mentioned during a mapping exercise, as they are often taken for granted by community members. It is also essential for identifying high-risk areas and hazardous sites. A problem tree helps understand fire risk by identifying the main causes and effects of fires and the relationships between them. It is particularly useful in understanding the socio-economic factors that increase fire risk.</p> <ul style="list-style-type: none"> • What are the main causes of fires? • Why do these causes occur? • What are the effects of fires? • Why do they have this effect? 	



WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
18	Houses have burned down due to illegal electrical connections. This risk is mostly experienced during summer months. The residential areas in Klapmuts, as well as Mandela City, are highly susceptible to structural fires.	Destruction and loss of property, as well as serious injury or loss of life.	MODERATE	A risk history table can show the years when major fires occurred. These events can be used as a basis for questions on where the fire occurred, how it started and the extent and nature of the losses. • Has the number of fires increased, decreased or stayed the same? Why? • Were all fires reported to the fire services, or were some extinguished locally, without outside help?	
19	Due to the lack of formal housing, individuals are forced to erect illegal structures in backyards. This causes them to be without formal electrical connections and forces them to utilize other methods for their daily needs. Smarty Town adjacent to Cloetesville, as well as De Novo, has been identified as the areas of concern.	a) Loss of property b) Displaced households c) Serious injury or loss of life	LOW	Hazard mapping helps establish where fires occur most frequently, why they tend to occur, as well as how accessible these hotspots are to fire fighters and other emergency personnel.	
21	Due to illegal electrical connections and the use of open fires for cooking and heating purposes, a high fire risk has been identified. The Emergency Housing area behind Mountain View has been identified as the area of concern.	a) Loss of property b) Serious injuries or loss of life c) Financial strain of affected households	HIGH	A risk management capacities matrix helps identify any measures being taken to reduce fire risk and it identifies who is implementing the measures. It can also help determine the relative effectiveness of the measures, as well as identify obstacles to their implementation. • What measures are people taking to reduce the risk of fires? • Who uses the measures? • When are they used? • How effective are they in reducing the number of fires? • Why do some people not take these measures? • What steps are being taken to make the measures more effective/increase their usage?	




CROSS CUTTING ISSUES IDENTIFIED FROM WARD BASED ASSESSMENT:



TRAFFIC ACCIDENTS					
WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
1	High accident zones within the ward have been identified due to speeding and reckless driving. Due to single lanes throughout Franschoek to the pass, accidents cause major disruptions. The risk is often experienced on the R45 entering Franschoek towards the pass as well as the Franschoek Pass at the lookout point.	a) Serious injury or loss of life b) Road closures c)Traffic congestion	HIGH	Speed cameras are placed on the R45 to do speed enforcement on a regular basis.	
3	Several causes for traffic accidents have been highlighted. These include: a) Pedestrians crossing b) Lack of road signs c) Concealed entrances The risk occurs regularly and is widely spread across the ward. These areas include: Entrance to Meerlust Intersection at Wemmershoek Primary and Bergrivier Road Single entrance to Lanquedoc R45 and Helshoogte Road intersection R301	a) Serious injuries or loss of life b) Road closures c)Traffic congestion	MODERATE	Regular visible vehicle patrols and traffic services assists with point duty.	


WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
4	<p>Various roads within ward 4 have been identified as high accident zones. This risk is often experienced. The following roads and intersections have been highlighted:</p> <ul style="list-style-type: none"> a) Helshoogte Pass b) Main Road and Pniel entrance c) Main Road and Boschendal intersection d) Main Road and Star King intersection e) Johannesdal Exit 	<ul style="list-style-type: none"> a) Loss of life. b) Major traffic congestion and road closures 	HIGH	Visible vehicle patrols are conducted, and vehicle check points including speed enforcement.	
5	<p>Due to speeding and reckless driving, accidents are prone to occur. The risk is often experienced and the old Helshoogte Road and the Helshoogte Pass have been identified as accident hotspots.</p>	<ul style="list-style-type: none"> a) Traffic congestion b) Road closures c) Serious injury 	HIGH	Speed enforcement and visible vehicle patrols as well as vehicle check points.	
6	<p>Concerns regarding traffic accidents include: The lack of entrance routes into Idas Valley Congestion and increased incidents at the Idas Valley entrance High accident zone on the R44 This risk is experienced on a daily basis. The areas of concern include:</p> <ul style="list-style-type: none"> a) Entrance at Idas Valley b) Intersection of Helshoogte Road and Rustenburg Road c) Intersection at the R44 and Kromme Rhee. 	<ul style="list-style-type: none"> a) Serious injury or loss of life. b) Road closures and traffic congestion. 	HIGH	Visible vehicle patrols and vehicle checks points.	

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
7	<p>Members of the community have raised their concerns of traffic accidents within their ward and the following were addressed:</p> <ul style="list-style-type: none"> a) Trucks driving through their area from the Jonkershoek area b) Speeding down Martinson Street c) Pedestrian crossings at the Primary, as well as the Secondary school respectively d) Deliveries that take place behind the Spar <p>This risk occurs daily. The following areas have been identified:</p> <ul style="list-style-type: none"> a) Trucks driving from the Jonkershoek area b) Martinson Street c) Pedestrian crossing at Primary and Secondary schools d) Loading zone behind Spar e) Cluver Street 	<p>Traffic accidents can lead to serious injuries or loss of life, loss of property and the loss of income.</p>	MODERATE	<p>Enforcement of trucks illegally in residential areas. Parking related offenses are being dealt with. Speeding in Martinson street conducted by means of speed camera. Visible patrols around schools during opening and closing.</p>	
8	<p>Merriman Avenue has been highlighted as an accident hotspot due to the increased drag-racing occurring. Merriman Avenue is situated between Bird and Cluver Street.</p>	<ul style="list-style-type: none"> a) Serious injuries or loss of life b) Road closures c) Traffic congestion 		<p>Traffic Services doing daily visible vehicle patrols.</p>	

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
9	<p>Due to the density of Stellenbosch CBD and surrounding areas, traffic accidents cause major chaos on the roads. Racing and speeding within the CBD have also been identified as concerns. Furthermore, obstructions on sidewalks force residents to walk on the narrow roads of Stellenbosch CBD, also exacerbating the risks of traffic accidents. This risk is experienced regularly.</p> <p>Three main transport routes identified include Van Riebeeck Street, Merriman Street and Mill Street.</p>	<p>a) Major traffic congestion b) Road closures c) Serious injuries d) Loss of life</p>	LOW	Visible vehicle and foot patrols are conducted	
10	<p>Various areas within the ward were deemed as 'racing tracks. These areas/streets include:</p> <ul style="list-style-type: none"> -Bird Street -Jan Cilliers Road and the Hammanshand Road -Helshoogte Road 	Major traffic congestions, road closures, as well as loss of life.	LOW	Operations are conducted on a regular basis as well as speed enforcement.	


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13	Residents have raised their concern regarding car wash activities occurring in the middle of the road, which cause accidents with other cars. The streets are narrowed due to illegal parking on the sidewalks, etc. This exacerbates the situation. Mango Street in 1st Avenue was identified as an accident hotspot	a) Serious injuries or loss of life b) Road closures c) Traffic congestion	HIGH	Illegal parking enforcement are conducted on a regular basis as well as when complaints received.	
14	Accidents experienced within the ward are generally due to human error, overtaking dangerously and speeding. This risk is often experienced on the R44 toward Klapmuts.	a) Serious injury b) Loss of life c) Road closures d) Traffic congestion	MODERATE	High visible patrols are conducted on the R44 Klapmuts daily.	
19	Traffic accidents within this ward are often caused by speeding and reckless driving. The following roads have been identified: · The intersections on the R44 · The M23 · The R304	Road closures, traffic congestion and serious injury or loss of life	MODERATE	Visible vehicle patrols and speed enforcement are conducted on a regular basis.	



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20	<p>Various causes of traffic accidents have been identified in this ward. The following areas have been identified as areas of high risk:</p> <ul style="list-style-type: none"> · R44 towards Somerset West · Vlottenburg station · R310 · Polkadraai road (M12) at night time 	<p>a) Serious injuries or loss of life b) Road closures c) Traffic congestion</p>	HIGH	<p>Speed cameras for speed enforcement are placed daily on these routes to reduce speed. Regular vehicle checks for roadworthiness and fitness of drivers.</p>	
21	<p>Concerned residents have identified the R44 as a high accident zone due to a large number of accidents occurring on this road. The R44 between the Engen garage and Paradyskloof Road, as well as the entrance towards Techno Park, was specifically identified as a high, risk accident zone.</p>	<p>a) Loss of life b) Serious injuries c) Loss of property d) Congestion of traffic e) Road closures</p>	HIGH	<p>Speed enforcement and visible vehicle patrols.</p>	



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22	<p>Various concerns and areas within the ward have been identified.</p> <p>a) R44 – increased traffic congestion caused by increased tenants within the area, as well as five schools situated within/adjacent to the ward.</p> <p>b) A lot of taxi activities due to the employment opportunities at Boord Spar and Medi Clinic.</p> <p>c) Drag racing that occurs during the early hours of the morning.</p>	<p>Traffic accidents can cause major traffic congestion, road closures and the loss of life.</p>	<p>LOW</p>	<p>Traffic officers assist with point duty to relieve congestion around schools during start end closing.</p> <p>Daily public transport enforcement, are being conducted to act against illegal taxis.</p> <p>Operational working hours changes are made of Traffic officers to address the after hour drag racing activities.</p>	



CROSS CUTTING ISSUES IDENTIFIED FROM WARD BASED ASSESSMENT:



VELD FIRES




WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
1	Due to the proximity and expansion of informal structures to the mountain slopes, a veld fire could wreak havoc amongst the back section of Langrug Informal Settlement, which is located along the slopes of the Franschoek Mountain. This is a risk during the fire season, which is from November to March.	<ul style="list-style-type: none"> a) Destruction of natural habitats b) Increase runoff during heavy rain c) Structural damage due to proximity to structures. 	MODERATE	CWDM have five (5) Fire Depots strategically situated throughout our area of jurisdiction, with the Head Office and Emergency Control Centre being in Bird Street Stellenbosch. Our Fire and Rescue Academy services fire fighters from all over the Western Cape Province and provides IFSAC accredited courses such as HAZMAT Awareness, Fire Fighter 1, HAZMAT Operational and Fire Fighter 2.	


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2	The mountain slopes of the Franschhoek Mountain have been identified as a high fire risk area. This is exacerbated by the close proximity of the Langrug Informal Settlement to the mountain. The risk occurs mainly during the fire season, which is from November until March.	<ul style="list-style-type: none"> a) Destruction of natural habitats b) Increased runoff during heavy rain periods c) Structural damages 	HIGH	<ul style="list-style-type: none"> a) planning, co-ordination, and regulation of fire services; b) specialised firefighting services such as mountain, veld and chemical fire services; c) co-ordination of the standardisation of infrastructure, vehicles, equipment and procedures; d) training of fire officers 	
3	Several areas within the ward have been identified as a high veld fire risk. This is exacerbated by the residential structures within the ward being surrounded by open veld. The risk is experienced during the fire season, which is from November until March. High risk areas identified includes veld surrounding: Maasdorp Lanquedoc Pniel	<ul style="list-style-type: none"> a) The destruction of natural habitats b) Loss of vegetation c) Increased runoff during rain episodes d) Structural damages and loss 	HIGH	Fire Protection Associations are formed and governed under the National Veld and Forest Fire Act (Act 101 of 1998) as voluntary associations of Landowners who wish to cooperate for the purpose of predicting, preventing, managing and extinguishing veldfires.	


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4	Residents have expressed their concerns regarding the close proximity of residential structures to the open veld. The risk occurs mainly during the fire season (November until March) within all residential suburbs but more specifically Johannesburg.	a) Loss of vegetation and natural habitats b) Increased water runoff c) Loss of property d) Loss of life	LOW	Neither WFPA nor its partners can be held liable for any direct, indirect, incidental, consequential, special or exemplary damages arising out of or in connection with the use of the FDI information provided. The WFPA does not and cannot guarantee the accuracy of the information provided. It remains the responsibility of the landowner to take weather status into account, on the specific day, when doing a controlled burn or fighting a fire.	
5	Due to the proximity of farming activities to the mountain slopes, a veld fire incident would be detrimental to these farms located on the slopes. The risk is experienced during the veld fire season, which is from November until March. The Helderberg Mountain has been specifically identified as a fire hotspot.	a) Destruction of natural habitats b) Increased runoff during heavy rain episodes c) Loss of agriculture crops	LOW	Contribute to community development by reducing injuries, losses to lives, property and the environment due to wildfires Promote Integrated Fire Management together with the useful role of wildfires Protect mountain catchment areas to protect future fresh water supplies Protect the high levels of biodiversity, endemism and red data species of	


				the Cape Floristic Region	
6	<p>A severe fire incident which occurred in January 2016 severely affected a number of farms within the area. The current drought situation is concerning for the next fire season. Fire risks tend to occur annually, with every fire season.</p> <p>All agricultural properties are susceptible to the outbreak of a veld fire. Veld fires can lead to:</p>	<p>a) Loss of agricultural stock and crops b) Loss of property c) Possible loss of income d) Loss of life</p>	MODERATE	<p>Reduce the incidence and spread of wildfires Promote cooperation and coordination between all role players in wildfires Deploy a veldfire management strategy throughout the FPA area Develop and implement IFMPs for the Fire Management Units Empower landowners in IFM Awareness and compliance of landowners to the NVFFA Compliance of members to the agreed FPA rules Increase in FPA members Awareness to the general public on wildfires Identify and reduce the risks within high fire risk areas Create MOUs and working agreements with neighbouring Fire Brigade Services and FPAs Ensure an adequate wildfire reporting system is in place for all reporting requirements</p>	 

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7	<p>Members raised concerns regarding the outbreak of veld fires. Alien vegetation contributes to high fuel loads during a fire incident. The following areas were identified:</p> <ul style="list-style-type: none"> a) Botmanskop Nature Reserve b) Next to the Eerste River c) Old Helshoogte Road d) Karindal 	<p>Veld fires can lead to the destruction of natural habitats and vegetation. It can also increase the water runoff during heavy rain periods.</p>	<p>HIGH</p>	<p>When reporting fires, please contact your Local District Municipality</p> <ul style="list-style-type: none"> • City of Cape Town: 107 or 021 480 7700 from a cellphone • Overberg: 028 425 1690 • West Coast: 022 433 8700 • Eden: 044 805 5071 • Central Karoo: 023 414 2603 • Cape Winelands: 021 887 4446 <p>You can also contact the City of Cape Town's Fire Safety offices to report fire dangers. Be sure to save the appropriate number on your cellphone and to teach it to your children.</p>	 

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
8	<p>Although the Stellenbosch Mountain and the Jan Marais Park are not situated within the ward, residents have expressed their concern regarding the proximity of these properties to the residential areas within ward 8. The risk is experienced during the fire season (November until March) at the Stellenbosch Mountain and Jan Marais Park properties. Veld fires could possibly spread to the residential areas due to the proximity of the structures.</p>	<p>Loss of property and possible injuries and loss of life.</p>	MODERATE	<p>The Winelands FPA does not Provide a firefighting service although assistance at larger fires can be provided. Fulfil the role of the fire brigade services. Receive any income from the collection of rates levied by municipalities neither does it pay over any funds towards municipalities. Get involved in structural firefighting or related issues. Enforce membership to the organisation. Membership is voluntary other than for state organisations which own land or manage land for which membership is compulsory.</p>	  




WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
11	<p>Onder-Papegaaiberg residential area is surrounded by veld and a nature reserve. The veld has become an area known for dumping and thus poses a great threat for a veld fire. The veld and Papegaaiberg Nature Reserve adjacent to Onder-Papegaaiberg have been identified as areas of concern. There are also densely populated pine trees within the residential area, which can exacerbate the fuel load.</p>	<p>The destruction of the natural habitat and vegetation. It can also increase the water runoff during heavy rain periods.</p>	<p>MODERATE</p>	<p>Prevention and fire strategy Landowners, and especially hospitality and tourism businesses operating in an area where wildfires are common, should pay particular attention to the protection and safety of their guests and employees. Any fire strategy should include the following components:</p> <ul style="list-style-type: none"> • Awareness It is estimated that as many as 90% of unwanted unnatural fires are caused by people. It is important to know where and when these dangers occur and where the danger areas are. • Prevention Education and new management systems may be necessary to prevent fires. • Preparedness The best way to be prepared is to comply with the provisions of the National Veld and 	 <p>The top photograph shows a residential building partially obscured by tall, dense trees and thick green grass. The bottom photograph shows a residential street lined with tall, thin trees, with a white car parked on the side.</p>

				<p>Forest Fire Act, creating and maintaining adequate fire breaks and to join or form a local Fire Prevention Association (FPA) in your area.</p>	
18	<p>A number of small magnitude veld fires have been reported within the ward. The risk is experienced during the fire season, which is from November until March. The open veld surrounding Klapmuts residential area has been identified as the area of high fire risk.</p>	<p>a) Loss of natural habitats b) Loss of vegetation c) Structural damages</p>	LOW	<p>The Working on Fire programme (WoF), funded by the South African Government, is one of South Africa's most successful poverty alleviation, job creation and community upliftment initiatives.</p>	



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20	Members of the community have raised concerns about veld fires in their ward, especially during summer. The entire ward is susceptible.	The water runoff during heavy rain periods.	LOW	<p>CWDM will have arial support in the summer season consisting of a minimum of 3 helicopters and the provincial Sortie. 6 Ground teams and fire fighter reservists consisting of ± 60 people. Our main station operates with a minimum of 3 vehicles and the sub stations 2 vehicles. CWDM also have an incident command vehicle for larger incidents. CWDM have mutual aid agreements in place with the B-municipalities. Stellenbosch and Drakenstein.</p>	



CROSS CUTTING ISSUES IDENTIFIED FROM WARD BASED ASSESSMENT:




WATER POLLUTION

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
1	Due to the high populated area adjacent to the Stiebeuel River, littering and dumping of household waste in the river is a frequent occurrence.	Environmental health concerns. It can also result in waterborne diseases if consumed by humans.	MODERATE	Discussion and planning of stormwater structure to divert polluted stormwater to WWTW. General waste remains an issue to date. Regular clean-up required from relevant department.	
3	A small informal settlement, which has established itself adjacent to the Banghoek River, does not have any formal sanitation facilities or refuse removal. Thus, dumping of waste occurs in the river.	Serious environmental health concerns. Waterborne diseases can also occur when water is consumed.	MODERATE	Further investigation is required. Wemmershoek WWTW currently being upgraded.	
4	The Kylemore Sewerage works release final treated sewerage water back into the Dwars River. Children have been prohibited to swim in the Dwars River.	Serious environmental health concerns. Polluted water also leads to waterborne diseases and skin irritation.	MODERATE	Pniel WWTW is currently being upgraded with phase1 nearing completion	

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
6	Due to regular dumping of household waste in the fresh water stream that flows through the Idas Valley, contamination and high levels of pollution have been identified as concerns. The freshwater stream flows from Lindida into the Krom River.	a) Attraction of unwanted pests, such as flies and mosquitoes b) Outbreak of waterborne diseases c) Contamination of drinking water	HIGH	Investigation conducted by Pollution Control based on several complaints received regarding the overflow of raw sewage into a natural watercourse i.e. the Krom River. Further to the investigation conducted by Pollution Control and sewer and reticulation Department, it was found that a manhole was damaged of which general waste caused the ongoing blockages. This has led to unwanted pests, odour, contamination of river, etc. No recent complaints received. Complaints regarding drinking water were received and investigated.	
7	Household items and public urination are causes of water pollution in the Eerste River. The high pollution levels have been raised as a concern by the local officials. The risk is often experienced within the Eerste River.	Environmental health concerns and may lead to waterborne diseases, such as cholera.	HIGH	Complaints regarding river pollution received and addressed which relates to the Vlotenburg Pump Station overflow of raw sewage into a natural Watercourse i.e. the Eerste River. Daily inspections conducted to avoid future issues.	

9	The Eerste Rivier which flows from Jonkershoek and forms a portion of the ward 9 boundary, has been affected by various forms of pollution including:	a) Public defecation b) Public urination c) Domestic waste pollution	MODERATE	Further investigation required	
10	Water pollution in the Krom River takes on many forms. Pollution is often caused higher up in the river by dumping of solid waste, or more concerning, public urination. Public urination along the river was explicitly expressed as a concern.	Outbreak of water-borne diseases if pollution levels are very high.	MODERATE	Further investigation required	
11	Dumping of household waste and raw sewerage in the Eerste River and Plankenburg River can be detrimental to communities located lower stream. The entire Eerste River and Plankenburg River have been affected. Farming communities located lower stream are more severely affected by polluted water needed for irrigation.	a) Farmers being unable to irrigate land b) Waterborne diseases, such as diarrhoea c) Environmental health concerns	MODERATE	Regular meetings held to mitigate issues.	

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
12	Household dumping and industrial sewerage outlets in the Plankenburg River have resulted in skin rashes amongst children who play in summer months. The risk increases during the hot summer months. The Plankenburg River and the dam are situated adjacent to New Watergang, Kayamandi	a) The outbreak of skin rashes b) Waterborne diseases, such as diarrhoea	MODERATE	Complaints regarding river pollution received and addressed. Daily inspections are conducted.	
13	High levels of pollution have been found in the Plankenburg River that flows past Kayamandi. This is due to the dumping of waste in the river, but also the dumping of household wastewater into the stormwater canals that flow into the river. The risk is experienced daily throughout the year.	Environmental health concerns. Polluted water utilised for irrigation also poses great risks for the agricultural sector	HIGH	Minimal to no abstraction in the polluted parts of the Plankenbrug river. Polluted water from the area poses a number of challenges. Regular meetings held to mitigate issues	

WARD	SUMMARY OF IDENTIFIED RISK IN WBRA AND SELECTED AS CROSS-CUTTING ISSUE	WHAT THE RISK CAN LEAD TO	RISK RANKING (LOW, MODERATE, HIGH OR VERY HIGH)	RESOLUTION AS PROPOSED BY MUNICIPAL USER DEPARTMENT	EVIDENCE
14	Residents have raised concern regarding the algae sited at the Plankenburg River. A distinct smell has also been noted. The smell and the formation of the algae can be attributed to the dumping of household waste in the river. The risk is specifically evident during summer months.	a) Outbreak of waterborne diseases b) Increased occurrence of mosquitoes c) Unsatisfactory living conditions	MODERATE	Minimal to no algae observed. Stormwater structures in place which diverts polluted stormwater to the WWTW	
19	Residents have raised concerns in the freshwater stream. The stagnant water is due to the continuous dumping of household waste. The risk often occurs in the freshwater stream that flows past Smarty Town in Cloetesville.	Unwanted pests, such as flies and mosquitoes. It can also lead to waterborne diseases and serious environmental health concerns.	MODERATE	Further investigation required.	
21	Two incidents of raw sewage spillages in the Blaauwklip River have been reported. These spillages occurred due to negligence and sewerage pipes that were over capacity. Therefore, residents are concerned about farming activities and residential structures adjacent to the river. All residential and agricultural properties adjacent to the Blaauwklip River are at risk.	a) Environmental health risk b) Outbreak of waterborne diseases, such as cholera	MODERATE	Jamestown pump station decommissioned. Historical overflow of raw sewage lead to pollution of the Blaaukklippen River. No new incidents and or complaints received since.	

12. ANNEXURE C: KEY STAKEHOLDERS CONTACT LIST

STELLENBOSCH MUNICIPALITY

NAME	DEPARTMENT	DESIGNATION	TEL	FAX	CELL	EMAIL
MAYOR'S OFFICE						
Clr. Gesie van Deventer (Mrs)	Office of the Executive Mayor	Executive Mayor	021 808 8002		082 570 5681	mayor@stellenbosch.gov.za
Jeremy Fasser	Office of the Executive Mayor	Deputy Mayor and Human Settlements Mayco Member	021 808 8002		081 419 1233	Jeremy.fasser@stellenbosch.gov.za
Quintin Smit	Office of the Executive Mayor	Speaker	021 808 8941		082 570 5681	Quintin.smit@stellenbosch.gov.za
Charlotte De Wet	Office of the Executive Mayor	Personal Assistant	021 808 8002			charlotte.dewet@stellenbosch.gov.za
MUNICIPAL MANAGER						
Geraldine Mettler (Ms)	Office of the Municipal Manager Function; Internal Audit; Risk Management; Strategic Management; Responsible for Overall Leadership Management of Functions Listed per Directorate	Municipal Manager	021 808 8025	021 808 8026	082 313 3063	municipal.manager@stellenbosch.gov.za
DIRECTORATE: COMMUNITY AND PROTECTION SERVICES						
Carli van Wyk	Councillors	Portfolio Councillor: Protection Services (Traffic & Law Enforcement)	021 808 8746		0791663899	Carli.vanwyk@stellenbosch.gov.za
Peter Johnson	Councillors	Portfolio Councillor: Protection Services (Fire and Disaster Management)	021 808 8746		073 787 7480	Peter.johnson@stellenbosch.gov.za
Gary Boshoff	Libraries; Cemeteries and Amenities; Sport, Parks and Recreation;	Director: Community and Protection Services	021 808 8437		082 805 2926	gary.boshoff@stellenbosch.gov.za
Charl Kitching	Area Cleaning; Disaster Management;	Senior Manager: Community and Protection Services	021 808 8815		084 887 4310	Charl.Kitching@stellenbosch.gov.za
Wayne Smith	Social Conflict Management; Fire Services;	Manager: Fire and Disaster	021 808 8888	021 883 3200	071 443 7337	wayne.smith@stellenbosch.gov.za
Joan Felix	Traffic Services; Law	Manager: Traffic & Law Enforcement services	021 808 8447		073 182 1392	joan.felix@stellenbosch.gov.za
Shezayd Seigels (Ms)	Enforcement; Security	Senior Disaster Coordinator	021 808 8888	086 574 6470	082 050 4834	shezayd.seigels@stellenbosch.gov.za
Gavin Solomons	Services; Land Invasion; VIP Protection;	Chief: Traffic Services	021 808 8800	021 808 8832	073 184 2169	gavin.solomon@stellenbosch.gov.za
Gawie Botha	By-Law Enforcement;	Deputy Chief: Traffic Law Enforcement	021 808 8800	021 808 8809	082 415 2178	gawie.botha@stellenbosch.gov.za
Zingani Thefu	Control Room; Events, Logistics and Fleet Management	Deputy Chief: Law Enforcement	021 808 8937	021 808 8182	065 831 7396	zingani.tshefu@stellenbosch.gov.za

NAME	DEPARTMENT	DESIGNATION	TEL	FAX	CELL	EMAIL
DIRECTORATE: ENGINEERING SERVICES						
Shane Chandaka	Transport, Roads and Stormwater; Water Services; Mechanical Workshop; Solid Waste Management; Development and Project Management; Drawing Office; Electricity Services	Director: Engineering Services	021 808 8023		078 8019 628	Shane.chandaka@ Stellenbosch.gov.za
Sylvia Pretorius (Ms)		Manager: Administration and Client Services	021 808 8023			Sylvia.pretorius@ Stellenbosch.gov.za
Paul Jobert		Senior Manager: Water/Sewage	021 808 8218		072 995 9258	Paul.jobert@ Stellenbosch.gov.za
Nombulelo Zwane		Senior Manager: Electricity	021 808 8770	021 883 9874	082 826 5587	Nombulelo.zwane@ Stellenbosch.gov.za
Clayton Hendricks		Senior Manager: Solid Waste	021 808 8241	021 883 9874	073 134 4912	Clayton.Hendricks@ Stellenbosch.gov.za
Johan Fullard		Senior Manager: Roads and Stormwater	021 808 8023	021 883 9874	072 829 2779	johan.fullard@ Stellenbosch.gov.za
Nigel Winter		Manager: Transport Engineering	021 808 8223			Nigel.winter@ Stellenbosch.gov.za
DIRECTORATE: CORPORATE SERVICES						
Annalene de Beer (Ms)	Integrated Development Planning; Corporate Strategy; Performance Management; Communication; Inter-governmental Relations; International Relations; Policy Management; Human Resources, Community Participation, Information Technology, Legal Services	Director: Strategic and Corporate Services	021 808 8018		083 305 3685	Annaleen.debeer@ Stellenbosch.gov.za
Alexander Kannemeyer		Senior Manager: Human Resources			083 679 2085	Alexander.Kannemeyer@ Stellenbosch.gov.za
Stuart Grobbelaar		Manager Communications	021 808 8079		084 036 1395	Stuart.Grobbelaar@ Stellenbosch.gov.za
DIRECTORATE: PROPERTY AND PLANNING DEVELOPMENT						
Anthony Barnes	Develop and Implement High-level Strategic Objectives for Integrated Human Settlements Projects, Public and Staff Rental Housing and Housing Demand Database/Waiting List; Implement the Strategic Objectives of Council Pertaining to Informal Settlements; Management of Council-owned Fixed Properties	Director: Property and Planning Development and Human Settlement	021 808 8757		082 776 1960	Anthony.Barnes@ Stellenbosch.gov.za
Lester van Stavel		Manager: New Housing	021 808 8762		082 442 7709	lester.vanstavel@ Stellenbosch.gov.za
Johru Robyn		Manager: Informal Housing Settlement	021 808 8762		083 560 0816	johru.robyn@ Stellenbosch.gov.za
Rotanda Swartbooi		Municipal Housing: Rentals	021 808 8757		066 460 7463	Rotanda.swartbooi@ Stellenbosch.gov.za
Craig Alexander	Strategic and Effective Management of Heritage and Environmental Resources; Spatial Planning, Heritage and Environmental Projects Planning, Implementation and Management; and Compliance of Development Applications with Relevant, Heritage, Environment, Community Development; Local Economic Development and Tourism	SeniorManager: Planning and Strategic Development	021 808 8196		083 461 9604	Craig.Alexander@ Stellenbosch.gov.za
Bernabé de la Bat		Manager	021 808 8653		082 788 3727	Bernabe.DeLaBat@ Stellenbosch.gov.za
Leslie van Gensen		Manager: Local Economic Development and Tourism	021 808 8179		082 399 2834	Lesley.vangensen@ Stellenbosch.gov.za
DIRECTORATE: FINANCIAL SERVICES						
Kevin Carolus	Financial Services Revenue; Expenditure; Budget Office; Financial Statements; Supply Chain Management; Asset Management	Director: Financial Services	021 808 8528	021 808 8574	083 388 5549	Kevin.Carolus@ Stellenbosch.gov.za
Monique Steyl	Finance Services: Budget, Financial statements	Senior Manager : Finance	021 808 8516		078 429 8229	Monique.Steyl@ Stellenbosch.gov.za
Daleel Jacobs	SCM	Senior Manager : SCM	021 808 8137		060 682 0429	Dalleel.Jacobs@ Stellenbosch.gov.za

12.1 COMMUNITY AND SOCIAL SERVICES: DSD AND SASSA

NAME	CONTACT NO	EMAIL
STELLENBOSCH MUNICIPALITY	COMMUNITY DEVELOPMENT	
Michelle Aalbers	083 560 5935	Michelle.aalbers@ Stellenbosch.gov.za
Funeka Mayembana	079 824 9378	Funeka.mayembana@ Stellenbosch.gov.za
Portia Jansen	083 712 5770	Portia.jansen@ Stellenbosch.gov.za
Fiona Kruiwagen	062 689 6413	Fiona.kruiwagen@ Stellenbosch.gov.za

STELLENBOSCH MUNICIPALITY	DISASTER MANAGEMENT	
Wayne Smith	071 443 7337	Wayne.smith@ Stellenbosch.gov.za
Shezayd Seigels	082 050 4834	Shezayd.seigels@ Stellenbosch.gov.za

DEPARTMENT: SOCIAL DEVELOPMENT	PAARL REGIONAL OFFICE	
Terence Orr	082 826 4457	Terence.orr@ westerncape.gov.za
Brian Goliath	082 777 7247	Brian.goliath2@ westerncape.gov.za
Peter Gabriels	083 980 3458	Peter.gabriels@ westerncape.gov.za

DEPARTMENT: SOCIAL DEVELOPMENT	DISASTER MANAGEMENT (CT)	
Caesar Sauls	079 932 4127	Caesar.sauls@ westerncape.gov.za
Linice Noland	082 956 3416	Linice.noland@ westerncape.gov.za


SASSA	LOCAL OFFICE (PAARL)	
Morne Nortje	076 339 6091	morneN@sassa.gov.za
June Davids	083 774 1578	juneD@sassa.gov.za

SASSA	REGIONAL OFFICE (CT)	
H de Grass	083 265 1699	henryDG@sassa.gov.za
A Brink	083 409 2533	andreb@sassa.gov.za
B Letompa	073 391 4918	busiweLE@sassa.gov.za
P Pietersen	083 535 7429	patience@sassa.gov.za
L Qabisisa	082 774 6596	lungileQa@sassa.gov.za
Z Madolo	082 045 1190	zukiswaM@sassa.gov.za
A Bester (SCM)	082 927 9039	annelizeb@sassa.gov.za
L Berling	082 577 5699	LorraineB@sassa.gov.za

12.2 Ward Councillor Contact Information

WARD COUNCILLOR	WARD NO.	MAYCO ROLES	EMAIL ADDRESS:
Reginald Pheiffer	Ward 1		Reginald.Pheiffer@stellenbosch.gov.za
Wilhelmina Petersen	Ward 2		Wilhelmina.Petersen@stellenbosch.gov.za
Charles Manuel	Ward 3		Charles.Manuel@stellenbosch.gov.za
Ralphon Adams	Ward 4		Ralphon.Adams@stellenbosch.gov.za
Roy van Rooyen	Ward 5		Roy.Vanrooyen@stellenbosch.gov.za
Nateshia Mcombring	Ward 6		Nateshia.Mcombring@stellenbosch.gov.za
Annemarie Ferns	Ward 7		Annemarie.Ferns@stellenbosch.gov.za
Carli van Wyk	Ward 8	Planning , Traffic & Law Enforcement	Carli.vanwyk@stellenbosch.gov.za
Zelda Dalling	Ward 9	Infrastructure	Zeldadalling@gmail.com
Rozette du Toit	Ward 10	Local Economic Development and Tourism	Rozette.dutoit@stellenbosch.gov.za
Johanna Serdyn	Ward 11		Johannie.Serdyn@stellenbosch.gov.za
Ayanda Tomose	Ward 12		Ayanda.Tomose@stellenbosch.gov.za
Mary Nkopane	Ward 13		Mary.Nkopane@stellenbosch.gov.za
Maxwell Danana	Ward 14		Maxwell.Danana@stellenbosch.gov.za
Elliot Phakamisa	Ward 15		Elliot.Phakamisa@stellenbosch.gov.za
Elsabe Vermeulen	Ward 16		Elsabe.vermeulen@stellenbosch.gov.za
Peter Johnson	Ward 17	Financial Services, Fire & Disaster Management	Peter.Johnson@stellenbosch.gov.za
JC Anthony	Ward 18		Jc.Anthony@stellenbosch.gov.za
James Williams	Ward 19	Rural Management	James.Williams@stellenbosch.gov.za
Joseph Joon	Ward 20	Community Development (Parks, Open Spaces, Environment)	Joseph.Joon@stellenbosch.gov.za
Vacant	Ward 21		
Esther Groenewald	Ward 22		Esther.groenewald@stellenbosch.gov.za
Lwando Nkamisa	Ward 23		ELwando.Nkamisa@stellenbosch.gov.za

