



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref. no.3/4/1/5

2018-07-20

NOTICE OF THE 18TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2018-07-25 AT 10:00

TO The Speaker, Cllr DD Joubert [Chairperson]
The Executive Mayor, Ald G Van Deventer (Ms)
The Deputy Executive Mayor, Cllr N Jindela

COUNCILLORS	F Adams	MC Johnson
	FJ Badenhorst	NS Louw
	GN Bakubaku-Vos (Ms)	N Mananga-Gugushe (Ms)
	FT Bangani-Menziwa (Ms)	C Manuel
	PW Biscombe	NE Mcombring (Ms)
	G Cele (Ms)	XL Mdemka (Ms)
	PR Crawley (Ms)	RS Nalumango (Ms)
	A Crombie (Ms)	N Olayi
	JN De Villiers	MD Oliphant
	MB De Wet	SA Peters
	R Du Toit (Ms)	WC Petersen (Ms)
	A Florence	MM Pietersen
	AR Frazenburg	WF Pietersen
	E Fredericks (Ms)	SR Schäfer
	E Groenewald (Ms)	Ald JP Serdyn (Ms)
	JG Hamilton	N Sinkinya (Ms)
	AJ Hanekom	P Sitshoti (Ms)
	DA Hendrickse	Q Smit
	JK Hendriks	LL Stander
	LK Horsband (Ms)	E Vermeulen (Ms)

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 **18TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 2018-07-25** at **10:00** to consider the items on the Agenda.

SPEAKER
DD JOUBERT

Vol 2

7.5	HUMAN SETTLEMENTS: (PC: CLLR PW BISCOUBE)
7.5.1	PROPOSED CESSION OF LEASE AGREEMENT IN RELATION TO LEASE FARM 527A DR G.J.C NORVAL TO STELLENSIG (PTY) LTD

Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: PROPOSED CESSION OF LEASE AGREEMENT IN RELATION TO LEASE FARM 527A DR G.J.C NORVAL TO STELLENSIG (PTY) LTD

2. PURPOSE

To obtain Council's approval for the ceding of the Lease Agreement in relation to Lease Farm 527A to Stellensig (Pty) Ltd.

3. DELEGATED AUTHORITY

In terms of item 537 of the approved System of Delegations (2015-06-24) the Executive Mayor has the delegated authority "*To consider applications of the cession, assignment or sub-lease of leases for a period in excess of 10 years*"*

*The remaining period of the lease is 25 years.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality concluded a lease agreement with Dr. GJC Norval in January 1998. An application was received from the Lessee to assign the lease to a 3rd party.

In terms of clause 13 of the Lease Agreement, the Lessee is not allowed to cede, assign or sub-lease any of the land without the prior, written approval of the Lessor (Stellenbosch Municipality).

5. RECOMMENDATION

that consideration be given to whether the current Lessee be allowed to cede or sub-let the property right.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Current agreement

On 14 January 1998 Stellenbosch Municipality and Dr. G.J.C Norval concluded a Lease Agreement in relation to Lease Farm 527A, which agreement will lapse on 31 March 2041. A copy of the agreement is attached as **ANNEXURE A**.

6.1.2 Application for cession of Lease Agreement

On 11 August 2016 an application for the cession of the Lease Agreement to Stellensig (Pty) Ltd was received from the Lessee, Dr. G.J.C Norval, a copy of which is attached as **ANNEXURE B**.

6.2. Location and context:

Lease Farm 527A is situated off the R44, as indicated in Fig 1 and 2, below.



Fig 1: Locality: Location and context



Fig 2: Lease Farm 527A

6.3 Motivation for proposed cession

According to the Lessee, the owner of the adjacent property, Farm 528/3, approached him and indicated that they would be interested in using the 2ha lease land as part of his current smallholding, so that he can develop agriculture on a larger portion of land, thereby making it more commercially viable.

It is also highlighted that the Lease land is effectively land-locked with the adjacent property, as no formal access would be allowed from the R44. For this reason(s), the Lessee requested the ceding of the Lease to Stellensig (Pty) Ltd; alternatively, that he be allowed to sub-lease the property to Stellensig (Pty) Ltd.

6.4 Financial Implications

None

6.5 Legal Implications

None

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None

6.8 Risk Implications

None

6.9 Comments from Senior Management**6.9.1 Director: Planning and Economic Development**

The cession of the lease from Dr. Norval to Stellensig is supported in order to allow for the best possible use of scarce agricultural land for economic purposes.

6.9.2 Chief Financial Officer

No comments received.

6.9.3 Senior Legal Advisor

Delegation 537 makes provision for the Executive Mayor to consider applications for cession, assignment or sub-letting of leases exceeding 10 years in consultation with MAYCO. In light of the aforesaid, the necessary consultation with MAYCO should first take place, before the Executive Mayor decides on the matter. The rest of the item and recommendations are supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 5.5.2

That the cession or sub-letting of the property right in relation to lease farm 527A DR G.J.C Norval, not be allowed.

ANNEXURES:

Annexure A: Application for the cession

Annexure B: Copy of Lease Agreement

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Human Settlement & Property Management
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2018-07-12

APPENDIX 1

MEMORANDUM VAN HUUROOREENKOMS

Aangegaan deur en tussen

DIE MUNISIPALITEIT STELLENBOSCH hierin verteenwoordig deur **JACOBUS PETRUS RETIEF** in hoedanigheid as **UITVOERENDE HOOF/STADSKLERK** van gemelde Munisipaliteit;

(hierin verder verwys as die "VERHUURDER")

en

DR GJC NORVAL

hierin verteenwoordig deur

as synde die gevolgmagtigde verteenwoordiger ingevolge 'n besluit van die

gedateer

waarvan 'n afskrif as Bylae A aangeheg is

(hierna die "HUURDER" genoem).

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NADEMAAL die **VERHUURDER** die eienaar is van die eiendom bekend as

PLAAS 527A GROOT HEKTAAR 2,0

soos aangedui op die aangehegte kaart

(hierin verder na verwys as "die **EIENDOM**")

EN NADEMAAL die **VERHUURDER** begerig is om die **EIENDOM** aan die **HURDER** te verhuur en om 'n gedeelte van die verhuurde eiendom te laat inlyns ooreenkomstig die bepalings van die Besproeiingsraad ("die **BESPROEIINGSRAAD**") vir daardie distrik geproklameer by die Theewaterkloof Staatswaterskema ("die **SKEMA**") kragtens die bepalings van die Waterwet, Nr 54 van 1956 ("die **WET**")

EN NADEMAAL die **HURDER** begerig is om die **EIENDOM** te huur en om die waterregte wat as volg van sodanige inlysting ten opsigte van die verhuurde **EIENDOM** verkry word, op die verhuurde **EIENDOM** aan te wend

EN NADEMAAL die verhuring van die **EIENDOM** aan die **HURDER** sowel as die inlystingsvoorwaardes op 'n vergadering van die Stadsraad gehou op 11 Augustus 1997, Item D2.2 goedgekeur is.

NOU DERHALWE KOM DIE PARTYE ONDERLING SOOS VOLG OOREEN

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1 TERMYN VAN VERHURING

Die **VERHUURDER** verhuur hiermee aan die **HURDER** die **EIENDOM** wat deur die **HURDER** in huur aangeneem word vir 'n tydperk wat begin op die 1ste Desember 1997 en afsluit op die 31ste Maart 2041 dog is steeds onderworpe aan die bepalings van subklousules 4.4 (laat betaling); 13.1 (sessie); klousule 20 (opsegging) en die bepalings van Bylae B hiervan.

2 Die **VERHUURDER** onderneem om alles te doen, of te laat doen, om 1 (een) hektaar van die **EIENDOM**, of sodanige kleinere gedeelte wat goedgekeur mag word, soos uitgewys tussen die partye, kragtens die bepalings van die **WET** by die **SKEMA** te laat inlys vir die verkryging van besproeiingswater soos deur die **BESPROEIINGSRAAD** per hektaar toegesê.

3 Die **HURDER** sal geregtig wees om gedurende die huurtermyn in klousule 1 bepaal die waterregte wat as gevolg van sodanige inlysting verkry word ten opsigte van die verhuurde **EIENDOM**, op die verhuurde **EIENDOM** aan te wend op sodanige wyse soos goedgekeur deur die **VERHUURDER** en onderhewig aan alle terme en voorwaardes kragtens die bepalings van die **WET**, of andersins bepaal, welke terme en voorwaardes aan die **HURDER** bekend is.

4 HURGELD, MUNISIPALE BELASTING EN INLYSTINGSKOSTE

4.1 Die **HURDER** betaal eenmalig voor of op die 1ste Desember 1997 by die kantoor van die Stadstesourier die bedrag van R1 631,40 (eenduisend seshonderd een-en-dertig rand en veertig sente) (welke bedrag bereken is vir die tydperk vanaf die datum waarop die ooreenkoms 'n aanvang neem tot die 31ste Maart 1998). Die **HURDER** betaal daarna jaarliks voor of op die 31ste dag van Maart van elke daaropvolgende jaar die basiese huurgeld plus verhoging plus addisionele huurpremie soos bereken volgens die voorwaardes wat as Bylae B hierby aangeheg is:

- 4.2 Die **HURDER** sal verder aanspreeklik wees om op aanvraag deur die **VERHUURDER** die volgende bedrae ("Inlystingsgeld") aan die **VERHUURDER**, of sy genomineerde, te betaal, naamlik :
- 4.2.1 enige en alle belastings, heffings en vorderings van welke aard en omvang ookal gehef te word deur die Besproeiingsraad vir die gebied wat jurisdiksie het oor die verhuurde **EIENDOM**, die Departement van Waterwese en Bosbou of enige ander owerheidsliggaam, vir of ten opsigte van, maar nie insluitend nie -
- 4.2.2.1 bedryfs- en onderhoudskoste van die watervoorsieningskema;
- 4.2.2.2 administratiewe koste;
- 4.2.2.3 verpligte bydraes ten opsigte van 'n reserwefonds;
- 4.2.2.4 verpligte bydraes tot die Waternavorsingsraad;
- 4.2.2.5 die aankoopprys van water uit die **SKEMA**;
- 4.2.2.6 voorlopige uitgawes en tussentydse heffings wat deur die **BESPROEIINGSRAAD** en/of die Departement van Waterwese en Bosbou, opgelé word; en
- 4.2.2.7 die **VERHUURDER** beskou die voorlegging van 'n rekening van die **BESPROEIINGSRAAD** en/of die Departement van Waterwese en Bosbou as afdoende stawende bewys van bedrag wat deur die **HURDER** verskuldig is, opvallende foute en weglatings uitgesluit.
- 4.3 die **VERHUURDER** kan, indien nodig, vereis dat die **HURDER** 'n bankwaarborg of ander garansie verskaf wat vir die **VERHUURDER** aanneemlik is ten opsigte van die huurgeld en inlystingsgelde wat betaalbaar is, en in die geval van 'n **HURDER** wat 'n maatskappy, beslote korporasie of trust is, sal die direkteure, lede of trustees daarvan skriftelik, gesamentlik en afsonderlik, as borge en medehoofskuldenare aanspreeklik wees vir die huurgeld en inlystingsgelde wat betaalbaar is.

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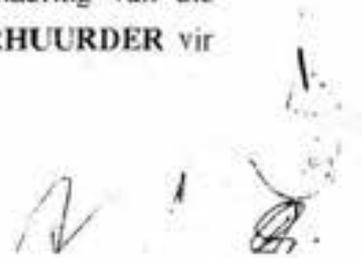
- 4.4 Enige huurgeld of inlystingsgelde wat na die vervaldatum in subklousule 4.1 en 4.2 vermeld deur die **HURDER** aangebied word, indien die **VERHUURDER** dit aanvaar, is onderworpe aan 'n rente wat maandeliks vooruit bereken sal word teen die standaardrentekoers soos artikel 214 van die Munisipale Ordonnansie, Ordonnansie nr 20 van 1974, soos gewysig of *enige ander toepaslike Ordonnansie van tyd tot tyd bepaal* ten opsigte van elke maand of gedeelte daarvan.
- 4.5 Dit is 'n spesiale voorwaarde van hierdie ooreenkoms dat die **VERHUURDER** die reg voorbehou om hierdie ooreenkoms summier te kanselleer, sonder enige voorafgaande skriftelike kennisgewing, indien die **HURDER** sou versuim om enige verskuldigde huur- of inlystingsgeld binne 7 (**SEWE**) dae vanaf die vervaldatum te vereffen, en so 'n kansellering affekteer generwyse die reg van die **VERHUURDER** om enige bedrag wat die **HURDER** skuld of verskuldig mag word van hom te vorder nie.
- 4.6 Die **HURDER** sal aanspreeklik wees om die belastings deur die Stadsraad op die **EIENDOM** gehef te betaal, onderworpe aan die voorwaardes en vereistes soos bepaal mag word in terme van die Munisipale Ordonnansie, Ordonnansie nr 20 van 1974, soos gewysig of enige ander vervangende of toepaslike Ordonnansie.

5 **STREEKSDIENSTERAADHEFFING**

Die **HURDER** onderneem om alle heffings wat deur die Distriksraad op die **EIENDOM** gehef word, regstreeks aan daardie owerheid te betaal.

6 **MYN- EN ANDER REGTE**

Die **VERHUURDER** behou voor alle regte op metale, minerale, steenkool, klip van alle soorte, klei en gruis, met inbegrip van die reg van toegang tot die **EIENDOM** te alle tye om sodanige metale, minerale of steenkool te myn of om klei, gruis en klip te verwyder, onderworpe aan 'n vermindering van die huurgeld in verhouding tot die oppervlakte wat deur die **VERHUURDER** vir sodanige mynwerk of verwydering teruggeneem word.



7 BESKERMING VAN BOME

- 7.1 Alle bome, wingerde of dergelike verbeteringe op die verhuurde perseel bly die **EIENDOM** van die **VERHUURDER** en mag nie deur die **HURDER** beskadig of verwyder word nie.
- 7.2 Die **HURDER** moet die geskrewe toestemming van die **VERHUURDER** vooraf verkry vir die verwydering van enige bome, wingerde en dergelike verbeteringe op 'n terrein wat hy vir verbouing nodig het, en as sodanige toestemming verleen word, behou die **VERHUURDER** die reg voor om oor die hout vir sy eie voordeel te beskik.
- 7.3 Die **VERHUURDER** behou die reg voor om deur sy amptenare periodieke inspeksies van bome, wingerde en dergelike verbeteringe op die **EIENDOM** uit te voer en om sodanige stappe ter beskerming daarvan te neem as wat hy nodig mag ag.
- 7.4 Die **VERHUURDER** behou die reg voor om self enige bome op die **EIENDOM** wat nie deur die **HURDER** aangeplant is nie, te kap en te verwyder, en hiervoor het hy vrye toegang tot die **EIENDOM**.

8 WATERBRONNE

- 8.1 Die **VERHUURDER** waarborg geen voorraad van oppervlakte- of ondergrondse water nie.
- 8.2 Die **HURDER** onderneem om nie met fonteine of met die natuurlike vloei van oppervlakte-afloopwater in te meng nie deur kanale, vore of damme te bou of om enige ander werke uit te voer sonder die voorafverkreë skriftelike toestemming van die **VERHUURDER** nie, en vir die toepassing van hierdie subklousule is 'n opinie van die betrokke Staatsdepartemente en/of onderafdelings daarvan bindend en finaal.

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8.3 Die **VERHUURDER** behou die reg voor om water op die **EIENDOM** op te gaar of om die gebruik van water uit fontein of strome te beperk, indien sodanige opgaring of beperking na sy mening noodsaaklik is ter beskerming van die regte van derde partye.

8.4 Die **HURDER** onderneem om alle strome, fontein of opgaardamme teen besoedeling te beskerm, en om sodanige instruksies uit te voer as wat die **VERHUURDER** periodiek te dien einde mag uitreik.

9 GRONDBEWARING

9.1 Die **HURDER** onderneem om die **EIENDOM** te gebruik deur die verbouing van die grond op 'n versigtige en sorgsame wyse, en ook om verswakking van die natuurlike vrugbaarheid en kwaliteit teen te werk.

9.2 Die **HURDER** onderneem om gronderosie teen te werk en om stiptelik uitvoering te gee aan die bepalings van enige grondbewaringskema wat volgens wet op die **EIENDOM** van toepassing mag wees, en te dien einde behou die **VERHUURDER** die reg voor om periodieke instruksies uit te reik.

9.3 Die **VERHUURDER** behou die reg voor om sodanige werke uit te voer as wat hy nodig mag ag vir die bestryding van gronderosie, en wel op die koste van die **HURDER** as laasgenoemde versuim om dit op die **VERHUURDER** se versoek te doen.

9.4 Die **HURDER** onderneem om geen sand, grond of gruis vanaf die **EIENDOM** vir verkoping of gebruik elders te verwyder nie.

9.5 Die **HURDER** onderneem om toe te sien dat geen vullis, rommel of afval op die **EIENDOM** gestort word nie.



10 SKADELIKE GEWASSE

- 10.1 Die **HURDER** onderneem om die **EIENDOM** van skadelike gewasse skoon te hou.
- 10.2 Die **VERHUURDER** behou die reg voor om sodanige stappe as wat hy dienlik mag ag, te doen ter verwydering van dergelike geproklameerde onkruid, en wel op die koste van die **HURDER** ingeval laasgenoemde versuim om dit op die **VERHUURDER** se versoek te doen.

11 BRANDBESTRYDING

- 11.1 Die **HURDER** onderneem om die uiterste sorg uit te oefen ter beskerming van die **EIENDOM** teen veldbrande, en die **VERHUURDER** kan vereis dat die **HURDER** op sy eie koste sodanige brandpaaie bou as wat die **VERHUURDER** nodig mag ag.
- 11.2 die **HURDER** is aanspreeklik vir vergoeding aan die **VERHUURDER** vir enige uitgawe aangegaan om brande te voorkom of te blus. Brandskade aan bome of ander plante op die **EIENDOM** wat aan die **VERHUURDER** behoort, word deur 'n taksateur wat deur die **VERHUURDER** aangestel en wie se bevinding bindend is, bepaal en aan die **VERHUURDER** deur die **HURDER** vergoed.

12 OMHEINING

- 12.1 Die **HURDER** is verantwoordelik vir die oprigting en koste van enige omheining wat hy vir die beskerming van sy oeste of diere op die **EIENDOM** nodig mag ag.

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12.2 Omheining wat deur die **HURDER** opgerig word, kan binne 1 (**EEN**) maand na die afloop van die huurooreenkoms verwyder word, maar die **VERHUURDER** kan uitstel vir sodanige verwydering verleen totdat die **EIENDOM** weer verhuur is om onderhandelinge met die opvolger vir die verkoping of oordrag daarvan moontlik te maak, met dien verstande dat die **VERHUURDER** eienaar van sodanige omheining word indien geen finale reëlings binne 60 (**SESTIG**) dae vanaf die datum van herverhuring deur die **HURDER** getref is nie, en in so 'n geval is die **HURDER** nie geregtig tot enige vergoeding vir die omheining wat aldus deur hom verbeur is nie.

13 ONDERVERHURINGS, SESSIES OF OORDRAGTE, ENSOVOORTS

13.1 Die **HURDER** sal nie hierdie huurooreenkoms sedeer of oordra nie, en onderverhuur nie die **EIENDOM** of enige deel daarvan sonder die voorafverkreë skriftelike toestemming van die **VERHUURDER** nie.

13.2 Die **VERHUURDER** kan 'n sertifikaat as bewys vereis dat 'n maatskappy, beslote korporasie of trust wat 'n **HURDER** is, wel as sodanig geregistreer is.

13.3 Dit word op rekord geplaas dat die **VERHUURDER** toestemming verleen vir die sessie en delegasie van hierdie huurkontrak aan en ten gunste van 'n erfgenaam of erfgename van die **HURDER** as sodanig deur die **HURDER** benoem.

13.4 By verandering van die beherende aandeelhouding of beherende belange in 'n maatskappy of beslote korporasie wat 'n **HURDER** is, of by verandering van direkteure of by likwidasie van die maatskappy of beslote korporasie of ingeval die maatskappy of beslote korporasie onder geregtelike bestuur geplaas word, bly die oorspronklike borge ten behoeve van die maatskappy of beslote korporasie gesamentlik en afsonderlik en as medehoofskuldenaars teenoor die **VERHUURDER** aanspreeklik, tensy die **VERHUURDER** op skriftelike aansoek van die **HURDER** toestem tot vervanging van sodanige borge.



- 13.5 Verandering van die beherende aandeelhouding of beherende ledebelang, direkteure of trustees van 'n maatskappy, beslote korporasie of 'n trust wat 'n **HURDER** is, word geag 'n onderverhuring te wees.

14 GEBOUE EN STRUKTURELE VERBETERINGE

- 14.1 Enige gebou of strukturele verbetering wat op die **EIENDOM** by die aanvang van die huurooreenkoms bestaan, of mettertyd gedurende die huurtermyn opgerig mag word, sal deur die **HURDER** op sy eie koste hetsy binne of buite in 'n goeie toestand gehou word en wel tot die bevrediging van die **VERHUURDER** en indien die **HURDER** versuim om dit te doen kan die **VERHUURDER** sodanige reparasies as wat hy nodig mag ag, laat aanbring terwyl die **HURDER** vir die uitgawe aanspreeklik bly.
- 14.2 Geen nuwe gebou, struktuur of ander permanente verbetering sal op **EIENDOM** aangebring, opgerig of uitgevoer word sonder die voorafverkreë skriftelike toestemming van die **VERHUURDER** nie, en sonder dat bouplanne ten opsigte van sodanige verbetering vooraf deur die **VERHUURDER** goedgekeur is nie en laasgenoemde kan gelas dat sodanige gebou, struktuur of verbetering wat inderdaad sonder sy skriftelike goedkeuring en toestemming opgerig, aangebring of gebou is deur die **HURDER** op sy eie koste verwyder word.
- 14.3 Goedgekeurde verbetering van 'n permanente aard sal deur die **HURDER** op sy eie risiko aangebring of opgerig word.
- 14.4 Die **VERHUURDER** sal enige geboue of ander verbetering wat by die aanvang van die huurtermyn op die **EIENDOM** is in sy uitsluitlike diskresie teen skade verseker en sodanige versekering in stand hou, met dien verstande dat die **HURDER** verantwoordelik sal wees vir die volle kostes en premies verbonde aan sodanige versekering, en die **VERHUURDER** sal derhalwe die kostes en premies direk van die **HURDER** vorder.



- 14.5 Indien die **VERHUURDER** kontant van 'n versekeringsmaatskappy sou ontvang ter vergoeding van 'n eis ten opsigte van skade aan verbetering op die **EIENDOM** soos in subklousule 14.4 van hierdie ooreenkoms genoem, kan hy die verbetering herstel of die kontant hou, na gelang hy dit dienlik ag.
- 14.6 Behuising kan, met behoud van die bepalings van subklousules 14.1; 14.2; 14.3 en 14.4 van hierdie ooreenkoms aan werkers wat die **HURDER** op die **EIENDOM** in diens het, met inbegrip van hul onmiddellike afhanklikes, op die **EIENDOM** voorsien word, onderworpe aan die voorafverkreë skriftelike toestemming van die **VERHUURDER**, en die stiptelike nakoming van die bepalings en vereistes van die toepaslike wetgewing met betrekking tot behuising. Enige plakkery op die **EIENDOM** is ten strengste verbode.
- 14.7 Die **HURDER** sal geen reg of aanspraak hê of vergoeding kan eis ten opsigte van verbetering, met inbegrip van landboukundige verbeteringe wat tydens die huurtermyn op die **EIENDOM** aangebring is nie, en die **VEHUURDER** behou die reg voor om, by beëindiging van hierdie ooreenkoms ingevolge die bepalings van sy eie diskresie en goëddunke te besluit of die **VERHUURDER** bereid is om die **HURDER** enigsins te vergoed vir sommige verbeteringe. Voorts kan die **VERHUURDER** in die alternatief toestem tot die verwydering van enige verbetering binne 'n tydperk soos deur die **VERHUURDER** voorgeskryf, by gebreke waarvan die **HURDER** enige reg op verwydering van sodanige verbeteringe of enige verdere aanspraak van watter aard ookal sal verbeur, ten gevolge waarvan die betrokke verbeteringe sonder enige aard van vergoeding die **EIENDOM** van die **VERHUURDER** word.

15 BAKENS

- 15.1 Deur die huurooreenkoms te onderteken erken die **HURDER** dat hy bewus is van die werklike ligging van alle bakens wat die **EIENDOM** se grense bepaal en enige onkunde of misverstand aan sy kant in hierdie verband raak nie die geldigheid van die huurooreenkoms of maak hom nie geregtig tot 'n vermindering van die huurgeld of tot kompensasie in enige vorm nie.



15.2 Indien enige baken wat die grense van die **EIENDOM** bepaal na ondertekening van hierdie ooreenkoms nie gevind kan word nie, is die **HURDER** aanspreeklik vir alle opmetings- en ander kostes verbonde aan die herplasing van sodanige baken.

16 **PAAIE**

Die **HURDER** onderneem om alle bestaande paaie op die **EIENDOM** in 'n goeie toestand te hou, en voorts om geen verdere paaie te bou of oop te maak sonder die voorafverkreë skriftelike toestemming van die **VERHUURDER** nie.

17 **INSPEKSIES**

Die gemagtigde amptenare van die **VERHUURDER** kan te enige tyd die **EIENDOM** betree om sodanige inspeksies as wat hulle mag ag, uit te voer en om vas te stel of die voorwaardes en bepalinge van die huurooreenkoms stiptelik nagekom word.

18 **ADVERTENSIE TEKENS**

Die **HURDER** sal geen advertensietekens hoegenaamd op die **EIENDOM** oprig nie, en sal ook nie toelaat dat sulke tekens opgerig word sonder die voorafverkreë skriftelike toestemming van die **VERHUURDER** nie.

19 **ERFDIENSBAARHEID EN VERJARING**

19.1 Die huur is onderworpe aan enige erfdiensbaarheid wat aan die **EIENDOM** kleef, en as dit te eniger tyd sou blyk dat die **VERHUURDER** nie daartoe geregtig was om die **EIENDOM** of enige deel daarvan te verhuur nie, het die **HURDER** geen eis vir skadevergoeding behalwe dat die huurgeld *pro rata* verminder word ten opsigte van daardie deel van die **EIENDOM** wat nie vir okkupasie of gebruik deur die **HURDER** beskikbaar is nie.

Handwritten signature and initials in the bottom right corner of the page.

19.2 Die **HURDER** erken hiermee dat hy geen aanspraak op eiendomsreg by wyse van verjaring ten opsigte van die **EIENDOM** wat verhuur word sal verkry nie.

20 OPSEGGING EN BEËINDIGING VAN HUUROORENKOMS

20.1 Die **VERHUURDER** kan, sonder om afbreuk te doen aan enige bepaling of vereistes van hierdie ooreenkoms, met spesifieke verwysing na die bepalings van klousule 4 hiervan, en nadat 'n skriftelike kennisgewing op die **HURDER** beteken is, hierdie ooreenkoms beëindig -

20.1.1 indien die **HURDER** versuim om enige voorwaarde of bepaling ten opsigte van hierdie ooreenkoms na te kom; of

20.1.2 indien die **VERHUURDER** daarvan oortuig is dat die **HURDER** die grond op onbehoorlike of onverantwoordelike wyse benut; of

20.1.3 indien die **VERHUURDER** daarvan oortuig is dat die **HURDER** deur sy handeling op die **EIENDOM** 'n oorlas vir ander uitmaak; of

20.1.4 indien die **HURDER** teenstrydig met enige bepaling van die soneringskema van die Munisipaliteit van Stellenbosch afgekondig by PK 73 van 1997-07-20, soos vervang of gewysig, optree; of

20.1.5 indien die **EIENDOM** in sy geheel of gedeeltelik vir *bona fide* munisipale doeleindes, waarby dorpsstigting ingesluit is, benodig word

met dien verstande dat 'n grasiëperiode van hoogstens 1 (**EEN**) jaar in die gevalle soos in subklousules 20.1.1; 20.1.2; 20.1.3; 20.1.4 en 20.1.5 genoem aan die **HURDER** verleen word, ten einde die **HURDER** in staat te stel om die oeste wat op daardie stadium uitstaande mag wees te in, op voorwaarde dat die **HURDER** gedurende die grasiëperiode aan al die bepalings en vereistes van hierdie ooreenkoms, of ander voorwaardes wat die **VERHUURDER** in hierdie verband mag stel moet voldoen. by gebreke waarvan die toegestane grasiëperiode sonder verdere kennisgewing deur die **VERHUURDER**, in sy uitsluitlike diskresie, in heroorweging geneem sal word.

- 20.2 die **HURDER** kan, sonder om afbreuk te doen aan enige bepaling of vereiste van hierdie ooreenkoms, met spesifieke verwysing na subklousules 4.1; 4.2; 4.3 en klousule 24, hiervan, en nadat 'n skriftelike kennisgewing van 6 (SES) maande deur die **HURDER** aan die **VERHUURDER** gegee is, hierdie ooreenkoms beëindig.

21 SKADELOOSSTELLING

Die **HURDER** onderneem hierby om die **VERHUURDER** te vrywaar en gevrywaar te hou teen alle gedinge, stappe, eise, vorderings, koste, skadevergoeding en uitgawes wat gehef, gebring of gemaak mag word teen die **VERHUURDER** of wat die **VERHUURDER** mag betaal, opgedoen of aangaan as gevolg van enige handeling of versuim aan die kant van die **HURDER**, sy werknemers of persone wat onder sy beheer handel.

22 KOSTE VAN OOREENKOMS

- 22.1 Alle kostes wat deur die **VERHUURDER** aangegaan is vir die voorbereiding en opstel van hierdie ooreenkoms, plus die koste van die verhuuringsadvertensie, opmetingskoste en ander toevallige uitgawes sal deur die **HURDER** gedra word, en die korrektheid van die bedrag wat deur die **VERHUURDER** in hierdie verband geëis word, betwis nie.
- 22.2 Die huurooreenkoms sal slegs op die uitdruklike versoek van die **HURDER** en op sy koste notarieel verly en in die Akteskantoor geregistreer word. Die **HURDER** moet in sodanige geval 'n deposito betaal soos deur die **VERHUURDER** bepaal ten opsigte van die kostes hierbo vermeld.



23 ARBITRASIE

- 23.1 Enige geskil wat te eniger tyd tussen die partye mag ontstaan in verband met enige aangeleentheid voortspruitende uit hierdie ooreenkoms, sal onderwerp word aan en besleg word deur arbitrasie.
- 23.2 Iedere sodanige arbitrasie moet plaasvind -
- 23.2.1 te Stellenbosch;
- 23.2.2 op 'n informele summiere wyse sonder enige pleitstukke of blootlegging van dokumente en sonder die noodsaaklikheid om aan die strenge reëls van die bewysreg te voldoen;
- 23.2.3 onverwyld, met die oog daarop om dit af te handel binne 3 (**DRIE**) maande vanaf die datum waarop die geskil na arbitrasie verwys is;
- 23.2.4 onderworpe aan die bepalings van die Wet op Arbitrasie, no 42 van 1986, of sodanige ander Arbitrasiewette as wat van tyd tot tyd mag geld, behalwe waar die bepalings van hierdie klousule anders voorskryf.
- 23.3 Die arbiter moet 'n persoon wees op wie deur die partye onderling ooreengekom is en, by onstentenis van 'n ooreenkoms, een aangestel deur die diensdoenende President van die Wetsgenootskap van die Kaap die Goeie Hoop.
- 23.4 Die partye kom hiermee onherroeplik ooreen dat die beslissing van die arbiter in sodanige arbitrasieverrigtinge finaal en bindend op hulle sal wees.

24 INVORDERINGSKOSTE

Indien die **VERHUURDER** opdrag aan sy prokureurs sou gee om enige gelde wat kragtens hierdie ooreenkoms betaal is, op die **HURDER** te verhaal, is die **HURDER** aanspreeklik vir die betaling van alle koste deur die **VERHUURDER** in hierdie verband aangegaan, bereken op 'n prokureur/kliëntbasis.



25 DOMICILIUM CITANDI ET EXECUTANDI

Die domicilium citandi et executandi van die HURDER vir die toepassing van hierdie ooreenkoms is

Constantialaan 10, Welgelegen, STELLENBOSCH, 7600

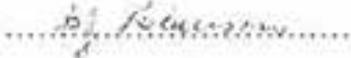
en die van die VERHUURDER

Stadshuiskompleks, Pleinstraat, STELLENBOSCH, 7600

GETEKEN TE STELLENBOSCH HIERDIE 14 DAG VAN
JANUARIE 1998 AS GETUIES

1. 

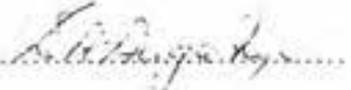

.....
UITVOERENDE HOOF/STADSKLERK

2. 

GETEKEN TE STELLENBOSCH HIERDIE DAG VAN
19 AS GETUIES

1. 


.....
HUURDER

2. 

BYLAE "B"

BELEID EN TOEPASSING VAN DIE HUURGELDTARIEFFORMULE

1. Vir die doeleindes van hierdie ooreenkoms en die toepassing van die huurgeldtariefformule word :

ALLE grond as onontwikkelde grond beskou, in welke geval die volgende woordbepaling van toepassing sal wees :

"Onontwikkelde grond" - beteken grond soos in sy natuurlike staat, met of sonder natuurlike plantegroei, waarop geen spesifieke struik of gewasse voorkom en verbou word met die doel om dit te oes nie.

2.1 **Huurgeld betaalbaar in die eerste termyn**

Die jaarlikse huurgeld ingevolge klousule 2.1 van die huurooreenkoms betaalbaar is die som van R2 447,10 (twee duisend vierhonderd sewe-en-veertig rand en tien sente) p/ha/pj vir die tydperk tot 31 Maart 1998.

2.2 **Aangepaste huurgeld betaalbaar in daaropvolgende termyne**

Die Verhuurder sal geregtig wees om soos op die eerste dag van April 1998, en daarna weer soos op die eerste dag van April van elke derde jaar wat daarop volg (hieronder genoem die "verhogingsdatum") die huurgeld telkens te verhoog vir die dan volgende termyn van drie jaar met 'n verhoging van 50 % van die verhoging in die Verbruikersprysindeks (VPI) van die RSA oor die drie jaar termyn (soos hieronder bepaal) bo die huurgeld wat vir die onmiddellike voorafgaande jaar betaalbaar was.

Met ander woorde -

X = jaarlikse huurgeld, betaalbaar vir die tydperk eindigende op 31 Maart onmiddellik voorafgaande die verhogingsdatum

Y = verhoging in die stand van die VPI oor die drie jaar termyn wat soos volg bereken word

$$\frac{Y_2 - Y_1}{Y_1} \text{ waar}$$

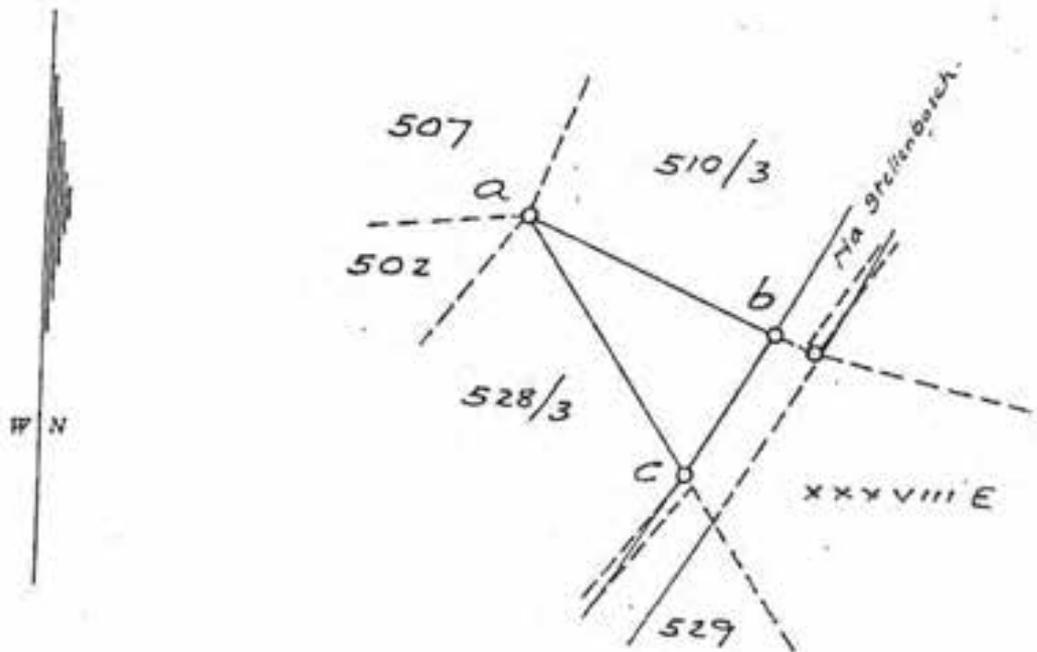
Y_2 = stand van die VPI op 30 Junie van die jaar wat die verhogingsdatum voorafgaan

Y_1 = stand van die VPI op 30 Junie drie jaar vantevore sal die formule, vir berekeningsdoeleindes, soos volg daaruit sien :

Huurgeld betaalbaar vir die volgende drie jaar termyn :

$$X \left[1 + \left(\frac{50}{100} Y \right) \right]$$

J
1-1-1



Skaal: 1:7500.

Die figuur *abc* stel voor
 2,0 Ha (benaderend tot die naaste 0,5 Ha) grond synde
 Munisipale Huurgrond Perseel (XXXVIII F) NUWENR
 527A

geleë in die Munisipaliteit en Afdeling Stellenbosch
 Provinsie Kaap die Goeie Hoop.

Opgestel deur my Mei 1972

K. Friedman

Landmeter.

Oorspronklike Kaart	<i>P. J. Lombard</i> Burgermeester	<i>A P Meyer</i> Huurder
Nr. 958/1888	<i>[Signature]</i> Stadsklerk	
TIA Stel. F. 6-3	Getuie 1. <i>D. Sappel</i>	Rechtskr.

APPENDIX 2

11th August 2016

Stellenbosch Municipality
Property Management
P.O. Box 17
Stellenbosch
7599

Attention: Mr. P. Smit

FARM 527A – CESSION OF EXISTING LEASE

I refer to the existing lease agreement between Stellenbosch Municipality and myself, Dr. G.J.C. Norval over the above property which was signed on 14 January 1998.

I would like to enquire if the Stellenbosch Municipality would consider the cession, or alternatively allowing me to sub-let, my existing lease over the property to Stellensig (Pty) Ltd. who is the owner of the adjacent property (Farm 528/3) for the following reasons:

1. The owner of the adjacent property has approached me and indicated that he would like to use the 2Ha of Farm 527A as part of his current smallholding so that he can develop agriculture on a larger portion of land thereby making it more commercially viable.
2. The leased property is landlocked with the adjacent property owner, Stellensig (Pty) Ltd., the only property with access to the leased property and thus being able to productively use the property.

I trust that the above enquiry to cede the existing lease to Stellensig (Pty) Ltd. will be considered favorably, however, should the cession of the lease not be acceptable, I will continue with the full term of the lease.

Yours faithfully,

DR. G.C.J. NORVAL

7.5.2	PROPOSED EXCHANGE OF LAND: A PORTION OF REMAINDER FARM 387, STELLENBOSCH FOR A PORTION OF LEASE AREA 377A: VREDENHEIM (PTY) LTD
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: PROPOSED EXCHANGE OF LAND: A PORTION OF REMAINDER FARM 387, STELLENBOSCH FOR A PORTION OF LEASE AREA 377A: VREDENHEIM (PTY) LTD

2. PURPOSE

To obtain Council's in principle approval for the proposed exchange of land.

3. DELEGATED AUTHORITY

The Municipal Council must decide on the matter, as this involves the disposal of municipal land.

4. EXECUTIVE SUMMARY

On 2017-11-29 Council mandated the Municipal Manager to conclude an agreement with the owner(s) of Remainder Farm 387 (Vredenheim), with the view of securing an access servitude(s) or to purchase/exchange of land for this purpose and/or for additional housing. Following various discussions with Elzabé Bezuidenhout of Vredenheim, agreement was reached to exchange a portion of Farm 387, Stellenbosch (Vredenheim property) for a portion of Lease Area 377A (municipal land).

The agreement however was subject to a suspensive condition that the Stellenbosch Municipal Council must approve the disposal of the said portion of Lease Farm 377A in terms of Section 14 of the MFMA.

Council must now consider the proposed exchange of land.

5. RECOMMENDATIONS

- (a) that Lease Area 377A, measuring 9.42ha in extent, be identified as land not needed to provide the minimum level of basic municipal services;
- (b) that approval be granted in terms of paragraph 9.2.3.2 of the Municipal Property Policy for the disposal of a portion of Lease Farm 377 in exchange for a portion of Farm 387, Stellenbosch, as more fully described in paragraph 6.2 (description) and 6.3 (value);
- (c) that Council's intention so to act, i.e. to conclude an Exchange of Land Agreement, be advertised for public inputs;
- (d) that, should any objections be received as a consequence of the above notice, same be considered by Council before making a final decision; and

-
- (e) that the Municipal Manager be authorised to enter into a Private Treaty Agreement through a process of direct negotiations, subject to the conditions set out in the signed Exchange of Land Agreement, attached as **APPENDIX 6** and further subject to a final approved diagram indicating the exact sizes of the two properties.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Council resolution authorising exchange of land (in principle)

On 2017-11-29 Council considered a report dealing with various property issues in the Vlottenburg area. Having considered the report, Council resolved as follows:

RESOLVED (majority vote with abstentions)

- (a) that the Municipal Manager be mandated to conclude an agreement(s) with the new owner of Longlands regarding the development of the envisaged low-income housing project, either by way of a new Deed of Donation or by way of a Ceding Agreement(s); and
- (b) that the Municipal Manager be mandated to conclude agreements with the owner(s) of Remainder Farm 387 (Vredenheim) and Portion 2 of Farm 1307 (Ash Farmers) with the view of securing an access servitude(s) or the purchase/exchange of land for this purpose and/or land for additional housing.

A copy of the agenda item is attached as **APPENDIX 1**.

6.1.2 Discussions/negotiations with owners of Vredenheim (Farm 387, Stellenbosch)

Following the above resolution a meeting was scheduled with Mrs Elsabé Bezuidenhout of Vredenheim. During this meeting she indicated that:

- a) They would be willing to dispose of a portion of Farm 387, to enable Stellenbosch Municipality to gain access to the Longlands Development, but also to use a portion of the land for affordable housing; and
- b) They would prefer to do it on an exchange of land basis, i.e. that they would like to acquire Lease Portion 377A, which was previously leased by them, and is situated directly adjacent to their property.

6.1.3 Appointment of Valuers

Following the above meeting Cassie Gerber Property Valuers cc and Pendo Property Valuers were appointed to determine the fair market value of:-

- a) A portion of Remainder of Farm 387, Stellenbosch;
- b) Lease Farm 377A, Stellenbosch

Hereto attached as **APPENDICES 2-5** are copies of the valuations received from the above valuers.

They valued the properties as follows:

Name of Valuer	Lease Farm 377A(9.42ha)	Portion of Remainder Farm 387
Cassie Gerber Property Valuer cc	R100 000.00/ha (Excluding of VAT)	R875 00/ha (excluding of VAT)
Pendo Property Valuers	R159 235.67/ha (excluding of VAT)	R850 00*/ha (excluding of VAT)
Weighed average	R129 617.83/ha (excluding of VAT)	R862 500/ha (excluding of VAT)

*Should a larger portion, including the river area (undevelopable land) be acquired then a lower value of R640 000/ha is suggested.