13. ANNEXURE D: SOP: PRIMARY RELIEF ASSISTANCE

ACTION REF	PROCEDURE DESCRIPTION	TIMEFRAME	PERSON(S) RESPONSIBLE	RESOURCES REQUIRED	DELIVERABLES	DEPENDENCIES	LINKS TO SOP
	Procure blankets, mattresses, food parcels and vanity packs through approved tender in line with the temporary accommodation of affected persons. (In cases where support from DSD and SASSA is not forthcoming) to ensure suitable stock levels in preparation for disaster incidences.	3 year approved tenders. Specification to be submitted 3 months prior to the end of the previous tender.	Community Development Official	Blankets Mattresses Vanity Packs Food Parcels	Approved tender through SCM process	SCM processes	Procurement SOP
1	Head Disaster Management informs applicable departments of incident and location with estimated affected number of households and persons via WhatsApp (includes DSD and SASSA) followed by incident and activation report.	2 hours	Head Disaster Management	Data Standby resources	WhatsApp incident report Activation report confirming the type of assistance required		Activation SOP
2 (a)	Community Development receives verified list of affected persons from Disaster Management as prepared and signed off by Informal Settlements Department	Upon receipt	Head Disaster Management	Email	Verified list containing: • Address, ID/birth date, name, surname and gender of all inhabitants		Verification SOP
	Formal and private property: Community Development receives verified list from Disaster Management as prepared by and signed off by Informal Settlements Department. DM assess the impact of the incident and recommend to the Director Community and Protection Services the extent of humanitarian relief required. DM issues directors written instruction to CD to implement SRD along with verified list and assessment of scenario.	Upon receipt	Head Disaster Management	Email and WhatsApp	Verified list containing: • Address, ID/birth date, name, surname and gender of all inhabitants. • Written confirmation (WhatsApp/SMS print screen of phone)		Verification SOP
	Decisions to be made upon receipt of assessments: • Need to establish a JOC • Size of affected area (more than 15) • Temporary housing required? • Relocation vs resettlement	24 hours	Head Disaster Management				
IF YES	(and/or temporary accommodation must be arranged)						
4a	Establish JOC and VOC	24 hours	Management				
4b	Register SRD Incident on internal incident board and open incident file	24 hours	Community Development Official	Stationery	SRD Register		
4c	Alert and notify DSD/SM service provider of incident. CD arrange provision of hot meals and relief items. Provide DSD with verified list of affected persons. Hot meals provided for a maximum of 7 days. Each affected household is informed of this on day 1.	24 hours	Community Development Official	Transport Data Standby resources	Notifications and proof of receipt thereof	Verified report	
4d	Coordinate and arrange temporary housing of affected persons to council delegations. Community development official is introduced to affected community.	12 hours	Disaster Management in collaboration with: • Human Settlements • Community and Protection Services CBOs	Data Standby resources		Availability of community facilities	Re-settlement and relocation SOPs
4e	Distribute blankets, mattresses and vanity packs and compile POE as proof of receipt per person/household. Temporary accommodation and adverse conditions: Blankets, mattresses and vanities may be distributed prior to receipt of verification report.	As soon as SASSA responds or not/SM within 5 working days of receipt of verified list	SASSA/Community Development Official	Blankets Mattresses Vanity packs	Signed receipts of support materials provided	Availability of affected persons Verified list	
	Partially affected households: DM provides written assessment of the extent of the damage and the resulting SRD requirements: blankets, mattresses, food parcels and vanities.	Within 5 working days of the receipt of the DM assessment	DM Community Development Official	Blankets Mattresses Vanity packs Food parcels	Signed receipts of support materials provided	Availability of affected persons Verified list	

ACTIO REF	PROCEDURE DESCRIPTION	TIMEFRAME	PERSON(S) RESPONSIBLE	RESOURCES REQUIRED	DELIVERABLES	DEPENDENCIES	LINKS TO SOP
4f	Monitor provision of hot meals to affected persons: If provided by SASSA, for a maximum of 3 days If provided by SM, up to a maximum of 7 days or resettlement, whichever comes first.	For duration of temporary housing provided	Community Development Officials	Transport	Two meals delivered to beneficiaries daily as per SASSA and tender standards	Approved tenders	
4g	Distribute food parcels and compile POE as proof of receipt per household after receipt of verification report	Upon resettlement of persons	Community Development Official	Transport Data Standby resources	Copies of receipts	Availability of affected persons	
4h	Report incident to SASSA for grants and to DSD for trauma	Upon resettlement	Community	Verified list of affected persons	Verified list and referral		
	Counseling if required (note fatalities)	Number of persons	Development Official	Persons	To SASSA Referral to DSD		
4i	Conclude incident file containing verified list of affected persons, proof of distribution of relief items and proof of referral to SASSA and/or DSD	24 hours after resettlement	Community Development Official	Verified list of affected persons	Completed file		
5	Submit report to Disaster Management	Monthly	Community Development Official		Monthly report		
6	Replenish food parcel stock in stores if minimum levels have been reached	48 hours after completion	Community Development Official	Budget	Stock in stores up to 50	Availability of funding	
IF NO	(and/or temporary accommodation)	Not required					
7a	Register SRD incident on internal incident board and open incident file	24 hours	Community Development Official	Stationery	SRD Register		
7b	Issue blankets, mattresses, vanity packs and food parcels from stores upon receipt of verified report. Ensure proof of receipt is obtained.	Upon resettlement and within 3 working days of receipt of verified list	Community Development Official	Data Standby Transport SRD Resources	Signed receipts of support materials provided 1 food parcel per household. <4 persons = small food parcel, >4 persons = large food parcel	Notification of fire kit issuing process	
7c	Report incident to SASSA for grants and/or DSD for trauma counselling (note fatalities)	Upon resettlement of persons	Community Development Official	Verified list of affected persons	Referral to SASSA/DSD		
7d	Conclude incident file containing verified list of affected persons, proof of distribution of relief items and proof of referral to SASSA/ DSD	24 hours after resettlement	Community Development Official	Verified list of affected persons	Completed file		
8	Submit report to Disaster Management	Monthly	Community Development Official				
9	Replenish food parcel stock in stores if minimum levels have been reached	48 hours after completion	Community Development Official	Budget	Stock in stores up to 30	Availability of funding	

14. ANNEXURE E: IDP AND DISASTER MANAGEMENT PLAN INTEGRATION

IDP	DISASTER MANAGEMENT INTEGRATION
Phase 1: Analysis	Phase 1: Analysis
<p>Compilation and reconciliation of the following:</p> <ul style="list-style-type: none"> Existing information of what is available in terms of development. Community and stakeholder analysis – who should be consulted. Municipal wide analysis in terms of spatial development, gender, environment, economic and institutional analysis. The municipality must also determine what the current prevailing trends are in relation to the aforementioned. The outcome of the analysis should result in the formulation of priorities and it should also conduct an in-depth analysis of these priority issues. 	<p>Compile disaster management information by means of:</p> <ol style="list-style-type: none"> Doing a hazard assessment (ward based). Communities at risk – who is at risk of a particular hazard. <p>Done ✓</p>
Phase 2: Strategy	Phase 2: Strategy
<p>This involves the following:</p> <ol style="list-style-type: none"> The vision and mission of the municipality. Strategic objectives as set out in Phase 1. Localised strategic guidelines such as: <ul style="list-style-type: none"> Spatial planning Poverty and gender Environmental Economic Institutional Development of strategy for each priority issue. 	<ol style="list-style-type: none"> This involves the formulation of disaster strategies such as: <ul style="list-style-type: none"> Prevention and mitigation strategies Vulnerability reduction strategies Capacity building Contingency building Emergency preparedness Operationalise disaster management in the municipality by means of identifying projects such as setting up the relevant structures <ul style="list-style-type: none"> Creating community awareness Establishing volunteer structures <p>(DM act, no 57 of 2002, section 53.1 (a-d), section 53.2 (a)) Completed by 30 October 2021 Responsible official: Manager, Fire and Disaster</p>
Phase 3: Projects	Phase 3: Projects
<p>This phase deals with processes involving project design. The identified projects are a result of a consultative process followed and must be in terms of specifications required.</p>	<p>This phase deals with the design of disaster management projects. Whatever projects identified by disaster management must be listed here. (DM act, no 57 of 2002, section 53.1 (a-d), section 53.2 (a)) Complete by 30 December 2022. Responsible official: Manager, Fire and Disaster</p>
Phase 4: Integration	Phase 4: Integration
<p>This phase deals with the compilation of integrated plans and programmes developed such as:</p> <ul style="list-style-type: none"> All sector programmes/plans The five-year financial plan Five-year capital investment programmes Five-year action programmes Integrated spatial development programmes Integrated local economic development programme Integrated environmental programme Integrated poverty alleviation programme Institutional plan Integrated HIV plan Development and performance management indicators Disaster Management Plan 	<p>Compilation of Disaster Management Plan including the following:</p> <ul style="list-style-type: none"> The risk profile of the municipality The risk reduction strategy Disaster response strategy Field operation guides SOP's Emergency preparedness Electronic database Communicators <p>(DM act, no 57 of 2002, section 53.1 (a-d), section 53.2 (a)) Completed by 28 February 2022 Responsible official: Manager, Fire and Disaster</p>



“DISASTER RISK
MANAGEMENT
IS EVERYBODY’S
BUSINESS.”

11.2	YOUTH, SPORTS AND CULTURE: [PC: CLLR R ADAMS]
11.2.1	FINAL REPORT ON THE IMPLEMENTATION OF THE HYBRID SPORT FACILITIES MANAGEMENT MODEL (PLAN) FOR STELLENBOSCH MUNICIPALITY (WC024)

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

19 April 2023 & 26 April 2023

1. SUBJECT: FINAL REPORT ON THE IMPLEMENTATION OF THE HYBRID SPORT FACILITIES MANAGEMENT MODEL (PLAN) FOR STELLENBOSCH MUNICIPALITY (WC024)

2. PURPOSE

2.1 To inform Council on the implementation of the Hybrid Sport Facilities Management Model (Plan) for Stellenbosch Municipality (WC024).

2.2 To inform Council of the User Agreement and the profit-sharing addendum (**ANNEXURE A**) that were used to enter into agreement between Stellenbosch Municipality and Sport Councils.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

All municipal property is funded and maintained from our resources received from rates and taxes paid by our rate payers. It is therefore critical that municipal property be adequately maintained and protected against vandalism and damages to prevent loss to the rate payers. To this end, Council through the department of Community Services engaged with all 15 area sport councils individually to explain and retrieve input and comments on the new Facilities Management Plan.

The new approved Hybrid Model (SFMP) aims to address the issues of proper management and maintenance of the municipal sports facilities. Given that all leases expired, it's the perfect time to introduce this model and new User Agreement. It is important to note that Council have to follow a public participation process in terms of Municipal Assets Transfer Regulations (MTAR). The initial lease will only be for a period of 12 months to ensure that the implementation of the new Facilities Management Plan as per hybrid model is monitored and evaluated for effective and efficient management. Longer term leases will be considered after an initial trail period of 12 months.

The Stellenbosch Sport and Recreation Association (SSRA) has been non-functional since the Covid-19 lockdown restrictions were lifted and sport, and sport facility use returned to normal. A notice was received by the Sport Office that from 09 September 2022 an interim SSRA committee was established to continue the committee activities.

The SSRA interim committee would remain active until a new Annual General Meeting (AGM) date be scheduled. At this AGM a new SSRA Executive would be elected and to date this did not materialise.

During these engagements the replacement of the formal Lease Agreement with a revised "User Agreement" was explained in detail to the various Sport Council representatives.

5. RECOMMENDATIONS

- (a) that Council takes note of the report;
- (b) that Council mandate the Director Community and Protection Services to enter into an agreement with Sport Councils who have accepted the hybrid model and signed User Agreements;
- (c) that Council takes over the management of the Sport facilities linked to the Sport Council which have not signed the User Agreement; and
- (d) that the department finalise the engagement with Pniel and Raithby Sport Council.

6. DISCUSSION

6.1 BACKGROUND AND DISCUSSION

Council approved the draft User Agreement and input received from various Sport Councils for consideration. Most input received was considered and the User Agreement was amended with these changes.

The framework of the User Agreement remained unchanged that included:

- a) The User Agreement will be valid for 12 months to establish if any challenges and further amendments are needed going forward.
- b) That Stellenbosch Municipality is entitled to a percentage profit from income generated by Sport Councils.
- c) Any sub-leasing of the facility or part there-of, is only valid after discussion with and approval by Stellenbosch Municipality.
- d) Sport Councils must submit quarterly financial reports indicating all income and expenses incurred.
- e) Individual Sport Councils must establish a facility committee or a similar committee that will ensure that maintenance issues are directed to the Sport Section.

The following Sport Councils have signed the User Agreement with the profit sharing addendum agreement indicating and acknowledging the profit sharing percentages.

Number	Area Sport Council	Signed
1	Groendal	√
2	La Motte	√
3	Wemmershoek	√
4	Lanquedoc	√

5	Kylemore	√
6	Klapmuts	√
7	Cloetesville	√
8	Jonkershoek	√
9	Papplaas (Devon Valley)	√

The following Sport Councils did not sign the User Agreement. Below identifies these Sport Councils with attached communication received as annexures.

Number	Area Sport Council	Reason
1	Van Der Stel	Refuse to sign the User Agreement citing maintenance issues among reasons for not signing. Annexure B
2	Ida's Valley	Refuse to sign the User Agreement. Various reasons are provided as stated in the formal letter attached as an addendum. Annexure C
3	Jamestown	Refuse to sign the User Agreement. Fencing and the prevention of generation income were reasons submitted. Annexure D
4	Pniel	Pniel Sport Council wants to have their Annual General Meeting to allow for the selection of a new sport council. The intent is to have the new elected sport council adopt the User Agreement. Annexure E
5	Kayamandi	The sport council requested another engagement session. Meeting dates was requested from the sport council with no reply. Annexure F
6	Raithby	The sport council is currently not functioning. The interim SSRA met with Raithby Sport Council and with the Raithby Ratepayers Association, but did not advise or provided feedback on their engagements. Annexure G

The department is of the opinion that there were enough engagements with all the Sports Councils. With the exception of Pniel and Raithby Sports Councils, the department is of the opinion that the other facilities must be managed by the Sports Section of Stellenbosch Municipality.

Once a new elected Sports Council is in place at Raithby, they will be requested to sign the User Agreement. Once the Annual General Meeting took place at Pniel they will be requested to sign the User Agreement.

6.2 FINANCIAL IMPLICATIONS

There are no additional financial implications for the initial implementation of the Hybrid Sport Facility Management Plan. However, the effective implementation of the plan in subsequent years will necessitate additional financial resources for physical and human resource requirements.

6.3 LEGAL IMPLICATIONS

The recommendations comply with all applicable legislation.

6.4 STAFF IMPLICATIONS

There are no staff implications for the initial implementation of the Hybrid Sport Facility Management Model. However, the effective implementation of the plan in subsequent years will necessitate additional human resources.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.2.1

- (a) that Council takes note of the report;
- (b) that Council mandate the Director Community and Protection Services to enter into an agreement with Sport Councils who have accepted the hybrid model and signed User Agreements;
- (c) that Council takes over the management of the Sport facilities linked to the Sport Council which have not signed the User Agreement; and
- (d) that the department finalise the engagement with Pniel and Raithby Sport Council.

ANNEXURES

Annexure A: The User Agreement and the profit-sharing addendum

Annexure B: Van Der Stel Sport Club official letter

Annexure C: Ida's Valley Sport Council official letter

Annexure D: Jamestown Sport Council official letter

Annexure E: Pniel Sport Council e-mail correspondence

Annexure F: Kayamandi Sport Council e-mail correspondence

Annexure G: SSRA Interim Committee notice

FOR FURTHER DETAILS CONTACT:

NAME	Garth Abrahams
POSITION	Manager: Sport, Recreation and Halls
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8162
E-MAIL ADDRESS	Garth.Abrahams@stellenbosch.gov.za
REPORT DATE	2 February 2023

ANNEXURE A



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

USER AGREEMENT

Entered into by and between

STELLENBOSCH MUNICIPALITY

Herein represented by **Geraldine Mettler** in her capacity as

Municipal Manager, being duly authorized

(Hereinafter referred to as “the **Municipality**”)

AND

SPORT COUNCIL

Herein represented by _____ in his capacity as **Chairperson**

(Hereinafter referred to as “the **USER**”)

For the use of Sport Facility,

(Hereinafter referred to as “the **Premises**”)

1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Agreement, unless clearly inconsistent with or the context indicates otherwise:

- 1.1.1 **“Agreement”** means this user agreement together with all annexures (if any);
- 1.1.2 **“Monthly Payments”** means the payments payable by the **USER** as set out in clause 4 herein;
- 1.1.3 **“Business Day”** means a day, other than a Saturday, a Sunday or a public holiday in the Republic of South Africa and in the event that a day referred to in terms of this Agreement should fall on a day which is not a Business Day, then the relevant date shall be extended to the next succeeding Business Day;
- 1.1.4 **“Commencement Date”** means the commencement date of this agreement specified in clause 3.3;
- 1.1.5 **“User Period”** means a period of 12 months calculated from the Signature Date.
- 1.1.6 **“Parties”** means the parties to this agreement, and “party” means any one of them;
- 1.1.7 **“Permitted uses of Premises”** means the purpose for which the Premises are used as set out in clause 2 herein;
- 1.1.8 **“Premises”** means which the **USER** will use in terms of this Agreement.
- 1.1.9 **“Signature Date”** means the date on which this Agreement is signed by the **USER**.
- 1.1.10 **“Sub-letting”** means to lease or rent all or part of a leased or rented property;

1.1.11 “**Alternative use**” means a use that could not reasonably be made of the property

1.2 Interpretation

In this Agreement, unless clearly inconsistent with or the context indicates otherwise:

1.2.1 Any references to the Municipality shall, where applicable, include the Municipality’s employees and/or agents;

1.2.2 Any references to the **USER** shall, where applicable, include the **USER**’s employees and/or agents;

1.2.3 Expressions in the singular also denote the plural, and *vice versa*;

1.2.4 Words and phrases denoting natural persons refer also to juristic persons, and *vice versa*;

1.2.5 Pronouns of any gender include the corresponding pronouns of the other genders; and

1.2.6 References to any enactment shall include references to such enactment as it may, after Signature Date, from time to time be amended, supplemented or re-enacted.

1.3 The use of the word “including” followed by a specific example or examples shall not be construed or interpreted as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording and/or such specific example or examples.

1.4 This agreement shall be governed by and interpreted and applied in accordance with South African law.

2 PERMISSION OF USE OF PREMISES

The Municipality hereby permits the **USER** to occupy and use the Premises and the **USER** hereby accepts the Premises from the Municipality on the terms and conditions contained in this Agreement.

3 PERIOD

- 3.1 The permission for use of the premises will be for a period of (1) one year
- 3.2 The permission may be renewed for a period of one year following the date of expiry of the initial term of this agreement depending on compliance with the outlined terms and conditions.
- 3.3 In the event that the permission is renewed it will be on the same terms and conditions.

4 USER'S FINANCIAL OBLIGATIONS IN TERMS OF THIS AGREEMENT

- 4.1 The **USER** agrees to pay the monthly utility bills which includes refuse, water, sanitation and electricity and will be exempted from paying the property rates.
- 4.2 The USER must submit financial quarterly reports to Stellenbosch Municipality.
- 4.2.1 The quarterly report must also include a Facility Committee's report on all new and outstanding maintenance concerns of the facility.
- 4.3 the Municipality is indemnified against all possible 3rd party claims.
- 4.4 The revenue will be shared between the USER and the Municipality on a percentage-based formula which be aligned to Council, in instances such as:
- 4.4.1 Non-sporting events not linked to sporting activities;
- 4.4.2 Sub-letting of certain sections of the facility;
- 4.4.3 Any event that triggers an event application (extra ordinary events that will generate more income, such as structured sporting events, festivals or tournaments).
- 4.5 After consultation with the Sport Councils the municipality reserves the right to give notice of emergency use of the facility when the area is required for municipal services or needs such as:
- Fire victims
 - Flood victims
 - Any other unavoidable human displacement events.
- 4.6 Alternatively in consultation with the User, a one (1) month notice period will be given for municipal services or needs when required.

5 SUB-LETTING

- 5.1 The **USER** will only enter into a sub-lease agreement with the Municipality's consent/approval, which will not be unreasonably withheld.
- 5.2 In any sub-lease that the **USER** will enter into with a sub-lessee, the Municipality must be co-signatory of the sub-lease agreement.

6 MUNICIPALITY'S RIGHT OF ACCESS

The **Municipality** shall have the right of free access to the permitted area at all times for inspection, when there is any report of facility abuse. The **Municipality** shall not be liable for any damage to the permitted area which may arise from such inspection.

7 FACILITY COMMITTEE

- 7.1 The Sport Council must appoint a Facility Committee consisting of a representative from each of the sport codes that use the sport facility or any other committee responsible for reporting on the facility's maintenance, defaults and needs.
- 7.2 The Facility Committee must ensure that all maintenance issues are directed to the office of the Manager Sport & Halls for action.
- 7.3 Records of these will also form part of the Quarterly Financial Report.

8 BREACH

- 8.1 Should the **USER** breach any of its obligations under this Agreement and fail to remedy such breach within a period of 21 (twenty-one) days the Municipality shall be entitled, without prejudice to cancel this Agreement by way of written notice to the **USER** and, in either event, to claim such damages as it may thereby have suffered.
- 8.2 Should the **USER**
 - 8.2.1 fail to pay any services or other amount due by it to the Municipality in terms of this agreement on the due date thereof and fail to remedy the breach within 14 (fourteen) days after having been required in writing to do so; or

8.2.2 commit any breach of the terms and conditions of this agreement which is incapable of being remedied and which goes to the root of the agreement; then and in any of such events, the Municipality shall, without prejudice to and in addition to any other rights which it may have at law and in its sole discretion to cancel the agreement.

8.3 In the event of the Municipality cancelling this agreement and the USER disputing, the right to cancel and remaining in occupation of the Premises, the USER shall, pending the determination of such dispute, continue to pay to the Municipality. Should the dispute be determined in favour of the Municipality, the payments made and received in terms of this clause shall be deemed to be amounts paid by the USER on account of damages suffered by the Municipality by reason of the cancellation of this agreement and/or the unlawful holding over by the USER.

9 TERMINATION

This Agreement may be terminated by either party at any time upon three (3) month's written notice in writing and without payment of any compensation. Upon termination of this Agreement the **USER** shall be obligated to vacate the premises in the same condition as they were and to the satisfaction of the **Municipality** and shall not be entitled to claim compensation in respect thereof.

10 INDEMNITY

The **USER** hereby indemnifies and undertakes to keep the **Municipality** indemnified against all liability howsoever caused or whether arising as a direct or indirect result of the existence of the User Agreement upon and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the **Municipality** or incurred or become payable by the **Municipality** at the suit of any person.

11 OWNERSHIP

Notwithstanding the content of this agreement between the sport council and the **Municipality**, the municipality shall not be deemed to have relinquished its rights to the ownership of the property or to have waived any of its rights pertaining to the

property whether in terms of the current law, regulation or any other legislation to be enacted in future.

12 DOMICILIA AND NOTICES

12.1 All notices, consents or other communications to either the **USER** or Municipality will:

12.1.1 be valid only if it is in writing;

12.1.2 if sent by prepaid registered post in a correctly addressed envelope be deemed to have been received by the other party on the 7th day after posting;

12.1.3 if delivered by hand between 09h00 and 16h00 on a business day, it is to be deemed to have been received by the other party on delivery.

12.2 The parties choose as their *domicilia citandi et executandi* the addresses mentioned in clause 11.3, provided that such *domicilium* of either party may be changed by written notice from such party to the other party with effect from the date of receipt or deemed receipt by the latter of such notice.

12.3 The **Municipality**

MUNICIPAL MANAGER: MS GERALDINE METTLER
17 Plein Street
Main Building
Stellenbosch
7600

The **USER**: SPORT COUNCIL

Email:

13 WHOLE AGREEMENT

13.1 This is the entire agreement between the parties.

13.2 Neither party relies in entering into this agreement on any warranties, statements, representations, disclosures or expressions of opinion which have not been incorporated into this agreement as warranties or undertakings.

13.3 No variation or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by both parties.

SIGNED AT _____ ON THIS ____ DAY OF _____ 2022

in the presence of the undersigned witnesses

Witnesses:

1

2

.....

Geraldine Mettler
Municipal Manager
Duly authorised thereto

SIGNED AT _____ ON THIS ____ DAY OF _____ 2022

in the presence of the undersigned witnesses

Witnesses:

1

2

.....

Chairperson Sport Council
Duly authorised thereto



**ADDENDUM TO SPORTS COUNCILS USER AGREEMENT WITH STELLENBOSCH
MUNICIPALITY ON REVENUE PROFIT SHARING PERCENTAGE**

This Addendum describe the User Agreement for the Revenue Profit Sharing Percentage on the income generated at, Sport Facility, Stellenbosch (User Agreement) entered into between Stellenbosch Municipality (“the Municipality”) and Sport Facility.

WHEREAS the Municipality and Sport Facility share the profit generated from events as defined in clause 4.4 of the User Agreement.

WHEREAS the parties wish to conclude an addendum to the Revenue Profit Sharing based on earnings at the events that took place at the managed Sport Facility at **Stellenbosch**, in order to give effect thereto;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Unless otherwise provided in the User Agreement, the provisions of the agreement on the initial date of User Agreement will still apply.
2. The Revenue Profit Sharing percentage will be % for Sport Council and 20% for Stellenbosch Municipality to be indulged as stipulated in clause 4.4 of the User Agreement.
3. The USER must submit financial quarterly reports to Stellenbosch Municipality which will serve as an accurate and/or true reflection of the revenue collected.

4. Except by mutual agreement, the User Agreement shall remain unchanged and in full force and effect.

SIGNED AT _____ ON THIS ____ DAY OF _____ 2022

AS WITNESSES

1. _____

2. _____

Ms Geraldine Mettler
Municipal Manager

SIGNED AT _____ ON THIS ____ DAY OF _____ 2022

AS WITNESSES

1. _____

2. _____

Sports Council

ANNEXURE B



Van Der Stel

PO Box 1 | Du Toit Str, Stellenbosch,
VAT Reg No: 4380127342

14 October 2022

Stellenbosch Municipality

Stellenbosch

ATTENTION : Geraldine Mettler , Municipal Manager

USER AGREEMENT

We refer to the User Agreement for the Hybrid model to be signed by all sport clubs. After a special general meeting with the sub-clubs the following main concerns were raised & needs to be addressed;

- The facilities needs desperate maintenance to all major buildings which must be fixed/ replaced in most cases. Structural, waterproofing & roofing issues has been reported on several occasions to no avail. The members feels that these issues must be addressed or guaranteed to be fixed before user agreement can be accommodated
- The short period of one year for the lease/ user agreement is as such not practical due to the maintenance work to be completed
- The split ratio on the income, 60 (Sport club) to 40 (Municipality) is not feasible

We trust to hear from you.

Regards

H Trollip

Chairman Exco Committee

.(on behalf of all sub-clubs)

ANNEXURE C

**Idasvalley Sports
Board**
EST 2000

AFFILIATED TO
STELLENBOSCH
MUNICIPALITY

EMAIL:

**All Correspondence
To the Secretary
Mr Brian Minnis**
bminnis@uwc.ac.za
Cell: 084 392 3296

EXECUTIVE MEMBERS

CHAIRMAN

Mr Rhodes Benting
bentin@rhodes@e-mail.com
083 659 5987

VICE CHAIRMAN

Mr. Wilbur Olivier
olivierwilbur@gmail.com
084 780 8596

VICE SECRETARY

Mrs. Adri Katts
adrishannon@gmail.com
078 749 0501

TREASURERS:

Mr Oswin Groenewald
oswin@tenacityinc.co.za
083 254 8913
021 – 928 1009
Fax : 021 – 928 1019

Mr. Johan Adonis
Adonisjohan1@gmail.com
083 458 6274

**COMMITTEE
MEMBERS**

Mr. Riaan Moses
riaanm@sun.ac.za

Mr. Gerold Abrahams
Gerold.abrahams@stellenbosch.gov.za
082 504 5547

Mr. Riaan Arnolds
riaan.arnolds@media24.com
m
083 230 6164



**IDASVALLEI SPORTRAAD
IDASVALLEY SPORTS BOARD
(Est.2000)**

12 September 2022

The Sport Office
Stellenbosch Municipality
Stellenbosch
7600

Dear Madam/Sir

Idas Valley Sport Board: User Agreement Decision

The Sport Board acknowledges receipt of the hand delivered User Agreement.

After consultation with our members in a meeting held 31 August 2022, the decision is that we are in no way prepared to sign the document which in itself is a harmful document which in reality will mean the end of Community Sport as we know it.

The Board also awaits further guidance from our Leaders at SSRA level.

Regards

Brian Minnis

**Brian Minnis
Secretary**

ANNEXURE D



All correspondence to:
Nizette Gordon
(Acting Secretary)
7 Ostar Avenue
Jamestown
7600
nagordon129@gmail.com

2 August 2022

**NO SHARED PROFITS BY JAMESTOWN SPORTS COUNCIL AND THE
STELLENBOSCH MUNICIPALITY**

Dear Sir/Madam

The abovementioned refers.

Hereby the Jamestown Sports Council would like to inform the Stellenbosch Municipality that in relation to the User Agreement presented to the Sports Councils the Jamestown Sports Council has come to the following decision:

- The Jamestown Sports Council is unable to generate income when certain events are held due to the lack of fencing around the sports grounds. This is a disadvantage to the Jamestown Sports Council as the facilities are not up to standard compared to other facilities of other sports Councils. The fencing project has not been prioritized by the municipality and it is one of our main priorities to get the facility up to standard but essentially to ensure safety of persons making use of the Sports grounds.
- The Jamestown Sports Council will not be sharing profits with the Stellenbosch Municipality. The Jamestown Sports Council will continue to operate as they are currently operating. Therefore, the Jamestown Sports Council will be in control of the of the sports grounds and 100% of the profits made will go to the Jamestown Sports Council, no sharing of profits with the Stellenbosch Municipality will take place.

The decision was collectively made by the Jamestown Sports Council and due to the inconsistent feedback received by the Stellenbosch Municipality. Therefore, 100% of profits made by the Jamestown Sports Council will be kept and the Stellenbosch Municipality will receive 0% of our profits made.

We hope that you understand our reasoning and respect our decision made.

Yours in Sports,

Nizette Gordon (*Acting secretary*)

ANNEXURE E

Samantha Davids

From: Faith Stubbs <stubbsfaith2@gmail.com>
Sent: Friday, 02 September 2022 13:38
To: Samantha Davids
Subject: [EX]

Good Day Samantha

We urgently want to have our agm in 2 weeks times. In the past the municipality was present please advice. We decided to first have the meeting before any documents will be signed.

In a previous meeting with municipality I also addressed this issue. Please would it be possible to get the minutes of the last agm.

Regards

Faith

ANNEXURE F

Samantha Davids

From: Samantha Davids
Sent: Friday, 28 October 2022 08:58
To: 'kayamandisport@gmail.com'; 'ssrastellenbosch7@gmail.com'
Cc: Leanne Pedro; Garth Abrahams
Subject: RE: NEW PROPOSED DATE FOR THE USER AGREEMENT

Good day Kayamandi Sport Council

Can you please furnish us with 3 possible dates for the meeting, we await your response.

Please note that the detail for the meeting time slot will remain for 18:00.



Kind regards,

Samantha Davids
Sport and Recreation
Community and Protection Services

T: +27 21 808 8166/8295
15 Simonsberg Road, Simonswyk,
Stellenbosch, 7600

www.stellenbosch.gov.za



www.facebook.com/stellenboschmunicipality
twitter.com/StellMun

Disclaimer and confidentiality note: The legal status of this communication is governed by the terms and conditions published at the following link:
http://www.stellenbosch.gov.za/main_pages/disclaimer_page.htm

From: Samantha Davids
Sent: Monday, 17 October 2022 15:58
To: kayamandisport@gmail.com; ssrastellenbosch7@gmail.com
Cc: Leanne Pedro <Leanne.Pedro@stellenbosch.gov.za>; Garth Abrahams <Garth.Abrahams@stellenbosch.gov.za>
Subject: NEW PROPOSED DATE FOR THE USER AGREEMENT

Good day Kayamandi Sport Council and SSRA

We would like to schedule a meeting to further discuss the User Agreement.

We acknowledge the after hour availability factor thus we would like you to furnish us with three possible dates to have this meeting. Can we agree that the meeting time will be 18:00 and we will enquire from Van Der Stel Sport Council to avail a meeting space. Please indicate if 18:00 will be in order for the time to meet.

SSRA, herewith also opportunity to communicate to other Sport Councils (*that did not sign*) to be present.

We await your response.



Kind regards,

Samantha Davids
**Sport and Recreation
Community and Protection Services**

T: +27 21 808 8166/8295

15 Simonsberg Road, Simonswyk,
Stellenbosch, 7600

www.stellenbosch.gov.za



www.facebook.com/stellenboschmunicipality

twitter.com/StellMun

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http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

ANNEXURE G



Du Toit Street, Stellenbosch, 7600
ssrastellenbosch@gmail.com

6 February 2023

**NOTICE OF A STELLENBOSCH SPORT AND RECREATION
ASSOCIATION ANNUAL GENERAL MEETING**

MONDAY: 2023-02-27 AT 18H30

To: Interim Committee

Mr Donovan Josephs (Treasurer)
Ms Adri Katts (Assistant Secretary)
Mr Peter October (Facilities Coordinator)
Mr Johan Adonis
Mr John Saaiman
Mr Brian Minnis
Mr John Ruiters
Ms KG

Councils/Boards

01. Van der Stel
02. Franschoek
03. LaMotte Sport
04. Wemmershoek
05. Languedoc Sport
06. Pniel Sport
07. Kylemore
08. Idasvalley
09. Cloetesville
10. Kayamandi
11. Klapmuts
12. Jamestown
13. Raithby
14. Vlottenberg/Papplaas
15. Nietverbij/Koelenhof/De Novo
16. Jonkershoek

Notice is hereby given that a Stellenbosch Sports and Recreation Association Annual General Members Meeting (SSRA) will be held at Council Chambers, Plein Street, Stellenbosch on Monday the 27th of February 2023 at 18H30.