6.1.4 Offer to purchase/exchange of land agreement

Following the receipt of the valuations and after obtaining the necessary mandate from the Municipal Manager, a formal Offer to Purchase/exchange of land was presented to Vredenheim. They have subsequently signed the agreement, a copy of which is attached as **APPENDIX 6**. This agreement is however subject to Council approval.

6.2 Property description

6.2.1 Lease Farm 377A

Lease Farm 377A is owned by Stellenbosch Municipality by virtue of Title Deed T STF-34/1883, a copy of which is attached as **APPENDIX 7**. The property, measuring 9.42 in extent is situated to the West of Techno Park, as shown on Fig 1 and 2 below.



Fig 1: Location and context



Fig 2: Extent of Lease Farm 377A

6.2.2 Farm 387

Farm 387 is owned by Vredenheim (Pty) Ltd by virtue of Title Deed T17126/2010, a copy of which is attached as **APPENDIX 8**.

The property, measuring approximately 14137m² in extent, is situated off the Vlotenburg road, as shown on Fig 3 and 4 respectively.



Fig 3



Fig 4: Area measuring 14137m²

6.3 Property Values

Based on the estimated sizes* and weighed average market value/ha of the respective properties, the estimated market value of the properties are as follows:

- Lease Farm 377A: R122 099.95 (Say R1 221 000.00)
- Portion of Remainder Farm 387: R1 207 500.00

* The ultimate price can only be determined once the property has been sub-divided and approved diagrams are available. The Department is in the process of appointing a land surveyor for this purpose.

6.4 Legal Requirements

6.4.1 Local Government, Municipal Finance Management Act, No 56 /2003

In terms of section 14(1) a municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

In terms of subsection (2), a municipality may transfer ownership or otherwise dispose of a capital asset other than those contemplated in subsection (1) but only after the municipal council, in a meeting open to the public-

- a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
- b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

6.4.2 Asset Transfer Regulations (ATR)

In terms of Regulation 5(1) (b) a municipal Council may transfer or dispose of a non-exempted capital asset only after-

- a) the municipal council-
 - i) has made the determination required by Section 14(2)(a) and (b) of the MFMA; and
 - ii) has, as a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

6.4.3 Policy on the Management of Council-owned Property

In terms of paragraph 9.2.3 of the policy Stellenbosch Municipality may dispose of land by way of an exchange of land.

Disposal by exchange of land will be appropriate when it is advantageous to the Municipality and other parties to exchange land in their ownerships and will achieve best consideration for the municipality.

The Municipal Council must authorise the disposal of land by exchange with another land owner for alternative land. Reasons for justifying this manner of disposal must be recorded in writing.

The exchange will usually be equal in value. However, an inequality in land value may be compensated for by other means where appropriate. In such circumstances the Municipality must seek an independent valuation to verify that “*best consideration*” will be obtained.

Under the circumstances it is indeed advantages to the municipality in that no rate-payers money would have to be used to acquire the portion of Farm 387 and the values are almost equal. Although not prescribed in the policy, it is recommended that Council’s intention so to act (exchange of land) be advertised for public inputs.

6.5 Financial Implications

The Financial implications would be limited, as the values of the properties are very similar.

6.6 Legal Implications

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

6.7 Staff Implications

None

6.8 Previous / Relevant Council Resolutions

As indicated above, Council did approve an exchange in principle at its meeting held on 2017-11-29.

6.9 Risk Implications

There are no risks involved. The biggest risk is that the Longlands project would not be able to take off due to us not acquiring access.

6.10 Comments from Senior Management**6.10.1 Director: Infrastructure Services**

I agree with the recommendations.

6.10.2 Director: Planning and Economic Development

None

6.10.3 Chief Financial Officer

Finance supports the recommendation.

6.10.4 Director: Corporate Services

None

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 5.5.3

- (a) that Lease Area 377A, measuring 9.42ha in extent, be identified as land not needed to provide the minimum level of basic municipal services;
- (b) that approval be granted in terms of paragraph 9.2.3.2 of the Municipal Property Policy for the disposal of a portion of Lease Farm 377 in exchange for a portion of Farm 387, Stellenbosch, as more fully described in paragraph 6.2 (description) and 6.3 (value);
- (c) that Council's intention so to act, i.e. to conclude an Exchange of Land Agreement, be advertised for public inputs;
- (d) that, should any objections be received as a consequence of the above notice, same be considered by Council before making a final decision; and
- (e) that the Municipal Manager be authorised to enter into a Private Treaty Agreement through a process of direct negotiations, subject to the conditions set out in the signed Exchange of Land Agreement, attached as **APPENDIX 6** and further subject to a final approved diagram indicating the exact sizes of the two properties.

ANNEXURES:

Appendix 1:	Council resolution
Appendices 2-5:	Copies of valuation report
Appendix 6:	Offer to purchase
Appendix 7:	Windeed report
Appendix 8:	Windeed report

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Human Settlement & Property Management
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2018-05-07

APPENDIX 1

7.5.3	VARIOUS ISSUES: VLOTTENBURG HOUSING PROJECTS: WAY FORWARD
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Collaborator No: 551717

IDP KPA Ref No:

Meeting Date : 14th Council: 29 November 2017

1. SUBJECT: VARIOUS ISSUES: VLOTTENBURG HOUSING PROJECTS: WAY FORWARD

2. PURPOSE

The purpose of this item is twofold, i.e.:-

- a) To provide Council with a report on the progress (or the lack thereof) on the various housing projects in Vlotenburg; and
- b) To authorise the Municipal Manager to:-
 - i) conclude the necessary agreement (s) with the (new) owner of Longlands; and
 - ii) to negotiate the acquisition of a portion of Remainder Farm 387 and/or registration of an access servitude over a portion of Remainder Farm 387 and Portion 2 of Farm 1307.

3. DELEGATED AUTHORITY

(FOR DECISION BY MUNICIPAL COUNCIL)

Although the Municipal Manager and/or the Executive Mayor have the delegated authority to:-

- a) conclude agreement(s) on behalf of Stellenbosch Municipality; and
- b) acquire land or rights in land (see delegations 526 and 527, respectively),

agreement was reached between the Executive Mayor and the Municipal Manager to obtain a fresh mandate from the municipal council on a way forward.

4. EXECUTIVE SUMMARY

Although three (3) low-income housing projects were approved in the Vlotenburg Area, none of the developments have an approved access. For this (and other) reason (s) very little or no progress were made with the development of the Longlands project.

In an effort to take this matter forward, Council is requested to authorise the Municipal Manager to:-

- a) conclude the necessary contract(s) with the new owner of Longlands, and
- b) to negotiate a deal with the owner(s) of Remainder Farm 387 and Portion 2 of Farm 1307 regarding the acquisition of land and / or the registration of a servitude that will allow access to the various developments.

14TH COUNCIL MEETING: 2017-11-29: ITEM 7.5.3

Cllr DA Hendrickse requested that it be minuted that, in his view, these recommendations are illegal.

RESOLVED (majority vote with abstentions)

- (a) that the Municipal Manager be mandated to conclude an agreement(s) with the new owner of Longlands regarding the development of the envisaged low-income housing project, either by way of a new Deed of Donation or by way of a Ceding Agreement(s); and
- (b) that the Municipal Manager be mandated to conclude agreements with the owner(s) of Remainder Farm 387 (Vredenheim) and Portion 2 of Farm 1307 (Ash Farmers) with the view of securing an access servitude(s) or the purchase/exchange of land for this purpose and/or land for additional housing.

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

Cllrs F Adams; DA Hendrickse and LK Horsband (Ms).

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Human Settlement & Property Management
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2017-11-06

APPENDIX 2

**CASSIE GERBER
PROPERTY VALUERS CC**

CK 98/22188/23

C.L. Gerber, Registered Professional Valuer in Terms of Section 19 of Act 47 of 2000, Registration No: 1717/4

P.O. Box 2217
DURBANVILLE
7551

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VALUATION REPORT

**MARKET VALUE OF A PORTION OF THE REMAINDER OF
FARM 387, STELLENBOSCH RD**

OWNER: VREDENHEIM PTY LTD



Market value: As per report
Date: 27 February 2018

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VALUATION REPORT

**MARKET VALUE OF A PORTION OF THE REMAINDER OF
FARM 387, STELLENBOSCH RD**

OWNER: VREDENHEIM PTY LTD

1. Instructions

- 1.1 The Director of Housing of the Municipality of Stellenbosch instructed me to value the above-mentioned property.
- 1.2 The present market value of the above-mentioned property is required. The value must be determined as a price per ha.
- 1.3 Market value is defined in this report as a price, which the property might reasonably be expected to sell for in a transaction between a willing, able and informed buyer and a willing, able and informed seller.

2. Date of valuation

27 February 2018

3. Description of property

Remaining extent of the Farm Number 387, Stellenbosch RD

4. Owner

Vredenheim Pty Ltd (Title deed:T17126/2010)

5. Extent

Developable portion of land 1.15ha

6. Municipal value

Not valued

7. Situation and physical aspects

The property is situated in Vlottenberg adjacent to the school, the existing houses and the river. Map page 3 below refers:



Location map



Aerial photo

8. Zoning

The property is presently zoned for agricultural purposes. The owners are busy with the rezoning of the property for residential use.

9. Servitudes or other rights

The 50 year flood-line affects the development on the site.

10. Highest and best use

The highest and best use of the property is to have it rezoned for low-cost housing.

11. Improvements

There are a few unoccupied cottages which will have to be demolished.



Subject property



12. Services

There are municipal services available in the in the existing township.

13. Method of valuation

The comparable method of valuation has been applied to determine the market value of the subject property.

14. Comparable transactions

1313.1 Transaction no.1

Property: Erf 27040, Bellville at Belhar
 Extent: 9.8021ha
 Purchase price: R7 850 000.00
 Dale of sale: January 2016 (Not registered)
 Location: The property is situated on Belhar Drive, Belhar.
 General: The Government of the Western Cape purchased the land from the City of Cape Town for clinic purposes. The purchase price amounts to ±R800 000 per ha.

13.2 Transaction no. 2

Property: Erf 29654 & 29655, Blue Downs
 Extent: 21.4377ha
 Purchase price: R16 000 000.00
 Dale of sale: 07.11.2014
 Location: The property is situated in Fountain Village, Blue Downs and zoned for agricultural use.
 General: The City of Cape Town purchased the land for State subsidized housing purposes. The purchase price amounts to ±R746 348.00 per ha.

13.3 Transaction no.3

Property: Unregistered Erf 1666, Greenville Garden City
 Extent: 1.4405ha
 Purchase price: R1 225 000.00
 Dale of sale: 30.09.2015
 Location: The property is situated on Lucullus Road, Greenville Garden City.

General: The City of Cape Town purchased the serviced site from Garden Cities for a community clinic. The purchase price amounts to ±R850 000.00 per ha. Map below refers:



Map Erf 1666, Greenville Garden City

13.4 Transaction no. 4

The City of Cape Town purchased the following properties during 2015:

No.	Description/Stellenbosch RD	Extent/ha	Date	Purchase price/Price/ha
1	Farm 794/38	261.2562	03.06.15	R167 334 923.00/±R640 000
2	Farm 791/6	0.1538	03.06.15	R98 509.00/±R640 000
3	Farm 792/0	58.8057	03.06.15	R37 665 124.00/±R640 000
4	Farm 791/5	13.2862	03.06.15	R8 509 827.00/±R640 000
5	Farm 791/4	36.6118	03.06.15	R23 449 903.00/±R640 000
6	Farm 787/11	84.4847	03.06.15	R54 112 556.00/±R640 000
7	Farm 794/40	4.3047	03.06.15	R2 757 265.00/±R640 000
8	Farm 787/10	61.9575	03.06.15	R39 684 856.00/±R640 000
9	Farm 794/44	1.3760	03.06.15	R881 329.00/±R640 000
10	Farm 794/43	99.8553	03.06.15	R63 957 444.00/±R640 000
11	Farm 794/37	37.4146	03.06.15	R23 964 098.00/±R640 000
		659.5065		

The properties are situated in the Firgrove rural area, between Macassar and Somerset West. The City of Cape Town purchased the properties from Paardevlei Property (Pty.) Ltd. for future residential and other mixed development uses. The properties are about 659ha in extent and the purchase price amounts to R640 000.00 per ha.

The properties are presently zoned for agricultural purposes, but are much better situated than the subject property. During inspection it was established that about 20% of the 659ha of land consists of wetlands and are not developable. The adjusted purchase price of the developable land amounts to about R768 000.00 per ha and the rate per ha does not differ as far as the extent of the sites are concerned.

13.5 Transaction no. 5

Property:	A portion of Erf 33683, Strand
Extent:	21.0669ha (Portion required for the Sir Lowery Pass River flood alleviation upgrade ±5.1550ha)
Asking price:	R3 866 250.00 (R750 000.00 per ha)
Dale of sale:	May 2017 (Not registered)
Location:	The property is situated off the N2 Main Road, adjacent to the Sir Lowry River half way between Broadlands Industrial area and Firlands.
General:	The property is presently zoned for rural purposes.

13.6 Transaction no. 6

Property:	Remainder of Phesantekraal No. 1165 Cape RD (Extension of the Okavango Road, Graanedal. Durbanville
Extent:	±5.5800ha
Purchase price:	R8 370 000.00
Dale of sale:	December 2013 (Not registered)
Location:	The property consists of the extension of Okavango Road to Klipheuwel.
General:	The City of Cape Town purchased the land from Groot Phesantekraal Trust for the extension of the road. The purchase price of the land for the road amounted to ±R1 500 000 per ha at the time.

14. Increases of land prices in the low-cost housing development areas over time

- 14.1 Some of the transactions and their market values listed below are dated and provision for efflux in time is necessary.
- 14.2 A market research was carried out and school sites in low cost housing development areas, like Khayalitsha, Mfuleni,

Nyanga, Guguletu, Strand and Delft, sold for R650 000.00 per ha during 2014 and increased to R750 000.00 per ha in 2017, an increase of about 4.5% per annum over the past 3 years.

14.3 An increased rate of 4.5% to adjust the dated prices is therefore market related.

15. Summary list of transactions

No.	Property	Extent	Date	Purchase price/price/ha Adjusted prices/ha
1	Erf 27040, Belhar	9.8021ha	Jan 2016	R7 850 000.00/R800 000.00 ±R865 000.00
2	Erven 29654 and 29655, Blue Downs	21.4237 ha	Nov. 2014	R16 000 000.00/R746 348.00 ±R 847 640.00
3	Erf 1666, Grenville Garden City	1.4405ha	Sept. 2015	R1 225 000.00/±R850 000.00 ±R928 220.00
4	Farms 794/39 and others	659.5065ha	July 2015	R640 000.00/±R768 000 ±R850 000,00
5	Portion of Erf 33683, Strand	5.1550ha	May 2017	R3 866 250.00/R750 000.00 Asking price
6	Portion of the Farm, Groot Phesantekraal No. 1165, Cape RD	5.5800ha	Dec.2013	R8 370 000.00/R1 500 000.00

16. Conclusions

- 16.1 Transaction 1 is situated in Belhar. The houses in the area are all single and double story low-cost houses. The Provincial Government of the Western Cape purchased the land for hospital purposes. The market value of the property was determined on prices paid for low-cost housing in the area and, therefore, comparable. The site is better situated close to the University of the Western Cape and a downward adjustment on the adjusted purchase price is necessary.
- 16.2 Transaction no. 2 is situated in Blue Downs in between two serviced roads. The property was zoned for agricultural purposes at the time the sale took place. The houses in the area consist of low-cost GAP type of houses.
- 16.3 Transaction no. 3 is situated in Greenville, Fisantekraal. The City of Cape Town purchased the property from Garden Cities for clinic purposes. The site is about the same size as the subject property but fully serviced and a downward

adjustment in the adjusted purchase rate per ha is necessary.

- 16.4 Transaction 4 is large and small portions of land located between Macassar, the Strand and the sea. The adjusted rate per ha of the developable land after allowing for the wetlands, amounts to R850 000.00 per ha. My information is that the land will be utilized for mixed development purposes, which will include low-cost, GAP and economic housing.
- 16.5 Transaction 5 is situated in the Strand and belongs to Asla Devco Pty Ltd. My information is that the property is not registered in the Deeds Office but the asking price amounts to R750 000.00 per ha. The asking price is based on a well-motivated valuation report, prepared by a professional valuer. Asla plans to use the remainder of the land for residential purposes. The property still has to be rezoned and an upward adjustment in the rate per ha of the subject property is, therefore, necessary.
- 16.6 Transaction 6 is the market value of the land paid for the extension of the Okavango Road over the farm Groot Phesantekraal No. 1165. The market value made provision for the time before development will start to take place. This is an upper income group area where the vacant sites are selling for about R1 500 000.00. Below is a list of serviced sites sold in the Groot Phesantekraal development area:

No.	Description of property	Extent	Date	Price
1	Erf 18641, Durbanville	700m ²	19.04.17	R1 400 000.00
2	Erf 18639, Durbanville	701m ²	04.05.17	R1 500 000.00
3	Erf 18596, Durbanville	843m ²	19.04.17	R1 550 000.00

- 16.7 Based on the above-mentioned comparable transactions with the necessary adjustments for time and location a price of R875 000.00/ha for the subject property is market related.

17 Market value calculations

1.15ha @ R875 000.00/ha: R1 006 250.00

Market value, rounded: R1 000 000.00 (Excluding VAT)

18. Valuation Certificate

I inspected the subject property described herein. I have no present or prospective interest in the property.

The valuation is independent and impartial and complies with all the ethical standards of the South African Institute of Valuers of which I am a member.

All suppositions and data in this report are to the best of my knowledge, true and correct and I have not attempted to conceal any information.

The valuation has been made to the best of my skill and ability.

I, Casper Louis Gerber, consider the rates per ha as in paragraph 17, above to be fair and market related.



C.L. GERBER

Signed at Durbanville on 27 February 2018

QUALIFICATION TO VALUE

I, Casper Louis Gerber, certify with this my qualifications and experience as follows:

- Professional Valuer registered with the South African Council of Valuers in terms of Act 47 of 2000.
- Member of the South African Institute of Valuers since 1974.
- Served as a member on various valuation boards.
- I have been involved in valuing fixed properties since 1965. At present, I am making an average of 15 valuations per month spread over the whole spectrum of the property market.

APPENDIX 3

**CASSIE GERBER
PROPERTY VALUERS CC**

CK 98/22188/23

C.L. Gerber, Registered Professional Valuer in Terms of Section 19 of Act 47 of 2000, Registration
No: 1717/4

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VALUATION REPORT

**MARKET VALUE OF A PORTION OF FARM 377A,
STELLENBOSCH RD**

OWNER: MUNICIPALITY STELLENBOSCH



Market value: As per report
Date: 27 February 2018

=====

VALUATION REPORT

**MARKET VALUE OF A PORTION OF FARM 377A,
STELLENBOSCH RD**

OWNER: MUNICIPALITY STELLENBOSCH

1. Instructions

- 1.1 The Director of Housing of the Municipality of Stellenbosch instructed me to value the above-mentioned property.
- 1.2 The present market value of the above-mentioned property is required. The value must be determine as a price per ha.
- 1.3 Market value is defined in this report as a price, which the property might reasonably be expected to sell for in a transaction between a willing, able and informed buyer and a willing, able and informed seller.

2. Date of valuation

27 February 2018

3. Description of properties

Farm Number 377 A, Stellenbosch RD

4. Owner

Municipality Stellenbosch

5. Extent

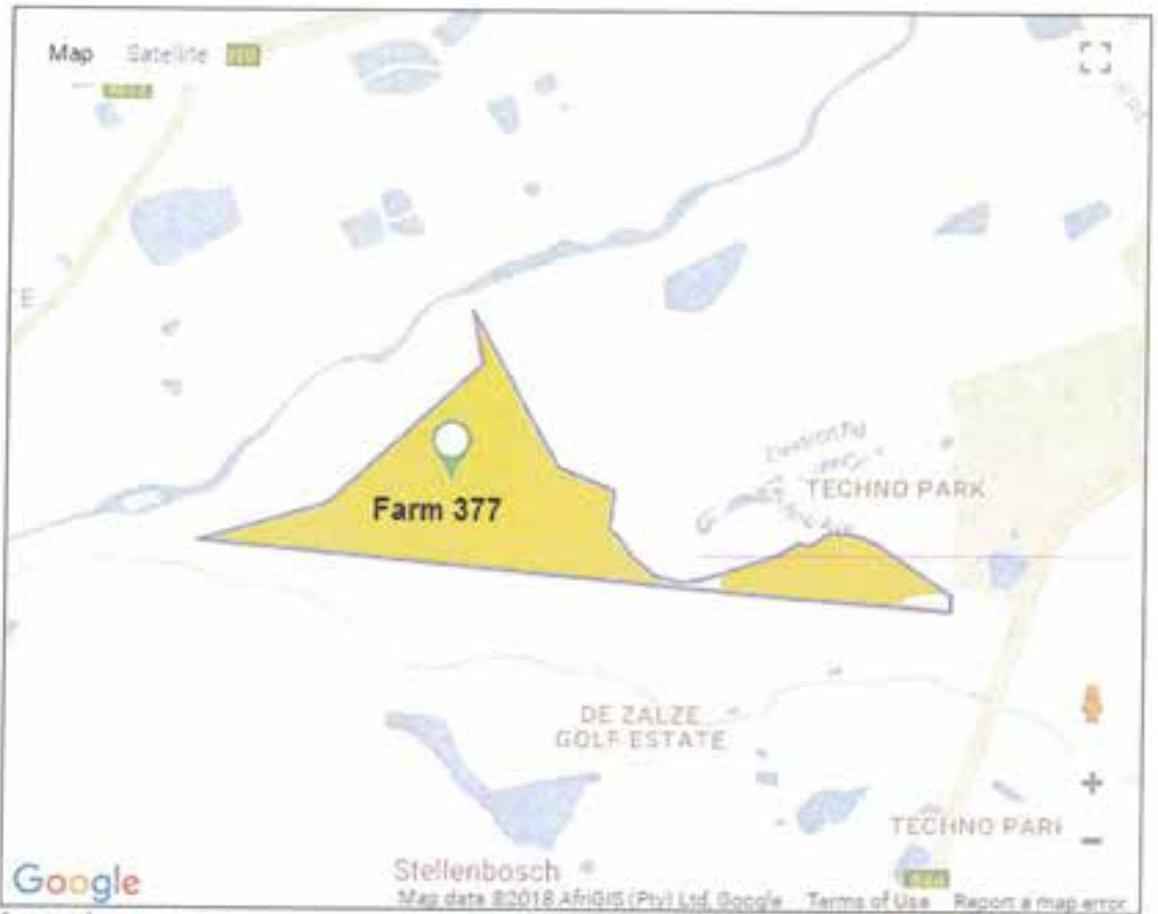
78.6700ha (Portion required ±10.0000ha)

6. Municipal value

Not valued

7. Situation and physical aspects

The property is situated behind Techno Park, about 6km from Stellenbosch. Map page 3 below refers:



Location map



Aerial photo

8. Zoning

The property is zoned for agricultural purposes.

9. Improvements

The portion of land required to be valued consists of the following;

- ±4.5 Vineyards and
- ±5.5ha Renoster bush.

10. Services

Road: Access to the property is via a gravel road, off the Stellenbosch/ Muizenberg Road;
No other Municipal services are available.

11. Method of valuation

The comparable method of valuation is carried out to determine the market value of the subject property.

12. Comparable transactions

No.	Property	Extent/ha	Date	Price/price/ha
1	Farm 653/12, Stellenbosch RD	161.8600	15.03.15	R16 280 000.00/ R100 580/ha
2	Farm 1378/3, Stellenbosch RD	29.9279	05.09.16	R4 500 000.00/ R150 361/ha
3	Farm1312, Stellenbosch RD	59.4577	28.11.16	R20 520 000.00/ R345 119/ha
4	Farm 468/24, Stellenbosch RD	35.4925	24.08.16	R13 500 000.00 R380 362/ha
5	Farm 643 Stellenbosch RD	30.6414	28.07.15	R10 500 000/ha R342 673/ha
6	Farm 491/2 Stellenbosch RD	105.9642	04.09.17	30 000 000.00/ R283 114/ha

13. Conclusions

- 13.1 Comparable transaction 1 is situated between the old Bellville/Somerset West and the N2. The improvements on the land consist of a mixture of vineyards, arable land and veld. The subject property is better situated. The selling price amounts to ±R100 000/ha including the improvements.

- 13.2 Transaction 3 is situated about 10km from subject property on the Stellenbosch/Kuils River Road. The land consists of irrigable land. There are also 3 laborers' cottages on the land. The purchase price amounts to ±R150 000.00/ha.
- 13.3 Transaction 3 is situated close to Banhoek. The property is well developed with all the necessary Municipal services on site. The property also has a good infra-structure.
- 13.4 Transaction 4 is situated close to Lynedoc. The property is well improved and has a very good infra-structure. The purchase price including the improvements amounts to ±R380 000.00/ha. The subject property has little services and a downward adjustment is necessary.
- 13.5 Transaction 5 is situated opposite Wijnlanden and my information is the property was purchased by a property developer. The price paid for the developable land is ±R342 000.00/ha.
- 13.6 Transaction 6 is situated opposite Spier Estate and consists mainly of irrigable land. The purchase price amounts to ±R283 000.00/ha
- 13.7 Based on the above-mentioned comparable transactions, with the necessary adjustments for time, location, availability of services and extent of the subject properties, the following norm rates per ha is market related:
- Vineyards: R275 000.00/ha (Excluding VAT)
 - Veld (Renoster bush): R100 000.00/ha (Excluding VAT)

14. Valuation calculations

The subject property consists of a vacant portion of lease farm. All the agricultural improvements on the farm were carried by the tenant. The market value of the property must be based on vacant agricultural land value.

Market value: ±10ha @ R100 000/ha = R1 000 000.00

The market value of the property does not include VAT.

15. Valuation Certificate

I inspected the subject property described herein. I have no present or prospective interest in the property.

The valuation is independent and impartial and complies with all the ethical standards of the South African Institute of Valuers of which I am a member.

All suppositions and data in this report are to the best of my knowledge, true and correct and I have not attempted to conceal any information.

The valuation has been made to the best of my skill and ability.

I, Casper Louis Gerber, consider the rates per ha as in paragraph 14, above to be fair and market related.



C.L. GERBER

Signed at Durbanville on 27 February 2018

QUALIFICATION TO VALUE

I, Casper Louis Gerber, certify with this my qualifications and experience as follows:

- Professional Valuer registered with the South African Council of Valuers in terms of Act 47 of 2000.
- Member of the South African Institute of Valuers since 1974.
- Served as a member on various valuation boards.
- I have been involved in valuing fixed properties since 1965. At present, I am making an average of 15 valuations per month spread over the whole spectrum of the property market.

APPENDIX 4



VALUATION REPORT

DETERMINATION OF THE MARKET VALUE OF:
FARM 377A,
STELLENBOSCH REGISTRATION DIVISION,
WESTERN CAPE

Client:

STELLENBOSCH MUNICIPALITY

6 March 2018

Compiled by:

Johan Klopper

Professional Valuer

Member of the SA Institute of Valuers

BCom Law (University of Stellenbosch), NDip: Property Valuation (JNCSA)



6 March 2018

Mr. Piet Smit
 Stellenbosch Municipality
 Property Management
 Plein Street
 Stellenbosch
 7600

VALUATION CERTIFICATE

I, the undersigned, Johan Klopper, Professional Valuer registered in terms of the Property Valuer's Profession Act, 2000 (Act No 47 of 2000) do hereby certify that I have inspected and valued the following immovable property namely:

<p>FARM 377A, STELLENBOSCH REGISTRASION DIVISION, in the WESTERN CAPE Measuring approximately 9.42 hectares</p>
--

I consider the market rate of the abovementioned property to be as follows:

<p>R 1 500 000</p>	<p>One Million Five Hundred Thousand Rand (Excluding VAT)</p>
---------------------------	--

As at: **1 March 2018**

Signed at Stellenbosch this 6th day of March 2018.

A handwritten signature in dark ink, appearing to read "Johan Klopper", written over a horizontal line.

J. Klopper
 Professional Valuer
 Registration Number: 6372/0

PENDO PROPERTY SERVICES CC T/A PENDO PROPERTY VALUERS
 Reg. No. 2009/230603/23 • VAT Reg. No. 4530269028
 Member: J. Klopper

Verified Level 4 B-BBEE Contributor

Tel: 083 305 3252 • Fax: 086 611 1511 • Email: info@propertyvaluer.co.za • Postal address: PO Box 81, Stellenbosch, 7599

VALUATION REPORT

1. GENERAL

1.1 INSTRUCTIONS

Instructions were received from Stellenbosch Municipality to determine the fair and reasonable market value of Farm No. 377A Stellenbosch Registration Division, measuring approximately 9.42 hectares. This valuation is undertaken to inform the Stellenbosch Municipality of the market value, in light of possible disposal to the adjoining owner.

1.2 EFFECTIVE DATE OF VALUATION

1 March 2018

1.3 INSPECTION DATE

21 February 2018

1.4 DEFINITION OF MARKET VALUE

As per the International Valuation Standards Council, market value can be defined as follows:

The highest price that a willing and informed purchaser will pay a willing and informed seller in a normal open market transaction, when neither party is under the anxiety or compulsion to sell or purchase, other than their normal desire to transact.

1.5 CAVEATS

The valuer has assumed that the subject property and their values were unaffected by any statutory notice or condition of title where the title deeds have not been inspected.

Information regarding the subject property and comparable properties was received from local authorities and third parties. This information was received in good faith and it is assumed that the supplied information is correct, but no warranty as to the accuracy of this information can be made.

All plans included in this document are supplied for identification purposes only and are not necessarily to scale.

We have not carried out a structural survey, nor have we tested the service installations, woodwork or other parts of the structure which are covered, unexposed or inaccessible and are therefore unable to report that such parts of the property are free of rot, beetle or other defects. This valuation is therefore based on the assumption that the building is in a reasonable state of repair, unless expressly stated otherwise in this report.

In this report, the market value and any other values referred to exclude VAT.

Any possible contamination of the subject property as a result of an environmental incident has also not been taken into account, nor have we examined the cost of any remedial measures involved.

Neither all nor any part of this report shall be conveyed to the public or anybody other than the addressee or their principles through advertising, public relations, news sales or any other media without the written consent of the author. This valuation was performed for the purpose as stated in this report and should not be used for any other purpose.

2. PROPERTY AND OWNERSHIP DESCRIPTION

2.1 TITLE DEED INFORMATION

Description	FARM VLOTTENBURG NO. 377, STELLENBOSCH REGISTRATION DIVISION, in the PROVINCE of the WESTERN CAPE
Registered extent	78.6779 Hectares
Extent to be valued	± 9.42 Hectares
Registered owner	STELLENBOSCH MUNICIPALITY
Title Deed No	STF5-34/1883 & T36696/2010
Date of Registration	1883/09/20
Purchase Price	N/A
Endorsements / Conditions of title	None noted that materially affect the area to be valued.
Mortgage bond(s)	None
S.G. Diagram(s)	S.G. No. 9131/1957 S.G. No. 12119/1957 S.G. No. 686/1996 S.G. No. 778/1999 S.G. No. 3983/2010 S.G. No. 2706/2012
LPI Code	LPI code: C06700000000037700000

2.2 MUNICIPAL INFORMATION

Local Authority	Stellenbosch Municipality
Zoning	Agriculture
Description	Farm 377A
Municipal Valuation	GV2017: R 942 000

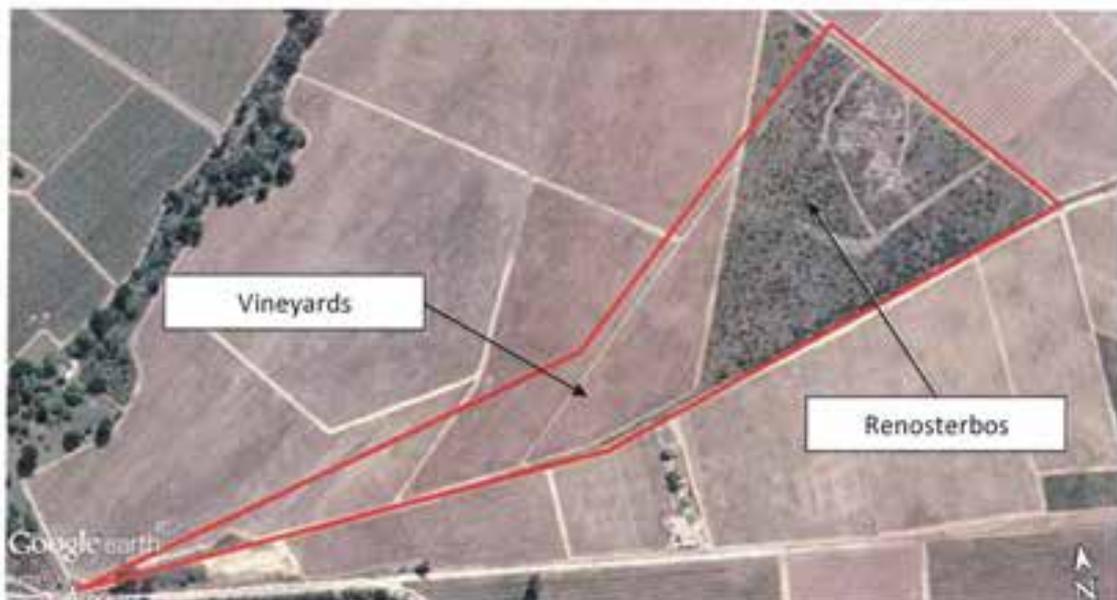
3. PROPERTY LOCATION

Farm 377A is located in a rural node of Stellenbosch approximately 1 kilometre west of Technopark. The subject property is surrounded by agricultural land, while the De Zalze Golf Estate is located on relative close proximity, approximately 1 kilometre to the southeast. Refer to the location map below.



4. DESCRIPTION OF THE SUBJECT PROPERTY

The area to be valued represents an oblong shaped tract of land measuring roughly 9.42 hectares. The tract of land slopes down in a westerly direction. It is leased from the Stellenbosch Municipality by Vredenheim Pty Ltd for agricultural purposes. Approximately 4.1 hectares represent arable land with vineyards under irrigation. No water rights are attached to the land and current water for irrigation purposes is provided by the lessee. The remaining 5.32 comprises protected renosterveld.



Also refer to Annexure C for photographs of the area to be valued.

5. HIGHEST AND BEST USE

Highest and Best Use is defined under the International Valuation Standards (IVSC) as "The most probable use of an asset which is physically possible, appropriately justified, legally permissible, financially feasible and which results in the highest value of the asset being valued".

The area to be valued is located in a rural node west of Stellenbosch. It represents municipal owned land leased to private farmers for agricultural purposes. Based on the location, current ownership status and surrounding uses, the valuer is of the opinion that agricultural uses represents the highest and best use of the subject property.

Note was taken of the existing renosterveld portion and the protected status which inhibits development or utilisation of this portion of farm 377A. Furthermore, the valuer took cognisance of the fact that the existing vineyards were planted and established by the prospective purchaser of the land. In this regard, the valuer is of the opinion that this portion should be valued as vacant arable land.

6. VALUATION APPROACH

The **Comparable Sales Method** is deemed the most appropriate valuation method to determine the market value of agricultural land. This approach is based on the principle of comparability and substitution. The assumption is that if similar assets in a similar market place have been sold at a particular value, then the comparable asset will also sell at a similar price.

The area to be valued forms part of a 78 hectare tract of land, and can only be sold to an adjoining owner. It is therefore valued as part of the whole. The valuation was therefore based on sales of properties with similar utility, potentialities and locality features.

7. MARKET INFORMATION

We liaised with the Cape Town Deeds Office to determine the sales and transfers in the vicinity of the subject properties. Comparisons were then made in terms of size, improvements, utilisation and potential of the land and date of sale, after which the necessary adjustments were made.

The following transactions were registered in the Deeds Office and serve as good comparisons in determining the market rate of the area to be acquired:

No	Description	Sale Date	Extent	Price (Ex VAT)	Rate/ha
1	Portions 21 & 22 of Farm 402 Stellenbosch RD	2017/04/21	12.7557	R 6 000 000	R 470 378
2	Portion 4 of Farm 1505 Stellenbosch RD	2017/01/26	41.5710	R 6 570 000	R 158 043
3	Portion 4 of Farm 1471 Stellenbosch RD	2016/11/12	14.8056	R 7 200 000	R 486 302
4	Portion 18 of Farm 730 Paarl RD	2016/06/17	13.2554	R 3 000 000	R 226 323
5	Farm 1519 Paarl RD	2016/02/01	101.8832	R 3 700 000	R 36 316
6	Farm 1369 Paarl RD	2013/08/02	27.7170	R 5 000 000	R 180 395
7	Farm 1225 Malmesbury RD	2013/07/18	46.4121	R 2 000 000	R 43 092

Comments and analysis of sales:

SALE 1: Portions 21 & 22 of Farm 402 Stellenbosch RD		
Land size: 12.7557 Ha	Purchase Date: 2017/04/21	Purchase Price: R 5 000 000
	This tract of land is located in the Polkadraai node between Stellenbosch and Kuils River. It comprises vacant land with approximately 10.7 hectares vineyards, while the remainder represented fallow land. The tract of land compares well with the subject property in terms of size and location. Analysis of the sale indicates to a vacant land rate of approximately R 300 000 per hectare (excluding vineyards). This sale serves as a very good indication of the rate to be applied to the arable component of the subject property.	
SALE 2: Portion 4 of Farm 1505 Stellenbosch RD		
Land size: 41.5710 Ha	Purchase Date: 2017/01/26	Purchase Price: R 6 570 000
	This tract of land is located approximately 8 kilometres north of Stellenbosch. It represents mountainous vacant land comprising natural veld. The land is uncultivated which suggests an upward adjustment would be justified for arable component of the subject property. On the other hand a downward adjustment would be justified for the renosterveld component.	
SALE 3: Portion 4 of Farm 1471 Stellenbosch RD		
Land size: 14.8056 Ha	Purchase Date: 2016/11/12	Purchase Price: R 7 200 000
	This tract of land is located in relative close proximity to the subject property, along Stellenbosch Kloof Road. It offers approximately 5.7 hectares vineyards, while the remainder represents fallow land and a dam. This property offers a sought-after location with lifestyle appeal. The valuer is of the opinion that a significant downward adjustment would be justified for the subject property.	
SALE 4: Portion 18 of Farm 730 Paarl RD		
Land size: 13.2554 Ha	Purchase Date: 2016/06/17	Purchase Price: R 3 000 000
	This tract of land is located in close proximity to the subject property, adjacent to the N1, approximately 7 kilometres west of Klapmuts. It represents vacant, predominantly fallow land, with approximately 3 hectares of vineyards. Analysis of the sale indicates a vacant land rate of roughly R 200 000 per hectares. An upward adjustment would be justified for the subject property due to a perceived superior location and utilisation.	

SALE 5: Farm 1519 Paarl RD		
Land size: 101.8832 Ha	Purchase Date: 2016/02/01	Purchase Price: R 3 700 000
		<p>This relatively large tract of land is located in close proximity to the subject property, approximately 2 kilometres east of Klapmuts along the N1. It represents fallow natural veld with no water allocation. This sale serves as an indication of the base rate for the fallow land component of the subject property, but an upward adjustment would be justified for the significant difference in size and locational factors.</p>

SALE 6: Farm 1369 Paarl RD		
Land size: 27.7170 Ha	Purchase Date: 2013/08/02	Purchase Price: R 5 000 000
		<p>This property is located in very close proximity to the subject property, adjacent to the R304. It comprises vacant arable land of 27,7170 hectares, including dam area of approximately 4 hectares and road reserve of approximately 3.2 hectares. Assuming that no value was attached to the road reserve, and effective area of approximately 24.5170 hectares indicates to a rate of approximately R 203 940 per hectare, which is indicative of arable land values of similar units. An upward adjustment would be justified for the efflux of time and perceived superior location of the subject property.</p>

Sale 7: Farm 1226 Malmesbury RD		
Land size: 46.4121 Ha	Purchase Date: 2013/07/18	Purchase Price: R 2 000 000
		<p>This vacant tract of land of 46.4121 hectares is located approximately 21 kilometres northwest of Stellenbosch along the R304. It comprises uncultivated natural veld. The selling price of R 2 000 000 represents a rate of R 43 092 per hectare. This sale is indicative of the rate to be applied to fallow land component of the subject property, with an upward adjustment justified for the efflux of time.</p>

1.1 Conclusion on Comparable Sales

The comparable properties listed above generally comprise small farms with similar utility to the subject properties, or components thereof. The location of these properties compare relatively well with the subject property. Based on analysis of the sales, and after making adjustments for the improvements and other value forming characteristics, a rate of R 300 000 per hectare was deemed appropriate to the arable land components, while a rate of R 50 000 per hectare can be applied to the renosterveld component. These rates are considered in keeping with the market and can be applied in the various land components, while the depreciated value of improvements can be added as per calculations hereunder.

8. VALUATION CALCULATION

Based on the market information listed in paragraph 7, the valuer is of the opinion that a rate of R 300 000 can be applied to the arable land component, while a rate of R 50 000 per hectare would be justified for the protected renosterveld. The value of the subject property can therefore be calculated as follows:

Description	Size (Ha)	R / Ha	Value
Arable land	4.10	R 300 000	1 230 000
Renosterveld	5.32	R 50 000	266 000
TOTAL	9.42		1 496 000
TOTAL (ROUNDED)	9.42		R 1 500 000

9. DECLARATION

I, Johan Klopper a registered Professional Valuer, declare that I have inspected the area to be valued and that I have conducted this valuation assignment to the best of my knowledge and skills. I have no present or contemplated interest in this property, and accordingly certify that this valuation was undertaken on a completely independent basis.

Based on the available information I am of the opinion that the fair and reasonable market value of the of Farm 377A Stellenbosch RD measuring approximately 9.42 hectares, as at 1 March 2018, amounts to R 1 500 000.

Signed at STELLENBOSCH on this the 6th day of March 2018.