**Stellenbosch Sports Recreation Association
(SSRA)**

Agenda:

1. Opening & Welcome
2. Apologies
3. Reports:
 - a. Interim Committee Report
 - b. Finance Report
4. Election of Officials as per Constitution point 13
5. Constitution

Closure

Regards

Brian Minnis

Brian Minnis

Obo Interim Committee

11.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
11.3.1	SALARY AND WAGE INCREASE: IMPLEMENTATION OF SALGBC COLLECTIVE AGREEMENT: YEAR 3

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

19 April 2023 & 26 April 2023

1. SUBJECT: SALARY AND WAGE INCREASE: IMPLEMENTATION OF SALGBC COLLECTIVE AGREEMENT: YEAR 3

2. PURPOSE

To inform Council in regard to the salary and wage increase for employees (excluding the Municipal Manager and Section 56 Managers) as per the SALGBC collective agreement 2021 – 2024 – year 3.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

SALGA, SAMWU and IMATU entered into a salary and wage agreement for the period 1 July 2021 until 30 June 2024 during the bargaining process on 16 September 2021. In terms of clauses 6.6 and 6.7 of the agreement the increase for the 2023/24 financial year will be the projected CPI average for 2023. The forecast by the Reserve Bank in January 2023 will be used for this projection.

SALGA send the municipality a circular 01 of 2023 in March 2023 (attached as **APPENDIX 1**) in which municipalities are informed that the following increases shall apply from 1 July 2023. Salary 5,4% and the minimum wage will be R9 531.54. The flat rate for Homeowners allowance will be R1066.41 and the maximum employer contribution to medical aid will increase to R5 277.38 All benefits linked to salary will increase by 5.4%.

Where municipalities are not able to afford the increase SALGA should be notified and an exemption application must be made to the SALGBC with full motivation. There is provision made for this increase in the draft budget approved by Council. Employees who are not at the maximum of their salary scale are entitled to a notch increase over and above the cost-of-living increase which amounts to around a further 2,5% increase in the salary. The Municipal Manager and 56 Managers are excluded from this agreement and therefore will not be receiving the same increase from 1 July 2023. The current prediction for them is 3%.

5. RECOMMENDATIONS

- (a) that Council note the circular from the SALGBC dated 31 March 2023; and
- (b) that Council takes note that the increase has been provided for in the draft budget for 2023/24.

6. DISCUSSION / CONTENTS**6.1 Background**

SALGA, SAMWU and IMATU entered into a salary and wage agreement for the period 1 July 2021 until 30 June 2024 during the bargaining process on 16 September 2021.

6.2 Discussion

In terms of clauses 6.6 and 6.7 of the agreement the increase for the 2023/24 financial year will be the projected CPI average for 2023. The forecast by the Reserve Bank in January 2023 will be used for this projection.

SALGA send the municipality a circular 01 of 2023 in March 2023 (attached as **APPENDIX 1**) in which municipalities are informed that the following increases shall apply from 1 July 2023. Salary 5.4 % and the minimum wage will be R9 531.54. The flat rate for Homeowners allowance will be R1066.41 and the maximum employer contribution to medical aid will increase to R5 277.38. All benefits linked to salary will increase by 5.4%.

Where municipalities are not able to afford the increase SALGA should be notified and an exemption application should be made. There was provision made for this increase in the draft budget approved by Council. Employees who are not at the maximum of their salary scale are entitled to a notch increase over and above the cost-of-living increase which amounts to around a further 2,5% increase in the salary. The Municipal Manager and 56 Managers are excluded from this agreement and therefore will not be receiving an increase from 1 July 2023.

6.3 Financial Implications

Salary 5.4% and the minimum wage will be R9 531.54. The flat rate for Homeowners allowance will be R1 066.41 and the maximum employer contribution to medical aid will increase to R5 277.38. All benefits linked to salary will increase by 5.4%. Provision was made in the approved draft budget for the increases.

A further 2,5 % will apply to employees who are still eligible for a notch increase.

6.4 Legal Implications

The provision of this item is in line with legislative provisions and collective agreement of the SALGBC.

6.5 Staff Implications

The increase will apply from 1 July 2023. The Municipal Manager and 56 Managers are excluded from this agreement and therefore will not be receiving an increase from 1 July 2023.

6.6 Previous / Relevant Council Resolutions

SPECIAL COUNCIL [IN-COMMITTEE] MEETING: 2021-09-29: ITEM 12.4.3

RESOLVED (majority vote)

that Council accepts the Salary and Wage collective agreement for implementation.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.3.1**NOTED**

- (a) the circular from the SALGBC dated 9 March 2022; and
- (b) that the increase has been provided for in the approved budget for 2022/23.

6.7 Risk Implications

Risks are addressed in the content of the policy.

6.8 Comments from Senior Management

The CFO and Municipal Manager supports the recommendations. No comments were requested from other directors.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.3.1

- (a) that Council note the circular from the SALGBC dated 31 March 2023; and
- (b) that Council takes note that the increase has been provided for in the draft budget for 2023/24.

ANNEXURES

APPENDIX 1: SALGBC Circular 01/2023

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene De Beer</i>
POSITION	<i>Director Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 – 808 8018</i>
E-MAIL ADDRESS	Annalene.Debeer@stellenbosch.gov.za
REPORT DATE	<i>14 April 2023</i>

APPENDIX 1



SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

HEAD OFFICE

Private Bag X16
MUSGRAVE
4062

Tel: (031) 201-8210/6219/6255
Fax: (031) 201-9788

461 King Dinuzulu Road
BEREA
4062

E-mail: info@salgbc.org.za
Web-site: www.salgbc.org.za

31 March 2023

To All Municipal Managers

The Parties:

SALGA	Mr. R Nolutshungu	(012)369 8001
SAMWU	Mr. D Magagula	Per Email
IMATU	Mr. J Koen	(012)460 8444

And To:

Regional Secretaries:		
Gauteng/Johannesburg/Tshwane Division	Ms. E. Sekgweleo	(012) 665 1014
Eastern Cape Division	Mr. C Gqeke	(041) 581 3648
KwaZulu-Natal/eThekweni Division	Mr. V. Nzuza	(031) 201 9752
Western Cape/ Cape Metro Division	Mrs. W Brink	(021) 917 1145
Northern Cape/Free State Division	Mr. T Mqobongo	(053) 831 3608
North West/Mpumalanga/Limpopo Division	Ms. N Hlangwani	(012) 342 7015

Dear Sir/Madam

CIRCULAR NO.: 01/2023

SALARY AND WAGE INCREASE FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024

The parties, SALGA, IMATU and SAMWU, at the Executive Committee meeting held on 14 March 2023, agreed that the salary and wage increases for the 2023/2024 financial year as per the Salary and Wage Collective Agreement dated 15 September 2021 shall be, as follows:

1. The salary and wage increase, in terms of clauses 6.6 and 6.7 of the Collective Agreement shall be five comma four percent (5.4 %), with effect from 1 July 2023.
2. Any linked benefits or conditions of service, as per clause 11.1 of the Collective Agreement shall increase by the same rate of five comma four percent (5.4 %), with effect from 1 July 2023.
3. The Minimum Wage as stipulated in clause 7.3 of the Collective Agreement shall increase by the same rate of 5.4 %, from R9,043.21 to R 9 531. 54. The new Minimum Wage shall be R9 531.54, with effect from 1 July 2023.

Address correspondence to the General Secretary

-2-

4. The flat rate Homeowners Allowance, in terms of clause 9.1.3 of the Collective Agreement, shall increase by the same rate of 5.4 %, from R1,011.77 to R 1066.41, with effect from 1 July 2023.
5. In respect of medical aid, the maximum employer contribution rate to an employee's accredited medical scheme as set out in clause 10.1.3 of the Collective Agreement shall increase by the same rate of 5.4 %, from R5 007.00 to R5 277.38, with effect from 1 July 2023.
6. The following CPI projected (forecast) figures, from the South African Reserve Bank, are used to calculate the salary and wage related increases:

Summary of selected forecast results										
<i>*Figures below the forecast in parentheses represents the previous MPC forecast</i>										
1. Selected forecast results (quarterly)										
Percentage change (year-on-year)	Actual				Forecast					
	1	2	3	4	2022	1	2	3	4	2023
Headline	5.7	6.6	7.6	7.4	6.9	6.5	5.9	4.9	4.6	5.4
CPI	(5.7)	(6.6)	(7.6)	(6.8)	(6.7)	(6.8)	(6.0)	(4.4)	(4.7)	(5.4)

7. The Council requests all municipalities to adhere and implement the above. This circular must be published on all notice boards.

Yours faithfully


 MR. S. GOVENDER
 GENERAL SECRETARY

11.4	FINANCIAL SERVICES: (PC: CLLR P JOHNSON)
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11.4.1	DATE OF THE NEXT GENERAL VALUATION
--------	---

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

19 April 2023

1. SUBJECT: DATE OF THE NEXT GENERAL VALUATION**2. PURPOSE**

Is to determine a date, according to Section 31 of the Local Government: Municipal Property Rates Act, No 6, 2004, on which the new General Valuation Roll is to be first implemented.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of this report is to determine a date, according to Section 31 of the Local Government: Municipal Property Rates Act, No 6, 2004, on which the new General Valuation Roll is to be first implemented.

5. RECOMMENDATIONS

- (a) that Council, for purposes of the next General Valuation, approves 02 July 2024 as date of the Valuation Roll, to be implemented on 01 July 2025; and
- (b) that Council hereby commits to the successful implementation of the new Valuation Roll on 01 July 2025.

6. DISCUSSION / CONTENTS**6.1 Background/ Legislative Framework****In terms of section 31(1) of The Local Government Act: Municipal Property Rates Act 6 of 2004**

“(1) For the purposes of a general valuation, a municipality must determine a date that may not be more than 12 months before the start of a financial year in which the valuation roll is to be first implemented.

In terms of section 32(1)(b) of The Local Government Act : Municipal Property Rates Act 6 of 2004

“(1) A Valuation roll-

- (b) *remains valid for that financial year or for one or more subsequent financial years as the municipality may decide, but in total not more than*
 - (i) *four financial years in respect of a metropolitan municipality; and*
 - (ii) *five financial years in respect of a local municipality.”*

The Stellenbosch Municipality implemented the previous General Valuation, according to the Local Government: Municipal Property Rates Act 6 of 2004, from 01 July 2021.

With reference to section 32(1)(b) of the Local Government: Municipal Property Rates Act 6 of 2004, a valuation roll remains valid for a period not more than four or five financial years. Due to the changes in valuations for Stellenbosch Municipality, valuation rolls remain valid for not more than four years.

6.2 Discussion

The council has to implement a new valuation roll from 01 July 2025.

With reference to section 31 of the Local Government: Municipal Property Rates Act 6 of 2004, the municipality, for purposes of a general valuation, must determine a date, that may be not more than 12 months before the start of the financial year, in which the valuation roll is to be first implemented.

To comply with Section 31 of the Local Government: Municipal Property Rates Act 6 of 2004, Council, for purposes of the next General Valuation, must approve the date of 2 July 2024 as date of the Valuation Roll, to be implemented on 01 July 2025.

Recommendation

(a) That Council, for purposes of the next general valuation, approves 02 July 2024 as date of the Valuation Roll to be implemented on 01 July 2025 ; and

(b) That Council hereby commits them to the successful implementation of the new Valuation Roll on 01 July 2025.

6.3 Legal Implications

The item is compliant with the relevant legislative framework.

6.4 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

Item 8.2.4 Date of Next General Valuation - tabled in the 26th Meeting of Council on 24 April 2019.

6.7 Risk Implications

This report has no risk implications for the Municipality should the date of the Valuation Roll as recommend in this report be approved.

Should Council not approve a Date of Next General Valuation, Council will not be compliant with the Local Government: Municipal Property Rates Act 6 of 2004 and cannot levy any property rates for the next four financial years.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.4.1

- (a) that Council, for purposes of the next General Valuation, approves 02 July 2024 as date of the Valuation Roll, to be implemented on 01 July 2025; and
- (b) that Council hereby commits to the successful implementation of the new Valuation Roll on 01 July 2025.

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	HENRY MITCHELL
<i>POSITION</i>	<i>SENIOR MANAGER: FINANCIAL MANGEMENT SERVICES</i>
<i>DIRECTORATE</i>	<i>FINANCIAL SERVICES</i>
<i>CONTACT NUMBERS</i>	<i>021 808 8512</i>
<i>E-MAIL ADDRESS</i>	<i>Henry Mitchell@ Stellenbosch.gov.za</i>
<i>REPORT DATE</i>	<i>11 April 2023</i>

11.5	HUMAN SETTLEMENTS: (PC: CLLR J FASSER)
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NONE

11.6	INFRASTRUCTURE SERVICES : (PC : CLLR Z DALLING (MS))
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NONE

11.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: J JOON)
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NONE

11.8	PLANNING :(PC: CLLR C VAN WYK)
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11.8.1	REPORT ON REVIEW OF THE CURRENT STELLENBOSCH MUNICIPAL ZONING SCHEME BY-LAW (2019) (SZSB) AND TO REQUEST COUNCIL PERMISSION TO COMMENCE WITH A FULL AMENDMENT PROCESS OF THE CURRENT STELLENBOSCH MUNICIPAL ZONING SCHEME BY-LAW (2019)
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Collaborator No: 747756
 IDP KPA Ref No: Good Governance
 Meeting Date: 19 April 2023 & 26 April 2023

1. SUBJECT: REPORT ON REVIEW OF THE CURRENT STELLENBOSCH MUNICIPAL ZONING SCHEME BY-LAW (2019) (SZSB) AND TO REQUEST COUNCIL PERMISSION TO COMMENCE WITH A FULL AMENDMENT PROCESS OF THE CURRENT STELLENBOSCH MUNICIPAL ZONING SCHEME BY-LAW (2019)

2. PURPOSE

Is to present to Council a review of the Stellenbosch Municipal Zoning Scheme By-law (2019) (SZSB) and to request permission from Council to, based on the internal review, commence, and undertake a full amendment of the said Stellenbosch Municipal Zoning Scheme By-law in terms of Section 12(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (MSA).

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Following the Land Use Planning law reform process in South Africa the Stellenbosch Municipality adopted and introduced a Stellenbosch Zoning Scheme By-law (SZSB) in 2019.

Since the introduction of the SZSB, several matters have been identified that presents challenges and would necessitate that the subject By-law be updated with improvements, corrections, and additions.

Due to the nature and scope of the required amendments, and the inherent benefits of having the provincial standard draft zoning scheme by-law to adequately address these challenges, it is proposed that this provincial standard draft zoning scheme by-law be used as the foundation to develop a new zoning scheme by-law for Stellenbosch Municipality.

Consequently, the revision and updating of the SZSB is proposed to ensure the delivery of effective and efficient land use planning services and to contribute to economic growth.

5. RECOMMENDATIONS

- (a) that the contents in the report on the internal review of the current Stellenbosch Zoning Scheme By-law (2019) **BE NOTED**;
- (b) that the proposed development of a revised and updated Stellenbosch Zoning Scheme By-law **BE AUTHORISED**;
- (c) that the provincial standard draft Zoning Scheme By-law be used as the foundation for the development of the revised and updated Stellenbosch Zoning Scheme **BE ADOPTED**.

6. DISCUSSION / CONTENTS

6.1 Background

Following the Land Use Planning law reform process in South Africa with the introduction of the national Spatial Planning and Land Use Management Act [SPULMA] in 2013 and the provincial Western Cape Land Use Planning Act [LUPA] in 2014, local Municipalities in the Western Cape had to develop and introduce their own municipal land use planning by-laws (including zoning scheme by-laws).

The drafting of such land use planning by-laws is a huge undertaking which requires many man-hours of highly skilled professional input and broad consultation. Being mindful of the capacity challenges at many of the local municipalities the Western Cape Government's (WCG) Department of Environmental Affairs and Development Planning (DEA&DP) undertook an initiative in terms of Section 14 (2) of the Municipal Systems Act, 2000 (MSA) to develop the provincial standard draft by-laws needed on municipal land use planning (including zoning scheme by-laws) in terms of the new SPLUMA and LUPA dispensation.

In delivering on this initiative, it is important to note that the land use planning staff of most of the leading municipalities in the Western Cape participated in the process to develop these provincial standard draft by-laws and it was acknowledged amongst urban planning professionals that it was extremely beneficial to local municipalities to adopt these provincial standard draft by-laws. Some of the most notable benefits of adopting the provincial standard draft by-laws on land use planning include:

- a) Due to the participation of the urban planning professionals of the leading municipalities, the provincial standard draft land use planning by-laws were the result of the collective knowledge, experience and best practice of many local municipalities and their planning professionals in the Western Cape.

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- b) The provincial standard draft land use planning by-laws developed in terms of Section 14 (2) of the MSA were informed by the outcome of the public participation processes followed by all Western Cape Municipalities and WCG DEA&DP.
 - c) It is hugely beneficial for all role players in the development and land use planning sector if there is consistency amongst local municipalities in the way that land use planning matters are managed.
 - d) The provincial standard draft land use planning by-laws were subjected to a knowledgeable team of WCG legal practitioners for legal vetting to ensure the legality thereof.
 - e) Should any matter in the application of the provincial standard draft land use planning by-laws arise that is subject to legal review and/ or associated legal opinions, all the municipalities will collectively benefit from such actions.
 - f) Local municipalities can consult with each other on the application and best practice in the implementation of the provincial standard draft land use planning by-laws.
 - g) The most notable strength and benefit of the provincial standard draft zoning scheme by-law lies in the structure and resulting application of its content. Apart from the sections dealing with the definitions and general provisions, the subject provincial standard draft by-law is essentially divided into two major sections. The first section contains a table with the different zonings and associated primary user right and consent uses. The second section contains a list of all land use types as they are associated with the primary and consent uses, together with land use descriptions, development parameters and any other provisions and qualifications for such land use type. There can consequently be no confusion of land use types with different qualifications in different zoning categories.

When local municipalities first embarked on the process to develop and introduce an integrated zoning scheme by-law for its entire area of jurisdiction as stipulated in Section 24(1) of SPLUMA, the local municipalities in the Western Cape consequently had three options:

- I. To draft their own unique Integrated Zoning Scheme By-law
- II. To adopt and implement the provincial Standard Draft Integrated Zoning Scheme By-law (SDIZSB) which was drafted and made available to Municipalities by the Western Cape Government's, Department of Environmental Affairs and Development Planning (DEA&DP).
- III. To use the provincial SDIZSB provided by DEA&DP as a basis and make any amendments and additions to this scheme to suite any specific needs that the subject local municipality may have.

For the above reasons, it was regarded as the best option by many local municipalities to adopt the provincial SDIZSB as the basis for their own Zoning Scheme By-laws, although mostly with additions to suit their own unique contexts.

Although Stellenbosch Municipality did adopt the provincial standard draft by-law as the basis for their Land Use Planning By-law, it was elected to develop their own unique IZS by-law. As a result, the Stellenbosch Zoning Scheme By-law (SZSB) was introduced in November 2019 and replaced all the former zoning scheme regulations into a single zoning scheme by-law for the entire Stellenbosch area of jurisdiction.

6.2 Internal Review of SZSB 2019

Since the introduction of the SZSB, it has been under constant scrutiny to identify any matters that may present difficulties and challenges in the sensible management of land use rights to serve the needs and aspirations of the Stellenbosch community and ultimately facilitate a quality living environment and a growing and vibrant economy.

Through this constant interrogation of the appropriateness of this Zoning Scheme By-law for its purpose and intent, an internal review has been undertaken to identify the need to address any inaccuracies, shortcomings, omissions, ambiguities, and legalities to ensure that the Stellenbosch Municipality has the best possible tools to deliver and improve on their ability to deliver land use planning services.

In reviewing the SZSB it has become clear that there are indeed several difficulties in the zoning scheme by-law which will have to be addressed. Apart from many minor matters that should be addressed, the major issues need to be highlighted and considered thoroughly in order to decide on the most sensible approach to update and amend the SZSB.

The following are matters of note:

- a) The SZSB contains policy content which presents a real challenge. Even though the nature of policy and guidelines is to apply a measure of discretion in its appropriateness of those principles for the specific matter under consideration, a by-law elevates such matters to the level of required compliance. Although nuances relating to policy principles can be found in the writing of what is supposed to constitute development rules or parameters, policy principles is notably found in Chapter 4 (Applications and Submissions) with reference to sections such as Sections 14 (Subdivision of Land) and 15 (Consolidation of Land); as well as Chapter 5 (Development Parameters Applicable to All Zones) with reference to Sections 23 (Boundary Walls) and 30 (Occasional Use Events).

This is an unbearable situation which makes the SZSB very difficult to uphold and undermines the proper application of policy in the context of the specific development proposal. Whilst the discretion on the application of policy can be applied through proper motivation with the scope for justifiable deviation, such policy provision in a by-law will require land use planning applications to deviate from such statutory provisions.

- b) One of the most challenging features of the SZSB is the inclusion of a range of different types of land uses as a primary use in each of the zoning categories. This practise gives rise to unintended consequences with a potential scope of development that will far exceed the intended development being proposed and considered. Consequently, every land use approval needs to be qualified by means of limiting the development being permitted. To determine the land use rights for every property, for e.g., a zoning certificate, will require that the full history of land use approvals be consulted and accurately recorded in communications. Such practise is not desirable, and it is the recognised best practise to limit the primary land use right for every zoning category to a single type of land use, and qualified in nature by means or a corresponding definition of such type of land use.
- c) The SZSB introduced a category of additional land uses which purpose was to lessen the administrative burden for taking up these additional land uses by inter alia omitting any required public participation. The reality is that it still requires a land use application with a "Technical Approval" which process currently burdens the land use planning office with undue administration. With

the foreseen changes in the Stellenbosch Municipality's Land Use Planning By-law which provides much more discretion for public participation processes, the special category of land uses will be superfluous. This category of additional land uses can accordingly be accommodated as primary land use rights which can be taken up by complying with performance parameters, which are pre-determined qualifications and requirements.

- d) There are several land use types which are either absent or alternatively not adequately provided for in the SZSB and which currently makes it challenging to manage such land uses associated with inter alia outdoor advertising, street vendors and outdoor dining, events on properties in general and on farms.
- e) The structure and packaging of the SZSB results therein that provisions for land uses associated with primary user rights is repeated in the different zonings, and in some instances with different qualifications to regulate those uses. This is very confusing and requires scrutiny of the subject provisions every time that the scheme is consulted. It is also very challenging to memorise the provisions of the scheme with such duplications, but with different provisions, and results in wasted time. One example is that both Education zone and Community zone provides for schools. There are also additional requirements that applies to an application required in terms of the Urban and Rural Conservation Overlay Zone.
- f) There are also several definitions or scheme provisions of associated land uses which are contractionary and results in unintended difficulties. The most notable examples can be found in the different types of tourist accommodation types and is the result of inadequate legal vetting. Other examples include the definition of a hotel which allows for a hotel in Agricultural Zone, but in the Agricultural Zone it is not listed as a consent use. The definition of agri-industry includes wine tasting, which is however also regarded and treated as a tourist facility.
- g) There are also several land use types, e.g., "Home Day Care Center" and "freestanding base telecommunication station", for which the scheme has no additional qualifications to adequately manage this type of land use other than the definition. Provisions for a renewable energy installation relating to solar panels is also lacking.
- h) There are several definitions which are inadequate to give guidance, and most notably the definitions related to the establishment of natural ground level and the control over height restrictions. Others include the conflicting definitions of a Market & Tourist Facility, as well as Filling Station & Service Station which are almost the same and confusing.
- i) Lastly, the Stellenbosch Land Use Planning By-law (SLUPB) has already been reviewed and the draft amended SLUPB is currently being finalized for submission to the Council for consideration and adoption. There are a few of the matters that have been proposed to being amended and may give rise to consider resulting needed amendments in the SZSB.

6.3 The way forward

The current SZSB requires fundamental amendments in both its structure as well as its content to address the matters that has been raised in the review of the subject by-law.

In consideration of the anticipated scope of amendments and the ease of addressing the identified difficulties of the current SZSB, the most viable avenue for updating the SZSB must be determined.

In practice there are essentially two ways to update and amend a By-law, -

- a) The first is the “Brackets and Underline” method in which every individual amendment is shown in the subject by-law by way of words in [] to indicate omissions from the by-law and words underlined to indicate insertions in the by-laws. With the scope of the anticipated changes to the SZSB, which would ideally also include changes to the structure and packaging of the By-law, this approach will make for difficult reading and complicated interpretation.
- b) The second is the “Publish and Repeal” method whereby a new version of the subject by-law, with all amendments, are adopted and published and with it, also repeal the previous or existing version. This is the Directorate’s preferred method as such version will be clean and easy to read and use. It is thus also proposed to undertake the amendment of the SZSB in accordance with this method.

Given the extent of the changes that will be required in terms of both the structure and the content of the existing SZSB, and the inherent benefits and potential of the standard draft zoning scheme by-law to adequately address these matters, it is submitted that it will be the most beneficial approach to abandon the SZSB in favour of developing a new zoning scheme by-law based on the provincial standard draft zoning scheme by-law.

It must be noted that the current SZSB also contains very relevant provisions unique to the requirements of the Stellenbosch context and needs to be retained in any update of the subject by-law.

It is thus not proposed to merely adopt the provincial standard draft zoning scheme by-law without any qualification. The provincial standard draft zoning scheme by-law with its strengths in structure and vetted content should however form the foundation of a new zoning scheme by-law. The useful provisions of the current SZSB that should be retained should be identified and integrated with the content of the proposed new by-law.

Lastly, the resulting by-law will need to be scrutinised to ensure that the current shortcomings and needs are indeed adequately addressed by the newly developed by-law. Through all and any changes the necessary vetting will be required to ensure that the new by-law is legally compliant and will not result in any of the conflicting matters and associated difficulties that the current by-law presents.

To address the challenges of the current SZSB and in support of the proposal to adopt the provincial standard draft zoning scheme by-law as the basis to develop a new zoning scheme by-law, the following considerations should be highlighted:

- I. To draft a unique zoning scheme for a municipality is a time consuming and labour-intensive process which can amount to a costly exercise.
- II. The provincial standard draft zoning scheme by-law has gone through a laborious process with wide consultation during which many urban planning professionals from the WCG, local municipalities and private consultants have contributed towards the product, and which also includes the legal vetting of the product by the WGC legal team.

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- III. Consultants and developers serving the land use planning profession will be more readily acquainted with the provisions based on the provincial standard draft zoning scheme by-law, and the adoption of a zoning scheme based on such a provincial standard draft zoning scheme by-law may contribute to improving the effectiveness and efficiency of service delivery to all stakeholders.
 - IV. By sharing the basis of a provincial standard draft zoning scheme by-law with other local municipalities will be beneficial due to the collective knowledge amongst local municipalities in its interpretation and application, as well as any legal action or legal opinions on other municipalities' zonings schemes that are based on the model standard zoning scheme by-law.
 - V. The provincial standard draft zoning scheme by-law is a simplified and streamlined product which is user friendly and conducive for development processes.

Based on the above, it is concluded that it would be the most beneficial to abandon the current SZSB and adopt the provincial standard draft zoning scheme by-law as the basis to develop a new zoning scheme by-law that will be fit for purpose for the Stellenbosch Municipal area.

6.4 Process to develop new Zoning Scheme By-law

With due regard to the process that needs to be followed to develop a new zoning scheme by-law, the following steps needs to be undertaken:

6.4.1 Internal Development Process for new draft Zoning Scheme By-law

- a) Undertake review of By-law (completed) and obtain authorisation from Council for amendment of By-law (Purpose of this Item)
- b) Consider changes to amend By-law and draft associated report for discussion purposes.
- c) Workshops and consultations (internal and selected).
- d) Finalise Draft proposed By-law and associated Item.
- e) Submit Item and proposed draft By-law through Council structures for consideration and mandate to advertise for comment.

6.4.2 Statutory Process

- a) Advertise proposed Draft By-law for comment and conduct and required workshops for input.
- b) Consider public inputs and affect changes where necessary to finalise Draft By-law.
- c) Consider any resulting needs to change the associated delegations and prepare draft new delegations.
- d) Submit Item with Final Draft By-law and associated delegations to Council structures for consideration and adoption.
- e) Publish adoption of By-law once approved by Council.

6.4.3 Implementation

- a) Preparation and Training of internal Land Use Planning Staff, officials, and Councilors.
- b) Training of private urban planning practitioners, other associated professions and developers and landowners.
- c) Communications Campaign.
- d) Implementation of Zoning Scheme By-law

It is proposed to conclude the above process and have the By-law ready for implementation by 1 June 2024.

6.5 Financial Implications

The review, revision, update, and amendment of the current zoning scheme by-law will be undertaken in house with no cost to Council. The only cost resulting from the amendment of the by-law will be the cost associated with public participation, inclusive of the publishing of the by-law. Potential cost may emanate from the required updating of the zoning registers and maps, but with proper transitional tables and the work that is currently being concluded to finalise an accurate zoning register and map, the scope of the anticipated amendments to these products should not result in extensive work or cost.

6.6 Legal Implications

The amendment of By-law is governed in terms of the provisions of Section 12 of the Municipal Systems Act, 2000 (Act 32 of 2000) which needs to be satisfied.

6.7 Staff Implications

The amendment process will be conducted in-house by the available professional urban planning staff.

6.8 Previous / Relevant Council Resolutions

Adoption of the Stellenbosch Integrated Zoning Scheme By-law, 2019

6.9 Risk Implications

If the course for development of a new zoning scheme by-law is not pursued to address the identified difficulties and ensure its continued relevance, it may result in an increasingly inefficient land use management regime that impacts negatively on development and the economy.

6.10 Comments from Senior Management

6.10.1 Director: Infrastructure Services

No comments solicited for this report.

6.10.2 Director: Planning and Economic Development

Report and recommendations are supported.

6.10.3 Director: Community and Protection Services

No comments solicited for this report.

6.10.4 Director: Strategic and Corporate Services

No comments solicited for this report.

6.10.5 Chief Financial Officer

No comments solicited for this report.

6.10.7 Municipal Manager

Report and recommendations are supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.8.2

- (a) that the contents in the report on the internal review of the current Stellenbosch Zoning Scheme By-law (2019) **BE NOTED**;
- (b) that the proposed development of a revised and updated Stellenbosch Zoning Scheme By-law **BE AUTHORISED**; and
- (c) that the provincial standard draft Zoning Scheme By-law be used as the foundation for the development of the revised and updated Stellenbosch Zoning Scheme **BE ADOPTED**.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Stiaan Carstens</i>
POSITION	<i>Senior Manager: Development Management</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 808 8674</i>
E-MAIL ADDRESS	<i>Stiaan.Carstens@stellenbosch.gov.za</i>
REPORT DATE	<i>29 March 2022</i>

11.8.2	APPOINTMENT OF NEW TERM OF OFFICE AND MEMBERS OF THE STELLENBOSCH MUNICIPAL PLANNING TRIBUNAL (SMPT)
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Collaborator No: 747869
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 19 April 2023 & 26 April 2023

1. SUBJECT: APPOINTMENT OF NEW TERM OF OFFICE AND MEMBERS OF THE STELLENBOSCH MUNICIPAL PLANNING TRIBUNAL (SMPT)

2. PURPOSE

To present for consideration the approval of a new term of office of the Stellenbosch Municipal Planning Tribunal (SMPT) with the associated appointment of new municipal planning tribunal members and associated matters.

3. DELEGATED AUTHORITY

The appointment of municipal planning tribunal members and associated matters, Council by virtue of Delegation LUP57.

4. EXECUTIVE SUMMARY

A Municipality is compelled to establish a Municipal Planning Tribunal (MPT) to decide on a category of land use and land development applications. The current term of office, as extended by Council, will end on 31 May 2023.

A recruitment process was duly authorised by Council and undertaken by the Administration to identify persons that are suitably qualified and experienced in land use planning or the law related thereto.

It is proposed to appoint the SMPT for a term of office of 5 years, with a total of 5 external and 5 internal MPT members.

Suitable external MPT members were identified for appointment, and it is proposed to retain the current internal MPT members, with the addition of the Director: Planning and Economic Development. The proposed external MPT members constitute a healthy mix of existing as well as new members in order to secure long term continuity of experience amongst the membership.

5. RECOMMENDATIONS

(a) that the following members **BE APPOINTED** in terms of Section 73(1)(a) of the Stellenbosch Municipal Planning By-law (2015) for a period of 5 Years commencing 1 June 2023 and, on the terms, and conditions as contained in the relevant provisions of the said By-law, namely:

(i) External Members in terms of Section 71(1)(a) of the Stellenbosch Municipal Planning By-law (2015):

- (a) Mr. S. Boshoff
- (b) Mrs. H. Crooijmans-Lemmer
- (c) Mrs. C. Havenga
- (d) Mr. D. Leo
- (e) Mr. P. van Zyl

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- (i) Internal Members in terms of Section 71(1)(b) of the Stellenbosch Municipal Planning By-law (2015):
- (a) Mr. C. Alexander (Snr. Manager Development Planning)
 - (b) Mr. A. Barnes (Director Planning and Economic Development.
 - (c) Mrs. M. Francis (Snr. Manager Infrastructure Planning, Development and Implementation)
 - (d) Mr. M. Williams (Snr. Manager Legal Services)
 - (e) Mr. A. van der Merwe (Snr. Manager Community Services)
- (b) that the appointment of Mrs. H. Crooijmans-Lemmer as the Chairperson of the Stellenbosch Municipal Planning Tribunal **BE APPROVED**;
- (c) that the appointment of Mr. P. van Zyl as the Deputy Chairperson of the Stellenbosch Municipal Planning Tribunal **BE APPROVED**.
- (d) that the remuneration and allowances and reimbursement for expenses for the services of the members of the Stellenbosch Municipal Planning Tribunal **be approved** as follows, as contemplated in terms of Section 73(6) of the Stellenbosch Municipal Planning By-law (2015):
1. For remuneration an hourly fee for meetings, to a maximum of 5 hours per meeting and which will include the time needed for the preparation for the tribunal meeting, in accordance with the annual Guideline Professional Fees of the South African Council of Planners, as follows:
 - a) Chairperson – 100% of Category A Staff (Currently at a rate of R 2879.00/ h)
 - b) Deputy Chairperson – 100% of Category B Staff (Currently at a rate of R 2460.00/h)
 - c) External Members – 100% Category B Staff (Currently at a rate of R 2460.00/h);
 2. For allowances
None
 3. For Reimbursements
Travel allowance payable at annual standard AA tariffs and calculated by using the shortest route from the place of normal residence to the meeting venue.
- (e) that a request to the Head of Department of the Western Cape Department of Environmental Affairs and Development Planning to nominate a suitable Professional Planner in the employ of the Department to serve as a Technical Advisor to the Stellenbosch Municipal Planning Tribunal, **BE AUTHORISED**; and
- (f) that, upon the successful fulfilment of the appointment of the members of the Stellenbosch Municipal Planning Tribunal in terms of Council's decision, the Council's satisfaction that the Stellenbosch Municipal Planning Tribunal is in a position to commence its operations **BE CONFIRMED** in terms of Section 72(11)(b) of the Stellenbosch Municipal Planning By-law (2015) for the purpose of the required notice to be published in the Provincial Gazette in terms of Section 72(11)(c) of said By-law.