 J. Klopper
 Professional Valuer (Reg. No. 6372/0)
 Member of the SA Institute of Valuers

ANNEXURE A: TITLE DEED INFORMATION:

GENERAL INFORMATION	
Deeds Office	CAPE TOWN
Date Requested	2018/02/15 13:43
Information Source	DEEDS OFFICE
Reference	-

Printed: 2018/02/15 13:43
windeed
A LexisNexis™ Product

FARM 377, 377, 0 (REMAINING EXTENT) (CAPE TOWN)

PROPERTY INFORMATION	
Property Type	FARM
Farm Name	FARM 377
Farm Number	377
Portion Number	0 (REMAINING EXTENT)
Local Authority	STELLENBOSCH MUN
Registration Division	STELLENBOSCH RD
Province	WESTERN CAPE
Diagram Deed	STF15-34/9/1583
Extent	78.6779H
Previous Description	-
LPI Code	CD670000000007700000

OWNER INFORMATION	
Owner 1 of 2	
Company Type	LOCAL AUTHORITY
Name	MUN STELLENBOSCH
Registration Number	-
Title Deed	STF5-34/1583
Registration Date	1893/09/20
Purchase Price (R)	SECT 18
Purchase Date	-
Share	-
Microfilm Reference	2006 1551 1402
Multiple Properties	NO
Multiple Owners	NO
Owner 2 of 2	
Company Type	LOCAL AUTHORITY
Name	MUN STELLENBOSCH
Registration Number	-
Title Deed	T36096/0006
Registration Date	-
Purchase Price (R)	TRANSFER BY ENDO
Purchase Date	-
Share	-
Microfilm Reference	2006 1559 1402
Multiple Properties	NO
Multiple Owners	NO

ENDORSEMENTS (4)			
#	Document	Institution	Amount (R) Microfilm
1	1423/1957/D	-	UNKNOWN
2	K762/1995	-	UNKNOWN 1999 0471 2241
3	VA2665/0006	MUN STELLENBOSCH	UNKNOWN 2006 1559 1309
4	FARM ST 377	-	UNKNOWN 1985 0071 1745



NO.	DESCRIPTION	AREA	REMARKS
1
2
3
4
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6
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357

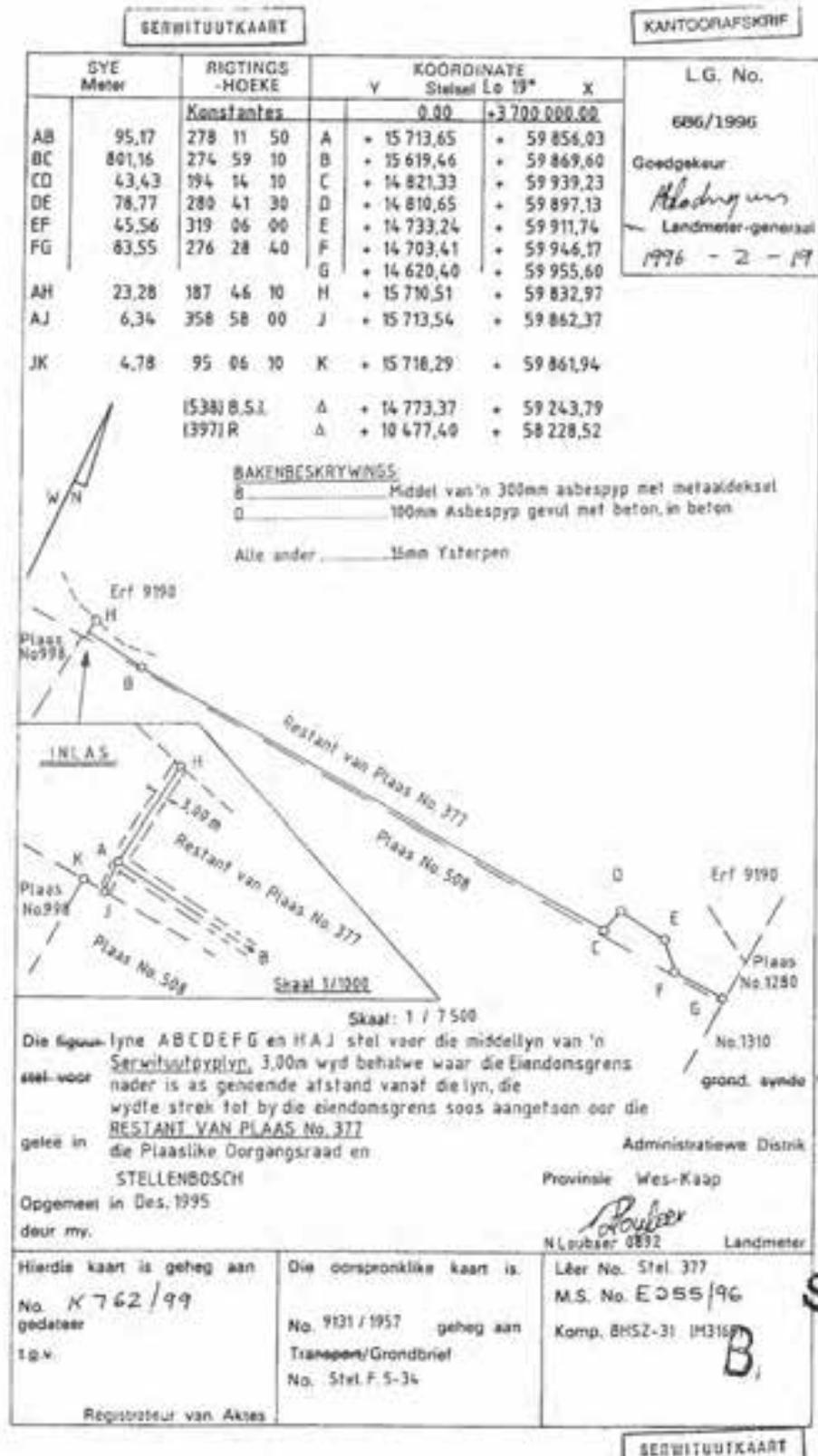


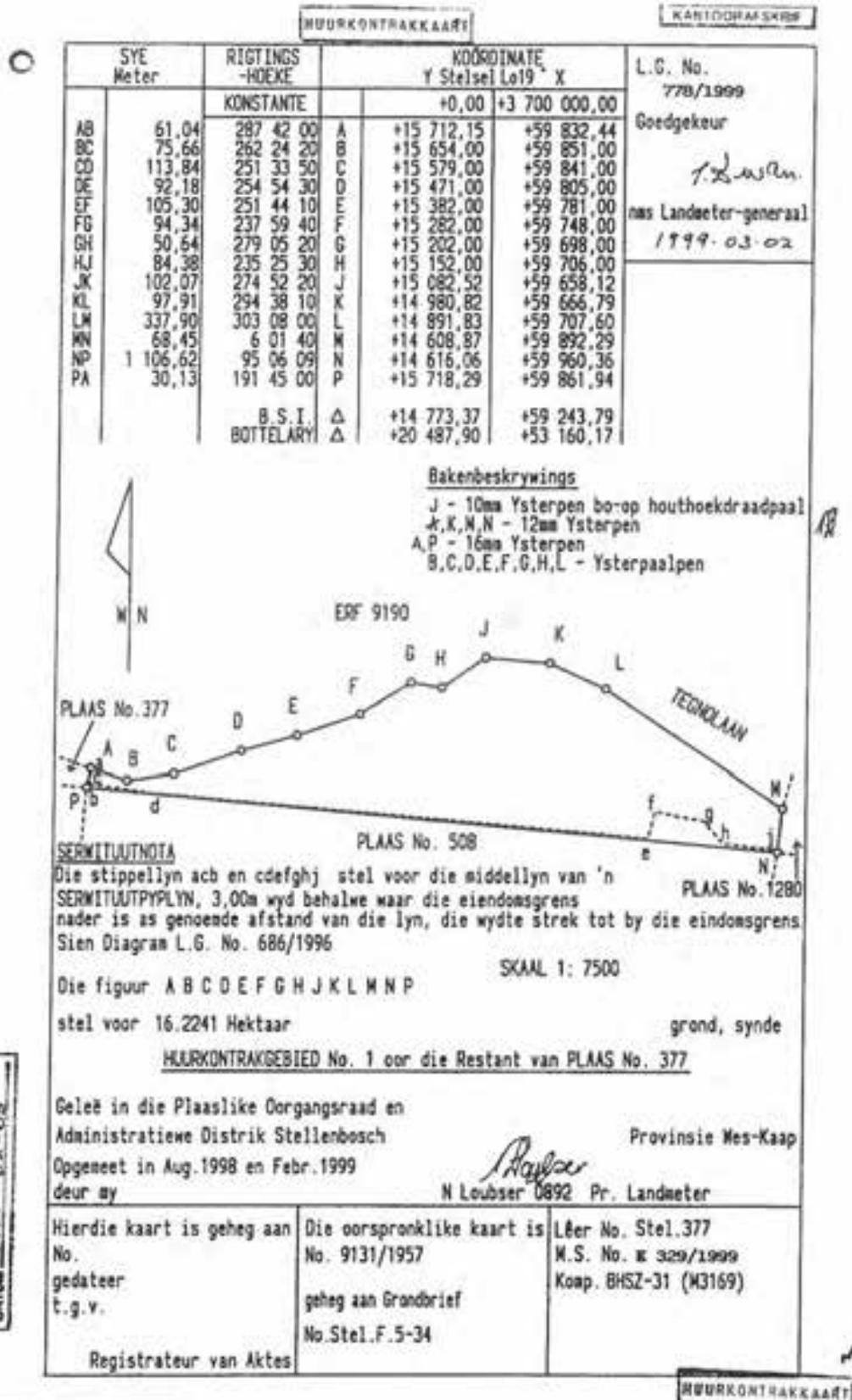
Area	Area in hectares	Area in square meters	Area in square feet
1	0.0000	0.0000	0.0000
2	0.0000	0.0000	0.0000
3	0.0000	0.0000	0.0000
4	0.0000	0.0000	0.0000
5	0.0000	0.0000	0.0000
6	0.0000	0.0000	0.0000
7	0.0000	0.0000	0.0000
8	0.0000	0.0000	0.0000
9	0.0000	0.0000	0.0000
10	0.0000	0.0000	0.0000
11	0.0000	0.0000	0.0000
12	0.0000	0.0000	0.0000
13	0.0000	0.0000	0.0000
14	0.0000	0.0000	0.0000
15	0.0000	0.0000	0.0000
16	0.0000	0.0000	0.0000
17	0.0000	0.0000	0.0000
18	0.0000	0.0000	0.0000
19	0.0000	0.0000	0.0000
20	0.0000	0.0000	0.0000
21	0.0000	0.0000	0.0000
22	0.0000	0.0000	0.0000
23	0.0000	0.0000	0.0000
24	0.0000	0.0000	0.0000
25	0.0000	0.0000	0.0000
26	0.0000	0.0000	0.0000
27	0.0000	0.0000	0.0000
28	0.0000	0.0000	0.0000
29	0.0000	0.0000	0.0000
30	0.0000	0.0000	0.0000
31	0.0000	0.0000	0.0000
32	0.0000	0.0000	0.0000
33	0.0000	0.0000	0.0000
34	0.0000	0.0000	0.0000
35	0.0000	0.0000	0.0000
36	0.0000	0.0000	0.0000
37	0.0000	0.0000	0.0000
38	0.0000	0.0000	0.0000
39	0.0000	0.0000	0.0000
40	0.0000	0.0000	0.0000
41	0.0000	0.0000	0.0000
42	0.0000	0.0000	0.0000
43	0.0000	0.0000	0.0000
44	0.0000	0.0000	0.0000
45	0.0000	0.0000	0.0000
46	0.0000	0.0000	0.0000
47	0.0000	0.0000	0.0000
48	0.0000	0.0000	0.0000
49	0.0000	0.0000	0.0000
50	0.0000	0.0000	0.0000

1. The area shown in the plan is situated in the town of ...
 2. The area shown in the plan is situated in the town of ...
 3. The area shown in the plan is situated in the town of ...

The Area is ...
 bounded by ... of land being ...
 a certificate was ...
 made in the Division of ...
 Surveyed in 1917, 1918 by the ...

The diagram is annexed to ...
 The original diagram is ...
 No. ...
 of the ...
 of the ...
 of the ...

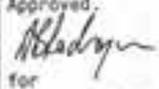




GOEDGEKUR KARTOGRAFIE ART. 25
 VAN ORD. 18/1985
 VERWYSING: ERF 9190
 DATUM: 1999 - 03 - 02

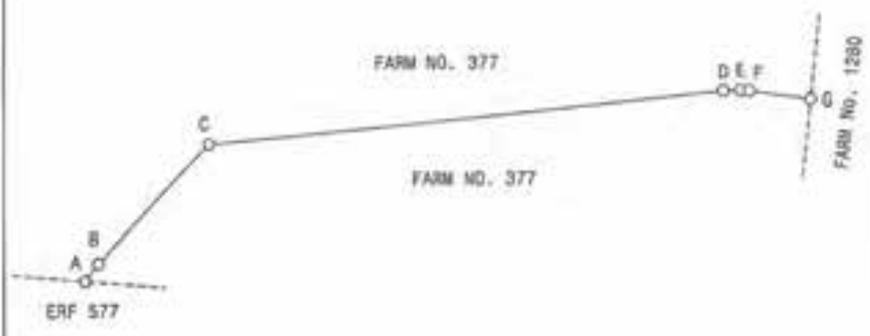
SERVITUDE DGM.

Friedlander, Burger & Volman - Land Surveyors

SIDES Metres	ANGLES OF DIRECTION	CO-ORDINATES System WGS 1984		S.G. No. 3983/2010	
		Y	X		
Constants :		0,00	0,00	Approved:  for Surveyor - General Date : 29-11-2010	
AB	5,89	216 59 10	A + 14887,99		+ 3760242,80
BC	43,93	222 49 20	B + 14864,44		+ 3760238,10
CD	139,54	264 30 40	C + 14834,58		+ 3760205,88
DE	4,67	268 56 40	D + 14695,68		+ 3760192,53
EF	2,29	273 15 10	E + 14691,01		+ 3760192,44
FG	15,79	278 02 10	F + 14688,73		+ 3760192,57
			G + 14672,11		+ 3760194,92
	404 PARADYS	△ +	10183,10	+ 3759563,40	
	536 B S I	△ +	14836,26	+ 3759543,11	

Beacon Descriptions

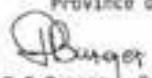
A G 12mm Iron peg
 All other beacons Planted concrete block



SCALE 1 : 1500

The line ABCDEFG represents the centre line
 of an electrical cable servitude 1,00 metres wide
over FARM NO. 377, STELLENBOSCH

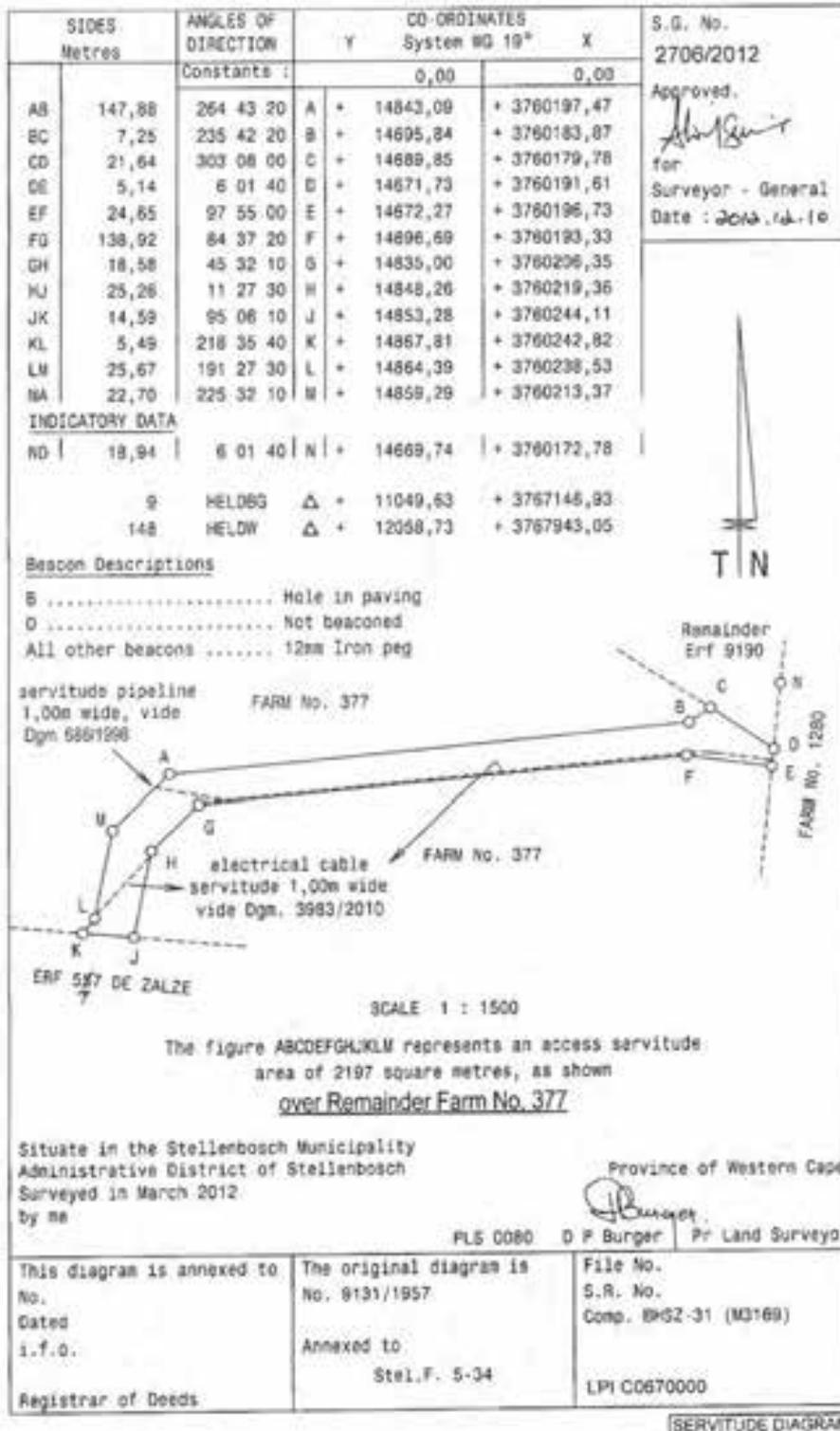
Situate in the Stellenbosch Municipality
 Administrative District of Stellenbosch
 Surveyed in September 2010
 by me

Province of Western Cape

 D P Burger Pr Land Surveyor

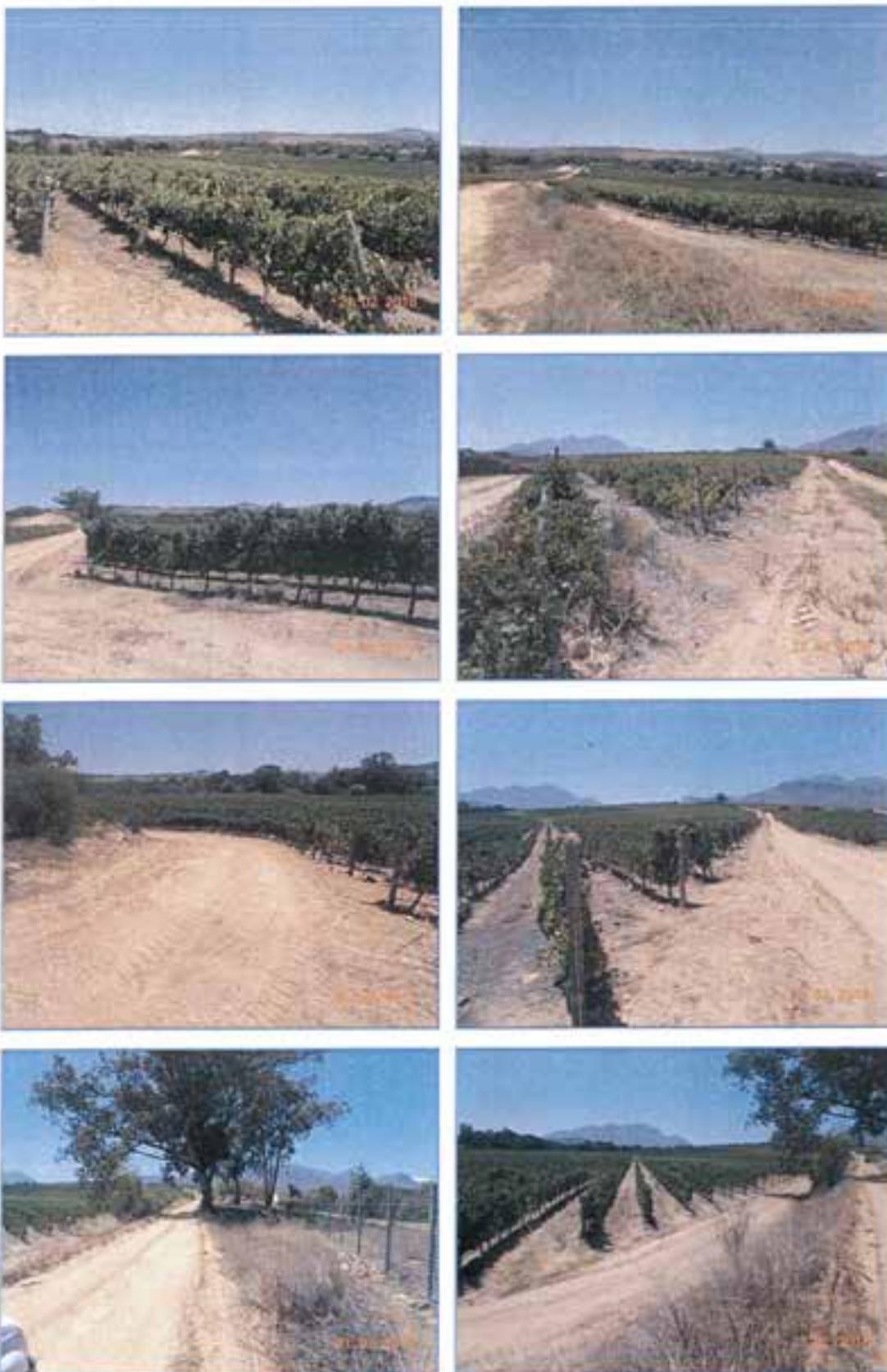
This diagram is annexed to No. Dated i.f.o. Registrar of Deeds	The original diagram is No. 9131/1957 Annexed to Stel.F. 5-34	File No. Stel.377 (V2) S.R. No. 1749/2010 Corp. SWS-31 (M3169) SH-6000-(M3765) LPI 00670000
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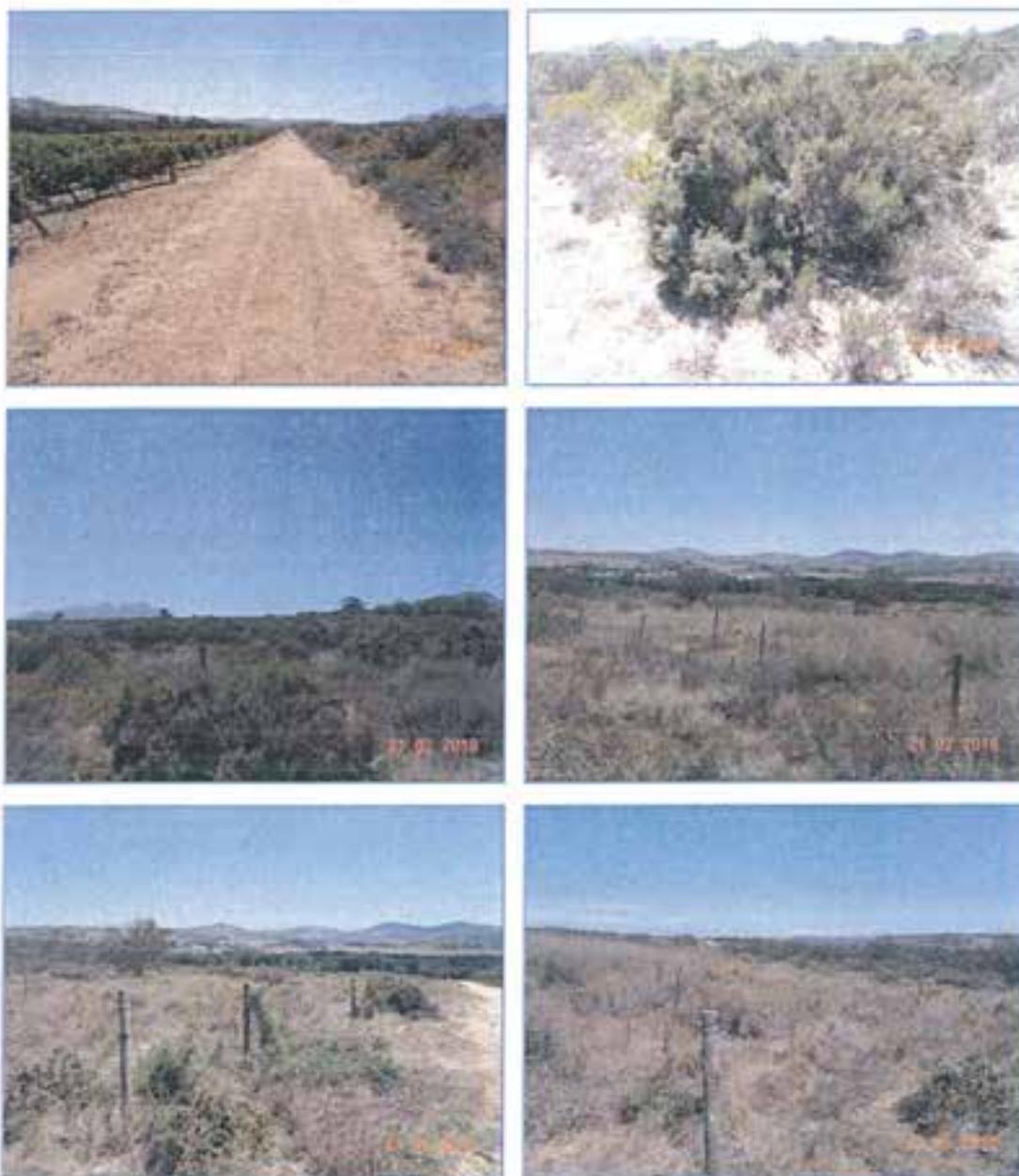
SERVITUDE DGM.