6. DISCUSSION / CONTENTS

6.1 Background

An overview of the need and associated process to institute a new term of office for the Stellenbosch MPT was provided in the previous report to Council as per Item 11.8.1 dated 27 July 2022.

The following matters of relevance are reiterated for ease of reference:

The Spatial Planning and Land Use Management Act (2015), hereafter referred to as “SPLUMA”, stipulates in Section 35(1) that “*A municipality must, in order to determine land use and development applications within its municipal area, establish a Municipal Planning Tribunal.*”

Stellenbosch Municipality decided to establish a Municipal Planning Tribunal for its municipal area in terms of Section 70(1)(a) of the Stellenbosch Municipal Planning By-law (2015), hereafter referred to as “*the By-law*”.

In terms of Section 36 (1) “*A Municipal Planning Tribunal (MPT) must consist of both officials in the full-time service of the municipality*” (internal members), as well as “*persons appointed by the Municipal Council who are not officials and who have knowledge and experience of spatial planning, land use management and land development or the law related thereto*” (external members).

The MPT must consist of at least five members or more as the Municipal Council deems necessary (Section 36(3) of SPLUMA), and the term of office of a MPT is five years or such shorter period as the Council may determine, provided that a member may not serve as a member for a continuous period of ten years. (Section 37(1) of SPLUMA). The By-law stipulates in Section 73(1)(b) that a member of a Tribunal may be appointed for further terms, subject to Section 37(1) of SPLUMA as stated above.

The term of office of the current MPT will lapse on 31 May 2023 and a recruitment process was undertaken to appoint a new SMPT. The Terms of Reference of the current SMPT was also reviewed to ensure the ongoing effective and efficient operation of the MPT.

6.2 Discussion

To allow for a process to recruit and appoint new members for a new term of office of the MPT, the term of office of the current MPT members was extended up to the end of February 2023.

An advertisement for the recruitment process of new MPT members commenced on 15 September 2022. As the response to the advertisement for the recruitment process was not satisfactory, the Municipal Manager sanctioned a re-advertisement in terms of Section 72(4) of the By-law. This re-advertisement was launched on 9 December 2022, and due to the December holiday period, the closing date for applications had to be extended up to 16 January 2023.

As the interviews and selection process still needed to be concluded, a second extension of the term of office was approved by Council to ensure the uninterrupted operation of the MPT. The term of office will lapse on 31 May 2023.

The recruitment process included the technical evaluation of applications received, and a shortlist was compiled of applicants that complied with the minimum requirements and presented to the Municipal Manager for approval. It was also directed by the Municipal Manager that the current appointed internal MPT members be retained for the next term of office of the SMPT, with the addition of the Director Planning and Economic Development.

During the current term of office, the Western Cape Department of Environmental Affairs and Development Planning, nominated a suitable planning official to serve as the Technical Advisor to the Stellenbosch Municipal Planning Tribunal. In light of cost containment and the good service received during the previous term, it is proposed to again approach the Department to nominate a suitable planning official to serve as the Technical Advisor for the upcoming term of office of the SMPT.

The Municipal Manager then approved the shortlisting and appointed the following interview panel to conduct the interviews:

- Director Planning and Economic Development
- Senior Manager Development Management
- Manager Land Use Management

The interviews were conducted on 23 March 2023 and 28 March 2023. The interview process took on the format of an open discussion that was based on standardised questions of relevance to a member of an MPT.

The suitable candidates were identified through this interview process and are being recommended for appointment. The list of all applicants, their qualifications and experience, the technical evaluation with outcome and recommendation of the interview is provided in the table, attached as **ANNEXURE "A"**.

In terms of Section 71(10) of the By-law, Council must also designate from amongst the appointed members of the SMPT a Chairperson and Deputy Chairperson. In light of their previous membership serving on the SMPT, and their experience and suitability for such roles, it is proposed to appoint Mrs. H. Crooijmans-Lemmer as the Chairperson and Mrs. C. Havenga as the Deputy-Chairperson.

This report is submitted now to Council to consider the appointment of the members of the SMPT. In doing so, Council must take due regard to the following matters in Section 72(8) of the By-law:

71(8) *"The Council must appoint the members of the Tribunal after having regard to—*

(a) the recommendations of the evaluation panel;

(b) the knowledge and experience of candidates in respect of land use planning or the law related thereto;

(c) the requirement that the members of the Tribunal must be representative of a broad range of appropriate experience and expertise;

(d) the powers and duties of the Tribunal; and 20 October 2015 Province of the Western Cape: Provincial Gazette Extraordinary 7512 59 Stellenbosch Municipality Land Use Planning By-law August 2015

(e) the policy of the Municipality in respect of the promotion of persons previously disadvantaged by unfair discrimination."

6.3 Financial Implications

Other than the cost associated with the required publishing of the appointment of the new MPT members, there will be no additional financial implications should the recommendations as set out in the report be accepted. The remuneration of the MPT members is regulated and budgeted for.

6.4 Legal Implications

The recommendations in this report will ensure that the Stellenbosch Municipality comply with the legal requirement to appoint an MPT.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

6.6.1 Council Resolution Item 7.7.2 dated 29 May 2019: Appointment of the term of office and members of the current MPT.

6.6.2 Council Resolution Item 11.7.1 dated 28 January 2022: Removing all internal MPT members not on the level of Senior Manager and the appointment of new internal MPT members on Senior Management level.

6.6.3 Council Resolution Item 11.8.1 dated 27 July 2022: To extend the term of office of the serving MPT members to 28 February 2023 to allow for a process to recruit and appoint new members for a new term of office of the MPT.

6.6.4 Council Resolution Item 11.8.3 dated 22 February 2023: To permit the further extension of the term of office of the serving MPT members to 31 May 2023 in order to undertake a second round of advertisement for the recruitment of MPT members and to conclude the process.

6.7 Risk Implications

This report has no risk implications for the Municipality and serves to ensure that that the Stellenbosch Municipality comply with the legal requirement to appoint an MPT.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

No comments solicited

6.8.2 Director: Planning and Economic Development

In support of the recommendations

6.8.3 Director: Community and Protection Services

No comments solicited

6.8.4 Director: Strategic and Corporate Services

No comments solicited

6.8.5 Director Human Settlements and Property Management

No comments solicited

6.8.6 Chief Financial Officer

In support of the recommendations

6.8.7 Municipal Manager

In Support of recommendations

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.8.3

- (a) that the following members **BE APPOINTED** in terms of Section 73(1)(a) of the Stellenbosch Municipal Planning By-law (2015) for a period of 5 Years commencing 1 June 2023 and, on the terms, and conditions as contained in the relevant provisions of the said By-law, namely:
- (i) External Members in terms of Section 71(1)(a) of the Stellenbosch Municipal Planning By-law (2015):
- (a) Mr. S. Boshoff
 - (b) Mrs. H. Crooijmans-Lemmer
 - (c) Mrs. C. Havenga
 - (d) Mr. D. Leo
 - (e) Mr. P. van Zyl
- (ii) Internal Members in terms of Section 71(1)(b) of the Stellenbosch Municipal Planning By-law (2015):
- (a) Mr. C. Alexander (Snr. Manager Development Planning)
 - (b) Mr. A. Barnes (Director Planning and Economic Development)
 - (c) Mrs. M. Francis (Snr. Manager Infrastructure Planning, Development and Implementation)
 - (d) Mr. M. Williams (Snr. Manager Legal Services)
 - (e) Mr. A. van der Merwe (Snr. Manager Community Services)
- (b) that the appointment of Mrs. H. Crooijmans-Lemmer as the Chairperson of the Stellenbosch Municipal Planning Tribunal **BE APPROVED**;
- (c) that the appointment of Mr. P. van Zyl as the Deputy Chairperson of the Stellenbosch Municipal Planning Tribunal **BE APPROVED**.
- (d) that the remuneration and allowances and reimbursement for expences for the services of the members of the Stellenbosch Municipal Planning Tribunal **be approved** as follows, as contemplated in terms of Section 73(6) of the Stellenbosch Municipal Planning By-law (2015):
1. For remuneration an hourly fee for meetings, to a maximum of 5 hours per meeting and which will include the time needed for the preparation for the tribunal meeting, in accordance with the annual Guideline Professional Fees of the South African Council of Planners, as follows:
 - d) Chairperson – 100% of Category A Staff (Currently at a rate of R 2879.00/ h)
 - e) Deputy Chairperson – 100% of Category B Staff (Currently at a rate of R 2460.00/h)
 - f) External Members – 100% Category B Staff (Currently at a rate of R 2460.00/h);
 2. For allowances
 - None

3. For Reimbursements

Travel allowance payable at annual standard AA tariffs and calculated by using the shortest route from the place of normal residence to the meeting venue.

- (e) that a request to the Head of Department of the Western Cape Department of Environmental Affairs and Development Planning to nominate a suitable Professional Planner in the employ of the Department to serve as a Technical Advisor to the Stellenbosch Municipal Planning Tribunal, **BE AUTHORISED**; and
- (f) that, upon the successful fulfilment of the appointment of the members of the Stellenbosch Municipal Planning Tribunal in terms of Council's decision, the Council's satisfaction that the Stellenbosch Municipal Planning Tribunal is in a position to commence its operations **BE CONFIRMED** in terms of Section 72(11)(b) of the Stellenbosch Municipal Planning By-law (2015) for the purpose of the required notice to be published in the Provincial Gazette in terms of Section 72(11)(c) of said By-law.

ANNEXURES

ANNEXURE "A" - MPT MEMBERSHIP APPLICATIONS 2023

FOR FURTHER DETAILS CONTACT:

NAME	<i>Stiaan Carstens</i>
POSITION	<i>Senior Manager: Development Management</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 808 8674</i>
E-MAIL ADDRESS	Stiaan.carstens@stellenbosch.gov.za
REPORT DATE	<i>4 April 2023</i>

11.8.3	CONSIDERATION AND APPROVAL OF REPRESENTATIONS ON CLASS 2 – 4 STELLENBOSCH MUNICIPAL BOUNDARY PROPOSALS IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT NO. 27 OF 1998 (MDA) FOR SUBMISSION TO THE MUNICIPAL DEMARCATION BOARD
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Collaborator No: 747908
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 19 April 2023 & 26 April 2023

1. SUBJECT: CONSIDERATION AND APPROVAL OF REPRESENTATIONS ON CLASS 2 – 4 STELLENBOSCH MUNICIPAL BOUNDARY PROPOSALS IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT NO. 27 OF 1998 (MDA) FOR SUBMISSION TO THE MUNICIPAL DEMARCATION BOARD

2. PURPOSE

For Council to:

- (a) Note the information contained in Circular 1 of 2023 regarding the class 2 – 4 Stellenbosch municipal boundary redetermination proposals which the Municipal Demarcation Board intends to consider.
- (b) Support and approve the representations on the proposed Stellenbosch municipal boundary redeterminations for submission to the Municipal Demarcation Board.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Municipal Demarcation Board (MDB) has initiated the process of municipal boundary redetermination and three (3) proposals were submitted from the public – including the municipality – for consideration. Comments and representations on these redetermination proposals are currently open for comment and based on the proposals, the municipality supports the two proposals contained in DEM8250 (Stellenbosch Municipality submission) and DEM 8252 (City of Cape Town submission); and objects to DEM8251 (private submission).

5. RECOMMENDATIONS

- (a) that Council supports and approve the representations provided on the proposed Stellenbosch municipal boundary redeterminations (DEM8250 & DEM8252);
- (b) that Council supports the representations provided on the proposed Stellenbosch municipal boundary redetermination (DEM8251) and objects to this proposal; and
- (c) that Council approve these submissions for submission to the Municipal Demarcation Board.

6 DISCUSSION / CONTENTS

6.1 Background

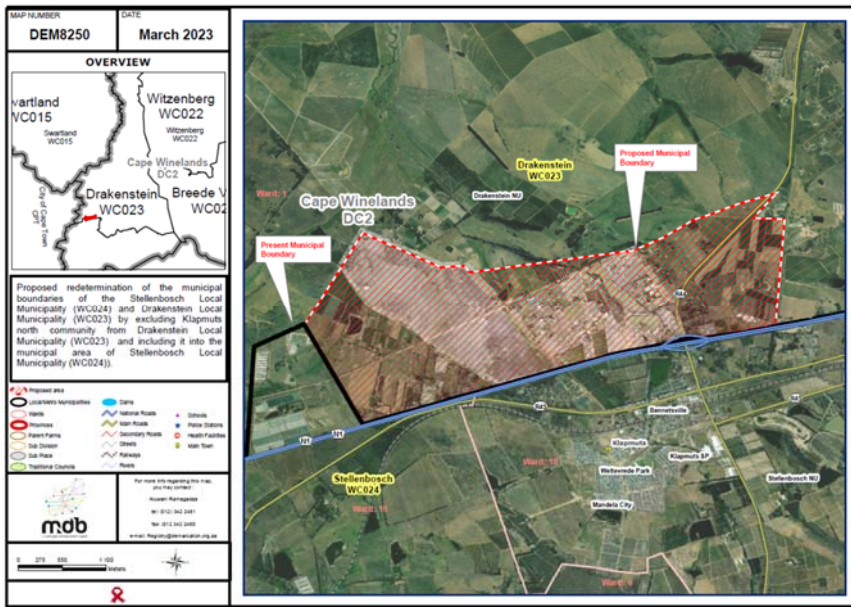
The Municipal Demarcation Board (MDB) determines municipal boundaries in terms of the Municipal Demarcation Act (No. 27 of 1998), and the process was opened for the municipal boundary redetermination process in November 2021. The period for submission of proposals closed on 31 March 2022 during which various proposals relating to the Stellenbosch municipal boundary was received from the public and the municipality itself (as per Council approval dated 30 March 2022 – Item 16.1, **ANNEXURE A**).

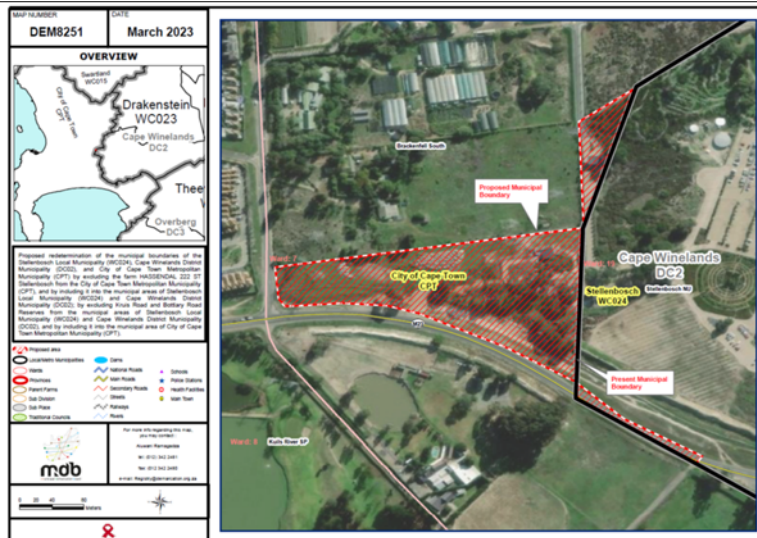
The MDB analysed and categorized the proposals submitted and determined that three (3) proposals - including the municipal submission - will be considered in terms of Section 26 of the MDA for the Stellenbosch municipal boundary redetermination.

The section 26 notice was published on 30 March 2023 in the newspapers with a closing date for providing inputs on or before 30 April 2023. These representations will be considered by the MDB during April and May 2023 after which the Board will resolve to confirm, vary or withdraw the determination or redetermination of the municipal boundaries (refer to **ANNEXURE B**).

6.2 Discussion

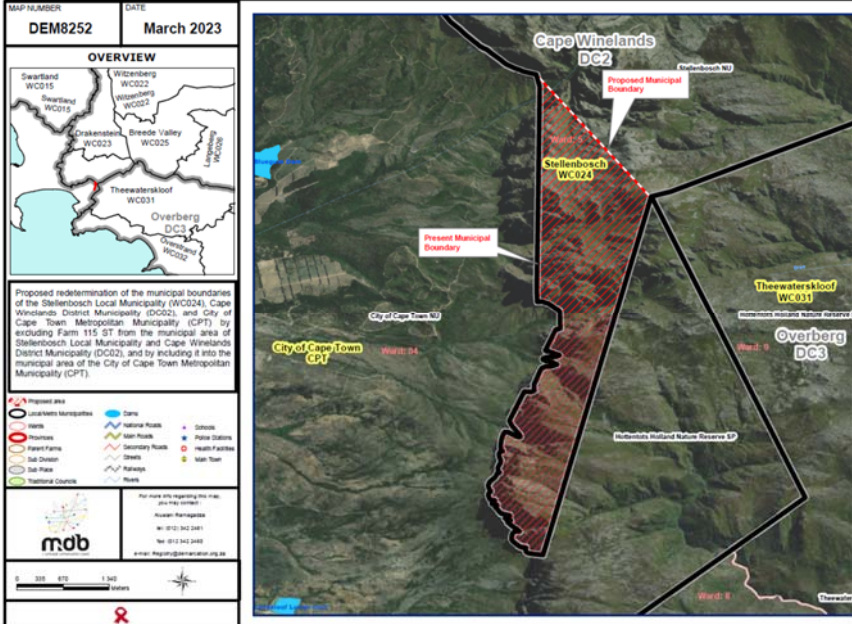
Based on Circular 1 of 2023 received from the MDB the proposals listed in the table below, will be considered by the board (also refer to **ANNEXURE C** and **ANNEXURE D**). The table below provides the description of the following redetermination proposals and municipal comments.

MDB_map reference	Description	Stellenbosch Municipal inputs
DEM8250	<p>Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality and Drakenstein Local Municipality by <u>excluding Klipmuts North</u> community from Drakenstein Local Municipality and <u>including it into</u> the municipal area of <u>Stellenbosch Local Municipality</u>.</p> <p>[extract refer to Annexure D]</p> 	<p>Council takes note and fully supports the municipal proposal currently under review.</p> <p>In addition, Council requests the MDB to amend the description included in Annexure A to be in alignment with the Map Number DEM8250 as it currently incorrectly captures the proposal submitted by the municipality.</p>
DEM8251	<p>Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality, Cape Winelands District Municipality, and the City of Cape Town Metropolitan Municipality, by:</p> <ol style="list-style-type: none"> <u>Excluding the farm Haasendal 222 ST Stellenbosch</u> from the City of Cape Town, and by <u>including it into</u> the municipal areas of <u>Stellenbosch Local Municipality</u> and Cape Winelands District; and – <u>Excluding Kruis Road and Bottelary Road Reserves (M23)</u> from the municipal areas of <u>Stellenbosch Local Municipality</u> and Cape Winelands District, and by <u>including it into</u> the municipal area of <u>City of Cape Town</u>. <p>[extract refer to Annexure D]</p>	<p>Council objects to the proposed inclusion of Farm Haasendal 222 ST within the municipal area of Stellenbosch, based on the following reasons:</p> <ol style="list-style-type: none"> The municipal planning for this areas based on the City of Cape Town: Northern District Spatial Development Framework (2022/23) earmarks this area for incremental growth and specifically this portion of the farm for new urban development. The area is also under investigation for inclusion into NEMA's: urban



- areas which in essence means that the nature of the area is planned to be transformed and restructured into an urban area.
- 2) The City of Cape Town also proposes various road infrastructure investments for Bottelary Road and Kruis Road over the City's SDF implementation period.
 - 3) The intention and expectation for urban development in this area is clearly determined in City of Cape Town policy, infrastructure investments and budget allocations over the short to medium term.
 - 4) From the Stellenbosch municipal planning perspective the area adjacent to this farm falls within the rural area of the municipality and the adjoining farms are still utilized for agriculture and agriculture (including tourism) related activities and falls outside of the urban settlements of the municipality. The focus from the municipality is to provide services and functions to the residents agglomerated within its urban and rural nodes, and accordingly services and functions are targeted to where the greatest needs and opportunities exist for Stellenbosch Municipality.
 - 5) Based on the aforementioned, the municipality does not have the necessary services and infrastructure in this rural/agricultural area to carry out its mandated functions (planning services, technical services and community services) and accordingly various rationalisations and agreements will have to be entered into between the municipality and the City of Cape Town to fulfill these functions on behalf of Stellenbosch Municipality.

- The increase in expenditures foreseen will be less than the revenues received from the inclusion of this portion into the rural area of the municipality.
- 6) If this portion is included it can negatively impact on the municipality's good financial management (and performance), and its ability to improve capacity to plan, deliver, operate and maintain infrastructure within its current settlements for Stellenbosch's benefit.

		<p>7) Accordingly the recommendation to the MDB is to not approve the proposal.</p> <p>8) Based on the investment proposals earmarked for Bottelary and Kruis Road, Council only approves the exclusion described in part b in the adjacent column.</p> <p>9) In addition, Council notes that the description should change to “Remainder of Farm Haasendal 222 ST” as per the City of Cape Town’s and Chief Surveyor General data/map portals. Council does not support the inclusion of the entire farm Haasendal 222 ST.</p>
<p>DEM8252</p>	<p>Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality, Cape Winelands District Municipality, and the City of Cape Town Metropolitan Municipality by <u>excluding Farm 115 ST</u> from the municipal area of <u>Stellenbosch Local Municipality</u> and Cape Winelands, and by <u>including it into</u> the municipal area of the <u>City of Cape Town</u>.</p> 	<p>Council takes note of the municipal proposal currently under review. The exclusion will have a limited impact on the municipality and accordingly supports the redetermination proposed.</p>

6.3 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted. The Demarcation board determine boundaries and Council may provide input.

6.4 Legal Implications

The recommendations in this report comply with Council’s policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

The following Council approvals are applicable:

- **COUNCIL MEETING: 2022-03-30: ITEM 16.1 RESOLVED**

- a) *“That Council take note and support the submission of the proposal to request the inclusion of Klapmuts North within the municipal boundaries of Stellenbosch (WC024), copy of submission attached as Appendix 1; and*
- b) *That Council does not support the request of Terraplan Associates to include the properties located within the 450ha area into the municipal boundaries of the City of Cape Town at this stage, and further discussion must be held between the City of Cape Town in this respect of the detail of this proposal. Copy of proposal attached as Appendix 2 to this report”.*

6.7 **Risk Implications**

This report has no risk implications for the Municipality.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.8.4

- (a) that Council supports and approve the representations provided on the proposed Stellenbosch municipal boundary redeterminations (DEM8250);
- (b) that Council supports the representations provided on the proposed Stellenbosch municipal boundary redetermination (DEM8251) and objects to this proposal;
- (c) that Council at this stage do not support the inclusion proposed Stellenbosch municipal boundary redetermination (DEM8252) until such time as time as a detailed discussion occurs between the City of Cape Town and Stellenbosch to understand the exact implications of such demarcation for Stellenbosch municipality; and
- (d) that Council approve these submissions for submission to the Municipal Demarcation Board.

ANNEXURES

Annexure A: Council resolution

Annexure B: MDB - Circular 1 of 2023

Annexure C: Extract of Annexure A of MDB Circular

Annexure D: Maps of the proposed redeterminations

FOR FURTHER DETAILS CONTACT:

NAME	<i>Chantel Hauptfleisch</i>
POSITION	<i>Senior Spatial Planner</i>
DIRECTORATE	<i>Planning & Economic Development</i>
CONTACT NUMBERS	<i>021 808 8607</i>
E-MAIL ADDRESS	<i>Chantel.hauptfleisch@stellenbosch.gov.za</i>
REPORT DATE	<i>13 April 2023</i>

ANNEXURE A

14.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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NONE

15.	CONSIDERATION OF URGENT MOTIONS
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NONE

16.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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16.1	SUBMISSION OF THE PROPOSAL FOR THE RE-DETERMINATION OF THE MUNICIPAL BOUNDARY BETWEEN STELLENBOSCH MUNICIPALITY (WC024) AND DRAKENSTEIN MUNICIPALITY (WC023)
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Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 30 March 2022

1. SUBJECT: SUBMISSION OF THE PROPOSAL FOR THE RE-DETERMINATION OF THE MUNICIPAL BOUNDARY BETWEEN STELLENBOSCH MUNICIPALITY (WC024) AND DRAKENSTEIN MUNICIPALITY (WC023)

2. PURPOSE

To provide Council with the pertinent factors to consider the submission of the proposal to the Municipal Demarcation Board ("MDB") for the inclusion of the entire Klappmuts Township, specifically Klappmuts North into the Stellenbosch Municipal Area, and to provide the recommendations on a proposal by a private developer to amend the municipal boundary in order to adjust the municipal boundary at Wallacedene to include the developer's entire development within the municipal boundaries of City of Cape Town.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Municipal Demarcation Board ("MDB") released Circular 1/2021, indicating that the MDB will be opening the municipal boundary redeterminations process after the Local Government Elections in 2021.

During November 2021, the MDB released Circular 2/2021 indicating that the municipal boundary redetermination process will be opening from November 2021, and that all stakeholders and members of the public who wish to submit proposals to determine or re-determine municipal boundaries may do so from November 2021 to 31 March 2022.

The MDB clearly noted that all proposals must be motivated in terms of Section 24 and 25 of the Municipal Demarcation Act, 1998 and the Section of the Municipal Structures Act for the re-categorisation of municipalities.

Therefore, Council has prepared the attached submission to include the Klapmuts Area, north of the N1 within the municipal boundary of Stellenbosch Municipality.

An email request was also submitted by Terraplan Associates (Cape) to include an area of ±450ha adjacent to Wallacedene / Bloekombos, which falls within the municipal boundaries of Stellenbosch Municipality into the City of Cape Town, which proposal is not recommended by the Directorate: Planning & Economic Development.

5. RECOMMENDATIONS

- (a) that Council take note and support the submission of the proposal to request the inclusion of Klapmuts North within the municipal boundaries of Stellenbosch Municipality (WC024), copy of submission attached as Appendix 1; and
- (b) that Council does not support the request of Terraplan Associates to include the properties located within the 450ha area into the municipal boundaries of the City of Cape Town **at this stage**, and further discussion must be held between the City of Cape Town in respect of the detail of this proposal. Copy of proposal attached as **APPENDIX 2** to this report.

6. DISCUSSION / CONTENTS

6.1. Background

On 15 June 2021, the Executive Mayoral Committee endorsed the following recommendations in respect of the Report on the Preparation of a Klapmuts Development Concept Plan:

- (a) *that Council takes note that the Figure 30: Klapmuts Plan as contained within the Stellenbosch Municipality Spatial Development Framework, 2019, copy attached as **APPENDIX 1** of the report, is the adopted Concept Plan for Klapmuts;*
- (b) *that Council further supports the proposal to establish an Inter-governmental Working Group tasked with ensuring the joint planning and development of the Klapmuts node, copy of draft proposal attached as **APPENDIX 2**; and*
- (c) *that Council supports that the Department: Development Planning (Directorate: Planning & Economic Development) be the lead and coordinating department for Council as part of the Inter-Governmental Working Group.*

MAYCO further during the discussion highlighted that the Municipality take part in the upcoming municipal boundary redetermination process in order to include Klapmuts North within the Municipal Area of Stellenbosch Municipality.

Council during the Determination and Redetermination Process (Technical Alignment) of Municipal Boundaries during 2018 indicated its attention to submit the proposal to include Klapmuts North within its municipal area, as soon as MDB allowed for the amendment of the municipal boundaries.

A proposal was further submitted by Terraplan on behalf of their client Unyuko Properties, a private property developer to include a number of properties within the municipal boundaries of the City of Cape Town as part of the MDB Process. The properties in question falls outside of the current urban edges of the nodes as stipulated within the Council adopted MSDF, 2019. The current information provided by Terraplan does not also provide the required detail to favorably consider such an application.

The MSDF, 2019 is clear that urban development must be contained within the existing nodes and that the municipal boundaries of Stellenbosch Municipality must be protected and strengthened due to the pressure for development on the side of the City of Cape Town, therefore the MSDF does not support the haphazard and adhoc requests to re-align the municipal boundaries.

It must however be noted that the proposal, although not supported due to the lack of detail, should not be discarded in its totality, specifically in relation to its proximity to De Novo, and that further discussion may be held with both City of Cape Town, Stellenbosch, Western Cape Government Department of Human Settlements and the developer in this regard.

6.7 Legal Implications

Currently, there are no legal implications in respect of the submission of the proposal, as the following municipalities were consulted and comments received:

- Drakenstein Municipality
- Cape Winelands District Municipality
- MEC of Local Government, Environmental Affairs & Development Planning
- South African Local Government Association ("SALGA")

6.9 Previous / Relevant Council Resolutions:

Not applicable

6.5 Risk Implications

There is currently no risk in respect of the recommendations made to Council.

3RD COUNCIL MEETING: 2022-03-30: ITEM 16.1

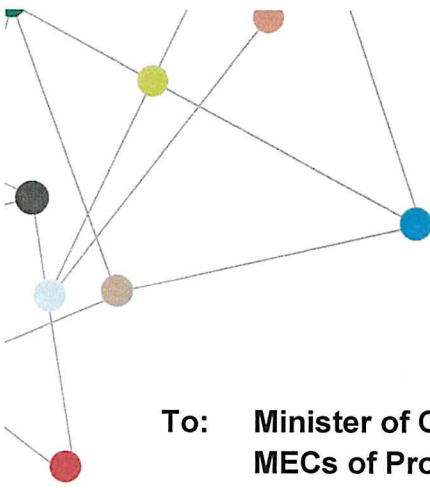
RESOLVED (nem con)

- (a) that Council take note and support the submission of the proposal to request the inclusion of Klappmuts North within the municipal boundaries of Stellenbosch Municipality (WC024), copy of submission attached as **APPENDIX 1**; and
- (b) that Council does not support the request of Terraplan Associates to include the properties located within the 450ha area into the municipal boundaries of the City of Cape Town **at this stage**, and further discussion must be held between the City of Cape Town in respect of the detail of this proposal. copy of proposal attached as **APPENDIX 2** to this report.

FOR FURTHER DETAILS, CONTACT:

NAME	Craig Alexander Pr Pln
POSITION	<i>Senior Manager: Development Planning</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	021 808 8196
E-MAIL ADDRESS	Craig.alexander@stellenbosch.gov.za
REPORT DATE	29 March 2022

ANNEXURE B



CIRCULAR 1 OF 2023

To: Minister of Cooperative Governance and Traditional Affairs
 MECs of Provincial Departments responsible for Local Government
 Chairpersons of National & Provincial Houses of Traditional Leaders
 President of South African Local Government Association
 Chairperson of Independent Electoral Commission
 Mayors of affected Metropolitan, District and Local Municipalities
 National House of Traditional Leaders
 Provincial House of Traditional Leaders
 Speakers of all Metropolitan, District and Local Municipalities
 HOD's of Provincial Departments responsible for Local Government
 PEO's of Independent Electoral Commission
 Municipal Managers Metropolitan, District and Local Municipalities
 Chief Surveyor General
 Chief Electoral Officer
 Chief Executive Officer of SALGA
 Statistician – General
 Members of extended Ward Delimitation and Boundary Determination Committee
 Members of Local Elections Technical Committee

Dear Sir/Madam,

CIRCULAR 1/2023: INTENTION TO CONSIDER REDETERMINATION OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT NO. 27 OF 1998 (MDA): INVITATION TO SUBMIT VIEWS AND REPRESENTATIONS FOR CLASS 2 - 4 MUNICIPAL BOUNDARY PROPOSALS

PURPOSE

1. To provide information regarding the class 2 - 4 municipal boundary redetermination proposals which the Board intends to consider in terms of Section 26 of the MDA;
2. To provide an update on the progress regarding municipal boundary redetermination process for class 2-4 proposals;
3. To request MDB stakeholders to make inputs on the proposed municipal boundary re-determination proposals; and

4. To request municipalities to assist in not only sharing information provided in this circular with the affected local stakeholders but participate in the process as and when required.

INTRODUCTION AND BACKGROUND

5. The Municipal Demarcation Board (MDB) determines municipal boundaries in accordance with the MDA and other appropriate legislation enacted in terms of Chapter 7 of the Constitution.
6. As communicated in Circular 2 of 2022, the MDB opened the municipal boundary redetermination process in November 2021 and invited members of the public to submit proposals for municipal boundary re-determination. The period for submission of proposals closed on 31 March 2022.
7. Following this, the MDB analysed all proposals received and grouped them into their respective classes of redetermination (Class 1 to 4).
8. The proposals were categorised in terms their spatial extent in terms of the following classes:
 - a. Class 1 - Technical and minor boundary re-determinations - This re-determination entails a small-scale boundary adjustment and/or alignment with a minor impact on the geographic area, a negligible or no impact on the number of voters and no impact on the capacity of the affected municipalities.
 - b. Class 2 - Consolidation and Annexations - This is a medium scale boundary re-determination that may impact on a sizable geographic area, and number of voters in one or all the municipalities affected. This type of determination may impact on ward arrangements but will not materially, impact on the capacities of the affected municipalities to deliver services.
 - c. Class 3 – Amalgamations - This type of re-determination entails a major and large-scale municipal boundary re-determination which will have a significant impact on the geographic areas, the number of voters, and the capacities of the affected municipalities. The re-determination includes the merging of adjacent municipalities or the splitting of municipal areas to create other municipal areas. It will result in the MEC needing to disestablish an existing municipality or municipalities and establish a new municipality or municipalities.

- d. Class 4 – Categorization - This is a type of re-determination that involves the categorisation of any new Category A Metropolitan, Category C District and Category B Local municipalities with or without boundary changes. Category A must satisfy Section 2 of the MSA and Section 24 and 25 of the MDA and after consultation with National Minister responsible for local government, the MEC for local government in the provinces concerned, and SALGA.
9. In 2022, the MDB considered all Class 1 municipal boundary re-determinations and final determinations were published in February 2022.
10. All received proposals for Class 2 - 4 redeterminations have undergone research studies and now the Board intends to consider these proposals in terms of Section 26 of the MDA.
11. **Annexure B** is the list of proposals which are not proceeding in terms of Section 26 of the MDA.