SERVITUDE DIAGRAM



ANNEXURE C: PHOTOGRAPHS OF AFFECTED AREAS





End of report

APPENDIX 5



VALUATION REPORT

DETERMINATION OF THE MARKET VALUE OF:
PORTION OF FARM 387,
STELLENBOSCH REGISTRATION DIVISION,
WESTERN CAPE

Client:

STELLENBOSCH MUNICIPALITY

28 February 2018

Compiled by:

Johan Klopper

Professional Valuer

Member of the SA Institute of Valuers

BCom Law (University of Stellenbosch), NDip: Property Valuation (UNISA)



28 February 2018

Mr. Piet Smit
 Stellenbosch Municipality
 Property Management
 Plein Street
 Stellenbosch
 7600

VALUATION CERTIFICATE

I, the undersigned, Johan Klopper, Professional Valuer registered in terms of the Property Valuer's Profession Act, 2000 (Act No 47 of 2000) do hereby certify that I have inspected and valued the following immovable property namely:

<p>Portion of FARM 387, STELLENBOSCH REGISTRATION DIVISION, in the WESTERN CAPE Measuring approximately 2 hectares</p>
--

I consider the market rate of the abovementioned property to be as follows:

<p>R 640 000 / Ha</p>	<p>Six Hundred and Forty Thousand Rand per hectare (Excluding VAT)</p>
-----------------------	---

As at: **1 March 2018**

Signed at Stellenbosch this 28th day of February 2018.

A handwritten signature in black ink, appearing to read "Johan Klopper".

J. Klopper
 Professional Valuer
 Registration Number: 6372/0

PENDO PROPERTY SERVICES CC T/A PENDO PROPERTY VALUERS
 Reg. No. 2009/230603/23 • VAT Reg. No. 4530269028
 Member: J. Klopper

Verified Level 4 B-BBEE Contributor

Tel: 083 305 3252 • Fax: 086 611 1511 • Email: info@propertyvaluer.co.za • Postal address: PO Box 81, Stellenbosch, 7599

VALUATION REPORT

1. GENERAL

1.1 INSTRUCTIONS

Instructions were received from Stellenbosch Municipality to determine the fair and reasonable market value of a portion of Remainder Farm Vlottenburg No. 387 Stellenbosch Registration Division, measuring approximately 2 hectares, which is to be acquired from the land owner by the Stellenbosch Municipality.

1.2 EFFECTIVE DATE OF VALUATION

1 March 2018

1.3 INSPECTION DATE

21 February 2018

1.4 DEFINITION OF MARKET VALUE

As per the International Valuation Standards Council, market value can be defined as follows:

The highest price that a willing and informed purchaser will pay a willing and informed seller in a normal open market transaction, when neither party is under the anxiety or compulsion to sell or purchase, other than their normal desire to transact.

1.5 CAVEATS

The valuer has assumed that the subject property and their values were unaffected by any statutory notice or condition of title where the title deeds have not been inspected.

Information regarding the subject property and comparable properties was received from local authorities and third parties. This information was received in good faith and it is assumed that the supplied information is correct, but no warranty as to the accuracy of this information can be made.

All plans included in this document are supplied for identification purposes only and are not necessarily to scale.

We have not carried out a structural survey, nor have we tested the service installations, woodwork or other parts of the structure which are covered, unexposed or inaccessible and are therefore unable to report that such parts of the property are free of rot, beetle or other defects. This valuation is therefore based on the assumption that the building is in a reasonable state of repair, unless expressly stated otherwise in this report.

In this report, the market value and any other values referred to exclude VAT.

Any possible contamination of the subject property as a result of an environmental incident has also not been taken into account, nor have we examined the cost of any remedial measures involved.

Neither all nor any part of this report shall be conveyed to the public or anybody other than the addressee or their principles through advertising, public relations, news sales or any other media without the written consent of the author. This valuation was performed for the purpose as stated in this report and should not be used for any other purpose.

2. PROPERTY AND OWNERSHIP DESCRIPTION

2.1 TITLE DEED INFORMATION

Description	REMAINDER OF THE FARM VLOTTENBURG NO. 387, STELLENBOSCH REGISTRATION DIVISION, in the PROVINCE of the WESTERN CAPE
Registered extent	77.6355 Hectares
Extent to be valued	± 2 Hectares
Registered owner	VREDENHEIM PTY LTD
Title Deed No	T17126/2010
Date of Registration	2010/04/16
Purchase Price	2008/09/04
Endorsements / Conditions of title	None noted that materially affect the area to be valued, but approved servitude diagram S.G. No. 2218/2012 was noted, which indicates a 8 meter wide access servitude over the area to be valued. The access servitude area appears to be in use but is not registered.
Mortgage bond(s)	None
S.G. Diagram(s)	S.G. No. 279/1814 S.G. No. 6380/1957 S.G. No. 14/1981 S.G. No. 4653/1998 S.G. No. 1608/2010 S.G. No. 2218/2012 S.G. No. 2819/2012
LPI Code	LPI code: C06700000000038700000

2.2 MUNICIPAL INFORMATION

Local Authority	Stellenbosch Municipality
Zoning	Agriculture
Municipal Valuation	GV2017: R 23 963 500 R 2 813 400 <u>R 2 474 100</u> R 29 251 000

3. PROPERTY LOCATION

The portion of Farm 387 to be valued is located approximately 6 kilometres west of the Stellenbosch CBD in the Vlottenburg node. The tract of land abuts the Vlottenburg Road, while existing lower income residential uses is located directly to the west, and an existing school is located directly to the north. Refer to the location map below.



4. DESCRIPTION OF THE SUBJECT PROPERTY

The area to be valued represents an oblong shaped tract of land measuring roughly 2 hectares (size to be confirmed following negotiation with landowner). The eastern portion, which is traversed by the Sanddrif River, is relatively flat, while the western portion slopes down in an easterly direction. Three dilapidated dwellings are located on the western periphery, but were excluded for valuation purposes due to their rundown state. Refer to the aerial photograph below.



The Sanddrif River traverses the eastern portion of the area to be valued. Based on specialist freshwater assessments undertaken for the proposed development of Farm 387, a setback line of 15m to 20m from the top of the river banks was proposed for the Sanddrif River. Based on the aforementioned development constraints, the valuer estimates that not more than approximately 75% of the site is developable.

Also refer to Annexure C for photographs of the area to be valued.

5. HIGHEST AND BEST USE

Highest and Best Use is defined under the International Valuation Standards (IVSC) as "The most probable use of an asset which is physically possible, appropriately justified, legally permissible, financially feasible and which results in the highest value of the asset being valued".

The area to be valued forms part of a proposed mixed use development of the subject property. Given the limitations resultant from Sanddrif River crossing the area to be valued, as well as the adjoining low income housing, the valuer is of the opinion that low to medium income housing development represents the highest and best use of the area to be valued.

6. VALUATION APPROACH

The **Comparable Sales Method** is deemed the most appropriate valuation method to determine the market value of agricultural land. This approach is based on the principle of comparability and substitution. The assumption is that if similar assets in a similar market place have been sold at a particular value, then the comparable asset will also sell at a similar price.

7. MARKET INFORMATION

We liaised with the Cape Town Deeds Office to determine the sales and transfers in the vicinity of the subject properties. Comparisons were then made in terms of size, improvements, utilisation and potential of the land and date of sale, after which the necessary adjustments were made.

The following transactions were registered in the Deeds Office and serve as good comparisons in determining the market rate of the area to be acquired:

No	Description	Sale Date	Extent	Price (Ex VAT)	Rate/ha
1	Erf 268 Blue Downs	2017/06/26	1,7261	R 1 343 000	R 778 055
2	Erf 1319 Hagley	2017/02/03	1,3499	R 2 300 000	R 1 703 830
3	Erf 2555 & 3378 Eerste River	2016/06/14	5,7777	R 7 400 000	R 1 280 786
4	Erf 9419 Eerste River	2016/05/12	0,7670	R 500 000	R 651 890
5	Erf 9417 Eerste River	2016/05/12	3,4828	R 2 000 000	R 574 251
6	Erf 29654 & 29655 Blue Downs	2014/11/07	21,4377	R 16 000 000	R 746 349
7	Erf 1958 Hagley	2014/08/04	1,7142	R 2 180 000	R 1 271 730
8	Portion 3 of Farm 520 Cape RD	2014/06/18	0,8920	R 710 000	R 795 964
9	Portion 15 of Farm 597 Cape RD	2013/11/08	3,1836	R 2 200 000	R 691 042
10	Erf 358 Blue Downs	2013/08/30	2,9458	R 2 625 000	R 891 099

Note was also taken of the following unregistered sales:

No	Farmname	Sale Date	Extent	Price (Ex VAT)	Rate/ha
1	Portion of Erf 1 Greenville Garden City	2017/09	8,8412	R 7 575 000	R 850 000
2	Portion of Erf 33683 Strand	2017/05	5,1550	R 3 866 250	R 750 000
3	Erf 27040 Belville	2016/01	9,8021	R 7 850 000	R 800 849
4	Erf 1666 Greenville Garden City	2015/09	1,4405	R 1 225 000	R 850 399

Remarks and conclusion on market sales:

The listed registered sales generally ranged between R 650 000 and R 900 000 per hectare for development properties with similar potential. Outliers were also observed for superior properties, with sales up to approximately R 1 700 000 per hectare. These sales were however considered superior to the area to be valued. The unregistered sales indicated a sales range of R 750 000 to R 850 000 per hectare, with the most recent transactions concluded at R 850 000 per hectare.

Based on the aforementioned, and taking note of the various value forming characteristics, the valuer is of the opinion that a market rate of R 850 000 per hectare would be fair and reasonable for the area to be valued.

8. VALUATION CALCULATION

Because the exact acquisition area has not been finalised, the valuer was instructed to express the value as a per hectare rate. Analysis of the market information listed in paragraph 7 suggests that a rate of R 850 000 per hectare would be justified for lower income development land. Given the development constraints due to the Sanddrif River, it is estimated that not more than approximately 75% of the site is developable. This suggests that a proportional downward adjustment to R 637 500 (rounded to R 640 000) per hectare would be justified for the area to be valued.

Note: The market rate of R 850 000 per hectare would apply if the river component was excluded from the acquisition area.

9. DECLARATION

I, Johan Klopper a registered Professional Valuer, declare that I have inspected the area to be valued and that I have conducted this valuation assignment to the best of my knowledge and skills. I have no present or contemplated interest in this property, and accordingly certify that this valuation was undertaken on a completely independent basis.

Based on the available information I am of the opinion that the fair and reasonable market rate of the portion of Farm 387 Stellenbosch RD to be valued, as at 1 March 2018, amounts to R 640 000 per hectare.

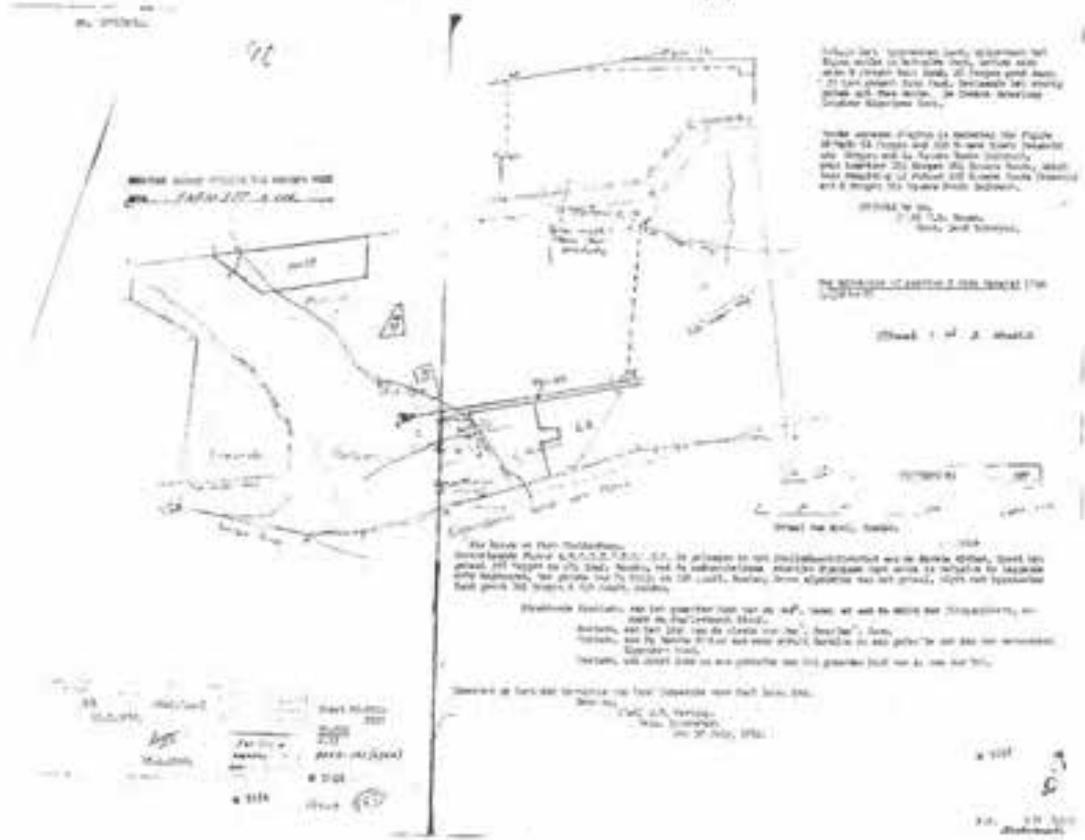
Signed at STELLENBOSCH on this the 28th day of February 2018.


 J. Klopper
 Professional Valuer (Reg. No. 6372/0)
 Member of the SA Institute of Valuers

ANNEXURE A: TITLE DEED INFORMATION:

Deeds Office Property		Printed: 2018/02/01 13:47		
VLOTTENBURG, 387, 0 (REMAINING EXTENT) (CAPE TOWN)		 A LandTrends® Product		
GENERAL INFORMATION				
Deeds Office	CAPE TOWN			
Date Requested	2018/02/01 13:40			
Information Source	DEEDS OFFICE			
Reference	-			
PROPERTY INFORMATION				
Property Type	FARM			
Farm Name	VLOTTENBURG			
Farm Number	387			
Portion Number	0 (REMAINING EXTENT)			
Local Authority	WINKELANDS DC			
Registration Division	STELLENBOSCH RD			
Province	WESTERN CAPE			
Diagram Deed	ST04-31818			
Extent	77.6355H			
Previous Description	-			
LPI Code	C06700000000038700000			
OWNER INFORMATION				
Owner 1 of 1				
Company Type	COMPANY			
Name	VREDENHEIM PTY LTD			
Registration Number	199500737107			
Title Deed	T17126/2010			
Registration Date	2010/04/16			
Purchase Price (R)	110 263 034			
Purchase Date	2006/09/04			
Share	-			
Microfilm Reference	2010 0074 0114			
Multiple Properties	NO			
Multiple Owners	NO			
ENDORSEMENTS (8)				
#	Document	Institution	Amount (R)	Microfilm
1	EX117/1987-4/3/ST-48	723/1987 (WOP)	UNKNOWN	
2	EX56/2015	VREDENHEIM PTY LTD	UNKNOWN	
3	L2620/2015C	-	UNKNOWN	
4	K687/2015	-	UNKNOWN	
5	K71/1999L	KIRSTEN BENDONTRUST	UNKNOWN	1999 0066 5342
6	FARM ST 387	-	UNKNOWN	1666 0071 1773
7	GEN PROCD NAT MONUME	NT 10/3/1979	UNKNOWN	
8	PTNS OF ST RD 387/3	-12.14/29	UNKNOWN	
HISTORIC DOCUMENTS (4)				
#	Document	Owner	Amount (K)	Microfilm
1	EX87/2013	-	UNKNOWN	
2	EX115/2013	-	UNKNOWN	
3	T36614/1973	VREDENBURG BOERDERY BELANGE	UNKNOWN	1980 1232 0779
4	T45723/1980	VREDENBURGH LANGOED PTY LTD	1 400 000	2010 0074 0115

ANNEXURE B: S.G. DIAGRAM(S):



SERVITUDE DGM.						
SIDES Metres	ANGLES OF DIRECTION	CO-ORDINATES System WGS 1984				S.G. No. 2218/2012
		Y	X	Y	X	
	Constants :		0,00		0,00	Approved, <i>N. Coffin</i> for Surveyor - General Date : 18-10-2012
AB	7,07	266 17 20	A + 18755,89		+ 3758886,93	
BC	8,00	311 17 20	B + 18748,83		+ 3758886,48	
CD	7,07	356 17 20	C + 18742,82		+ 3758891,75	
DA	18,00	131 17 20	D + 18742,36		+ 3758898,81	
CE	25,58	221 17 20	E + 18725,94		+ 3758872,53	
EF	32,65	204 40 20	F + 18712,31		+ 3758842,86	
FG	13,53	221 17 20	G + 18703,38		+ 3758832,69	
GH	26,09	236 25 40	H + 18681,64		+ 3758818,27	
HJ	8,81	197 06 00	J + 18679,05		+ 3758809,84	
JK	26,70	157 46 00	K + 18669,16		+ 3758785,13	
KL	50,04	252 32 40	L + 18641,42		+ 3758770,12	
	148	HELDW	Δ + 12058,73		+ 3767943,05	
	334	STEL 11	Δ + 6520,29		+ 3763434,19	
<p>1. The figure ABCD represents an access servitude area 65 square metres, as shown 2. The lines CE, EF, FG and GH represent the South-eastern boundary of a 8,00 metres wide access servitude, as shown 3. The line HJ represents the Eastern boundary of a 8,00 metres wide access servitude, as shown 4. The line JK represents the North-eastern boundary of a 8,00 metres wide access servitude, as shown 5. The line KL represents the Southern boundary of a 8,00 metres wide access servitude, as shown</p> <p style="text-align: center;">over REMAINDER FARM VLOTTENBURG NO. 387</p> <p>Situate in the Stellenbosch Municipality Administrative District of Stellenbosch Surveyed in February 2011 by me</p> <p style="text-align: right;">Province of Western Cape <i>D.P. Burger</i> PLS 0060 D P Burger Pr Land Surveyor</p>						
This diagram is annexed to No. Dated i.f.o. Registrar of Deeds		The original diagram is No. 279/1814 Annexed to Stel. Q. 4-3.		File No. Stel 387 S.R. No. 1010/2012 Comp. BHSY-42 (M3188) LPI 0670000		

Servitude Dgm. No.2218/2012

SERVITUDE DGM.

Friedlaender, Burger & Wilkman - Land Surveyors

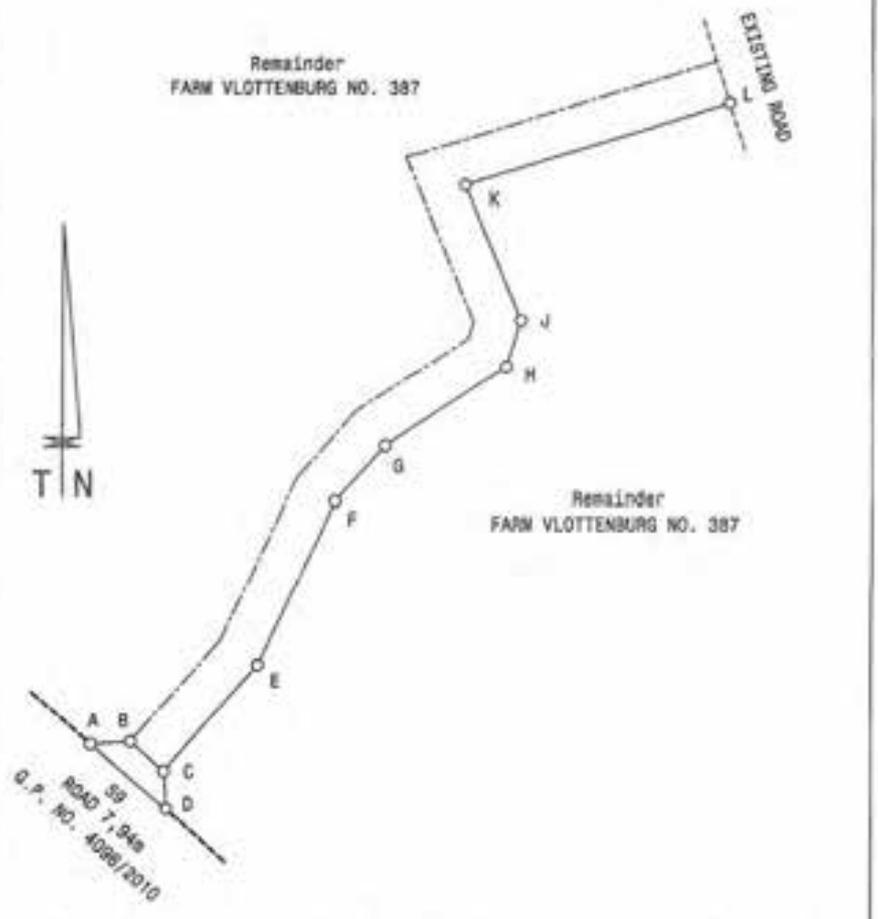
Beacon Description
All beacons are 12mm iron pegs

S.G. No.
2218/2012

Approved.
Noller

for
Surveyor - General
Date : 18-10-2012

SHEET 2 OF 2 SHEETS



access servitude over REMAINDER FARM VLOTTENBURG NO. 387
Administrative District of Stellenbosch

Surveyed in February 2011
by me *D.P. Burger*

SCALE 1 : 1000

PLS 0080 D P Burger Pr Land Surveyor

Servitude Dgm No.2218/2012

ANNEXURE C: PHOTOGRAPHS OF AFFECTED AREAS





End of report

APPENDIX 6



2018-04-05

The Owner
 Vredenheim (Pty) Ltd
 PO Box 369
 Vlottenburg
 7600

Attention: Elzabé Bezuidenhout

Dear Ms Bezuidenhout

OFFER TO PURCHASE/EXCHANGE OF LAND: A PORTION OF REMAINDER FARM 387, STELLENBOSCH AND LEASE AREA 377A, STELLENBOSCH

Following our recent discussions regarding the possible acquisition of a portion of Remainder Farm 387, Stellenbosch, refers. You would recall that you have indicated at the meeting that you would consider such transaction, but preferably on the basis of an exchange of land, i.e. that you would like to acquire Lease Farm 377A (or at least a portion thereof).

Following the above discussion, we have appointed two (2) independent valuers to determine the fair market value of the properties under consideration, i.e.:

- a) A portion of Remainder Farm 387, Stellenbosch, measuring approximately 1.4ha in extent; and
- b) Lease Farm 377A, Stellenbosch, measuring 9.42 ha in extent.

They valued the properties as follows:

Name of valuer	Lease Farm (9.42 ha)	Portion of Remainder Farm 387 (1.4 ha)
Cassie Gerber Property Valuer cc	R100 000.00/ha (Excluding of VAT)	R875 00/ha (Excluding of VAT)
Pendo Property Valuers	R159 235.67/ha (excluding of VAT)	R850 00*/ha (Excluding of VAT)
Value of property	R1 221 000.00	R1 207 500.00

Should the above be taken as the fair market value of the properties, it means that the properties are almost equal in value, and an exchange of land could therefor be considered.

Please find hereto attached copies of the valuation reports as well as an Offer to Purchase.



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Should you agree to this, please sign the Offer to Purchase, whereafter we will attend to the subdivision and transfer of the land parcels.

I await your feedback on this regard.

Yours faithfully

PIET SMIT
MANAGER: PROPERTY MANAGEMENT



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Municipality - Munisipaliteit
Stellenbosch
25 APR 2018
Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder

OFFER TO PURCHASE/EXCHANGE OF LAND AGREEMENT

Made and entered into by and between

STELLENBOSCH MUNICIPALITY

(Herein represented by **PETRUS DU PLESSIS SMIT**, in his capacity as Manager: Property Management, being duly authorised), hereinafter referred to as the **MUNICIPALITY**

And

VREDENHEIM (PTY) LTD

(Herein represented by Etalo' Bezuidenhout, in his/her capacity as director, being duly authorised), hereinafter referred to as the **VREDENHEIM**

In relation to:

- a) A portion of Remainder Farm 387, Stellenbosch, measuring approximately 1.4ha in extent; and
- b) A portion of Lease Farm 377A, Stellenbosch, measuring approximately 9.42ha in extent.

J. Eby *AS* *F. J. Adams*

Table of content		Pg
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PREAMBLE

WHEREAS VREDENHEIM is the owner of Remainder Farm 387, Stellenbosch;

WHEREAS the MUNICIPALITY is the owner of Lease Farm 377A, Stellenbosch;

WHEREAS the MUNICIPALITY has approach VREDENHEIM with the view of acquiring a portion of Remainder Farm 387, measuring approximately 1.4 ha in extent, to enable them to:-

- a) gain access to developments on Longlands and Digteby; and
- b) to develop the remainder portion with low-cost housing;

WHEREAS VREDENHEIM has indicated that they would consider such disposal to the MUNICIPALITY, but only on the basis on a exchange of land, that is for a portion of Lease Farm 377A, with more or less equal value, to be acquired by them;

WHEREAS the MUNICIPALITY has appointed two (2) independent valuers to advise them on the fair market value of the properties under consideration; and

WHEREAS the MUNICIPALITY would like to make a formal offer to VREDENHEIM to acquire a portion of Remainder Farm 387, Stellenbosch in exchange for a portion of Lease Farm 377A, Stellenbosch;

NOW THEREFOR the following offer is made:

1. Parties

1.1 The parties to this agreement are:

- 1.1.1 Stellenbosch Municipality and
- 1.1.2 Vredenheim (Pty) Ltd.

2. Definition and interpretations

In this contract, unless the context otherwise requires, the following terms have the following meanings assigned to them:

- 2.1 "Seller", in the relation to a portion of Remainder Farm 387, Stellenbosch means Vredenheim Estate (Pty) Ltd; and in relation to Lease Farm 377A, Stellenbosch means the Stellenbosch Municipality;
- 2.2 "Purchaser", in relation to apportion of Remainder Farm 387, Stellenbosch, means Stellenbosch Municipality; and in relation to Farm 377A, Stellenbosch, it means Vredenheim Estate (Pty) Ltd;
- 2.3 "Properties " means a portion of Remainder Farm 387, measuring approximately 1.4ha in extent, as shown on APPENDIX 1 and Lease Farm 377A, Stellenbosch measuring approximately 9.42ha in extent, as shown on APPENDIX 2.
- 2.4 "Date of occupation "means the date of registration of transfer, or such other date that may be agreed upon between the parties
- 2.5 "Acceptance date " means a period which expires at 16:00 on the 21st day following the date of signature of this offer by VREDENHEIM, excluding the date of signature by the

Atkyns
 J. Eby
 Wes
 F. J. J.

- MUNICIPALITY**, but including Saturdays, Sunday and Public Holidays, being the date and time by which VREDENHEIM must accept the offer or it will lapse.
- 2.6 "The Contract" means the content of contract to be concluded between the parties following the acceptance by VREDENHEIM of this offer;
- 2.7 "MFMA" means the Local Government: Municipal Finance Management Act, No, 56 of 2003;
- 2.8 "Low Cost housing" means subsidised housing constructed with provincial funding to a standard not lower than the Digteby development;
- 2.9 The masculine gender included the feminine and neuter genders and *vice versa*.
- 2.10 Words in the singular include the plural and *vice versa*; and
- 2.11 Headings are provided for reference purposes only and are not to be taken into account in the interpretation of any provision hereof.

3. PROPERTIES

- 3.1 The property to be acquired by the **MUNICIPALITY** is a portion of Remainder Farm 387, Stellenbosch, measuring approximately 1.4ha in extent; and
- 3.2 The property to be disposed of to VREDENHEIM is a portion of Lease Farm 377A, measuring approximately 9.42ha in extent; both properties still to be surveyed

4. OFFER

- 4.1 The **MUNICIPALITY** hereby offers to purchase the property, being a portion of Remainder Farm 387, Stellenbosch from VREDENHEIM for an amount of R852 500.00/ha; and
- 4.2 The **MUNICIPALITY** hereby offer to dispose of the property, being a portion of Lease Farm 377A, Stellenbosch, to VREDENHEIM at an amount of R129 617.83/ha.
- 4.3 It is specifically recorded that the final purchase prices will be determined once the properties has been surveyed and subdivided.
- 4.4 The sales prices of the properties will be set-off against each other; the owner of the property with the lowest rand value, based on the actual size of each property, will pay to the other party the difference in rand value on date of registration of such transfer to their name.
- 4.5 This offer is open for acceptance until 16:00 on the acceptance date, shall not be capable of withdrawal prior thereto and, if not accepted by such date, shall lapse.

5. POSSESSION AND OCCUPATION

- 5.1 Subject to the Purchaser:-
- 5.1.1 having paid all costs which the Purchaser is liable to pay in terms of this contract in order to take transfer, and
- 5.1.2 having signed all documents of transfer that may be required to be signed by the Seller's conveyance; and
- 5.1.3 not being in breach of any term of this contract,

the Purchaser shall be entitled to and shall be given occupation of the property on the date of occupation.

Adrian J. Ely. J. Ely. J. Ely.

- 5.2 The benefit, risk, profit and loss of the property shall pass to the Purchaser on occupation of transfer provided however that the liability for payment of rates and taxes and like charges levied upon and/or in respect of the property by the local authority having jurisdiction shall pass to the Purchaser on the date of registration of transfer.
- 5.3 The Purchaser shall reimburse the Seller for rates and taxes and other imposts paid in advance upon the property beyond the date provided in 5.2
- 5.4 If the date of occupation precedes the date of transfer the Purchaser shall not be entitled to effect any changes, or improvements, to the Property before the date of transfer without the prior written consent of the Seller.
- 5.5 It is specifically recorded that no occupational interest will be payable by one party to the other.

6. TRANSFER COSTS

- 6.1 The Purchaser shall be liable for all costs of transfer including Attorney's and Conveyance's charges, stamp and other duties, Deeds Office levies and all other charges and disbursements relating thereto and insofar as payable, VAT on all or any portion of the transfer costs and charges, and shall deposit such costs with the Seller's conveyance's upon demand but in any event by no later than the guarantee date.

7. TRANSFER OF THE PROPERTY

- 7.1 The Seller shall transfer the property to the Purchaser within a reasonable time after the Purchaser has complied with all their obligations in terms of this contract. The MUNICIPALITY'S Conveyancers shall affect transfer of properties.

8. DEFINITIVE SALES AGREEMENTS TO BE CONCLUDED

- 8.1 As soon as the respective properties have been surveyed and the parties have agreed on the exact sizes of the properties, the final purchase prices will be determined, based on the per square hectare prices set out in clause 4 of this agreement.
- 8.2 Following the determination referred to in paragraph 8.1, two (2) definitive Sales Agreements will be concluded by the parties for the respective properties.
- 8.3 The parties undertook to sign all such agreements and documents necessary to effect such transfers.

9. SPECIAL CONDITIONS

- 9.1 The parties specifically agree on the following:
- 9.1.1 The MUNICIPALITY will not allow any squatting on the property acquired in terms of this agreement; it will only be used for the purpose of a low-cost housing development;
- 9.1.2 Following the successful development of the property VREDENHEIM will have the right of nominating three (3) beneficiaries for the project, insofar as they qualify for housing subsidy;

Alan
 J. J. J. J.
 R. S. J. J.

any financial shortfall will be for their account. Alternatively only serviced sites will be made available to them; and

9.1.3 With the development of the property the MUNICIPALITY will, at it's cost, erect ^{and maintain a clearance or similar} a boundary fence on the Eastern boundary of the property, i.e. between the development and the river. ^{to safeguard children from the river.}

10. **SUSPENSIVE CONDITIONS** ^{9.1.4 The provisions of clauses 9.1.3 and 2.8 are material conditions which goes to the root of the contract.}

10.1 The parties agree that this agreement shall only take effect upon the fulfilment of the following suspensive conditions.

10.1.1 The Municipal Council of Stellenbosch must approve of the disposal of a portion of Lease Farm 377A to VREDENHEIM in terms of Section 14 of the MFMA; and

10.1.2 The sub-division of the properties referred to in par. 3 must be approved in terms of the relevant legislation.

11. BREACH

11.1 If a Party breaches a material provision of this agreement, and fails to remedy such breach within 10 days of the date of receipt of a written notice from the aggrieved Party requiring him to do so, the aggrieved Party will be entitled to any remedy available in law, without further notice, including the right of the Seller to:

11.1.1 Claim payment of the outstanding balance of the purchase price; or

11.1.2 cancel this agreement and keep all amounts paid by the Buyer as *roukoop* (damages), and the Buyer will not be entitled to compensation from the Seller for improvements he caused on the property, whether with or without the Seller's consent.

12. MAGISTRATE'S COURT JURISDICTION

Any action which a party may desire to institute for the enforcement of any right conferred by this agreement, may, at the option of the party instituting proceedings, be instituted in the Court of any Magistrate having jurisdiction in respect of the other party in terms of Section 28(1) of the Magistrate's Court Act, to the jurisdiction of which court all the parties hereto consent in terms of Section 45 of the said Act or of the provisions of any substituted or amended legislation.

13. DOMICILIUM AND NOTICES

13.1 For the purposes of any notices to be given to, or of any legal proceedings to be instituted the parties hereto hereby choose *domicilium citandi et executandi* as follows:

13.1.1 The MUNICIPALITY

Street Address:

The Civic Centre

Pleinstreet

Adams
Edy

Edy
Adams

Adams
Edy
Adams

Stellenbosch
7600
Postal address:
PO Box 17
Stellenbosch
7600

13.1.2 VREDENHEIM

PO Box 369 and Vredenheim Farm
Stellenbosch R310, Vloedenburg,
Stellenbosch
7600

Adapt
[Signature]

13.2 Any notice in terms hereof may be delivered to the party to whom it is sent personally or by pre-paid registered post. In the event of the latter, the notice shall be deemed to have been received on the fourth day after posting of said notice to such party's chosen *domicilium citandi et executandi* unless earlier delivery is proved.

14. VOETSTOOTS

14.1 The Purchaser purchases the property to the extent such as it now lies "voetstoots" subject to such conditions and servitudes as are mentioned or referred to in the current Title Deeds or which have been imposed by law and which are otherwise of application thereto. The Seller shall not profit by any excess nor be answerable for any deficiency in the nature of extent of the property. The Seller, however, warrants and declares that it is not aware of any latent defects, material to this offer, in the property which have not been disclosed to the Purchaser.

15. DESCRIPTION OF BEACONS AND NO WARRANTY RE IMPROVEMENTS

15.1 If there is an error in the description of the property which is common to the parties such error shall not be binding on the parties who shall in such event be entitled to rectification hereof to describe the property as set out in the Seller's Title Deed.

15.2 The Seller shall not be required to indicate to the Purchaser the position of the beacons and/or pegs upon the land, and/or the boundaries thereof, nor shall the Seller be liable for the costs of location or relocating the same.

15.3 The Seller does not warrant that improvements erected on the property have been erected in accordance with approved building plans or those such improvements, generally comply with laws and regulations relating to such improvements.

Adapt [Signature]

16. WHOLE AGREEMENT

16.1 This contract constitutes the entire agreement between the parties and the parties who acknowledge that there have been no verbal warranties or representations other than such as are herein contained or referred to. Nothing at variance with the terms hereof shall be binding unless reduced to writing and signed by the parties or their representatives who shall in turn be properly authorized in writing. No waiver shall be of any force or effect unless in writing and signed by the party so waiving.

THUS DONE AND SIGNED at Stellenbosch on this the 18th day of April 2018
at 16:15 am/pm

AS WITNESSES

1. [Signature]
2. [Signature]

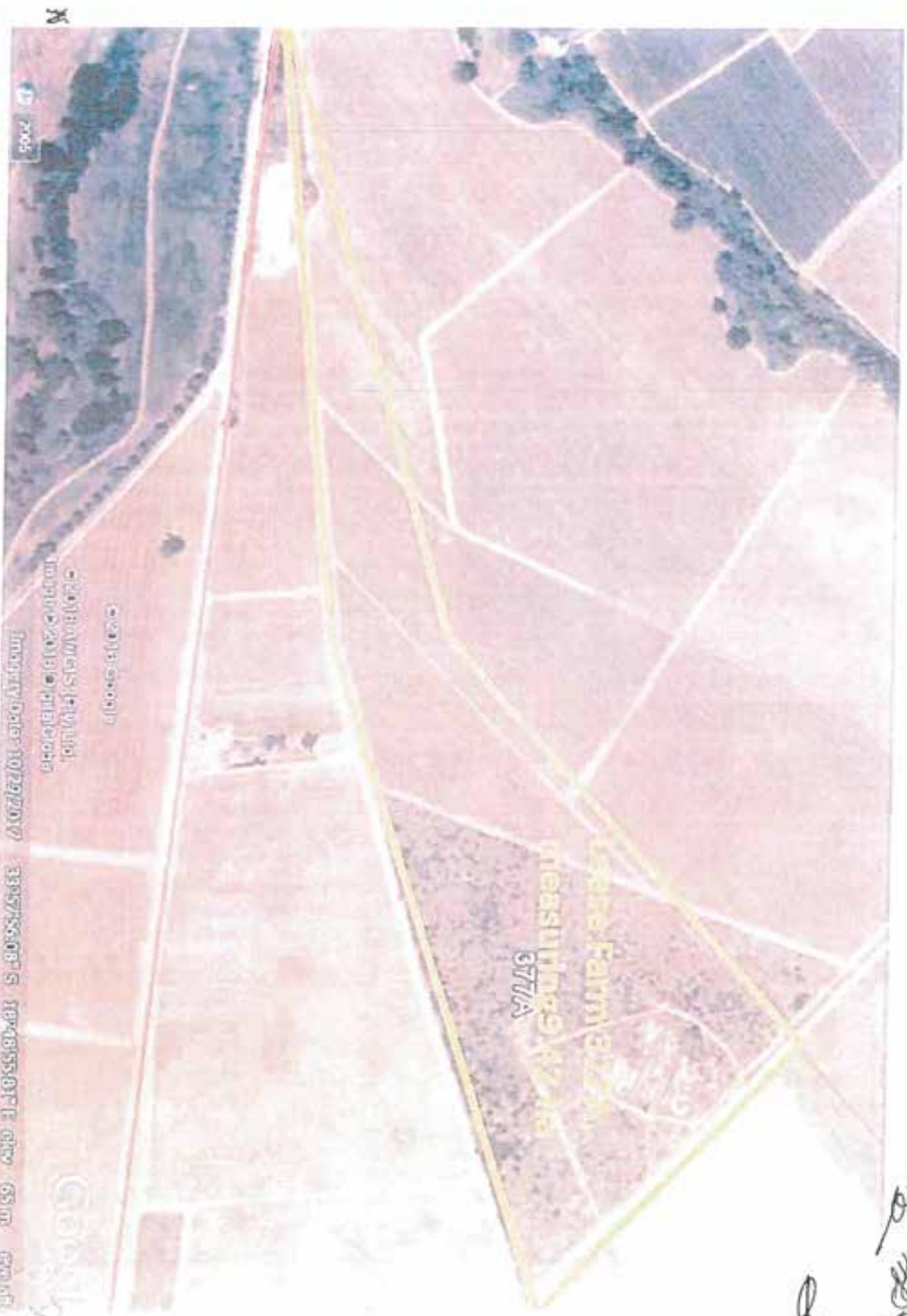
[Signature]
For and on behalf of the MUNICIPALITY

THUS DONE AND SIGNED at Stellenbosch on this the 03rd day of May 2018
at 12:00 am/pm

AS WITNESSES

1. [Signature]
2. [Signature]

[Signature]
For and on behalf of VREDENHEIM



Beland

Handwritten signature

Handwritten signature

M



Satellite

Area: 14137m² X

Along

Edy J. F.