INTENTION TO CONSIDER CLASS 2-4 REDETERMINATION PROPOSALS IN TERMS OF SECTION 26 OF THE MDA

12. The MDB intends to publish a notice in terms of Section 26 of the MDA, to invite the public to submit views and representations to the MDB on the proposed redeterminations categorised as Class 2-4 and listed in **Annexure A**.
13. The section 26 notice will be published in the newspapers circulating in the affected areas anytime now. Everyone will be invited to submit their views and representations to the MDB on or before the date that will be specified in the newspaper notice (before the MDB considers them for boundary changes).
14. Everyone is invited to submit their views and representations to the MDB within 30 calendar days from the date of publication of notices in newspapers.
15. After publication in newspapers as indicated above, those notices and maps will be available on the MDB's website – www.demarcation.org.za.
16. The MDB has also introduced an online submission form which can also be found on the website (Note: As much as it is preferable that the form is utilised for making submissions it is not compulsory).
17. Your views and representations must strictly be emailed to registry@demarcation.org.za, or faxed to 012 3422480, or posted to Private Bag X123, Centurion, 0046 or hand delivered to Eco Origins Office Park, Block C1,

349 Witch-Hazel Avenue, Highveld, 0157. The views and representations must be addressed for the attention of the Chairperson of the MDB.

18. All views and representations will be considered by the Board during April and May 2023.

PUBLIC NOTIFICATION OF DETERMINATION OF MUNICIPAL BOUNDARIES

19. Section 26 of the MDA states that:

“(1) Before the Board considers any determination of a municipal boundary in terms of section 21, it must publish a notice in a newspaper circulating in the area concerned-

(a) stating the Board's intention to consider the matter; and

(b) inviting written representations and views from the public within a specified period (which may not be shorter than 21 days).

(2) When the Board publishes a notice, it must convey by radio or other appropriate means of communication the contents of the notice in the area concerned.

(3) The Board must send by registered post, electronic means or by hand a copy of the notice to-

(a) the MEC for local government in the province concerned;

(b) each municipality that will be affected by the Board's consideration of the matter;

(c) the magistrate concerned if any magisterial district is affected; and

(d) the provincial House of Traditional Leaders concerned established by provincial legislation in terms of section 212 (2) (a) of the Constitution if the boundary of a traditional authority is affected and invite them to submit written representations or their views on the matter to the Board within the period determined in terms of subsection (1)”.

PROGRAMME FOR CLASS 2- 4 RE-DETERMINATION PROPOSALS

20. The programme for Classes 2- 4 is outlined below:

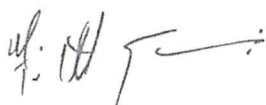
TABLE 2: PROGRAMME FOR CLASS 2 - 4 RE-DETERMINATION PROPOSALS

NO	TASKS	START DATE	END DATE
1	Intention to consider the redetermination of municipal boundaries in terms of Section 26 of the MDA (Publication of Notice in Newspaper allowing everyone to submit views and representations within 30 days from date of publication)	Mar-23	Apr-23
2	The Board must consider all views and representations and resolve to determine or re-determine municipal boundaries, decide to hold public meetings, conduct formal	Apr-23	May-23

NO	TASKS	START DATE	END DATE
	investigations/investigation committee hearings, or do both.		
3	Hold Public Meetings	Jun-23	Aug-23
4	Conduct Formal Investigations / Investigation committee hearings in terms of Section 29 and 30 of MDA	Jun-23	Aug-23
5	The Board must consider all inputs from public meetings and formal investigations/investigation hearings and resolve to determine or re-determine municipal boundaries in terms of Section 21 of the MDA (Publication in Provincial Gazettes allowing everyone to submit objections within 30 days from date of publication)	Sep-23	Oct-23
6	The Board must consider all objections received and resolve to confirm, vary or withdraw the determination or re-determination. The final decision must be published in the provincial gazette in terms of Section 21(5) of the MDA.	Nov-23	Jan-24
7	The IEC, Minister of Finance and MECs for local government and all other stakeholders must be notified of the final decision	Nov-23	Jan-24

21. Stakeholders are requested to make copies of the section 26 notices available to the public in their respective premises.
22. For any further queries please contact the MDB at info@demarcation.org.za or Mr Fazel Hoosen at 012 342 2481.

Regards,



MR TM MANYONI

CHAIRPERSON: MUNICIPAL DEMARCATION BOARD

DATE: 24-03-2023

ANNEXURE C

PROVINCE	DEM_NUMBER	DESCRIPTION	BOARD RESOLUTION
Northern Cape	DEM8505	Proposed redetermination of the municipal boundaries of Sol Plaatje Local Municipality (NC091), Frances Baard District Municipality (DC09), Siyancuma Local Municipality (NC078) and Pixley Ka Seme District Municipality (DC07), by excluding Rietfontein Navorsingstasie voting district from the municipal areas of Siyancuma Local Municipality (NC078) and Pixley Ka Seme District Municipality (DC07), and by including it into the municipal areas of Sol Plaatje Local Municipality (NC091) and Frances Baard District Municipality (DC09).	Proceed to Section 26 of MDA to solicit views and representations.
Northern Cape	DEM8506	Proposed redetermination of the municipal boundaries of Tsantsabane Local Municipality (NC085), ZF Mgcawu District Municipality (DC08) and John Taolo Gaetsewe District Municipalities (DC45) by excluding Tsantsabane Local Municipality (NC085) from the municipal area of ZF Mgcawu District Municipality (DC08), and by including it into the municipal area of John Taolo Gaetsewe District Municipality (DC45).	Proceed to Section 26 of MDA to solicit views and representations.
Western Cape	DEM8250	Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality (WC024) and Drakenstein Local Municipality (WC023) by excluding Klappmuts north community from Stellenbosch Local Municipality (WC024), and including it into the municipal area of Drakenstein Local Municipality (WC023).	Proceed to Section 26 of MDA to solicit views and representations.

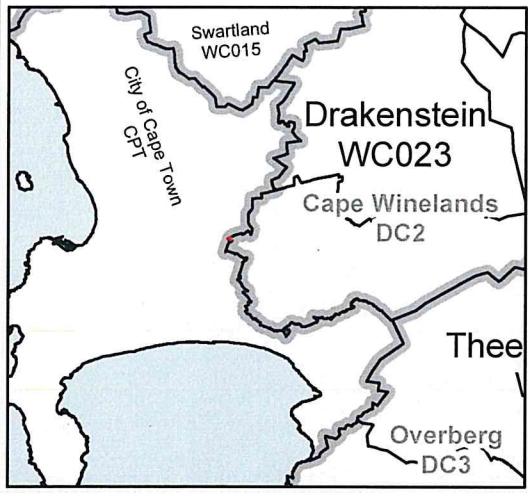
PROVINCE	DEM_NUMBER	DESCRIPTION	BOARD RESOLUTION
Western Cape	DEM8251	Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), and City of Cape Town Metropolitan Municipality (CPT) by excluding the farm HASSENDAL 222 ST Stellenbosch from the City of Cape Town Metropolitan Municipality (CPT), and by including it into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02); by excluding Kruis Road and Bottlary Road Reserves from the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02), and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).	Proceed to Section 26 of MDA to solicit views and representations.
Western Cape	DEM8252	Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), and City of Cape Town Metropolitan Municipality (CPT) by excluding Farm 115 ST from the municipal area of Stellenbosch Local Municipality and Cape Winelands District Municipality (DC02), and by including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).	Proceed to Section 26 of MDA to solicit views and representations.
Western Cape	DEM8253	Proposed redetermination of the municipal boundaries of the Beaufort West Local Municipality (WC053) and Prince Albert Local Municipality (WC052), by excluding Leeu-Gamka town from the municipal area of Prince Albert Local Municipality (WC052), and by including it into the municipal area of Beaufort West Local Municipality (WC053).	Proceed to Section 26 of MDA to solicit views and representations.

ANNEXURE D

MAP NUMBER
DEM8251

DATE
March 2023

OVERVIEW



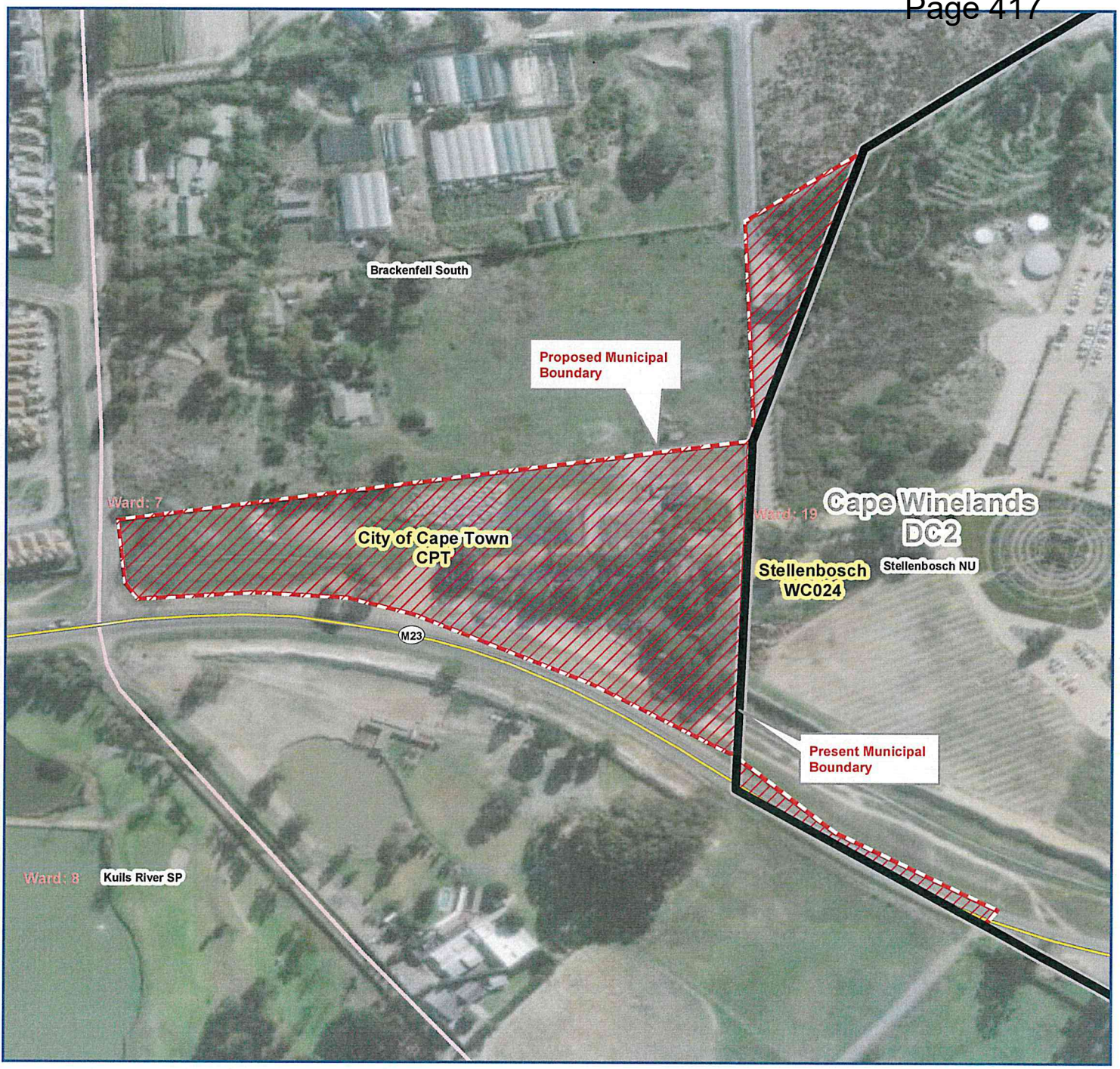
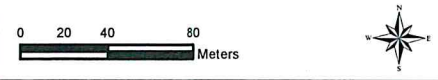
Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), and City of Cape Town Metropolitan Municipality (CPT) by excluding the farm HASSENDAL 222 ST Stellenbosch from the City of Cape Town Metropolitan Municipality (CPT), and by including it into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02); by excluding Kruis Road and Bottlary Road Reserves from the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02), and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).

- Proposed area
- Local/Metro Municipalities
- Wards
- Provinces
- Parent Farms
- Sub Division
- Sub Place
- Traditional Councils
- Dams
- National Roads
- Main Roads
- Secondary Roads
- Streets
- Railways
- Rivers
- Schools
- Police Stations
- Health Facilities
- Main Town



For more info regarding this map, you may contact:

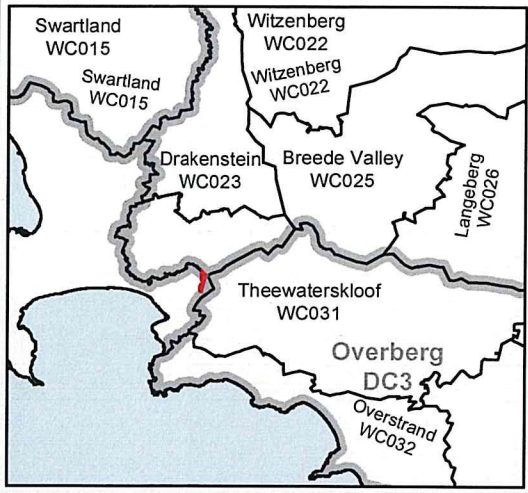
Aluwani Ramagadza
tel: (012) 342 2481
fax: (012) 342 2480
e-mail: Registry@demarcation.org.za



MAP NUMBER
DEM8252

DATE
March 2023

OVERVIEW



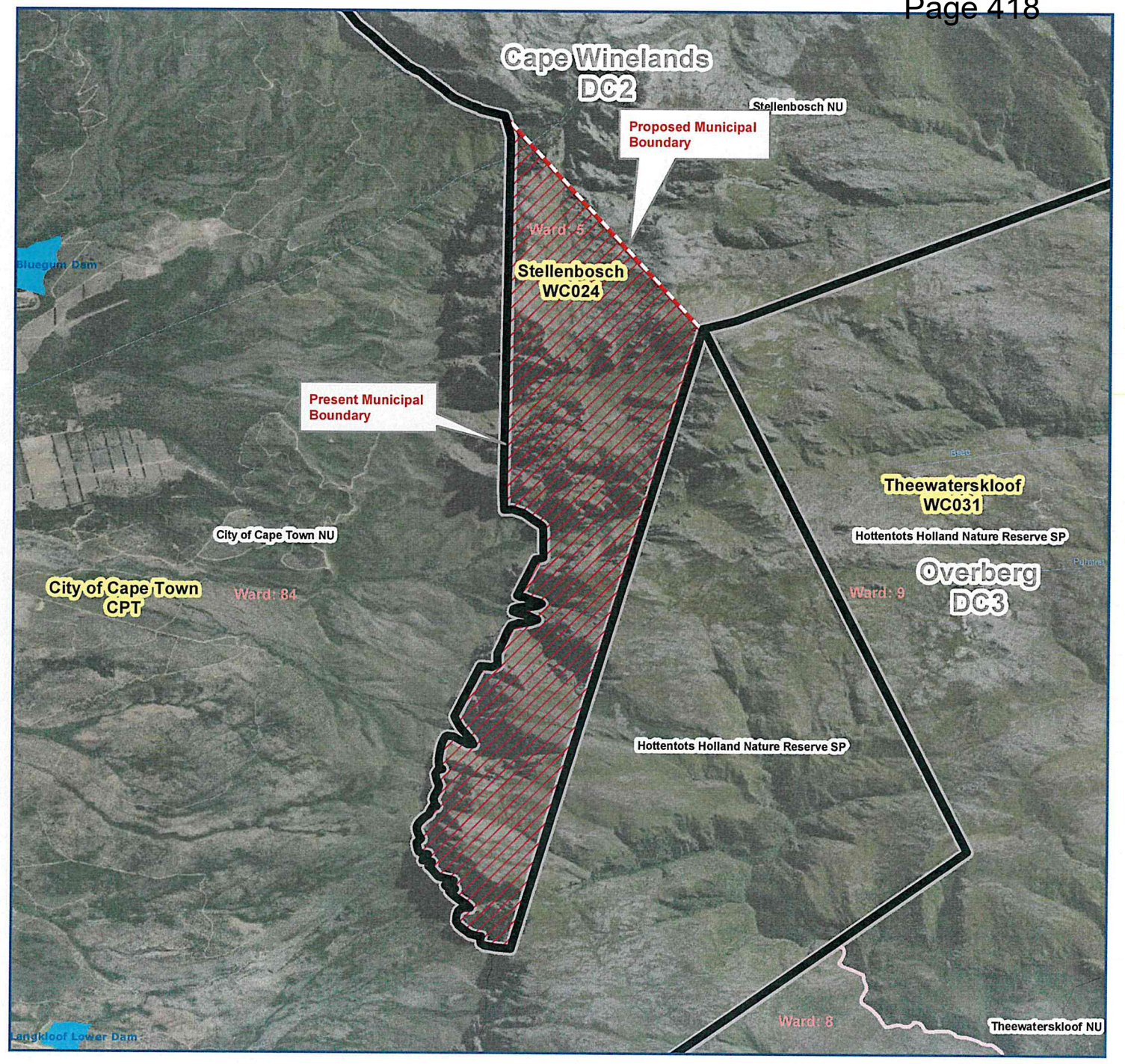
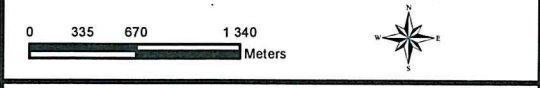
Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), and City of Cape Town Metropolitan Municipality (CPT) by excluding Farm 115 ST from the municipal area of Stellenbosch Local Municipality and Cape Winelands District Municipality (DC02), and by including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).

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For more info regarding this map, you may contact :

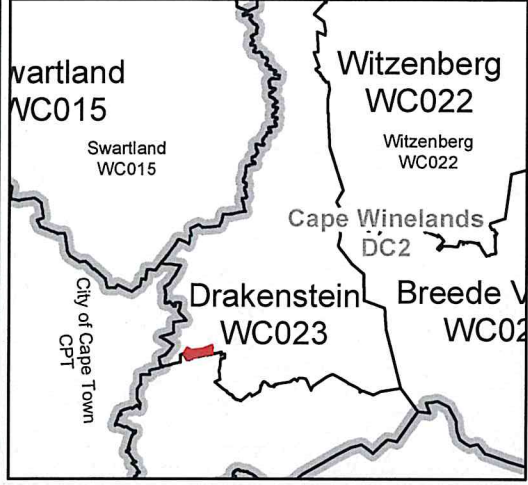
Aluwani Ramagadza
tel: (012) 342 2481
fax: (012) 342 2480
e-mail: Registry@demarcation.org.za



MAP NUMBER
DEM8250

DATE
March 2023

OVERVIEW



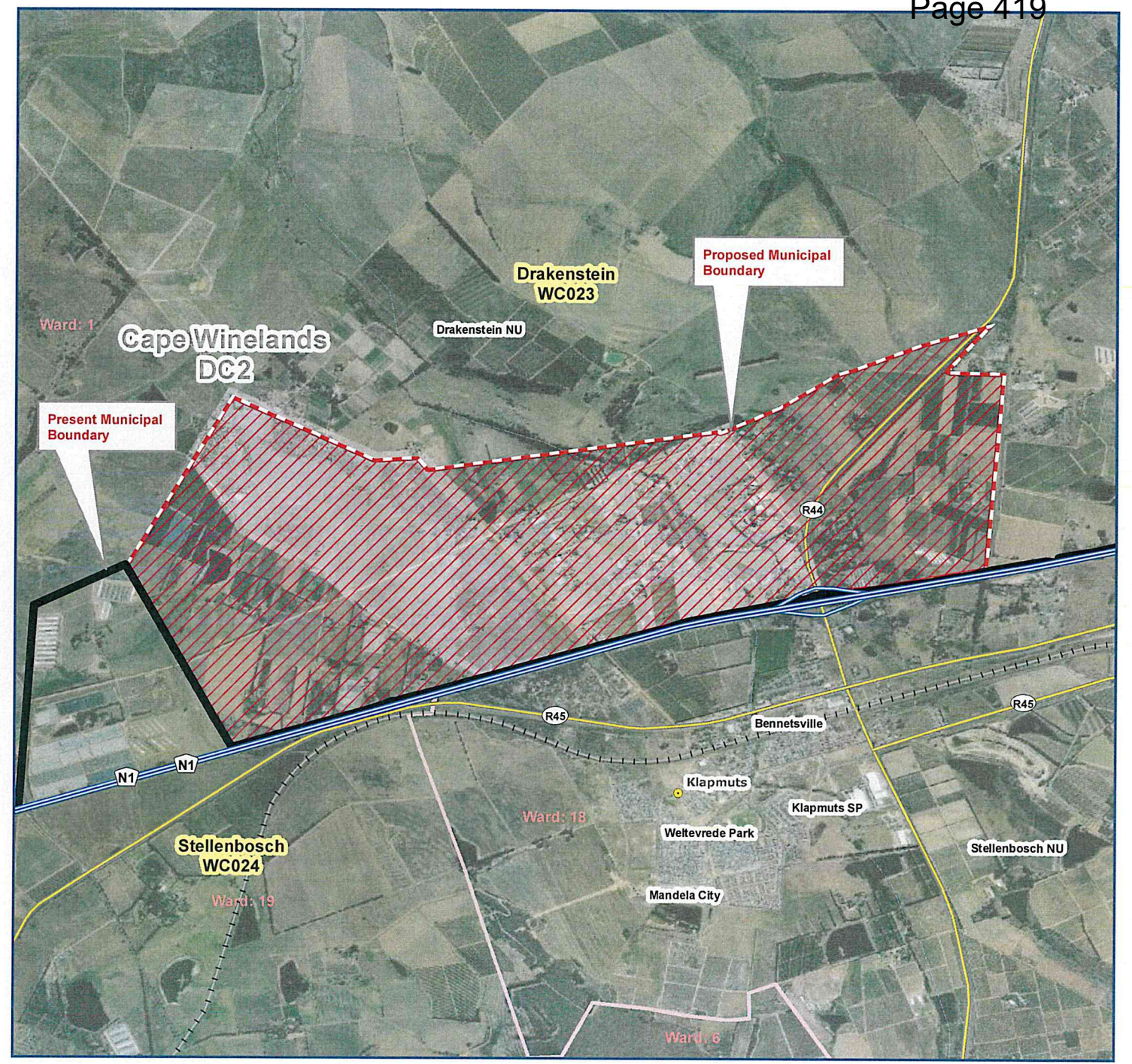
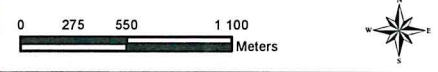
Proposed redetermination of the municipal boundaries of the Stellenbosch Local Municipality (WC024) and Drakenstein Local Municipality (WC023) by excluding Klapmuts north community from Drakenstein Local Municipality (WC023) and including it into the municipal area of Stellenbosch Local Municipality (WC024).

- Proposed area
- Local/Metro Municipalities
- Wards
- Provinces
- Parent Farms
- Sub Division
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For more info regarding this map, you may contact:

Aluwani Ramagadza
tel: (012) 342 2481
fax: (012) 342 2480
e-mail: Registry@demarcation.org.za



11.9	LOCAL ECONOMIC DEVELOPMENT AND TOURISM:(PC: CLLR R DU TOIT)
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NONE

11.10	RURAL MANAGEMENT: (PC: CLLR J WILLIAMS)
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NONE

11.11	MUNICIPAL MANAGER
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11.11.1	REQUEST TO ENTER INTO A SISTER CITY RELATIONSHIP WITH CORAL GABLES – FLORIDA
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

19 April 2023 & 26 April 2023

1. SUBJECT: REQUEST TO ENTER INTO A SISTER CITY RELATIONSHIP WITH CORAL GABLES - FLORIDA

2. PURPOSE OF REPORT

To obtain approval from Council to enter into a Sister City relationship with Coral Gables in Florida.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The City of Coral Gables is known as The City Beautiful, which stands out as a planned community that blends color, details, and the Mediterranean Revival architectural style. Coral Gables is a major employment center, with almost as many people working in the city as residents. The economy is comprised of local and international businesses.

The International Affairs Coordinating Council for the City of Coral Gables, Florida expressed its desire in respect of the establishment and maintenance of a potential Sister City relationship with Stellenbosch Municipality (attached as **ANNEXURE 1**).

The city's primary goal is cultural exchange and to collaborate with other municipalities to advance in safety (public safety, environmental preparedness), IT and other measures. The Council further aim to grow by establishing relationships with other areas globally.

However, in order to initiate the process for a potential Sister City relationship between the two governments, a line of communication had to be developed by sending an introductory letter from one Executive Mayor to the other. On 8 August 2022, the Executive Mayor transmitted a letter to Executive Mayor Lago of Coral Gables indicating mutual interest in establishing this Sister City relationship (attached as **ANNEXURE 2**).

5. RECOMMENDATION

that Council approves the request to enter into a Sister City relationship with Coral Gables.

6 DISCUSSION / CONTENTS**6.1 Background**

Stellenbosch Municipality received communication from the International Affairs Coordinating Council for the City of Coral Gables, Florida, articulating its interest in terms of the establishment and maintenance of a Sister City relationship that promotes peace and prosperity.

Analogously, Stellenbosch and Coral Gables are university towns that can share experiences as well as examine projects beneficial to both cities. These cities are further known for tourism and can exchange local economic development ideas as well as how to enhance the tourism and trade industry. Common ties of mutual interest exist between Stellenbosch and Coral Gables in the areas of education, arts and culture and public services, which justify the establishment of a Sister City relationship. Subsequently, the cities share many other qualities such as its tree lined streets, historical landmarks and host a diverse population.

6.2 Discussion

The International Affairs Coordinating Council for the City of Coral Gables, Florida expressed its desire in respect of the establishment and maintenance of a potential Sister City relationship with Stellenbosch Municipality.

The city's primary goal is cultural exchange and to collaborate with other municipalities to advance in safety (public safety, environmental preparedness), IT and other measures. The Council further aim to grow by establishing relationships with other areas globally.

However, in order to initiate the process for a potential Sister City relationship between the two governments, a line of communication had to be developed by sending an introductory letter from one Executive Mayor to the other.

Mutual visits for the Sister City inauguration will be held to give visitors a grand tour of Coral Gables, their facilities, etc. In terms of 9.2 of the Cost Containment Policy, 2019, only the municipal council in a council meeting can approve the international travel for any official or political bearer. Furthermore, it should be noted that Stellenbosch Municipality will not go on an excursion to Coral Gables at this stage.

6.3 Financial Implications

None

6.4 Legal Implications

MOU between the two governments to establish a Sister City relationship.

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

Addressed in the content of the item.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.11.1

that Council approves the request to enter into a Sister City relationship with Coral Gables.

ANNEXURES

Annexure 1: Communication of interest from Coral Gables

Annexure 2: Letter of concurrence from Stellenbosch Municipality

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	<i>021 808 8025</i>
E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	<i>12 April 2023</i>

ANNEXURE 1

Brett Gillis

On Fri, Apr 15, 2022 at 1:55 AM Brett Gillis <brett.gillis@gmail.com> wrote:

Dear Mayor van Deventer,

Please allow me to introduce myself. My name is Brett Gillis, and I am a member of the International Affairs Coordinating Council for the City of Coral Gables, Florida. Part of my responsibility is to establish and maintain Sister Cities that promote peace and prosperity.

Our primary goal is cultural exchange, but we have also found it valuable to share and collaborate with other municipalities around the world to advance in safety (public safety, environmental preparedness), IT, and other measures. It has been so interesting and rewarding to share and see what we can learn from each other!

We currently have relationships with cities in Latin America and Europe. One of my primary goals as a member of the Council is to grow to be more global by establishing relationships with other areas of the globe.

The first place that came to mind is Stellenbosch! We are both university cities with great histories and significant cultural appeal.... both garden cities with many oak-lined streets and public parks and share many other qualities in common.

A Dutch South African village was commissioned as part of our 1920s development plan to add diversity to the predominantly Spanish-Mediterranean architecture of Coral Gables. Acclaimed architect Marion Sims Wyeth was hired to do the study, and the village was constructed around 6704 Le Jeune Road and 6705 San Vicente Street in the 1920s. We are one of the few places in America where one can experience this type of architecture, and we cherish it as part of our dynamic history and unique built environment.

It would be great to advance the relationships between Florida/USA and South Africa! Please let me know if you would be interested in pursuing a Sister City relationship with us here in Coral Gables.

Thank you,

Brett Gillis

ANNEXURE 2



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Kantoor van die Uitvoerende Burgemeester
Office of the Executive Mayor
iOfisi kaSodolophu olawulayo

Date: 08 August 2022
Ref: 11/2/5/1

Mayor Vince Lago
City of Coral Gables
405 Biltmore Way
Coral Gables
FLORIDA
33134

Per email: vlago@coralgables.com

Dear Mayor Lago

RE: Sister City Relationship

Correspondence between both our Administrative Offices refers.

Thank you for showing interest in Stellenbosch Municipality as a potential Sister City.

We are indeed very interested in being your Sister City as we both are university towns who can share experiences as well as examine projects beneficial to both cities. Both our cities are known for tourism, thus can exchange Local Economic Development ideas as well as how to enhance the tourism industry.

Stellenbosch, as well as Coral Gables is also known for its tree lined streets and historical landmarks and hosts a diverse population.

Herewith a brief introduction of myself, a more detailed version is attached.

My political career commenced when I was elected as Executive Mayor for Drakenstein Municipality in 2011. During the next Municipal elections held in 2016 and 2021, I was elected as the Executive Mayor of Stellenbosch Municipality, the first female Executive Mayor to take office for 2 consecutive terms. I have also made history by appointing a female Municipal Manager for 2 consecutive terms.

Not only am I a politician but followed a career in Law and am a qualified winemaker. It is hard not fall in love with winemaking when you see the beautiful vineyards and nature all around this beautiful town I am proud to call my home.

On behalf of myself and the Administration, thank you for showing interest in partnering with Stellenbosch Municipality as a potential Sister City.

Yours faithfully,

Adv Gesle van Deventer
EXECUTIVE MAYOR

11.11.2	CONSIDERATION FOR ADDITIONAL FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2022 / 2023: (Local Tourism Organisations)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

19 April 2023 & 26 April 2023

1. **SUBJECT: CONSIDERATION FOR ADDITIONAL FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2022 / 2023: (Local Tourism Organisations)**

2. **PURPOSE**

To discuss and consider the amendment to the funding application for the 2022/2023 financial year received from external bodies performing a Municipal function as provided by the Policy for the Funding of External Bodies Performing a Municipal Function, read with Section 80(2) of the Municipal Systems Act No. 32 of 2000, as approved by Council at the Special Council Meeting dated 22 June 2022.

3. **DELEGATED AUTHORITY**

In terms of Section 7(2) of the Policy relating to External Bodies Performing a Municipal Function of which budget allocation are delegated to the Grants Committee to make recommendations to Council, as approved by Council.

4. **EXECUTIVE SUMMARY**

In terms of Section 7(2) of the Policy relating to External Bodies Performing a Municipal Function of which budget allocation is delegated to the Grants Committee to make recommendations to Council, as approved by Council.

The following body submitted an additional application to perform the local tourism function for Council for the 2022 / 2023 financial year:

Applicant	2022 / 2023 Funding Approved by Council on 22 June 2022, in Rand Value	2022 / 2023 Total additional Funding Requested
Visit Stellenbosch	3 775 000.00	961 180.00
Dwarsrivier Tourism	<i>(Including funding for Dwarsrivier Tourism Region)</i>	<i>(3 775 000)</i>
Franschhoek Wine Valley Tourism Association	1 940 918.00	1 940 918.00
Total Funding Requested	5 715 918.00	6 677 098.00

Currently, Council allocated the above amount of R5 715 918 to the Local Tourism Organisations (LTO's) for the 2022/23 financial year.

The Directorate: Planning & Economic Development has however received a written application / request dated 23 November 2022, copy attached as **APPENDIX 1**, for additional funding as part of the Municipality's Adjustment Budget Process for the 2022/ 2023 financial year.

5. RECOMMENDATION

that an additional amount of R787 950.00 be allocated to Visit Stellenbosch for the 2022/2023 financial year for the additional projects.

6. DISCUSSION /CONTENTS

6.1 The additional funding will be allocated against the following unfunded project proposals as submitted by Visit Stellenbosch.

PROJECT	PERFORMANCE TARGETS	Budget requested in submission	BUDGET approved by Council 22 June 2022	DEPARTMENTAL COMMENT	RECOMMENDED ADDITIONAL BUDGET
Tourism Business Support / Stakeholder Support Programme	Revive, support and mentor specialised tourism products, focussing on walking tours in Jamestown and Ida's Valley.	40 000	10 000	The Department supports the full amount of funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, therefore the additional budget can be supported as such budget is available.	30 000
	The services of a local community guide will enhance a visitor experience and need to be polished on an ongoing basis. Guides to be properly trained by an accredited service provider and registered accordingly.	60 000	0.00	The Department supports the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, further additional budget is available to fund the amended project proposal.	60 000
	First Aid refresher courses: registered guides have to complete first aid training every 3 years to retain their registrations. Train 10 guides at R2 800 each.	28 000	0.00	The Department supports the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, further additional budget is available to fund the amended project proposal.	28 000

	Tourism professionalism coaching. Coaching for 20 tourism entrepreneurs at R1500 each.	30 000	0.00	The <u>Department supports</u> the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, further additional budget is available to fund the amended project proposal.	30 000
	Bags4Bread: Campaigns to collect bags, and then package, market and sell the products to support sustainability narrative.	20 000	0.00	The <u>Department supports</u> the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, further additional budget is available to fund the amended project proposal.	20 000
	Ida's Valley marketplace consultation and business plan development.	40 000	0.00	The <u>Department supports</u> the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, Further additional budget is available to fund the amended project proposal.	40 000
Sub-Total		263 000	55 000		208 000
Event: Garden Town	Coordinate a 10-day programme of Garden Tours, activation	100 000	50 000	The <u>Department supports</u> the full amount of funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, therefore the additional budget can be supported as such budget is available.	50 000

	Stay and Play Campaigns. Marketing campaigns to drive the message that Stellenbosch is a convenient and warm-hearted destination for the hyper local to visit, stay and play.	50 000	0.00	The <u>Department supports</u> the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, further additional budget is available to fund the amended project proposal.	50 000
Sub-Total		150 000	50 000		100 000
Experience Stellenbosch	Digital campaign to position Stellenbosch as the destination for outdoor adventures, adrenalin junkies, mountain bikers and casual cyclists.	80 000	50 000	The <u>Department supports</u> the full amount of funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, therefore the additional budget can be supported as such budget is available.	30 000
	Expand collaboration with cycling clubs, bringing together cycling initiatives and organisations to promote cycling activities and events in and around town.	80 000	0.00	The <u>Department supports</u> the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, further additional budget is available to fund the amended project proposal.	80 000
	Large event bid support.	60 000	0.00	The <u>Department supports</u> the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, Further additional budget is available to fund the amended project proposal.	60 000
Sub-Total		220 000	50 000		170 000

Meet in Stellenbosch	Host Business Tourism Showcase reintroducing Stellenbosch as a Business Tourism Destination.	150 000	0.00	The Department supports the funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, and that the amendment of the proposal does link directly to tourism, further additional budget is available to fund the amended project proposal.	150 000
Sub-Total		150 000	0.00		150 000
Visit Stellenbosch: Visitors Centre	High level international marketing campaign to promote Stellenbosch to key source markets, including Germany, UK, USA etc	350 000	100 000	The Department supports the full amount of funding as previous requested, as the Department could establish through the submission of the quarterly reports from the LTO that this project did have a positive impact on the increased tourism numbers, therefore the additional budget can be supported as such budget is available.	250 000
Sub-Total		350 000	100 000		159 950
Total Additional Funding for 2022 / 2023					787 950.00

Visit Stellenbosch included all the required documentation and information to be considered for the funding as part of the initial application, and also provided motivation for the additional funding. It is further noted that the additional funding must be ring-fenced and used for the following projects with the associated budget as follows:

	PROJECT	PERFORMANCE TARGET	BUDGET
1	Marketing	Stay and Play Stellenbosch	58 000
		Repeat and Referral	43 000
		Street Savvy Stellenbosch <i>including SSI Guarding</i>	91 550
		Community Tourism Video	43 400
		Inside Guide	66 000
		Destination Marketing Tools and Collateral	234 000
Sub-Total			535 950
2	Trade	Meet Stellenbosch	40 000
		Domestic Trade Shows	212 000
Sub-Total			252 000
TOTAL ADDITIONAL BUDGET			787 950

The budget for Marketing: Street Savvy Stellenbosch is aimed creating safety awareness for tourists and visitors to Stellenbosch in the amount of R29 400.00 and also to implement safety measures in conjunction with Stellenbosch Safety Partners (“SSP”) in the amount of R62 150.00.

It must further be noted that the Department did not support the two (2) projects related to Journey of Hope and Healing, and the International Trade Shows. The reasons for this was that the proposal for hope and healing was not related to tourism and the International Trade Shows occurred already during February / March 2023. Funding was also allocated to the LTO by Cape Winelands District for the ITB Berlin Trade Show, and therefore this proposal was not supported.

6.2 Financial Implications

A total current budget approved for the allocation of external bodies performing a function of Council for the 2022 / 2023 financial year was R5 771 368 for Local Tourism under ukey 20220630080640.

Additional Funding will be required for funding the requested amount, which will be viremented from savings in the Departmental Operational Budget. The savings exist within the following ukeys:

20220630080634 (LED Direct Support to SMME): R511 848.00

20220630080633 (Heritage Inventory): R276 102.00

6.3 Legal Implications

The recommendations in this report comply with Council’s policies and applicable legislation and the approved Policy for the Financing of External Bodies Performing a Municipal function.

The applicant is required to submit quarterly reports reflecting accurately the application of the funds allocated and using the reporting template which will be provided by Council to them as specified in the Memorandum of Agreement (“MOA”) which they are required to enter into with the Municipality.

6.4 Staff Implications

None

6.5 Risk Implications

Visit Stellenbosch is an entity funded to undertake a function of Council and is therefore also subject to reporting to the Auditor-General in terms of their Annual Financial Statements (“AFS”) in terms of the Municipal Finance Management Act, Act 56 of 2000. Therefore, the Department will draft a reporting template to ensure that the financial reporting will be in accordance with the required financial reporting in terms of the relevant Generally Recognised Accounting Practices (“GRAP”) and the MOA as signed with Council.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.11.2

that an additional amount of R787 950.00 be allocated to Visit Stellenbosch for the 2022/2023 financial year for the additional projects.

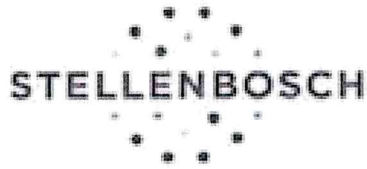
APPENDIX

Appendix 1: Written application / request dated 23 November 2022

FOR FURTHER DETAILS, CONTACT:

NAME	<i>Lesley van Gensen</i>
POSITION	<i>Manager: Economic Development and Tourism</i>
DIRECTORATE	<i>PLANNING AND ECONOMIC DEVELOPMENT</i>
CONTACT NUMBERS	<i>021 808 8179</i>
E-MAIL ADDRESS	Lesley.vangensen@stellenbosch.gov.za
REPORT DATE	<i>16 March 2023</i>

ANNEXURE 1



Suite 224, Postnet X5061, Stellenbosch, 7599
47 Church Street, Stellenbosch, 7600
+27 (0)21 886 4310 ■ +27 (0)21 886 8275
info@visitstellenbosch.org ■ www.visitstellenbosch.org

23/11/2022

Stellenbosch Municipality
Stellenbosch
7600
For attention: Craig Alexander – Snr Manager Local Economic Development

RE: Funding application against the Adjustment Budget 2022/2023

Thank you for your time and favourable consideration. Visit Stellenbosch, as the mandated tourism body on behalf of the Stellenbosch region, has from day one, implemented various campaigns and activations to deliver on its brand promise. This organisation has been working tirelessly to ensure a positive and sustainable relationship with all the role-players across the tourism sector, bringing together wine, restaurants, accommodation and experiences, creating job opportunities, to stimulate and grow the circular economy, as well as keeping Stellenbosch top of mind, attract visitors and travellers.

Supplementary activities for the first quarter of 2023, requiring funding from the adjustment budget will allow Visit Stellenbosch to increase marketing activities through promotional campaigns; engage with travel trade through participation in trade exhibitions and deliver a consumer and media event attracting exposure, promotion of the event as well as attracting visitors to the Stellenbosch area.

All these projects are executable through various tactics to bring maximum benefit for Visit Stellenbosch, its partners and stakeholders and is aligned with our shared strategic objectives with the end goal to bring visitors and guests to Stellenbosch who will stay longer, do more and spend money at local businesses.

Thank you again for your favourable consideration and we look forward to deliver on these exciting projects to the benefit of the tourism sector of Stellenbosch.

With kind regards

Jeanneret Momberg
CEO – Visit Stellenbosch
jeanneret@visistellenbosch.org

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Summary Projects and budget:

1	Event	Journey of Hope and Healing ✖	R 37,500
2	Marketing	Stay and Play Stellenbosch	R 58,000
3	Marketing	Repeat and Referral	R 43,000
4	Trade	International Trade Shows ✖	R 197,880
5	Trade	Meet Stellenbosch	R 40,000
6	Marketing	Street Savvy in Stellenbosch	R 29,400
7	Marketing	Community Tourism Video	R 43,400
8	Marketing	Inside Guide	R 66,000
9	Trade	Domestic Trade Shows	R 212,000
10	Marketing	Destination Marketing Tools and Collateral	R 234,000
	TOTAL		R 961,180

1. Journey of Hope and Healing | Consumer Event

➤ Introduction

This exciting tourism route offers visitors to Stellenbosch a look into our town's history spotlighting slavery, colonialism, Apartheid and forced removals. Set against the backdrop of our country's turbulent history, this 16 km walk aspires to embrace social justice. While acknowledging past injustices, we commit ourselves to create an environment in which all the communities in Stellenbosch can enjoy the immense benefits of our tourism potential.

➤ Description

This event is hosted by Visit Stellenbosch. Community members, social justice stakeholders, trade and media are invited to learn, share and build relationships, while walking the often-painful history of Stellenbosch from the centre of town, through Ida's Valley to Pniel. On route different beacons of injustices and hope are visited and reflected upon

Scope of project

➤ Tactics

- PR through media guests
- Hosting selected media
- Media release
- Hope and Healing route guide
- Newsletter
- Social media

➤ Goals

- Promoting the walk as a tourism product to trade, focussing on social impact tourism.
- Opportunity for locals to explore the journey of Hope and Healing as a tourism product.
- To introduce the tourism assets of Dwarsrivier and Stellenbosch to its residents.
- Creating a linkage between Stellenbosch town and the Dwarsrivier area.
- Strengthening relationships between different Stellenbosch communities celebrating freedom, history and culture.
- Increased PR and Marketing for destination Stellenbosch showcasing Journey of Hope and Healing as a tourism product and positioning Stellenbosch as an integrated community.
- Increased economic investment in services and service providers

➤ Timeline

- April – June 2023

➤ Budget

Event Logistics	R 350 per person	R 17,500
Transport	R 4,500	R 4,500
Collateral	R 7,500	R 7,500
PR & Social and media management	R 8,000	R 8,000
Campaign totals		R 37,500

2. Stay and Play Stellenbosch | Marketing Campaign

➤ Introduction

Visit Stellenbosch is employing a series of campaigns and tactics to ensure increased awareness for Stellenbosch and its Wine Routes, encouraging visitors and guests to explore the offerings and products that is available in Stellenbosch and ultimately 'stay longer, do more, spend more money and to visit us again soon'.

One such campaign, traversing all seasons, and benefiting all the tourism sectors is Stay and Play. The campaign message focus on attracting visitors and tourists to indulge in multiple-night stays with ample time and opportunity to eat at our restaurants, visit wine farms and taste wine, explore the well-developed outdoors facilities and immerse themselves in the Stellenbosch culture.

➤ Description

Stay and Play is an ongoing marketing campaign targeting hyperlocals, locals, as well as other domestic segments, especially Gauteng to share our message, offerings and attractions.

Visit Stellenbosch is employing several marketing and communication tactics to remind and inspire travellers, visitors and tourists to indulge in all that Stellenbosch has to offer. Additionally, the aim is to persuade visitors to go beyond the half-day, to stay longer and experience the themed attractions any time of the year – winter and summer. Stay & Play is positioning Stellenbosch as the ideal destination that is versatile, suited for multi-generational travel, perfect to celebrate special experiences, while sharing information on not-to-be-missed events or suggest easy itineraries for value-adding experiences, providing an exhilarating break infused with the #warmheart and generous spirit of Stellenbosch.

Scope of Project

➤ Tactics

- Newsletter
- Dedicated social media campaigns
- Social media posts boosted to very specific audiences and segments sharing the message to potential visitors
- Media partnerships

➤ Goals

- Connect with our audiences on a much deeper level
- Create and grow brand awareness with our audience
- Grow an awareness and cultivate a bond that keeps loyal clients here but also create new business opportunities thanks to by-word-of-mouth
- Monitor the brand, the competency and related sectors
- Interact with users on topics related to our destination and offerings

➤ Timeline

- Ongoing, January to June 2023

➤ Budget

Campaign conceptualisation & design	R 3,000 per month	R 18,000
Photography, Videography & design	R 10,000 once off	R 10,000
Social media boosting	R 1,000 per month	R 6,000
Banner and or Google Ads	R 4,000 per month	R24,000
Campaign totals		R 58,000

3. Repeat Referral | International Marketing Campaign

➤ Introduction

Repeat and Referral is employing technology connected to a Google ads campaign, firstly building audiences based on their internet search behaviour and travel preferences to South Africa and Stellenbosch and secondly, utilising opportunities to remarket to these audiences based on their interests. The imagery and language used is strategically based on the travel profiles developed as part of Visit Stellenbosch's communications strategy, and clever use of key search phrases ensures that a very specific segments of international and domestic travellers are targeted.

➤ Description:

The Repeat and Referral will include several messages depending on the user's preferences focussing on our central themes. The depth of experiences is such that a person can visit multiple times, and the shared values are aligned in lifetime experiences, feeling pampered, cultural engagement, adventure and outdoorsy activities. Furthermore, Stellenbosch is only 10 hours by air travel, meaning no jetlag and EU/UK residents don't need a VISA to visit South Africa. The core message is that Stellenbosch is a generous and *gezellige* destination with low communication barriers (bonus that Afrikaans is so similar to Flemish and Dutch).

Scope of Project:

➤ Tactics

- Trade outreach
- Affiliate partners outreach
- Media pitches
- Social media campaign
- Integrated communication plan
- Targeted Google ads campaign
- Custom landing page directing google clicks to the correct products

➤ Goals

- Inspire Dutch, Belgian and German visitors to engage with Stellenbosch as a travel destination.
- Showcase Stellenbosch according to the main themes: wine, food, outdoors, art and culture.
- Word-of-mouth referrals sharing the destination's story to friends and family, inspiring them to visit.

➤ Timeline:

- Ongoing, February and April 2023

➤ Budget – Repeat & Referral:

Update and refresh microsite	R 6,000	R 6,000
Photography, Videography & design	R 10,000 once off	R 10,000
Google ad fees	R 9,000 per month	R 27,000
Campaign totals		R 43,000

4. International Trade Shows | Trade Exhibition

➤ Introduction

One of the core functions of any LTA and one of Visit Stellenbosch's main strategic objectives is destination marketing. This entails the promoting of the destination to existing and potential visitors, media and trade buyers. Our marketing efforts are conversion driven, hence the importance of showcasing our destination to buyers, influencing their consideration, justification and eventually their buying decision by building relationships and offering destination product knowledge. International Trade shows have proven to be one of the most successful tactics reaching and engaging directly with trade buyers from key source markets. In order to optimise our efforts, Visit Stellenbosch is aligning other promotional bodies including (but not exclusively) SA Tourism, Wesgro and Cape Town Tourism in order to leverage on a shared presence at International Trade Shows and amplifying collective messages and undertakings.

➤ Description

A designated exhibitor presence for destination Stellenbosch at international trade shows like for example ITB (Berlin) or Experience Africa (London) with the opportunity to directly access buyers from our source markets and engaging with pre-qualified buyers, with the core objective to drive sales conversions and expanding our trade buyer database.

Scope of project

➤ Tactics

- Securing exhibitor space at a relevant international trade show
- 'Boscher activation at the show
- Pre-engagement newsletter
- Stellenbosch Playbook as a navigating tool
- Social media

➤ Goals

- Positioning destination Stellenbosch as a *must visit destination* in the Cape Winelands, highlighting not only the diversity of our offerings, but also the depth of our experiences.
- Direct access to pre-qualified buyers from target source markets
- Driving sales conversion
- Supplying of destination product knowledge to potential buyers
- Building strong trade relationships
- Expanding our trade database

➤ Timeline

- March - June 2023

➤ Budget

Exhibition participation	R 85,000	R 85,000
Trade marketing packs and Toolkit	R 30,000	R 30,000
Trade and media management pre and post exhibition	R 18,000	R 18,900
Travel and accommodation expenses	R 63,980	R 63,980
Project Total		R 197,880

5. Meet Stellenbosch | Trade Event

➤ Introduction

Business tourism has been identified as a key enabler for economic growth in the Western Cape and this sector creates a great number of temporary and permanent job opportunities throughout the events' supply chain. The direct and indirect economic impact on a destination is vast, benefitting other sectors of the tourism industry, like accommodation, restaurants and experience service providers. DEDAT and Wesgro has identified Stellenbosch as the primary second tier business destination after Cape Town. Our cutting-edge conference facilities, exciting group experiences and proximity to Cape Town and the airport are all factors that amplify and strengthen our position.

➤ Description

Visit Stellenbosch, in partnership with Stellenbosch University's Central Events and Conferencing Office (CECO) will be hosting its second business travel conference in 2023 under the banner of 'Meet Stellenbosch'. At this event we will continue to build on the foundation that Stellenbosch is ideally positioned as a business tourism destination bringing together travel and event professionals and tourism stakeholders, entrepreneurs and hospitality partners. Day one of this conference will be allocated to a speakers' program with extensive networking scheduled in the last portion of the programme. The second day will be dedicated to showcasing meeting and conferencing spaces as well as immersive tours to sample the activities and experiences on offer in Stellenbosch.

Scope of project

➤ Tactics

- Personal engagements with the delegates
- Newsletter
- Social Media
- Media release
- Stellenbosch Playbook

➤ Goals

- Positioning destination Stellenbosch as the primary second tier business destination in the Western Cape
- Mitigate the effects of seasonality by growing the business tourism sector
- Increased economic opportunity created by a growing business tourism sector
- Fostering relations with industry stakeholders and trade

➤ Timeline

- May 2023

➤ Budget

Event Logistics		R 19,000
Transport		R 4,500
Collateral		R 8,500
PR & Social and media management		R 8,000
Campaign totals		R 40,000

6. Safety Program | Marketing

➤ Introduction

Whilst Tourism is a significant contributor to the Stellenbosch's (and indeed the Western Cape's) economy, the impact of crime on tourists threatens to negatively affect our sector.

Crime against tourists impedes tourism by significantly damaging a destination's image and in recent years and months, Stellenbosch has experienced a sharp rise in crime which adversely affects our reputation and standing. Crime, violence and occasional social unrest remain the most immediate and challenging threat confronting Stellenbosch's competitive edge and aspirational brand promise to be a warm-hearted, safe, enjoyable tourist destination, attracting visitors to stay longer and do more.

➤ Description

Pre-Covid, Visit Stellenbosch embarked on a safety campaign, not only educating and informing visitors, but also its members. Apart from information sessions, Visit Stellenbosch developed a printed handout with safety tips and a landing page on the Visit Stellenbosch website communicating travel safety.

With increased criminal activity, not only in Stellenbosch but across the country, Visit Stellenbosch is re-implementing the programme. Aptly named *Street Savvy in Stellenbosch* the campaign will communicate in a visitor-friendly manner, creating awareness and providing important information. Tourism sector representatives will also be educated on what to do if any of their guests were impacted by crime such as 'where to go' and 'what questions to ask/answer' and communicating information in a manner which can assist SAPS and Law Enforcement to identify trends and apprehend criminals.

Scope of project

➤ Tactics

- Restaurant bill folders communicating Give Responsibly and informing on ATM parking scams
- Updated Safety Guides
- White paper content for members to use in their communications and on website
- Educational sessions
- Safety collateral

➤ Goals

- Unite public and private sectors to work together keeping Stellenbosch clean and safe
- Creating awareness of the safety risks without being alarmist
- Communicating security risks
- Promote Give Responsibly
- Grow the Give Responsibly outlet network

➤ Timeline

- Ongoing

➤ Budget

Re-format information		R 5,000
Toolkit and white label content		R 9,000
Printed collateral		R 10,000
Training	2 x R2700	R 5,400
Campaign totals		R 29,400

7. Community Tourism Video | Marketing

➤ Introduction

There is a growing demand for community tourism (formerly known as Township Tourism) products. Speaking to the socially aware visitor, delivering on their desire to engage with locals and explore authentic immersive experiences forms part of the Visit Stellenbosch marketing strategy. Although not represented in all communities the Visit Stellenbosch community tourism products are well developed and we are constantly looking at opportunities to showcase and market these products as part of a diverse Stellenbosch offering. Producing high-quality video material encapsulating community tourism is essential to optimally market this sector.

➤ Description

Produce high quality master advertorial material editable into various versions (different lengths for social media, websites and marketing) and focussing on various themes, showcasing the people, products and heritage of these communities. Clips will be packaged for various audiences and purposes including trade and media, as well as consumers via social media and other digital platforms.

Scope of project

➤ Tactics

- Production of a high quality 5-minute marketing video leveraging the value proposition of community tourism.
- Website
- Social media
- Visit Stellenbosch Trade platform
- Trade shows and destination showcases
- Trade hostings

➤ Goals

- Positioning Stellenbosch as a destination with a compelling community tourism offering.
- Improving the image of Stellenbosch confirming a representative and integrated tourism offering.
- Providing product information to media, trade and visitors eliminating barriers and encouraging sales conversion.

➤ Timeline

- January – June 2023

➤ Budget

Pre-production		R 10,000
Scripts and planning		R 8,000
Filming		R 15,000
Editing		R 10,400
Campaign totals		R 43,400

8. Inside Guide | Marketing

➤ Introduction

The Inside Guide is a curated travel and lifestyle website, featuring the best of what Cape Town and the Cape Winelands has to offer. Whether you're looking for the hottest restaurants in the city, accommodation in the winelands, or a selection of unique and unusual outdoor activities, it is the go-to resource for accurate, honest and well-informed reviews.

➤ Description

Visit Stellenbosch running monthly communication campaigns with Inside Guide, a valuable resource to research and connect some of the best experiences in the Cape Winelands with Locals & Visitors (Using Inside Guide for recommendations on new and transformative experiences), travel operators who use the platform to design packages and tours, hospitality providers, who rely on Inside Guide for tourism intelligence and Social Media Influencers, finding inspiration at Inside Guide. Visit Stellenbosch has an ongoing agreement to ensure our destination content is subscribed to a monthly advertorial package to promote and communicate Stellenbosch offers and information in-line with communication plan Stellenbosch.

Scope of project

➤ Tactics

- Monthly articles on...
- Website: Monthly Advertorial opportunity according to Visit Stellenbosch's communication plan
- Website: Monthly Advertising banners collecting 12,000 views per month across various channels
- Newsletter: Advertorial content shared once a month in Inside Guides newsletter
- Newsletter: Advertising takeover of 2 newsletters over a 12-month period
- Website: promoted in two rounds with posts across the main social channels of Inside Guide.

➤ Goals

- Keeping Stellenbosch top of mind
- Ensuring the assists and products related to the tourism sector is packaged and showcased in an attractive and relevant way
- Pulling traffic to Visit Stellenbosch website and social media channels
- Making it as easy as possible to find information and recommendations on Stellenbosch

➤ Timeline

- Ongoing, January – June 2023

➤ Budget

Monthly Campaign	R11,000	R 66, 000
Design and copy	Included	R 0
Campaign totals		R 66,000

9. Domestic Trade Shows | Trade Exhibition

➤ Introduction

One of the core functions of any LTA and one of Visit Stellenbosch's main strategic objectives is destination marketing. This entails the promoting of the destination to existing and potential visitors, media and trade buyers. Our marketing efforts are conversion driven, hence the importance of showcasing our destination to buyers, influencing the buyers' consideration, justification and eventually their buying decision by building relationships and offering destination product knowledge. Trade shows have proven to be one of the most successful tactics reaching and engaging directly with trade buyers from key focus source markets. One can differentiate between international and domestic trade shows in terms of the audience reached. Domestic trade shows focus on local buyers like *travel agents*, *destination management companies* and *professional event organisers*. SA Tourism sponsors a limited number of hosted international buyers to attend local trade shows mostly representing *agents* and *tour operators*. In order to optimise our effort, we align with the likes of SA Tourism, Wesgro and City of Cape Town and by having a shared presence at Local Trade Shows we can leverage their messages and undertakings.

➤ Description

Participating as a designated exhibitor in three events, providing opportunity for destination Stellenbosch at WTM Africa, Indaba and Meetings Africa. (The latter focuses on Business Tourism.) This creates an opportunity to directly access local buyers with the core objective to drive sales conversions and expanding our trade buyer database.

Scope of project

➤ Tactics

- Securing exhibitor space at a relevant domestic trade events
- 'Boscher Activation at the show
- Pre-engagement newsletter and trade comms
- Stellenbosch Playbook as a navigating tool
- Social media

➤ Goals

- Positioning Stellenbosch as a destination with a compelling community tourism
- Sharing all the offerings and products available in Stellenbosch according to theme
- Influence local buyers, travel agents, and tour operators
- Grow trade database

➤ Timeline

- January – June 2023

➤ Budget

Participation fees (subsidised)	R20,000 per event	R 60,000
Toolkit and mictosite	R 9,000 per event	R 27,000
Activations and Advertising	R25,000 per event	R 75,000
Travel and Accommodation costs	R16,000 per event	R 50,000
Campaign totals		R 212,000

10. Destination Marketing Tools and Collateral | Marketing

➤ Introduction

It is essential for an LTA to employ innovative, smart and effective solutions to attract buyers and travellers to the region, to not only support and grow the regional tourism trade, but also facilitate new enterprise and bring about economic opportunities and find ways to facilitate an environment where business is seamless and effortless.

➤ Description

On a broader scale, marketing a destination we are competing not only with destinations close-by, but with destinations around the world and it is critical that a destination marketing agent is equipped with the best tools to promote the region.

Scope of Project:

➤ Tactics

- Maps printed and online
- Stellenbosch in-destination guide
- Ongoing Website Maintenance
- Iconic Image gallery
- Maintain, update and refresh online publications (Playbook, “Boscher pages, Itinerary Inspiration)
- Trade marketing Tool
- Stellenbosch Bid Book content and assets

➤ Goals

- Ensuring the customer journey remains convenient and easy
- Making sure that information is easily accessible with an up-to-date and effective website
- Making sure that that Stellenbosch is portrayed in the best possible way
- Ensuring that a range of tools and resources are available to enable other people to sell Stellenbosch

➤ Timeline

- Ongoing

➤ Budget

Maps – printed and online	R 15,000 per print run	R 75,000
Stellenbosch in-destination guide	R 50,000	R 50,000
Stellenbosch Guide distribution	R 7,000 per month	R 42,000
PR & Social and media management	R 8,000	R 8,000
Iconic Image Gallery	R 35,000	R 35,000
Campaign packs and tools	R 4,000 per update	R 24,000
Campaign totals		R 234,000

11.11.3	ADOPTION OF THE NEW ANTI-FRAUD AND CORRUPTION PREVENTION PLAN 2023/24
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

19 April 2023 & 26 April 2023

1. SUBJECT: ADOPTION OF THE NEW ANTI-FRAUD AND CORRUPTION PREVENTION PLAN 2023/24

2. PURPOSE

To adopt the new Anti- Fraud and Corruption Prevention Plan 2023/24.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Fraud, corruption, criminal activity, maladministration and/or negligence is an ever-present threat to public resources. Stellenbosch Municipality is committed to a process of ethical governance, fraud risk management and consequence management that is aligned to the principles of the Local Government: Municipal Finance Management Act 56 of 2003, Local Government Systems Act 32 of 2000 and other related legislative, regulatory and policy frameworks.

Stellenbosch Municipality subscribes to principles of good corporate governance underpinned by values of honesty, good ethics, and transparency. This Municipality is therefore committed to creating and nurturing a culture of zero tolerance toward unethical conduct, corruption, and fraud.

5. RECOMMENDATION

that Council adopts the new Anti-Fraud and Corruption Prevention Plan 2023/2024 which replaces the Anti-Fraud and Corruption Prevention Plan as approved by Council in 2018.

6. DISCUSSION / CONTENT

6.1 Background

This submission aims to replace the Anti-Fraud and Corruption Prevention Policy of 2018 with the new Anti-Fraud and Corruption Prevention Plan of 2023/24 in line with recommendations from management, the Risk & Fraud Committee as well as the Audit and Performance Committee.

The new Anti-Fraud and Corruption Prevention Plan which is aligned to the Consequence Management Policy aims to assist Stellenbosch Municipality in the prevention, detection, investigation and sanctioning of fraud, corruption, unethical behaviour, and instances of gross negligence that might result in damage or loss to the Municipality. Methods will be continually explored to apply consequence management to deter such behaviour.

6.1 Discussion

Through this new Anti-Fraud and Corruption Prevention Plan, Stellenbosch Municipality is recommitting itself to clean governance at all levels of the organisation which will be strictly applied with no discrimination or favour to any individual. All complaints received of fraud and corruption will be investigated to ensure that instances of fraud and corruption are reduced at all levels of Stellenbosch Municipality.

6.2 Financial Implications

None.

6.4 Legal Implications**Section 60 of the MFMA****Municipal Managers to be accounting officers**

“The Municipal Manager of a municipality is the accounting officer of the municipality for the purposes of this Act, and, as accounting officer, must –

- (a) Exercise the functions and powers assigned to an accounting officer in terms of this Act; and
- (b) Provide guidance and advice on compliance with this Act to –
 - (i) The political structures, political office-bearers and officials of the municipality:

Section 62 of the MFMA**General Financial Management Functions**

- (1) The accounting officer of a municipality is responsible for the managing of financial administration of the municipality, and must for this purpose take all reasonable steps to ensure –
- (c) that the municipality has and maintains effective, efficient and transparent systems –
 - (f) of financial and risk management and internal control; and
 - (g) of internal audit operating in accordance with any prescribed norms and standards;
- (d) that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented;
- (e) that disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15.

6.5 Staff Implications

No staff implications.

6.6 Previous / Relevant Council Resolutions**17th Council Meeting: 2018-05-23: Item 7.10.1**

- (a) that Council adopts the New Anti-Fraud and Corruption Prevention Policy 2018/19; and
- (b) that the Fraud and Corruption Policy be approved by Council on 25 June 2015 be replaced with this new policy

6.7 Risk Implications

The risk implications are addressed in the item.

6.8 Comments from Senior Management

Supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-04-19: ITEM 7.11.3

that Council adopts the new Anti-Fraud and Corruption Prevention Plan 2023/2024 which replaces the Anti-Fraud and Corruption Prevention Plan as approved by Council in 2018.

ANNEXURE:

Annexure 1: New Anti-Fraud and Corruption Prevention Plan 2023/24

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Helena Priem
<i>POSITION</i>	Chief Risk Officer
<i>DIRECTORATE</i>	Municipal Manager
<i>CONTACT NUMBERS</i>	021-8088157
<i>E-MAIL ADDRESS</i>	Helena.priem@stellenbosch.gov.za
<i>REPORT DATE</i>	2023 -04-12

ANNEXURE 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
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ANTI- FRAUD & CORRUPTION PREVENTION PLAN

Review 2023/24



FOREWARD

Fraud, corruption, criminal activity, maladministration and/or negligence is an ever-present threat to public resources. Stellenbosch Municipality is committed to a process of ethical governance, fraud risk management and consequence management that is aligned to the principles of the Local Government: Municipal Finance Management Act 56 of 2003, Local Government Systems Act 32 of 2000 and other related legislative, regulatory and policy frameworks.

Stellenbosch Municipality subscribes to principles of good corporate governance underpinned by values of honesty, good ethics, and transparency. This municipality is therefore committed to creating and nurturing a culture of zero tolerance toward unethical conduct, corruption, and fraud.

The new Anti-Fraud and Corruption Prevention Plan which is aligned to the Consequence Management Policy aims to assist Stellenbosch Municipality in the prevention, detection, investigation and sanctioning of fraud, corruption, unethical behaviour, and instances of gross negligence that might result in damage or loss to the municipality. Methods will be continually explored to apply consequence management to deter such behaviour.

Through this new Anti-Fraud and Corruption Prevention Plan, Stellenbosch Municipality is recommitting itself to clean governance at all levels of the organisation which will be strictly applied with no discrimination or favour to any individual. All complaints received of fraud and corruption will be investigated to ensure that instances of fraud and corruption are reduced at all levels of Stellenbosch Municipality.

Stellenbosch Municipality encourages anyone who may suspect fraud, corruption, and unethical behaviour to inform their immediate supervisor, any member of management, the Municipal Manager, the Executive Mayor, the Speaker (in case of Councillors) or members of the Fraud and Risk Management team. We further encourage anyone to make use of the municipal fraud hotline (0800 111 027) to report fraud, corruption, or any forms of financial misconduct. All those involved are encouraged to do so responsibly.

MUNICIPAL MANAGER

Geraldine Mettler

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1 INTERPRETATION AND GLOSSARY OF TERMS

The headings of the clauses in this Plan are for the purpose of convenience and reference only and shall not be used in the interpretation of nor modify nor amplify the terms of this Policy, nor any clause hereof, unless a contrary intention clearly appears: -

- 1.1 Words importing: -
 - 1.1.1 Any one gender include the other gender;
 - 1.1.2 The singular includes the plural and vice versa; and
 - 1.1.3 Natural persons include created entities (corporate or unincorporated) and the state and vice versa.
- 1.2 When any number of days is prescribed in this Plan, same shall be reckoned exclusively of the first and inclusively of the last day unless the last day falls on a Saturday, Sunday or public holiday, in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday;
- 1.3 When figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail;
- 1.4 Expressions defined in this Plan shall bear the same meanings in schedules or annexures to this Plan which do not themselves contain their own definitions; and
- 1.5 Where any term is defined within the context of any clause in this Plan, the term so defined, unless it is clear from the clause in question that the term so defined has limited application to the relevant clause, shall bear the meanings ascribed to it for all purposes in terms of this Plan, notwithstanding that, that term has not been defined in this interpretation clause.
- 1.6 The following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely: -

AC	Audit and Performance Committee established in terms of Section 166 of the MFMA
AO	Accounting Officer of the municipality; Municipal Manager
CAE	Chief Audit Executive of the Stellenbosch Municipality
CRO	Chief Risk Officer
Code of Conduct for Councillors	Code of Conduct for Councillors contained in Schedule 1 of the Local Government: Municipal Systems Act, Act 32 of 2000
Code of Conduct for Municipal Staff Members	Code of Conduct for Staff Members of the City contained in Schedule 2 of the Local Government Municipal Systems, Act 32 of 2000
Consequence Management	The process put in place to effectively deal with fraud, corruption, misconduct, and financial misconduct, which includes internal municipal processes and criminal proceedings
Consequence Management Policy	A defined, appropriate approach to address accountability and responsibility for, inter alia, non-compliance, financial misconduct, and codes of conduct/ethical dilemmas, required formalisation in the Municipality. While not designed to alter or add consequence to specific situations of non-compliance, this Policy aims to formalise and consolidate the principles of consequence management which encompasses remedial and recourse measures.
Corporate Governance	Corporate governance concerns the relationships among the management, Council, Stakeholders and employees or

workers of the municipality. Good corporate governance contributes to sustainable economic development by enhancing the performance of the municipality and increasing access to outside capital.

Corruption

Any conduct or behaviour where a person accepts, agrees, or offers any gratification for him/her or another person where the purpose is to act dishonestly or illegally. Such behaviour also includes the misuse of material or information, abuse a position of authority or a breach of trust or violation of duty

Council

Municipal Council of the municipality as referred to in section 157(1) of the Constitution.

Councillor

Councillor of the Municipal Council as elected.

Criminal Action

Legal proceeding in which the state prosecutes a person who is charged with an offence.

CRO

Chief Risk Officer of the Stellenbosch Municipality

Delegation

A power or function as determined by the municipality's approved System of Delegation.

**Department
Business Plan**

The plan at departmental level linking the department's Activities to the IDP and budget.

**Designated
Official/Body**

Means the official/body is the identified in a municipality to receive reports of allegations of fraud, corruption, or financial offences.

Director	A position created in terms of section 56 of the Municipal Systems Act on the approved managerial structure of Stellenbosch Municipality.
Executive Mayor	The Executive Mayor of the municipality as defined in the Structures Act, any successor-in-title, or any duly appointed nominee.
Financial Misconduct	Means any act of financial misconduct referred to in section 171 of the Municipal Finance Management Act (MFMA).
Financial Offence	Means any offence referred to in section 173 of the MFMA.
Fraud	Lawful and intentional false representation or concealment of a material fact with the aim of illegally obtaining financial and/or other benefit for personal enrichment.
Fraud Response Team	Will be deemed to include the Municipal Manager, Chief Risk Officer, Fraud Hotline; Legal Services Advisory Support.
Induce	To persuade, encourage, coerce, intimidate, or threaten or cause a person to commit an act against their will.
Integrated Development Plan	A plan envisaged in section 25 of the Municipal Systems Act
Investigator	Means the person, team, appointed service provider or law enforcement entity conducting a full investigation and misconduct.
Law	Means the common law, Constitution of the Republic of South Africa, any applicable statutes, proclamation, regulation, rule, notice, judgment or order and any interpretation of any of them by any Court or applicable

tribunal, and any applicable guidance, direction, code of practice or other determination by which the Municipality, municipal official, the public and business are bound.

Management	Includes all senior managers and managers
Municipal Council	Means municipal council as democratically elected as referred to in section 157 of the Constitution
MFMA	Local Government: Municipal Finance Management Act 56 of 2003, including any regulations made i.t.o. of this legislation
Municipal Manager	Municipal Manager of the Stellenbosch Municipality i.t.o. section 55 of the Municipal Systems Act
Municipality	Stellenbosch Municipality, a local municipality established in terms of section 12 of the Structures Act
Municipal Structures Act	Local Government: Municipal Structures Act No. 117 of 1998, as amended
Municipal Systems Act	Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), as amended
SDBIP	Service Delivery and Budget Implementation Plan - Detailed annual plan to implement the IDP and the budget
Senior Managers	Appointed Manager i.t.o. section 56 of the Municipal Systems Act; includes persons acting in the capacity of a section 56 manager.

Service Providers	specialised advisory services, external investigators, external audit services appointed to assist with the process of fraud, corruption, and consequence management
Strategic Focus Area	Medium term goal aligned to the long-term strategy
Remuneration	Duty to disclose remuneration

2 REGULATORY ENVIRONMENT

This Policy must be read together with, and be interpreted consistently with, the other relevant legislation and council approved documents, including but not restricted to the:

- (a) Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)
- (b) Promotion of Access to Information Act (No. 2 of 2000)
- (c) Promotion of Administrative Justice Act (No. 3 of 2000)
- (d) Protected Disclosures Act (PDA) (No. 26 of 2000)
- (e) Public Finance Management Act (PFMA) (No. 1 Of 1999)
- (f) Municipal Finance Management Act (MFMA) (No. 56 2003)
- (g) Financial Intelligence Centre Act (FICA) (No. 38 of 2001)
- (h) MFMA Regulation on Financial Misconduct (No. 430 of 2014)
- (i) Code of Conduct for Councilors in terms of Schedule 1 of the Municipal Structures Act (No. 32 of 2000)
- (j) Code of Conduct for Municipal Staff Members in terms of Schedule 2 of the Municipal Structures Act (No. 32 of 2000)
- (l) Stellenbosch Municipality Risk Management Policy.
- (m) Stellenbosch Municipality System of Delegations.

3 PRINCIPLES AND OBJECTIVES OF ANTI-CORRUPTION AND FRAUD PREVENTION

- 3.1 The Municipality's agenda is to focus its efforts on the following processes and objectives:
 - 3.1.1 Create and nurture a culture of ethical conduct in managing resources of the municipality and intolerance to fraud, corruption and financial misconduct;
 - 3.1.2 Understand the fraud risks that can undermine the institution's service delivery / business objectives;
 - 3.1.3 Encourage a culture within the Municipality where all municipal officials, members of the public and other stakeholders continuously behave with and promote integrity in their dealings with or on behalf of the Municipality;
- 3.2 Create a culture within the Municipality which is intolerant to unethical conduct, corruption, and fraud by:
 - 3.2.1 Strengthening community participation in the fight against corruption and fraud in the Municipality;
 - 3.2.2 Reduce exposure to liability, sanctions and litigation that may arise from violations of law or stakeholder expectations;
 - 3.2.3 Strengthening relationships with key stakeholders that are necessary to support actions required to combat corruption and fraud in the Municipality;
 - 3.2.4 Create an environment where all staff members and Councillors at all times act with honesty, integrity and to safeguard the Municipal resources for which they are responsible for;
 - 3.2.5 Appropriate action, including criminal action, will be taken against any person who attempts to or assists with committing fraud, corruption and other criminal activity including but not limited to:
 - 3.2.6 Putting measures in place to prevent and detect fraud as and when it occurs;
 - 3.2.7 Investigating instances of fraud, corruption and financial misconduct;
 - 3.2.8 Taking appropriate action in the event of such irregularities, e.g., disciplinary action, recovery of losses, prosecution, etcetera;

3.2.9 Developing a system of consequence management and apply appropriate sanctions;

3.2.10 Prohibition from further employment within the municipality and in the case of suppliers of goods and services, blacklisting in terms of the Supply Chain Management Policy and Regulations.

4 ETHICS

4.1 The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. organisational culture that takes ethical considerations into account at every point and cannot be produced simply by having Council lay down a code; ethical principles must arise from consultation with and responsiveness of the municipality's council, municipal manager, senior managers, employees and stakeholders.

In addition, the processes to embed workplace ethics include, but are not limited to:

- ethics awareness for new employees;
- anti-corruption and ethics awareness training for existing staff;
- broad-based dialogue on ethics;
- communication and articles on ethical matters;
- mechanisms for confidential disclosure and reporting of ethical issues that require investigation;
- advisory service on ethical dilemmas or matters requiring interpretation of ethics related policies and procedures;
- collaboration on and sharing of best practices with other institutions;
- monitoring the ethical culture, risk profile and the role of ethics;

and • monitoring of and coordinating with role-players/stakeholders regarding the processes relating to declaration of interests, applications to undertake private work and gift receiving.

5 APPLICATION AND SCOPE

- 5.1 The Plan applies to all fraud, corruption, theft, financial misconduct, or suspected irregularities of this nature.
- 5.2 This Plan is applicable to the Stellenbosch Municipality and related joint ventures entered, which may involve the following persons or entities:
 - 5.2.1 All municipal staff;
 - 5.2.2 Consultants, suppliers, contractors and other providers of goods or services to the Municipality;
 - 5.2.3 Community structures, organisations' and other parties receiving services from the Municipality.
- 5.3 This Plan aims to provide a framework for consequence management, without excluding any sanctions that might be applicable through other forms of legislations.
- 5.4 Appropriate action, including criminal action, will be taken against any person employed by the municipality that is involved in, or assists with committing fraud, corruption and other criminal activity, maladministration and/or negligence.
- 5.5 Any allegations of fraud, corruption, theft financial misconduct or suspected irregularities of this nature against the Municipal Manager and section 56 Managers i.t.o. of the Municipal Systems Act of 2000, will be dealt with in terms of the Local Government Disciplinary Regulations for Senior Managers of 2010 and MFMA Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings of 2014 and not in terms of this strategy.

6 ANTI-CORRUPTION AND FRAUD PREVENTION

- 6.1 As instances of fraud, corruption and financial misconduct remain a constant threat to public trust and confidence, it becomes essential to recognise fraud risk management as an integral part of strategic management. Stellenbosch Municipality is therefore adopting a comprehensive approach to the management of fraud risks.

- 6.2 Failure by any employee, institution or individual within the service of the municipality to comply with this plan could result in disciplinary as well as criminal action being taken against that individual.
- 6.3 It is expected that all personnel will adhere to this Anti-Corruption and Fraud Prevention Plan.
- 6.4 It is the intention that individual personnel, as well as business units will work together in a consistent and integrated manner, with the overall objective of reducing fraud risk.

7 RESPONSIBILITIES OF STAKEHOLDERS

7.1 Council

Council has a duty for setting the tone at the top by:

- (a) Considering and adopting an Anti-Fraud and Corruption Prevention Plan for the Municipality;
- (b) Regularly reviewing and amending, if necessary, the Anti-Fraud and Corruption Prevention Plan, if and when required;
- (c) Abiding by the code of conduct and code of ethics of the Council;
- (d) Performing oversight functions that support the implementation of the Anti-Fraud and Corruption Prevention Plan of the Municipality;

- (e) Providing support to the Municipal Manager and the efforts of the management team to implement the Anti-Fraud and Corruption Prevention Plan;

7.2 Councillors

Councillors have a fiduciary responsibility to the Municipality, including a duty to promote the reputation and business of the institution.

- (a) Councillors may not derive personal gain at the expense of or because of their relationship with the Municipality.
- (b) Councillors are further required to declare their interests in terms of the Systems Act.
- (c) It is the responsibility of every Councillor who suspects that fraud or corruption or irregularity has been attempted or committed, to immediately report their suspicion to the Speaker of Council.

7.3 Municipal Manager

The Municipal Manager, as the Accounting Officer, is responsible for ensuring that anti-corruption and fraud prevention measures are implemented within the Municipality by:

- (a) Ensuring that the Municipality develops and implements an Anti-Fraud and Corruption Prevention Plan;
- (b) Overseeing the implementation of prevention, detection, investigation of fraud and ensure appropriate resolution measures are implemented in respect of fraud and corruption within the Municipality;
- (c) The Municipal Manager is accountable for managing fraud and all the platforms required for the effective and efficient management of fraud prevention and consequence management in accordance with this plan.

7.4 Management

Management includes all Directors appointed i.t.o. section 56 of the Municipal Systems Act, Senior Managers and Managers.

- (a) The overall responsibility of managing fraud risk is vested with the Municipal Manager and the Directors of the municipality.
- (b) Management plays a key role in the prevention of fraud and corruption, and fulfills this responsibility through the establishment, implementation, and continued operation of suitable internal controls. Further to this Management plays a critical role in leading with the correct "tone at the top" by:
 - (c) Creating a corruption and fraud aware culture, where it is clear that corruption and fraud will not be tolerated, and that all instances of fraud and corruption will be dealt with swiftly and will be appropriately sanctioned;
 - (d) Implementing the Anti-Corruption and Fraud Prevention Plan of the municipality, as reviewed and amended from time to time;
 - (e) Share the Municipality's strategies and policies in respect of fraud and

corruption with all staff members;

- (f) Report incidents or suspicions of fraud, corruption or irregularities;
- (g) Ensuring the practical realisation of the principles of prevention, detection, investigation;
- (h) Ensure that adequate internal controls are implemented, and appropriate systems and processes are in place to prevent and detect fraud and corruption or any forms of irregularities;
- (i) Investigating all instances of fraud, corruption and financial misconduct brought to their attention with equal diligence and vigour;
- (j) Monitor the implementation and application of the Anti-Fraud and Corruption Prevention Plan and ensure adequate supervision and dynamism of the controls and procedures;
- (k) Review the process implemented by management in respect of anti-corruption and fraud prevention and ensure that all fraud, corruption and instances of irregularities have been followed up appropriately;
- (l) Ensure that an appropriate fraud and corruption risk assessment is completed;
- (m) Ensure that reports of fraud, corruption and misconduct are effectively handled and that consistent and appropriate action is taken on known incidents;
- (n) Ensure proper reporting in terms of applicable guidelines on all instances of fraud and fraud risks reported;
- (o) After an investigation is completed, submit a report to the Municipal Manager indicating the results of the investigation and whether there are cause to:
 - Dismiss such allegations as frivolous; or
 - Whether a need exists for a thorough disciplinary process to be undertaken.
- (p) Ensure adherence to all reporting requirements to ensure that instances of fraud, corruption and irregularities are effectively investigated and

resolved.

7.5 Fraud Response Team

(a) The Fraud Response Team will consist of the Municipal Manager as Accounting Officer, the Chief Risk Officer, Legal Services Advisory Support.

(b) The Fraud Response Team it is authorized to assist in providing overall assurance to Council, the Audit and Performance Audit Committee and other combined assurance advisory bodies in a manner that is commensurate with this Plan and principles of Combined Assurance.

(c) The Fraud Response Team ensures that reports on fraud, corruption and misconduct are effectively handled, and that consistent and appropriate action is taken. Review the anti-corruption and fraud prevention plan and recommend for approval by Council;

(a) Develops, together with other role players, the anti-corruption and fraud prevention policy, terms of reference and standard operating procedures;

(b) Include a focus on fraud and corruption risks during risk identification and assessments;

(c) Assist management in developing responses for fraud and corruption risks;

(d) Facilitate presentations and working sessions relating to fraud and corruption risks to promote awareness and the ethics and integrity standards required by the Municipality.

(e) Report identified incidents of fraud or corruption to Management, Directors, or the Municipal Manager.

(f) Evaluate the effectiveness of the implementation of the anti-corruption and fraud prevention plan;

(g) Monitor the implementation of the plan and application of the plan and ensure adequate supervision and dynamism of the controls and procedures;

(h) Review the process implemented by management in respect of anti-corruption and fraud prevention and ensure that all fraud and corruption related incidents have been followed up appropriately;

- (i) Ensure that an appropriate fraud and corruption risk assessment is completed;
 - (j) Receive, review, process and manage all complaints from the fraud hotline, internal and external tip-offs received;
 - (k) Report quarterly to the Audit Committee, summarising the Municipality's corruption and fraud prevention, detection, and action for the period.
- (l) Can appoint service providers when required.

7.6 Staff

- (a) The staff (permanent, contract and temporary) of the Municipality are responsible for:
- (b) Abiding by the code of conduct and code of ethics of the Municipality;
 - (c) Reporting incidents or suspicions of fraud and corruption;
 - (d) Participating in initiatives to prevent, minimise, detect and investigate fraud;
 - (e) Avoiding and declaring conflicts of interest;
 - (f) Abiding by the code of conduct of the municipality and the Fraud Prevention and Anti-Corruption Plan of the municipality.

7.7 Suppliers, Contractors, Service Providers and Consultants

- (a) Suppliers, contractors and consultants are expected to act honestly and fairly in all their dealings with Stellenbosch Municipality.
- (b) Failure to do so may result in one or more of the following:
- (a) the cancellation or suspension of any tenders or contracts awarded to them;
 - (b) restriction i.t.o. of the Combatting of Abuse in the Supply Chain Management System Policy; and
 - (c) Being reported to the South African Police Services (SAPS).

7.8 Audit and Performance Committee

The audit committee will be responsible for the following:

- (a) Advise the Municipal Council, political office bearers, the accounting officer and management staff of the Municipality on matters relating to good governance, fraud and corruption;
- (b) Review the progress made with the implementation of the anti-corruption and fraud prevention plan of the Municipality.

7.9 Internal Audit

Internal Audit will be responsible for the following:

- (a) Internal Audit is responsible for the provision of an independent and objective opinion on the adequacy and effectiveness of risk management, control and governance processes which includes the fraud and corruption management processes.
- (b) The adequacy of arrangements for managing the risk of fraud and ensuring that the Municipality promotes an anti-fraud culture is a fundamental element in arriving at an overall opinion.

7.10 Community

Role of the community:

- (a) The Municipality also recognizes the important role of the Greater Stellenbosch community and public at large to contribute to an environment that is free of corruption and other irregularities.
- (b) In the event that members of the community wish to remain anonymous, they may contact the external fraud Hotline (0800 111 027) to report the matter.

8 REPORTING

- 8.1 The Municipality commits itself to establish appropriate structures to enable reporting of fraud or corruption by municipal staff, Councillors, municipal service providers, consultants whilst delivering work on behalf of the

municipality and the community, in accordance with applicable legislation.

- 8.2 Reporting Structures includes:
- 8.3 The Fraud Hotline
- 8.4 Tip offs officially reported to the Fraud Response Team, or the Management Team;
- 8.5 All instances of fraud, corruption and unethical behavior reported will be registered in the official municipal Fraud Register, which will be updated, managed and tracked by the Fraud Response Team;
- 8.6 Instances of fraud, corruption and unethical behavior reported against a Councillor will be reported to the Speaker of the Council and will be dealt with in terms of the Code of Conduct for Councillors;
- 8.7 Instances of fraud, corruption and unethical behavior reported against the Municipal Manager and Directors will be reported to Council, and will be dealt with in terms of the Local Government Disciplinary Regulations for Senior Managers of 2010 and MFMA Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings of 2014;
- 8.8 Instances of fraud, corruption and unethical behavior reported against a Senior Manager, or a manager will be reported to the relevant Director or Municipal Manager (depending on the reporting lines) and will be dealt with in terms of this Plan;
- 8.9 Instances of fraud, corruption and unethical behavior reported against staff members can be reported directly to the relevant Manager and/or Senior Manager, to the Fraud Response Team or through the fraud hotline and will be dealt with in terms of this Plan.

9 CONSEQUENCE MANAGEMENT – POLICY DIRECTIVES

The municipality must create an environment and culture that promotes ethical, transparent, effective, and efficient public administration that conforms to the Constitutional accountability principles.

In line with the municipalities zero-tolerance to fraud and corruption, culpable behaviour will not be tolerated and corrective measures, including disciplinary action, where merited, will be taken.

The phases of the Municipal's consequence management can be depicted as follows:

Phase 1: Risk/Issue Reporting

This phase deals with the reporting of issues (various incidents and red flags), risks and opportunities identified.

Reporting that can have a potential negative impact on the effectiveness and efficiency of the Municipality's operations, the reliability of its reporting (financial and non-financial) and compliance with the applicable laws and regulations, can be identified from various sources, including the following:

- Public complaints;
- Whistle Blowers;
- Declaration of interest councillors;
- Declaration of interest employees;
- Risk Registers
- Combined Assurance Plan
- Reports from the Municipality's combined assurance providers and;
- Reports from the Office of the Auditor – General

Phase 2: Control Activities

This phase focus on the identification and implementation of remedial actions to be taken to curtail and prevent the issue, risk or opportunity from re-occurring. Remedial actions need to ensure control improvements to the Municipality's systems and processes as well as personnel conduct.

Remedial actions in the context of this consequence management efforts can be identified from documented processes of various existing management tools such as:

- Management actions included in Municipal Risk Registers;
- Management actions included on the Combined Assurance Plan;
- Recommendations and agreed management actions included in reports from second level assurance providers (i.e legal services, OH&S etc);
- Recommendations and agreed management actions included in assurance reports from 3rd and 4th level assurance providers (i.e. Internal Audit, Forensic Services – Investigations, Ethics – Investigations, Auditor-General of South Africa and other external assurance providers);
- Directives issued by the Office of the Municipal Manager or CFO;
- Municipal Manger correspondence directed to Executive Management team members;
- Recommendations included in reports from independent investigators appointed by the Municipal Manager (sourced service providers);
- Recommendations from advisory and oversight bodies – MPAC, Financial Misconduct Disciplinary Board, APAC etc;
- Resolutions by Council and Council Committees; and
- Directives and Instructions issued by Provincial and National Treasury.

The establishment and enforcement of control activities is the responsibility of line management, who have an intrinsic duty to fulfill their job function, powers, and delegations in a responsible manner.

Phase 3: Information and Communication

After issues (various incidents and red flags), risks and opportunities have been identified and reported to the first line of defence to action (refer to phase 1), key r significant cases may need to be reported or escalated to the relevant advisory or oversight bodies as per their specific terms of reference or delegations.

Important is to keep these bodies informed of:

- significant issues;
- emerging trends;

- escalating requirements;
- unresolved risk exposures.

Stakeholders have an expectation of the governance structures in the municipality to exercise good governance. Sometimes however, such governance structures could form part of the decision-making chain and thus are required to make the final decision or final recommendation to Council. Oversight bodies could include the Risk and Fraud Committee, APAC, MPAC, Financial Misconduct Disciplinary Board, Executive Mayor, Speaker and Council.

Phase 4: Monitoring and Reporting

Comprehensive systems must be implemented to track and follow-up the implementation of all remedial actions stemming from the various role players in the consequence management process.

This is to:

- Ensure that risk exposures have been adequately and timely addressed to curtail the impact and prevent the issue, risk and/or opportunity from re-occurring; and
- Assist the advisory and oversight bodies in their assessment of the effectiveness of consequence management in the municipality, enable them to provide assurance to the stakeholders in this regard.

It is therefore the responsibility of:

- Those recommending the remedial actions; and
- The Directors, in the case of the municipal manager issuing directives to ensure that;
- The implementation of corrective action is tracked and monitored; overdue actions are reported on; and

- Follow ups are performed to confirm/verify successful implementation of corrective action.

The following practices should be applied to ensure a comprehensive tracking and follow up processes are implemented:

- Registers should be maintained by each role-player responsible for making recommendations, documenting the issues (various incidents and red flags), risks and opportunities and related remedial actions, including the estimated implementation date and responsible action owners;
- Nominated representatives should be in each directorate to provide information with regards to the status of implementation of remedial actions relevant for their directorate;
- Role players should provide feedback to representatives in terms of the implementation status of remedial actions, and escalate those that are overdue to the next reporting level or delegated authority, if necessary;
- Perform follow-ups/checks to confirm whether remedial actions have indeed been implemented/actioned successfully to the responsible officials;
- Successful implementation of remedial actions can be measured in terms of a key operating indicator on Directors' and Directorate performance scorecards; and
- Progressive reporting to the appropriate delegated authority and advisory oversight bodies who can be tasked to act against management for tardiness (failure to implement the remedial action (s) successfully and timeously).

Phase 5: Conclusion/closure

This phase deals with the correct application and appropriate disclosure of remedial actions. Remedial actions impacting the control objectives i.e the efficiency and effectiveness of the municipality's operations, the reliability of the municipality's reporting (financial and non-financial), the

municipality's compliance to legislation, regulations, policies, and procedures; will be disclosed in the following formats:

- Second level combined assurance providers reports;
- Internal Audit Assurance reports (including quarterly reports to A&PC);
- AGSA report;
- Corporate Performance Scorecards;
- Municipal Manager and Directors' Personal Performance Scorecards;
- Municipality's Integrated Annual Report;
- Municipality's Annual Financial Statements;
- Municipality's Annual Oversight Report;
- Management Responsibility Letter;
- Combined Assurance Reporting;
- Internal Control Environment report; and
- Governance Committee Annual reports.

To ensure that Council and its officials take ownership and accountability for the good financial management of the municipality, the following corporate documents need be periodically updated to incorporate aspects of consequence management:

- Council – accountability and/or responsibility in respect of oversight role and/or decision making role regarding consequence management to ensure good corporate governance;
- IDP – refer to consequence management as a key initiative under the strategic pillar;
- Directorate and department business plans – commitment in respect, responsibility and/or accountability regarding consequence management to ensure good corporate governance; and
- Service Delivery Budget and Implementation Plan – inclusion of a consequence management key performance indicator.

Managing compliance encompasses making appropriate rules that are known, understood and followed and for which consequences of non-compliance are clear and commensurate with risk and context.

10 RECOVERY OF LOSSES

- 10.1 The Municipal Manager must investigate the potential and cost implications for recovering losses suffered by the Municipality due to fraud and/or corruption and, depending on the outcome of the investigation, institute legal action against the offending parties to recover losses.

11 SANCTIONS

- 11.1 The sanction imposed may include any or a combination of the following, with or without conditions:
- 11.1.1 Suspension without pay for no longer than 3 months;
 - 11.1.2 Demotion;
 - 11.1.3 Transfer to another post;
 - 11.1.4 Reduction in salary, allowances or other benefits
 - 11.1.5 An appropriate fine;
 - 11.1.6 Dismissal;
 - 11.1.7 Repayment of losses to the municipality, as quantified.

12 PROTECTION OF WHISTLE BLOWERS

- 12.1 A person who reports suspected corruption and/or fraud may remain anonymous should he/she so desire. It must however be kept in mind though that the investigation could reveal the source of the information.
- 12.2 The Municipality is committed to the highest standards of openness, ethical behaviour, integrity, and accountability. The Municipality aims to promote a culture in which employees feel able to raise genuine and valid concerns without fear of victimisation, discrimination, or disadvantage. Members of the public and service providers are also encouraged to raise concerns about our activities so that we can investigate and take appropriate action.
- 12.3 It is the responsibility of all employees including management of the municipality to report all incidents of fraud, corruption, theft, maladministration, or any other dishonest activities of a similar nature to immediate supervisors or designated ethics and fraud officers. If the

employee/s is not comfortable reporting such matters to his/her manager, he/she should report the matter to his/her manager's superior, with final recourse to the Municipal Manager. Employees may also report incidents by using the municipal hot-line reporting facility, if they wish to remain anonymous or for any other reason.

- 12.4 All Managers are responsible for the detection, prevention and investigation of fraud, corruption, theft, maladministration, or any dishonest activities of a similar nature, within their areas of responsibility.

13 CONFIDENTIALITY

- 13.1 To ensure that the identity of the whistleblower, whether it be a member of staff, or the community is protected, all information provided in connection with fraud and corruption allegations and suspicions will be treated as highly confidential.

14 REVIEW

- 14.1 This Anti-Corruption and Fraud Prevention Plan must be reviewed as and when required and be approved by Council.

15 CONCLUSION

- 15.1 The Municipality encourages its personnel, members of the public as well as all other stakeholders as set out in this Plan to freely report any suspicion of fraud, corruption and any other irregularities that has been attempted or committed without fear or favour.

12.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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12.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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12.1.1	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY ACTOM POWER TRANSFORMERS: JAN MARAIS S/S TRANSFORMER UPGRADES: EXTENSION OF TRANSFORMER STORAGE
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Collaborator No: 747955
IDP KPA Ref No: Good Governance
Meeting Date: 20 April 2023 & 26 April 2023

1. SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY ACTOM POWER TRANSFORMERS: JAN MARAIS S/S TRANSFORMER UPGRADES: EXTENSION OF TRANSFORMER STORAGE

2. PURPOSE OF REPORT

To provide information regarding the expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to write-off the expenditure in terms of the MFMA Section 32 (2). The expenditure with regards to the procurement of services for the extension of transformer storage from October 2022 to 11 April 2023 by means of a deviation dated 22 November 2022, which is regarded as irregular because it breached the procurement process.

3. DELEGATED AUTHORITY

Council to write off the expenditure as irregular expenditure due to the breach of the procurement process. The said breach did not impact in any significant way on the essential fairness, equity, transparency, competitiveness, or cost effectiveness, for the payment Actom Power Transformers.

4. EXECUTIVE SUMMARY

Electrical services department initiated a tender process to procure two 20MVA Transformers for the replacement and upgrade of the transformers at Jan Marais Substation, Jonkershoek area. This was needed to increased power demands and system improvements. This was done under Bid B/SM 101/20, known as Package A in this document and the tender was awarded to Actom Power Transformers in Johannesburg for design and construction and three months free storage. The Transformers were constructed and completed in November 2021 and stored after completion of Factory Acceptance testing.

Three months storage at no cost was included in the B/SM 101/20 Bid. This storage period expired at the end of March 2022. An initial extension was estimated for a further 6 months. A variation process was initiated by Mr. L De Lange Manager: Operations and Maintenance to extend storage for the initial 6 months with the manufacturer which came to an end in September 2022. This variation was approved by BAC.

A deviation, **ANNEXURE A** was prepared by Mr. L De Lange Manager: Operations and Maintenance dated 22 November 2022. This deviation served at a BAC on 13 December 2022. Also find attached the outcome of that BAC, minutes of the BAC is attached, **ANNEXURE B**. The deviation was not approved by the BAC, as the transformers was already at storage from October 2022 and the deviation only reached the BAC in December 2022. The BAC indicated that the expenditure must be reported to MPAC as there was no approval in place and this cost is deemed to be irregular expenditure.

Whilst the Department was finalizing the administrative process the service to continue without an official order number.

As result of this irregular expenditure the Department will introduce various corrective measures such as consequence management, training of staff and Standard Operating Procedures (SOPs).

As result of this irregular expenditure the Department will introduce various corrective measures such as consequence management, training of staff and Standard Operating Procedures (SOPs).

5. **RECOMMENDATION**

For consideration.

6. **DISCUSSION**

The Electrical Department required additional storage for the Two 20MVA Transformers manufactured for Jam Marais Substation by Actom Power Transformers.

Three months storage at no cost was included in the B/SM 101/20 Bid. This storage period expired at the end of March 2022. An initial extension was estimated for a further 6 months. A variation process was initiated by Mr. L De Lange Manager: Operations and Maintenance to extend storage for the initial 6 months with the manufacturer which came to an end in September 2022. This variation was approved by BAC.

A deviation was prepared by Mr. L De Lange Manager: Operations and Maintenance dated 22 November 2022. This deviation served at a BAC on 13 December 2022. Also find attached the outcome of that BAC, minutes of the BAC is attached, Annexure B. The deviation was not approved by the BAC, as the transformers was already at storage from October 2022 and the deviation only reached the BAC in December 2022

The BAC indicated that the expenditure must be reported to MPAC as there was no approval in place and these costs are deemed to be irregular expenditure.

a) **Continuation of Storage**

Due to the nature of the storage of power transformers which required that they must be filled with Hydrogen gas and be monitored by specialized professionals. The storage cannot be done onsite in Stellenbosch.

It is important to note that the transformer remain with manufacturer, all the warranties and guarantees will remain intact, and the municipality won't carry any risk as in the case when the municipality opt to store transformers themselves.

b) Appointment of Service Provider for Package B

Bid B/SM 111/21 known as Package B in this document. Bid B/SM 111/21 was for the appointment of a contractor to install the transformers at Jan Marias Substation, the consultant RHDHV (Pty) Ltd was responsible for this Bid. A contractor Leafy Space was appointed, however RHDHV's contract was terminated after appointing the contractor Leafy Space (Pty) Ltd due to poor performance. Please see Annexure C, Letter of termination for RHDHV (Pty) Ltd and Annexure D, Letter of Termination for Leafy Space (Pty) Ltd. Zutari (Pty) Ltd was appointed under Bid B/SM 13/21 ESH.3 to replace RHDHV as the consultant to complete the construction phase of the project. Zutari (Pty) Ltd assisted in the termination of Leafy Space (Pty) Ltd.

All the above has created a delay in the installation of the transformers and an extension of storage has to be arranged.

c) Process followed by user department

After the initial three months storage expired that formed part of the Bid B/SM 101/20. A variation process was initiated by Mr. L De Lange Manager: Operations and Maintenance to extend storage for the initial 6 months with the manufacturer which came to an end in September 2022. This variation was approved by BAC.

A deviation as prepared by Mr. L De Lange Manager: Operations and Maintenance dated 22 November 2022. This deviation served at a BAC on 13 December 2022. The deviation was not approved by the BAC.

Whilst the Department was finalizing the administrative process, the department allowed the service provider to continue to store the equipment without an official order number in order to retain the manufacturers warranties and guarantees. It must be noted that the storage cannot be done onsite in Stellenbosch, due to the nature of the storage process of power transformers which required that they must be filled with Hydrogen gas, remain under pressure and be monitored by specialized professionals. The intent was in good faith as it was not on purpose, and in the interest of continued service delivery.

While the process was admittedly flawed, it is agreed that there were no *male fide*, personal gain or loss for Council, and it is requested that consideration be given to certify the expenditure as irrecoverable and that it be written off.

As recommended in similar recent instances, the need is recognized for improvement and correct procedures in general, with the need for a training program for all level of managers undertaking financial transactions on behalf of Council to be trained or retrained. It is especially important for staff to be informed of correct procedures and the implications of latest financial circulars, changes to policy, etc. The administration is currently drafting the necessary SOP's in the corporate SOP project, which will also assist in removing the risk of a recurrence. The Department will also introduce consequence management to curb any irregular expenditure.

7. FINANCIAL IMPLICATIONS

Provision has been made from 20220630076571 (Jan Marais substation upgrade) in the 2022/23 budget for R602 850,00 (VAT excl.) for potential expenditure on B/SM 101/20, this quotation annexure E is attached. The minutes of BAC held on 13 December 2022 confirms this.

8. LEGAL IMPLICATIONS

The recommendations in this report comply with Council's policies and all applicable legislation.

Supply Chain Management Policy, 4.36.1a (i)
Supply Chain Management Policy, 4.36.b
Supply Chain Regulation 36(1)
MFMA Section 32(2)

9. RISK IMPLICATIONS

All intent was in good faith, the breach can be attributed to the initial planning processes and the lack of capacity with regard to ensuring required financial compliances are adhered to.

10. CONCLUSION

It is acknowledged that there was a breach of the procurement processes. If the process was followed correctly however, the outcome and cost would have been identical. Council incurred no loss during this process and there was no intentional disregard of Council's procurement processes. It is therefore requested that the expenditure be written off because the services were rendered.

11. COMMENTS FROM THE MUNICIPAL MANAGER

The storage of the two 20MVA transformers for the Jan Marais substation was unavoidable. The Municipality received the service and value for money. Diligent effort must be done by the Department to follow due process.

RECOMMENDATIONS FROM MPAC TO COUNCIL: 2023-04-20: ITEM 5.2

- (a) that Council takes note of the circumstances as provided in the report;
- (b) that Council certifies the irregular expenditure to the amount of R 693 277.50 (including VAT) as irrecoverable; and
- (c) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

FOR FURTHER DETAILS CONTACT:

NAME	<i>Preshane Chandaka</i>
POSITION	<i>Director: Infrastructure Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8213</i>
E-MAIL ADDRESS	<i><u>Shane.Chandaka@ Stellenbosch.gov.za</u></i>
REPORT DATE	<i>2023/04/11</i>

ANNEXURE A

DEVIATION: Jan Marais SS Transformer upgrades: Extension of Transformer Storage – draft 2



MEMORANDUM

INFRASTRUCTURE SERVICES
(ELECTRICAL)

CHECK BEFORE SUBMISSION		YES	NO
REGISTERED ON CEO DATABASE			
LETTER - SOLE SUPPLIER (if applicable)			
QUOTATIONS ATTACHED			
BUDGET (BAMPAS)			
CASHFLOW			
SIGNATURES			

To: **MUNICIPAL MANAGER**
 From: **L De Lange**
 Job Title: **Manager: Operations and Maintenance**
 Date Datum: **22 November 2022**
 Re Inseke: **DEVIATION: Jan Marais SS Transformer upgrades: Extension of Transformer Storage**

1. PURPOSE

To obtain approval in terms of Supply Chain Management Policy, to deviate from the official procurement process in terms of section 36 of the approved SCM Policy, for the moving and storage of two transformers as quoted by ACTOM in terms of supply Chain Management Policy 4.36.1(a).

REASON FOR DEVIATION: (Mark with x where applicable)	
1. Emergency.	
"Emergency dispensation" means emergency as referred to in paragraph 36(1)(a)(i) of this policy under which one or more of the following is in existence that warrants an emergency dispensation:	
a	The possibility of human injury or death;
b	The prevalence of human suffering or deprivation of rights;
c	The possibility of damage to property, or suffering and death of livestock and animals;
d	The interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole;
e	The possibility of serious damage occurring to the natural environment;
f	The possibility that failure to take necessary action may result in the municipality not being able to render an essential community service;
g	The possibility that the security of the state could be compromised; or
h	The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, to allow time for the formal procurement process. Emergency dispensation shall not be granted in respect of circumstances other than those contemplated above.
2.	Goods or services are produced or available from a single provider
3.	Acquisition of special works of art or historical objects where specifications are difficult to compile.
4.	Acquisition of animals for zoos and for nature and game reserves
5.	Exceptional case and it is impractical or impossible to follow the official procurement processes

DEVIATION: Jan Marais SS Transformer upgrades: Extension of Transformer Storage – draft 2

2. SUBSTANTIATE WHY SCM PROCESS COULD NOT BE FOLLOWED (TO BE REPORT TO COUNCIL)

- 2.1 Electrical services department initiated a tender process to procure two 20MVA Transformers for the replacement and upgrade of the transformers at Jan Marais Substation, Jonkershoek area. This was needed due to increased power demands and system improvements. This was done in under BSM101/20 and the tender was awarded to Actom Transformers in Johannesburg for design and construction. The Transformers were constructed and complete in November 2021 and stored after completion of Factory Acceptance testing.
- 2.2 On the above tender, BSM 101/20 a period of 3 months storage allocation was included in the tender. This storage period expired at the end of March 2022. This extension is estimated for a further 6 months. A variation process was initiated to extend storage of the further 6 months with the manufacturer which came to an end in September 2022.
- 2.3 Due to the nature of how power transformer is stored inter alias required that they must be filled with Hydrogen gas and be monitored by specialised professionals. This cannot be done onsite in Stellenbosch.
- 2.4 The package B tender, BSM 111/21 was also the responsibility of the original appointed consultant up to the appointment of the contractor stage. Unfortunately, due to the delay of the appointment of the new consultant to act as project manager for tender BSM 111/21, Extension of storage must be arranged for the transformers.
- 2.5 It is important to note that the transformer remain with manufacturer, all the warranties and guarantees will remain intact, and the municipality won't carry any risk as in the case when the municipality opt to store transformers themselves.
- 2.6 The package B tender, BSM 111/21 is since awarded and a contractor appointed. The contractor is expected to start during Oct 2022.

3. BACKGROUND

- 3.1 This procurement for transformers and relevant civil works and installation was done on a two-tender process.
- 3.2 Due to these 2 parallel processes, there was a delay in tender number 2 or Package B while tender A was completed on time. This necessitated an extension of storage with the manufacturer. As well as the appointment of the new consulting engineer for the second phase project.

DEVIATION: Jan Marais SS Transformer upgrades: Extension of Transformer Storage – draft 2

4 DISCUSSION

4.1 Appointed contractor for installation

4.2 At the process of site handover to the contractor it was discovered that the contractor is not able to execute this project, hence the process of terminating the contractor's appointment is under way, which results inevitable that the storage of transformers must be extended.

4.3 In view of the above it is necessary for the municipality to extend the storage for a further 12 months so that a new contractor can be appointed for the civil works, installation of transformers and the commissioning can be completed.

5 FINANCIAL IMPLICATIONS

The municipality was requested by ACTOM to move the transformers to a suitable storage site, next to their workshop. As the workshop space were needed for other manufacturing projects. A quotation in the amount of R602 850 (VAT excl.) was requested for the preparation and moving to a neighbouring storage facility. This quotation is attached for the extension of storage and storage facility. Please note from the quotation item no.3 needs to be for 12 months which will result in total cost of storage component of R234 000 (VAT excl.) Therefore, a total amount of R719 850 for 12 months storage is requested.

6 RECOMMENDATION

That the approval, from U-key 20220830076571 (Jan Marais substation upgrade) for the moving and storage of two transformers as quoted by ACTOM in terms of supply Chain Management Policy 4.36.1(a).


7 VALUE FOR MONEY (OTHER RATES/VALUES/...)

It is considered that based on the risks associated with safekeeping, storing and retention of all guarantees of the Transformers, storage be extended with the manufacturer.

RECOMMENDED THAT:

- 7.1** ACTOM Power Transformers be appointed for storing and safekeeping of 20x20MVA Transformers as per quotation of R 602 850(VAT excl.). That additional 6 months storage at the cost of R117 000 be approved as precautionary measurements.

DEVIATION: Jan Merals SS Transformer upgrades: Extension of Transformer Storage – draft 2



L. De Lange
Manager: Operations and Maintenance

Date: 22/11/2022



S Chandaka
Infrastructure Services

Date: 29/11/2022



DEVIATION: Jan Marais SS Transformer upgrades: Extension of Transformer Storage – draft 2

7. SUPPLY CHAIN MANAGEMENT COMMENTS:

.....

8. APPROVAL:

REQUEST SUPPORTED / NOT SUPPORTED BY THE STELLENBOSCH MUNICIPAL BID ADJUDICATION COMMITTEE		
Name	Signature	Date
Comments:		
.....		
CHAIRPERSON		DATE
RECOMMENDATION FROM BID ADJUDICATION COMMITTEE APPROVED BY THE ACCOUNTING OFFICER		
Comments:		
.....		
.....		
ACCOUNTING OFFICER		DATE



POWER TRANSFORMERS

Stellenbosch Municipality
Bellana, Heishoogte Road
Stellenbosch,
7800

Attention: Sandiso Ndika
Email: Sandiso.Ndika@stellenbosch.gov.za

Your Ref : B/SM 101/20 _ Storage of 2 x 20MVA transformers.
Our Ref : WO 303 555 01-02 _ Additional Storage Cost

Date: 21/11/2022

Quotation for: Storage of 2 x 20MVA 66/11kV Power Transformers at ABBOTT premises for a period of six (6) months.

Item	Description	Qty	Unit Price	TOTAL PRICE
1	Transport and offloading of Unit and require accessories to Storage area	2	R45 000	R90 000
2	Erection of the unit for temporary storage	2	R79 950	R159 900
3	Storage per Unit per month (October 2022 – March 2023)	2 trf x 6mth	R 9750 (per month per trf)	R117 000
4	De-Erection of the unit for temporary storage	2	R79 950	R159 900
5	Loading Transformer and associated accessories for site delivery	2	R38 025	R76 050
SUB TOTAL PRICE (incl VAT)				R602 850

* Total price is on the assumption that transformers will be stored for 6 months (October to March 2023, should this period be extended, Item 3 will increase per month per unit.

Terms and Conditions

The same agreed terms under bid / Contract BSM 101/20 applies.

A division of ACTOM (Pty) Ltd

Africa

Registration Number: 2006/001662/07

Chairman: MA Mthethwa

Group Chief Executive Officer: M Ndika

Divisional Chief Executive Officer: RS Jordaan

Directors:

Executive: M Ndika, SA van Wyngaardt, & Gheko

Non-Executive: SP Sepeng (M Feroze) - Alaranta, O Kde, N Mohamed

& Mthanywa, MM McDunn, (NLS Aigeneel) - Alaranta, Y'French

Formerly ALBTOM South

1

Murray Road
Wederfile Est 1
1428

P.O.Box 14578
Wederfile
1422

Tel: +27 (0)11 854-3418
Fax: +27 (0)11 857-4118
www.actom.co.za



POWER TRANSFORMERS

VALIDITY

This offer remains valid for acceptance for 16 days from 21/11/2022. The validity therefore expires on 06/12/2022.

Prepared

TP Masilana

Tinyiko Masilana
Project Planner

Approved By

A handwritten signature in black ink, appearing to read "W. Muller".

Wima Muller
Sales Manager

ANNEXURE B

6. DEVIATIONS

6.1 DEVIATION: JAN MARAIS SS TRANSFORMER UPGRADES: EXTENSION OF TRANSFORMER STORAGE

RECOMMENDATION TO THE SAC:

- 7.1 ACTOM Power Transformers be appointed for storing and safekeeping of 20x20MVA Transformers as per quotation of R 602 650(VAT excl.). That additional 6 months storage at the cost of R117 000 be approved as precautionary measurements.**

DISCUSSION:

Mr Lourens de Lange informs the committee to obtain approval in terms of Supply Chain Management Policy, to deviate from the official procurement process in terms of section 36 of the approved SCM Policy, for the moving and storage of two transformers as quoted by ACTOM in terms of supply Chain Management Policy 4.36.1(a).

Substantiate Why SCM Process could not be followed (to be report to Council)

- 1.1 Electrical services department initiated a tender process to procure two 20MVA Transformers for the replacement and upgrade of the transformers at Jan Marais Substation, Jonkershoek area. This was needed due to increased power demands and system improvements. This was done in under BSM101/20 and the tender was awarded to Actom Transformers in Johannesburg for design and construction. The Transformers were constructed and complete in November 2021 and stored after completion of Factory Acceptance testing.**
- 1.2 On the above tender, BSM 101/20 a period of 3 months storage allocation was included in the tender. This storage period expired at the end of March 2022. This extension is estimated for a further 6 months. A variation process was initiated to extend storage of the further 6 months with the manufacturer which came to an end in September 2022.**
- 1.3 Due to the nature of how power transformer is stored inter alia required that they must be filled with Hydrogen gas and be monitored by specialised professionals. This cannot be done onsite in Stellenbosch.**
- 1.4 The package B tender, BSM 111/21 was also the responsibility of the original appointed consultant up to the appointment of the contractor stage. Unfortunately, due to the delay of the appointment of the new consultant to act as project manager for tender BSM 111/21, Extension of storage must be arranged for the transformers.**
- 1.5 It is important to note that the transformer remain with manufacturer, all the warranties and guarantees will remain intact, and the municipality won't carry any risk as in the case when the municipality opt to store transformers themselves.**
- 1.6 The package B tender, BSM 111/21 is since awarded and a contractor appointed. The contractor is expected to start during Oct 2022.**
- 1.7 This procurement for transformers and relevant civil works and installation was done on a two-tender process.**
- 1.8 Due to these 2 parallel processes, there was a delay in tender number 2 or Package B while tender A was completed on time. This necessitated an extension of storage with the manufacturer. As well as the appointment of the new consulting engineer for the second phase project.**

Discussion

- 4.1 Appointed contractor for installation
- 4.2 At the process of site handover to the contractor it was discovered that the contractor is not able to execute this project, hence the process of terminating the contractor's appointment is under way, which results inevitable that the storage of transformers must be extended.
- 4.3 In view of the above it is necessary for the municipality to extend the storage for a further 12 months so that a new contractor can be appointed for the civil works, installation of transformers and the commissioning can be completed.

Financial Implications

The municipality was requested by ACTOM to move the transformers to a suitable storage site, next to their workshop. As the workshop space were needed for other manufacturing projects. A quotation in the amount of R802 850 (VAT excl.) was requested for the preparation and moving to a neighbouring storage facility. This quotation is attached for the extension of storage and storage facility. Please note from the quotation item no.3 needs to be for 12 months which will result in total cost of storage component of R234 000 (VAT excl.) Therefore, a total amount of R719 850 for 12 months storage is requested

Recommendation

That the approval, from U-key 20220830078571 (Jan Marais substation upgrade) for the moving and storage of two transformers as quoted by ACTOM in terms of supply Chain Management Policy 4.36.1(a).

Value For Money (Other Rates values/...)

It is considered that based on the risks associated with safekeeping, storing and retention of all guarantees of the Transformers, storage be extended with the manufacturer.

Recommended that:

- 4.4 ACTOM Power Transformers be appointed for storing and safekeeping of 20x20MVA Transformers as per quotation of R 802 850(VAT excl.). That additional 6 months storage at the cost of R117 000 be approved as precautionary measurements.

After further discussion

The Chairperson informs the committee there are few concerns on this deviation and there was an approved deviation for the storage up until end of September 2022, and to his understand and information is that the contractor still provided storage for the transformers from October 2022 until today and only received the deviation in December 2022. The amounts for October, November and December 2022 will needs to be irregular expenditure as there was no approval in place. The deviation should only be from January until March 2023 and the deviation must therefore be updated accordingly. The expenditure for the last three months must be reported to Mpac. He can also discuss this with the SCM team and submit to the BAC. Mr Jacobs says they can take it up with the department the reviews and have the item back at the next BAC.

The Chairperson indicates there will be another BAC schedule.

RESOLVED

That the item is referred to the user department to consider the comments from the BAC.

ANNEXURE C



AMBOESBERG

1 12 2

27 August 2020

**Royal Haskoning DHV (RHDHV)
169 Uys Krige Drive
Ground Floor RHDHV
Tygerberg Office Park
Platteklief
Cape Town
7500**

Attention: Barry Reid

BSM 39/18 SUBSTATION PROJECTS: CHANGE OF RHDHV PROJECT MANAGER AND PROJECT DE-SCOPING.

Dear Sir

This correspondence bears reference to a letter received from Royal Haskoning DHV (RHDHV) on 5 August 2020 notifying the Stellenbosch Municipality of the revised proposal pertaining to the initial RHDHV's proposed Project Manager change dated 16 July 2020.

Stellenbosch Municipality has evaluated your proposal and considered the current Project Status as detailed below.

At this stage the final cost for Blen Donne is just estimated values as it is still in design stage. La Terra is de-scoped from RHDHV's appointment. Jan Marias package A is at tender stage. The tender closed at 24 August 2020. Package B Specifications for Jan Marias is finalized. All inputs required from the user department has been submitted.

The re-shuffling and proposed changes to the resources has introduced uncertainties and attracted additional delays to an already challenged project program that has already increased on average by 20%. This drifting of the end date has pushed the end date of Blen Donne beyond the bid contract period.

Conclusion

The latest submitted version of the project program as it stands currently is beyond the contract period for certain aspects of this appointment. The introduction of a new Project Leaders that are not familiar with the way local stakeholders like Eskom Distribution functions in the Western Cape attracts additional risk to these already time constrained elements of this appointment which is not acceptable to Stellenbosch Municipality.

The culmination of events late last year pertaining to performance coupled to the latest changes to the leadership of the project resource structure changes and reducing as well as the construction program end date floating beyond the contract period has led the municipalities dissatisfaction and the de-scoping of the remaining appointments.

Blen Donne 66/11kV substation

Therefore, this appointment will be terminated and be de-scoped from Royal Haskoning DHV's appointment with immediate effect and all deliverables including drawings reports will be submitted to Stellenbosch Municipality in soft copy format.



2020

SCM

Jan Marais substation

Package A: TENDER B/SM 101/20: DESIGN, MANUFACTURE, TESTING, SUPPLY, DELIVERY & OFFLOADING OF TWO 20 MVA 66/11 KV TRANSFORMERS FOR JAN MARAIS SUBSTATION

This part of the project is currently out on Tender. The tender has closed on the 24 August 2020 Royal Haskoning DHV in conjunction with the user department must complete the tender evaluation in terms of functionality. This report will then be submitted to SCM for final evaluation in terms of preference. Once this has been finalised and recommendations are made the successful bidder is then appointed. This will conclude the procurement in terms of tendering. When the tender process is completed at the stage when an appointment letter is issued to the successful bidder by the municipality this part of the project will then be de-scoped from Royal Haskoning DHV's appointment. Royal Haskoning DHV's will remain available for queries during the 21-day appeal period.

Package B

This part of the project is currently at the detailed design stage. All inputs for the finalization required to complete this stage has been submitted to Royal Haskoning DHV by the responsible Manager. Royal Haskoning DHV in conjunction with the electrical department and SCM will complete the entire tender stage up until the letter of appointment is issued to the successful bidder. When the tender process is completed at the stage when an appointment letter is issued to the successful bidder by the municipality this part of the project will then be de-scoped from Royal Haskoning DHV's appointment. Royal Haskoning DHV's will remain available for queries during the 21-day appeal period.

All final accounts will be reconciled against deliverables prior to final approval and payment.

Yours sincerely,


DEON LOUW
DIRECTOR: INFRASTRUCTURE SERVICES

28/8/2020
 DATE

ANNEXURE D



STELLENBOSCH LOCAL MUNICIPALITY
 NUUSKOPPELSTRAAT, 7131 MACAPATA • 7131 MACAPATA

Our Ref: Contract No B/SM111/21
 Your Ref: Contract No B/SM111/21

Date: 24 November 2022

Leafy Space (Pty) Ltd
 Unit 7
 Airport Business Park
 Airport City
 CAPE TOWN
 7490

Attention: Mr Rodney Mbenyane

CONTRACT B/SM111/21: JAN MARAIS SUBSTATION UPGRADE (CIVIL ELECTRICAL AND STRUCTURAL WORKS)

The above-mentioned contract between Leafy Space (PTY) LTD and Stellenbosch Local Municipality (SBM) refers.

The following documents are attached to this letter for ease of reference:

- | | |
|---------|--|
| Annex A | Letter from SBM supply chain management dated 28 February 2022 for the acceptance of your tender. |
| Annex B | M&D 7.2 Contract Form - Rendering of Services dated 31 March 2022 |
| Annex C | SBM Purchas Order no. 900001989 in favour of Leafy Space |
| Annex D | Minutes of Kick-off Meeting dated 25 May 2022-- [Acceptance during site hand-over meeting dated 19 Oct 2022] |
| Annex E | Minutes of Site Hand-over meeting dated 19 Oct 2022 |
| Annex F | Email from Zafari to Leafy Space dated 26 Oct 2022 - Breach of contract notification |
| Annex G | Schedule of documentation needed before Site Hand Over can occur. |

Leafy Space was notified during the site hand over meeting dated 19th Oct 2022 that a last chance will be given to them to submit the outstanding documentation (see Annex G). Leafy Space agrees to the last chance and has self-set the deadline time and date of 16:00, Monday 24th Oct 2022. Leafy Space missed the opportunity to the deliver the documentation. SBM agent has notify Leafy Space per email 26th Oct 2022 (see Annex F) that they have breach the contract conditions.

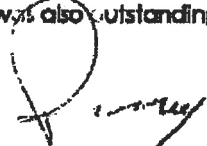


Stellenbosch Municipality
 111 000 0000 (111) • 022 799 9999 • 021 011 1200 (111)

Stellenbosch Municipality has decided to cancel Contract 8/SM111/21 with Leafy Space in terms of the General Conditions of Contract clause 9.2.1.3.2 due to outstanding or unacceptable documentation as detailed in the Contract Data clause 5.3.1 of the Contract. (see Annex G)

The background information and detail reasons for cancel the contract are as follows:

- i. Leafy Space has missed several opportunities including the deadline date to deliver all the outstanding documentation as listed in Annex G to enable SBM to hand over the site. The opportunities are:
 - 14 April 2022, 14 days (clause 5.3.2) after contract was signed to deliver the documents as listed in clause 5.3.1 (see also Annex G)
 - Minutes of kick-off meeting dated 25th May 2022 and follow-up emails from SBM request the documentation as listed in Annex G
 - Site hand-over meeting dated 19th Oct 2022. [Zutari email dated 7th Oct 2022: Meeting agenda / Invite and requesting that the outstanding documentation be presented at the site handover meeting to ensure site handover can take place]
 - Deadline date of 16:00 on Monday 24th Oct 2022 as set by Leafy Space themselves during the site hand over meeting.
- ii. The contract between SBM and Leafy Space stretch over a contract period of 9 months, starting 31st March 2022 with estimated contract ending date the 9th of December 2022. To date Leafy Space did not request for extension of time and has submit a program with estimate end date April 2023.
- iii. Leafy Space fail to proof their competency and know how to execute the project safely and to the technical requirements as stated in the Contract. A project specific (i) risk assessment with mitigation actions, (ii) method statements, and (iii) Quality Assurance plan matched to a construction program with holding points is critical to be in place before a project of this nature to upgrade and refurbish a live outdoor substation can start. The proof of competency of the personnel to execute the project was also outstanding


 SHANE CHANDAKA
 DIRECTOR: INFRASTRUCTURE SERVICE
 DATE: 25/04/2022

ANNEXURE E



POWER TRANSFORMERS

Stellenbosch Municipality
Beitana, Hetshoogte Road
Stellenbosch,
7600

Attention: Sandiso Ndika
Email: Sandiso.Ndika@stellenbosch.gov.za

Your Ref : B/SM 101/20 _ Storage of 2 x 20MVA transformers.
Our Ref : WO 303 555 01-02 _ Additional Storage Cost

Date: 21/11/2022

Quotation for: Storage of 2 x 20MVA 66/11kV Power Transformers at ABBOTT premises for a period of six (6) months.

Item	Description	Qty	Unit Price	TOTAL PRICE
1	Transport and offloading of Unit and require accessories to Storage area	2	R45 000	R90 000
2	Erection of the unit for temporary storage	2	R79 950	R159 900
3	Storage per Unit per month (October 2022 – March 2023)	2 trf x 6mth	R 9750 (per month per trf)	R117 000
4	De-Erection of the unit for temporary storage	2	R79 950	R159 900
5	Loading Transformer and associated accessories for site delivery	2	R38 025	R76 050
SUB TOTAL PRICE (excl VAT)				R602 850

* Total price is on the assumption that transformers will be stored for 6 months (October to March 2023, should this period be extended, item 3 will increase per month per unit.

Terms and Conditions

The same agreed terms under bid / Contract BSM 101/20 applies.

A division of ACTOM (Pty) Ltd

Africa

Registration Number: 2008/001863/07

Chairman: MA Mphahlele

Group Chief Executive Officer: M Ndikoo

Divisional Chief Executive Officer: NS Jordaan

Directors:

Executive: M Ndikoo, EA van Wyngaardt, B Chaula

Non-Executive: GP Bepeng (M Parusel - Alternate), C Kuba, R Mohamed

S Mhanywa, MM McCollum, (WLE Augonnet* - Alternate), *Franch

Formerly ALSTOM South

Murray Reed

Wadeville Ext 1

1428

P.O.Box 14576

Wadeville

1422

Tel: +27 (0)11 834-2810

Fax: +27 (0)11 837-6116

www.actomee.co.za



POWER TRANSFORMERS

VALIDITY

This offer remains valid for acceptance for 15 days from 21/11/2022. The validity therefore expires on 06/12/2022.

Prepared

TPmasilana

**Tinyko Masilana
Project Planner**

Approved By

A handwritten signature in black ink, appearing to read "W. Muller".

**Wilma Muller
Sales Manager**

13.	REPORTS BY THE MUNICIPAL MANAGER
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13.1	FILLING OF VACANCY ON MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) AND OVERSIGHT COMMITTEE
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

26 April 2023

1. SUBJECT: FILLING OF VACANCY ON MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) AND OVERSIGHT COMMITTEE

2. PURPOSE OF REPORT

To inform Council of a vacancy on the Municipal Public Accounts Committee (MPAC) and Oversight Committee and to request that the vacancy be filled.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

On 10 December 2021, a Municipal Public Accounts Committee (MPAC) in accordance with Section 79 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), and as per the "Guideline for Establishment of Municipal Public Accounts Committees" issued by the Department of Cooperative Governance (CoGTA) and National Treasury was established.

Council resolved to appoint 7 councillors to the Municipal Public Accounts Committee (MPAC): 4 DA (Cllr Crombie, Cllr Ferns, Cllr Kalipa and Cllr Olayi), 1 ANC (Cllr Mananga-Gugushe), 1 PDM (Cllr Pietersen, who was also appointed as Chairperson) and 1 ACDP (Cllr Jooste). Council also resolved to determine their secondi to serve on the Municipal Public Accounts Committee (MPAC). 4 DA, 1 ANC, 1 PDM and 1 ACPD.

A vacancy has occurred due to the untimely passing of Councillor Ansaaf Crombie on 7 March 2023, who served as a member of the Municipal Public Accounts Committee. This vacancy must now be filled by Council. In terms of the 10 December 2021 resolution the DA should nominate the person that should fill the vacancy.

5. RECOMMENDATION

For consideration.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of Section 79 of the Structures Act, a municipal council may establish one or more Committees necessary for the effective and efficient performance of any of its functions or the exercise of any of its powers and appoint the members of such Committee(s) from among its members.

The Municipal Public Accounts Committee also acts as an oversight committee to exercise oversight over the executive obligations of council.

6.2 Discussion

On 10 December 2021, a Municipal Public Accounts Committee (MPAC) was established by Council in accordance with Section 79 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), and as per the "Guideline for Establishment of Municipal Public Accounts Committees" issued by the Department of Cooperative Governance (CoGTA) and National Treasury was established.

Council resolved to appoint 7 councillors to the Municipal Public Accounts Committee (MPAC): 4 DA (Cllr Crombie, Cllr Ferns, Cllr Kalipa and Cllr Olayi), 1 ANC (Cllr Mananga-Gugushe), 1 PDM (Cllr Pietersen, who was also appointed as Chairperson) and 1 ACDP (Cllr Jooste). Council also resolved to determine their secondi to serve on the Municipal Public Accounts Committee (MPAC). 4 DA, 1 ANC, 1 PDM and 1 ACPD.

Councillor Ansaaf Crombie who served on the Municipal Public Accounts Committee passed away on 7 March 2023 and it is for this reason that a vacancy occurred.

6.3 Financial Implications

Councillors are not remunerated additionally for attending the Municipal Public Accounts Committee (MPAC).

Councillors will only be allowed to claim for out-of-pocket expenses not already covered in their all-inclusive remuneration package.

6.4 Legal Implications

The recommendation in this report complies with Council's policies and all applicable legislation.

6.5 Staff Implications

The administration assists when needed with the administrative tasks around a sitting of the committee.

6.6 Previous / Relevant Council Resolutions

SPECIAL COUNCIL MEETING: 2021-12-10: ITEM 8.1

Nominations were called for the Chairperson of the MPAC. The ANC nominated Cllr N Mananga-Gugushe (Ms) and the DA nominated Cllr WF Pietersen. (duly nominated forms attached). The Speaker RULED that voting be done by the raising of hands, resulting in 8 in favour of Cllr N Mananga-Gugushe (Ms) and 28 voting in favour of Cllr WF Pietersen.

RESOLVED (nem con)

- (a) that Council establishes a Municipal Public Accounts Committee (MPAC) in accordance with Section 79 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), and as per the "Guideline for Establishment of Municipal Public Accounts Committees" issued by the Department of Cooperative Governance (CoGTA) and National Treasury;

- (b) that the function of an oversight committee in relation to the Annual Report be incorporated into the roles and responsibilities of MPAC;
- (c) that Council determines the amount of Councillors and their secundi to serve on the Municipal Public Accounts Committee (MPAC), based on the following principles:
- (i) that the composition of the Municipal Public Accounts Committee (MPAC) be a total of 7 members of which the DA has 4 members, and the Opposition has 2 members, namely:
- DA:
Cllr Crombie (Ms)
Cllr Ferns (Ms)
Cllr Kalipa
Cllr N Olayi
- ANC:
Cllr N Mananga-Gugushe (Ms)
- PDM:
Cllr WF Pietersen
- ACDP:
Cllr O Jooste
- (ii) MPAC must be represented by a wide range of experience and expertise available in Council and should reflect the various political parties represented in Council;
- (iii) The Executive Mayor, Deputy Executive Mayor, Speaker, Whip or a member of the Mayoral Committee be excluded from membership of MPAC;
- (d) that Council elects Councillor WF Pietersen as Chairperson for the Municipal Public Accounts Committee (MPAC); and
- (e) that the Chairperson of this Committee be designated as a full-time Councillor.

6.7 Risk Implications

Risks are addressed in the content of the item.

6.8 Comments from Senior Management

The item was not circulated for comment.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	<i>021 808-8025</i>
E-MAIL ADDRESS	<i>municipal.manager@stellenbosch.gov.za</i>
REPORT DATE	<i>12 April 2023</i>

13.1.2	ACTING ARRANGEMENTS FOR THE MUNICIPAL MANAGER AND SECTION 56 MANAGERS WHEN THE MUNICIPAL MANAGER AND SECTION 56 MANAGERS ARE NOT AVAILABLE
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

26 April 2023

1. ACTING ARRANGEMENTS FOR THE MUNICIPAL MANAGER AND SECTION 56 MANAGERS WHEN THE MUNICIPAL MANAGER AND SECTION 56 MANAGERS ARE NOT AVAILABLE

2. PURPOSE OF REPORT

To amend the approval of the Directors who will act as Municipal Manager when the Municipal Manager is not available.

To amend the approval of the acting Section 56 Managers who will act as section 56 managers (Directors) when the section 56 managers are not available.

The arrangements must from time-to-time be reviewed given that changes take place in the staff structure and the incumbents. This is a review of the approved arrangements from 1 April 2023 given that a new Senior Manager has been appointed in Financial Services.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Council approved the Directors to act as Municipal Manager when the Municipal Manager is not available on 24 August 2022. Council also approved the acting arrangements for section 56 Managers when they are not available on the same date. It is good practise to review these arrangements on a regular basis as circumstances change.

Section 54 (A) of the Systems, which has been subsequently declared unconstitutional, and Section 80 of the Structures act provide for the appointment of a Municipal Manager and acting Municipal Managers. Section 54A of the Municipal Systems Act provides that the Municipal Council must appoint an acting Municipal Manager under circumstances and for a period as prescribed. Section 54A(1)(b) provides that such an acting person must at least have the skills, expertise, competencies, and qualifications as prescribed.

It can be anticipated that there will be occasions when the Municipal Manager will be away from office or not available due to a variety of reasons. The payment of an acting allowance is dealt with in the Acting Policy approved by Council on 28 November 2018.

Council must appoint acting section 56 managers when the appointed Section 56 managers are not available. It is not practical to call a council meeting every time a person must act when a director is on leave, on sick leave or out of office. Council therefore appoints acting managers on a roster to fulfil the obligation as Section 56.

There have been several changes to these rosters approved in August 2022 and the acting arrangements are therefore indicated below.

5. RECOMMENDATIONS

- (a) that the acting arrangements approved on 24 August 2022 be amended as follows:

The following Directors be appointed to act as Municipal Manager if the Municipal Manager is not available:

November – December	:	Financial Services (CFO)
January - February	:	Corporate Services
March - April	:	Infrastructure Services
May -June	:	Planning and Economic Development
July - August	:	Community and Protection Services
September	:	Financial Services (CFO)
October	:	Corporate Services

- (b) that the Director next on the rotation schedule acts when the relevant Director is not available as per the schedule.
- (c) that an acting allowance be paid in terms of the approved acting Policy if the Director acted for 10 consecutive days or longer; and
- (d) that the following Managers act as Acting Section 56 Managers for the periods indicated in the different Directorates respectively.

SECTION 56 POST	PERSON ACTING	POST OF ACTING INCUMBENT	ACTING PERIOD APPROVED
DIRECTOR: CORPORATE SERVICES: ANNALENE DE BEER			
	Alexander Kannemeyer	Senior Manager: Human Resources	January; May; July; September;
	Mervin Williams	Senior Manager: Legal Services	February March June December
	Regan Mooideen	Senior Manager: ICT	April August October November
DIRECTOR: INFRASTRUCTURE SERVICES: SHANE CHANDAKA			
	Myra Francis	Senior Manager: Development Services, Assets Management and Systems and Project Management Unit	December; January; June; July
	Nombulelo Zwane	Senior Manager: Electrical Services	February; March; August; September
	Johan Fullard	Senior Manager: Transport, Roads & Stormwater	April; May; October; November

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT: ANTHONY BARNES			
	Johru Robyn	Manager: Informal Settlements	December January; February; October
	Craig Alexander	Senior Manager: Development Planning	March; April; May November
	Stiaan Carstens	Senior Manager: Development Management	June July August September
DIRECTOR: FINANCIAL SERVICES (CFO): KEVIN CAROLUS			
	Monique Steyl	Senior Manager: Financial Management Services	January; February; July; October.
	Dalleel Jacobs	Senior Manager: Supply Chain Management	March; June; August; September.
	Henry Mitchell	Senior Manager: Revenue and Expenditure	April; May; November; December.
DIRECTOR: PROTECTION AND COMMUNITY SERVICES: GARY BOSHOFF			
	Albert van der Merwe	Senior Manager:	January; March; April; July; September; November
	Charl Kitching	Senior Manager:	February; May; June; August; October; December

- (e) that the acting allowance be paid to acting section 56 manager is line with the acting policy approved by Council.

7 DISCUSSION / CONTENTS

6.1 Background

Council approved the Directors to act as Municipal Manager when the Municipal Manager is not available on 24 August 2022. Council also approved the acting arrangements for section 56 Managers when they are not available on the same date. It is good practise to review these arrangements on a regular basis as circumstances change.

6.2 Discussion

It can be anticipated that there will be occasions when the Municipal Manager will be away from office or not available due to a variety of reasons. The roster approved in August 2022 is still relevant and does not need any changes. The payment of an acting allowance is dealt with in the Acting Policy approved by Council on 28 November 2018.

Section 54 (A) of the Systems, which has been subsequently declared unconstitutional, and Section 80 of the Structures act provide for the appointment of a Municipal Manager and acting Municipal Managers. Section 54 of the Municipal Systems Act provides that the Municipal Council must appoint an acting Municipal Manager under circumstances and for a period as prescribed. Section 54 (1) (b) provides that such an acting person must at least have the skills, expertise, competencies, and qualifications as prescribed.

Council must appoint acting section 56 managers when the appointed managers are not available. It is not practical to call a council meeting every time a person must act when a director is on leave, on sick leave or out of office. Council therefore appoints acting section 56 managers also on a roster.

There have been several changes to these rosters approved in August 2022.

6.3 Financial Implications

As per the approved acting policy.

6.4 Legal Implications

The recommendations are in line with Council policies and applicable legislation.

6.5 Staff Implications

Directors and Managers take on the additional workload and responsibilities of the Municipal Manager and Section 56 Managers when acting.

6.6 Previous / Relevant Council Resolutions

30 July 2018
30 January 2019
25 March 2020
24 August 2022

6.7 Risk Implications

The risks are addressed by approving the roster of acting arrangements.

6.8 Comments from Senior Management

The comments from the Section 56 Managers are included in the item.

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	<i>021 808-8025</i>
E-MAIL ADDRESS	<i>municipal.manager@stellenbosch.gov.za</i>
REPORT DATE	<i>20 April 2023</i>

14.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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14.1	MOTION BY COUNCILLOR C NOBLE OF THE GOOD PARTY: MUNICIPAL MANAGER TO SUBMIT A REPORT ON THE PUBLIC PROTECTOR'S REPORT
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A Notice of a Motion, dated 2023-04-04, was received from Councillor C Noble: The Municipal Manager to submit a report on the Public Protector's Report.

Ruling by the Speaker to follow.

15.	CONSIDERATION OF URGENT MOTIONS
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16.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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17.	REPORTS SUBMITTED BY THE SPEAKER
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NONE

18.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

19.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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SEE PINK DOCUMENTATION

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR Q SMIT AND HE AGREES WITH THE CONTENT.