APPENDIX 7

WinDeed Database Deeds Office Property

windeed
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FARM 377, 377, 0 (REMAINING EXTENT) (CAPE TOWN)

GENERAL INFORMATION

Date Requested 2018/05/04 12:33
Deeds Office CAPE TOWN
Information Source WINDEED DATABASE
Reference -

**PROPERTY INFORMATION**

Property Type FARM
Farm Name FARM 377
Farm Number 377
Portion Number 0 (REMAINING EXTENT)
Local Authority STELLENBOSCH MUN
Registration Division STELLENBOSCH RD
Province WESTERN CAPE
Diagram Deed STFHS-34/9/1883
Extent 78.6779H
Previous Description -
LPI Code C06700000000037700000

OWNER INFORMATION**Owner 1 of 2**

Type LOCAL AUTHORITY
Name MUN STELLENBOSCH
ID / Reg. Number -
Title Deed STF5-34/1883
Registration Date -
Purchase Price (R) 0
Purchase Date -
Share 0.00
Microfilm 2006 1881 1465
Multiple Properties NO
Multiple Owners NO

Owner 2 of 2

Type LOCAL AUTHORITY
Name MUN STELLENBOSCH
ID / Reg. Number -
Title Deed T36696/2006
Registration Date -
Purchase Price (R) TRANSFER BY ENDO
Purchase Date -
Share 0.00
Microfilm 2006 1869 1425
Multiple Properties NO
Multiple Owners NO

ENDORSEMENTS (4)

#	Document	Institution	Amount (R)	Microfilm
1	I-623/1957LG	-	UNKNOWN	-
2	K762/1999S	-	UNKNOWN	1999 0471 2241
3	VA5665/2006	MUN STELLENBOSCH	UNKNOWN	2006 1869 1399
4	FARM ST 377	-	UNKNOWN	1985 0071 1745

HISTORIC DOCUMENTS

No documents to display

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APPENDIX 8

Printed: 2018/05/04 13:00

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Deeds Office Property

VLOTTENBURG, 387, 0 (REMAINING EXTENT) (CAPE TOWN)

GENERAL INFORMATION

Deeds Office CAPE TOWN
Date Requested 2018/05/04 13:00
Information Source DEEDS OFFICE
Reference -



PROPERTY INFORMATION

Property Type FARM
Farm Name VLOTTENBURG
Farm Number 387
Portion Number 0 (REMAINING EXTENT)
Local Authority WINELANDS DC
Registration Division STELLENBOSCH RD
Province WESTERN CAPE
Diagram Deed STQ4-3/1818
Extent 77,6355H
Previous Description -
LPI Code C06700000000038700000

OWNER INFORMATION

Owner 1 of 1

Company Type COMPANY
Name VREDENHEIM PTY LTD
Registration Number 199500737107
Title Deed T17126/2010
Registration Date 2010/04/16
Purchase Price (R) 110,083,034
Purchase Date 2008/09/04
Share
Microfilm Reference 2010 0074 0114
Multiple Properties NO
Multiple Owners NO

ENDORSEMENTS (8)

#	Document	Institution	Amount (R)	Microfilm
1	EX117/1987-4/3/87-48	723/1986T (WOP)	UNKNOWN	
2	EX56/2015	VREDENHEIM PTY LTD	UNKNOWN	
3	I-2620/2015C	-	UNKNOWN	
4	K687/2011S	-	UNKNOWN	
5	K71/1996L	KIRSTEN EIENDOMSTRUST	UNKNOWN	1999 0086 5342
6	FARM ST 387	-	UNKNOWN	1985 0071 1773
7	GEN PROCD NAT MONUME	NT 10/3/1976	UNKNOWN	
8	PTN'S OF ST RD 387(3	-12,14-29)	UNKNOWN	

HISTORIC DOCUMENTS (4)

#	Document	Owner	Amount (R)	Microfilm
1	EX87/2013	-	UNKNOWN	
2	EX115/2013	-	UNKNOWN	
3	T36614/1973	VREDENBURG BOERDERY BELAN3E	UNKNOWN	1986 1232 0779
4	T48723/1986	VREDENBURGH LANDGOED PTY LTD	1,400,000	2010 0074 0115

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7.5.3	PROPOSED CEDING OF LONG TERM LEASE AGREEMENTS: LEASE FARMS 502AX, AY AND BC: HELDERVALLEY FARMING ASSOCIATION
-------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: PROPOSED CEDING OF LONG TERM LEASE AGREEMENTS: LEASE FARMS 502AX, AY AND BC: HELDERVALLEY FARMING ASSOCIATION

2. PURPOSE

To obtain Council's approval for the ceding of 3 long term Lease Agreements to the Heldervalley Farming Association. Alternatively, that Council approve, in principle, that a new long-term lease be concluded with Heldervalley Farming Association.

3. DELEGATED AUTHORITY

In terms of the approved System of Delegation the Executive Mayor, in consultation with Mayco, has the delegated authority to consider the ceding of Lease Agreements (See delegation 537).

Should this application, however, be treated as a new agreement on a private treaty basis (i.e. not a ceding of rights), only Council can make the decision.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality concluded three (3) long-term Lease Agreements with HC Myburgh Boerdery on 1 April 1991.

During 2013 Mr Myburgh approached the Municipality with a written request to cede the lease agreements to the Heldervalley Farming Association.

Before a formal agreement in this regard could be reached, Mr Myburgh passed away. Although the ceding was never formalised, the Heldervalley Farming Association used the land for farming purposes as from 2008.

The Heldervalley Farming Association, through the Heldervalley Community Forum, has now requested that the matter be finalised.

5. RECOMMENDATIONS

- (a) that the properties listed in paragraph 6.1.1 be identified as land **not needed for own use** during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulation 5;
- (b) that Council approves, **in principle**, that a long term Lease Agreement (until 2041) be concluded with the (to be established) Heldervalley Farming Association on a private treaty basis as provided for in Regulation 34 (1) (b), but subject thereto that Council's intention so to act be advertised for public inputs/comments, as provided for in paragraph 9.2.2 of the Property Management Policy; and

- (c) that Council approves, in principle, the rental at 20% of market value, (R2194.23), i.e. R438.85ha/annum, as provided for in paragraph 22.1.4 of the Property Management Policy (below market value rental).

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 Conclusion of Lease Agreements

On 1 April 1991 Stellenbosch Municipality concluded three (3) long term Lease Agreements with HC Myburgh Boerdery in relation to the following properties:

Property description	Size	Water rights	Contract period
Lease Farm 502 AX	6.96 ha	2.3ha	1991-04-01 to 2041-03-31
Lease Farm 502AY	4.28 ha	1.3ha	1991-04-01 to 2041-03-31
Lease Farm 502 BC	8.5 ha	2.5ha	1991-04-01 to 2041-03-31

6.1.2 Location and context

The Lease Areas form part of the bigger Farm 502, situated to the South of the Annandale Road, as shown on Fig 1 and 2, below.

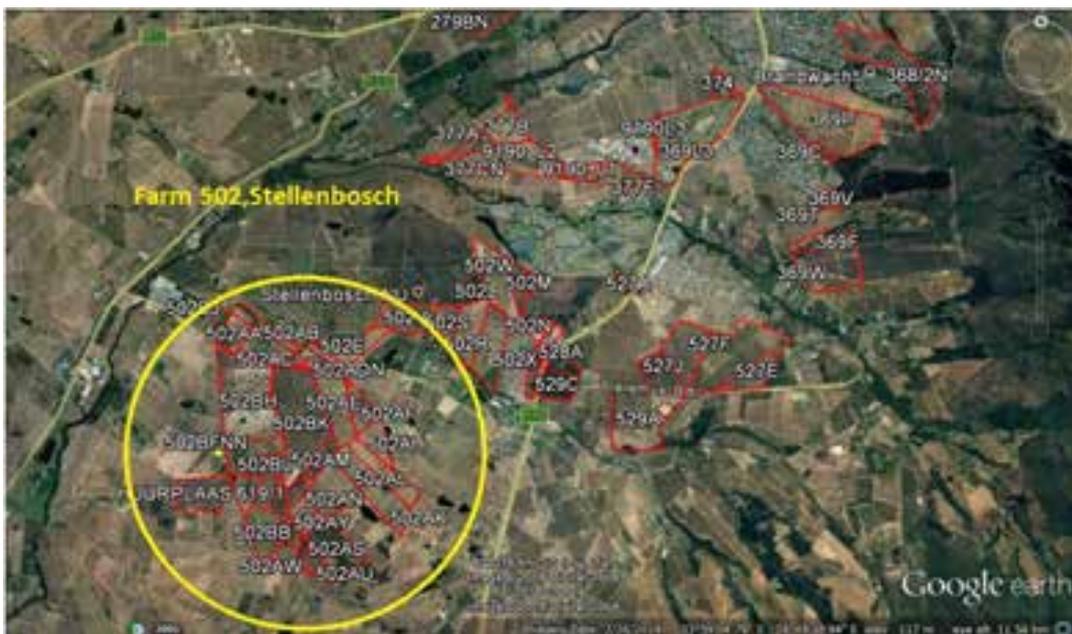


Fig 1: Location and context



Fig 2: Extent of properties

6.1.3 Request to cede lease agreements

During 2013 a written request to cede the lease agreements to the Heldervalley Farming Association was received from Mr Johan Myburgh, on behalf of HC Myburgh Boerdery.

At the time members of the Heldervalley Farming Association were already using the land as per an agreement concluded between Mr Myburgh, the Farming Association and the Provincial Department of Agricultural (although never formally approved as a sub-lease by Stellenbosch Municipality).

Due to the dispute between the parties with regard to outstanding monies, negotiations did not go well at the time. This department was not in favour of ceding these responsibilities to the Heldervalley Farming Association, and Mr Myburgh indicated that he cannot be held responsible, as the Farming Association was benefitting from the land.

Before an agreement could be reached (to be referred to Council for a decision), Mr Myburgh suddenly passed away.

This department later met with the Attorney handling the estate of the late Mr Myburgh, explaining that the proposed cedings were never concluded, and that they should indicate in writing whether they would like to proceed with the process. Notwithstanding a number of follow-up requests, they never came back to us.

During 2015 further attempts were made, by involving the late Mr Myburgh's brother, to finalise the matter, but without success.

From the above one can only assume that the estate did not want to continue with the lease agreements nor did they formally indicate that they want to continue with the ceding thereof.

In the meantime the contracts were “*kept alive*” because of this outstanding matter. For all practical purposes however, these contracts should be deemed to have been terminated, due to non-payment.

It is our understanding that the estate has in the meantime been wrapped up, without making any payments to the Municipality.

6.1.4 **New request for the ceding of lease agreements: Heldervalley Farming Association**

Hereto attached as **APPENDIX 1** a self-explanatory letter received from the Heldervalley Farming Association, requesting that the lease agreements be ceded to them, as they are utilising the land from 2008. This would enable them to approach Government for financial assistance and would provide them with legal certainty.

6.1.5 **Ceding of agreements *vis-à-vis* conclusion of new agreement on a private treaty basis**

The legal concept of a cession or assignment of a lease agreement is where, by agreement, and after obtaining the written consent of the landlord (Lessor), the Lessee (cedent) surrender or transfer its rights and/or obligations to a third party (cessionary). Once the cession is effected, the cedent falls out of the picture and the cessionary effectively becomes the (new) Lessee.

The legal requirements for a valid cession are:

- a) Written consent by the landlord, if the Lease Agreement provided therefor;
- b) Agreement * between the cedent and the cessionary to give and accept transfer of the rights (and obligations); and
- c) Compliance with any formalities in law;

*Although an agreement for a cession or assignment need not to be in writing, it is always preferable. The only requirement is that the parties must have consensus (*wilsooreenstemming*) on the terms and conditions of such an agreement.

In the circumstances under discussion:

- a) The Lessee (Myburgh) indeed requested the written consent of the Lessor (Stellenbosch Municipality);
- b) Consensus on the proposed ceding was indeed reached, but agreement was never reached on the issue of taking over the obligations (outstanding debt) of the Lessee. For this reason no agreement was ever concluded.

From the above it is clear that, legally speaking, **a cession or assignment of the Lease Agreements is not possible anymore** as the Lessee (Myburgh) has passed away and his estate never took responsibility for the obligations (outstanding debt). In the mean-time his estate has been finalised.

An **alternative approach** would be to conclude a new Lease Agreement with the Heldervalley Farming Association, on the basis of a private treaty agreement* i.e. without following a public competitive process, taking into account the history of the process to date, and taking into account that they are already using the land from as far back as 2008.

*At the time of their application (November 2017) the then SCM Policy, however, did not allow for such a process. Rights in municipal land could only be awarded after

following a public competitive process. The new Property Management Policy, however, now allows Council to dispense with a competitive process under certain circumstances, subject to certain conditions (see paragraph 6.2.2.3 for more detail).

6.2 Discussion

6.2.1 Outstanding debt (current Lease Agreements)

The current outstanding debt on the three Lease Agreements is as follows:

- Lease Farm 502 AY: R122 116.45
- Lease Farm 502 AX: R141 566.34
- Lease Farm 502 BC: R219 784.20

Total R483 466.99

Should Council agree to a new Lease Agreement with the Heldervalley Farming Association, it is recommended that the outstanding rental of Mr Myburgh be written off, as there can be no legal claim against the Heldervalley Farming Association for this outstanding debt, as no agreement in this regard was ever concluded (although they were the *de facto* beneficiaries since 2008).

6.2.2 Legal regime

6.2.2.1 Contractual arrangement

Although the Lease Agreements allow for a cession or assignment of the Lease Agreements, for the reasons set out in paragraph 6.1.5 (*supra*), this option is no longer available.

6.2.2.2 Asset Transfer Regulations

In terms of Section 34 (1) of the ATR a Municipality may grant a right to use, control or manage a capital asset only after-

- a) The Accounting officer has concluded a public participation process*; and
- b) The municipal council has approved in principle that the right may be granted.

*Sub regulation (1) (a) (public participation process), however, must be complied with only if-

- a) The capital asset in respect of which the right is to be granted has a value in excess of R10M*; and
- b) A long-term right is proposed to be granted (i.e. longer than 10 years).

*None of the land parcels has a value in excess of R10M.

In terms of Regulation 36, the municipal council must, when considering such approval, take into account:

- a) whether such asset may be required for the municipality's **own use** during the period for which such right is to be granted;

- b) the extent to which any compensation to be received will result in a significant economic or **financial benefit** to the municipality;
- c) the **risks and rewards** associated with such right to use; and
- d) the **interest of the local community**.

In terms of Regulation 41, if an approval in principle has been given in terms of regulation 34 (1)(b), the municipality (read Mayco) may grant the right only in accordance with the **disposal management system*** of the municipality, irrespective of:-

- a) the value of the asset; or
- b) the period for which the right is granted.

*The Policy on the Management of Council-owned property is deemed to be Stellenbosch Municipality's Disposal Management System.

6.2.2.3 Policy on the Management of Council owned property

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may **dispense** with the prescribed, **competitive process**, and may enter into a **private treaty agreement** through any convenient process, which may include **direct negotiations**, but only in **specific circumstances**, and only after having **advertised** Council's intention so to act.

One of the circumstances listed in (l) is **lease contracts with existing tenants**. In the current circumstances, however, the Heldervalley Farming Association is not the legal tenants, although they are occupying the land since 2008. For this reason this stipulation cannot be used as a basis for dispensing with the prescribed, competitive process.

Another condition is listed in paragraph 9.2.2.1 (e), and reads as follows:

*"(e) in **exceptional cases** where the Municipal Council is of the opinion **the public competition would not serve a useful purpose** or that it is in the interest of the community and the Municipality, and where none of the conditions as set out in the policy provides for such exception, is permitted, and where they are not in conflict with any provision of the policy. In such cases reasons for preferring such out-of hand sale or lease to those by public competition, must be recorded".*

Under the circumstances described above, this Department is of the view that a direct Lease Agreement with the Heldervalley Farming Association would fall into this criteria. For this reason it is recommended that Council approve, in principle, the conclusion of a Long Term Lease Agreement (up to 2041) with the Heldervalley Farming Association on a private treaty basis, subject thereto that Council's intention so to act be advertised for public inputs/objections.

Further, in terms of paragraph 9.2.2.2, the reasons for any such deviation from the competitive process must be recorded.

In terms of paragraph 22.1.4 the fair market rental will be determined by the average of the valuations sourced from two service providers, **unless determined otherwise** by the Municipal Manager, taking into account the estimated rental(s) *vis-à-vis* the cost of obtaining such valuations.

In the current circumstances it is important to note that Council has already approved a tariff of 20% of the fair market rental (as approved by Council from time to time) for other emerging farmers. It is therefore recommended that the rental be determined at 20% of market rental, i.e. R 438.85/ha per annum.

6.3 **Financial Implications**

Although there will be a financial loss to Council (80% of market rental) it can be justified, as other emerging farmers already receive this benefit, and it is in line with our Property Management Policy, authorising a below market value/rental “*where the plight of the poor*” demands as such.

6.4 **Legal Implications**

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

6.5 **Staff Implications**

This report has no staff implications for the municipality.

6.6 **Previous / Relevant Council Resolutions:**

N/a

6.7 **Risk Implications**

This report has no risk implications for the municipality.

6.8 **Comments from Senior Management:**

6.8.1 **Director: Infrastructure Services**

I notice that some of these farm portions are close to Annandale Road. They seem to be mostly south of this road but it must be noted that the intended Western Bypass is to originate from Annandale Road. We need to ensure that should the Western Bypass become live and when WCG decides to promulgate this road, that those properties upon which the Road Reserve is to be placed must understand that we reserve the right to allow a promulgation on the applicable properties regardless of this lease and should the construction of such road commence upon any of these properties that such construction will be allowed with, say, a 12-month warning. Apart from the above and therefore the impact on recommendation (a), I support the other two recommendations.

Please note that the properties under consideration are located to the south of Annandale Road, and will therefore not be affected by the proposed western bypass.

6.8.2 **Director: Planning and Economic Development**

No comments received

6.8.3 **Director: Strategic and Corporate Services**

No comments received

6.8.4 **Chief Financial Officer**

No comments received

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 5.5.4

- (a) that the properties listed in paragraph 6.1.1 be identified as land not needed for own use during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulation 5;
- (b) that Council approves, in principle, that a long term Lease Agreement (until 2041) be concluded with the (to be established) Heldervalley Farming Association on a private treaty basis as provided for in Regulation 34 (1) (b), but subject thereto that Council's intention so to act be advertised for public inputs/comments, as provided for in paragraph 9.2.2 of the Property Management Policy;
- (c) that Council approves, in principle, the rental at 20% of market value, (R2194.23), i.e. R438.85ha/annum, as provided for in paragraph 22.1.4 of the Property Management Policy (below market value rental); and
- (d) that the possibility of either recovering the outstanding debt or writing it off, be investigated by the Chief Financial Officer.

ANNEXURES

Annexure 1: Letter received from Heldervalley Farming Association

FOR FURTHER DETAILS CONTACT:

NAME	PIET SMIT
POSITION	MANAGER: PROPERTY MANAGEMENT
DIRECTORATE	HUMAN SETTLEMENTS & PROPERTY MANAGEMENT
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2018-05-31

APPENDIX 1



Tel: 072 943 4682

Est. 1995

E-mail: heldervalleycommunityforum@gmail.com

Klein-Helderberg Farm
R44 Strand Road
Stellenbosch
7600

"Together we can make a difference"

10 November 2017

Die Burgermeester
Stellenbosch Munisipaliteit
Pleinstraat
7599

Geagte Rdl Adv. Gesie van Deventer

SEDERING VAN GROND: PLAAS 502 (AW,AX,AY+BC)

Die vorige samesprekings met Stellenbosch Munisipaliteit rakende bogenoemde aangeleentheid het betrekking,

Hiermee rig ons graag hierdie versoek as 'n aansoek om die sedering van bogenoemde eiedom na Heldervalley Farming Association.

1. Agtergrond van Heldervalley Community Forum

Die Heldervalley Community Forum (HCF) was gestig in die jaar 1995 met die doel om sosiale en ekonomiese probleme te adreseer van agtergeblewene gemeenskappe en plaaswerkers in die Helderberg kom en Stellenbosch. Dit word gedoen deur verskillende programme wat fokus op Jeug ontwikkeling, Sports en kultuur, Boerdery en Vaardigheidsontwikkeling. Die organisasie het suksesvol n "Computer Learning Centre" by Avontuur Wine Estate wat ingerig is met 25 kompers and n Boerdery besigheid bekend as Helderbervalley Farming te Klein-Welmoed Plaas Moddergat Pad naby Raithby.

2. Agtergrond Helderberg Farming te Klein-Welmoed Plaas Moddergat

Gedurende die jaar 2000 het die Heldervalley Community Forum (HCF) begin met n boerdery projek (Heldervalley Farming) op verskeie plase naamlik Zandberg en Blaauwklippen. Die 30ste September 2008 gaan ons in n meer formele ooreenkoms met wyle Mnr Johan Myburg te Klein-Welmoed Plaas Moddergat vir Sedering van Plaas 502 (AW,AX,AY+BC) en n aansoek was ingedien (09 Februarie 2009) deur wyle Mnr Johan Myburg na Stellenbosch Munisipaliteit vir sedering van grond. Befonsing was ook verkry vanaf Departement Lanbou waarmee ons die plaas toe kon inrug met; besproeiing stelsels, 3x containers vir pakstoor, yskas asook kantoor, Trekker, wa, Hyundai Bakkie en nog kleiner toebehore.

Die sedering van Plaas 502 (AW,AX,AY+BC) het tot stilstand gekom met die ontydige dood van Mnr Myburg en so kon onderhandelinge nie voort gaan met Stellenbosch Munisipaliteit nie. Dit dien ook gemeld te word dat daar was verskeie gespreke met Mnr Piet Smit maar voor dinge afgehandel kon word is Mnr Myburg oorlede. Ons is tans besig sederd 2008 op die grond met organise groente boerdery met verskeie markte en in die proses om ooreenkoms aantegaan met n Tee maatskappy maar weens die feit dat die grond nog nie op ons naam is nie maak dit vir ons baie moeilik om groter te groeie asook om ondersteuning te kry van ander besighede asook Staat instansies.

Members

Chairperson: Jeremy Johannes Tel.: 072 943 4682 Vice-chairperson: Christian Roman Tel: 079 248 0335
Secretary: Patricia Stoffels Tel: 073 119 5597 Vice Secretary: Genewade Manuel Tel: 062 390 4026
Treasurer: Valentine Solomons Tel: 079 677 4970 Additional Member Vice: Sarah Fortuin Tel: 078 347 7410

3. Wie is die Heldervalley Farming Association

Die Heldervalley Farming Association is 'n ter stigte nie-regeringsorganisaie wat deur Heldervalley Community Forum geïnisieer is met die doel om boerdery ontwikkelingsgeleenthede te vestig vir voorheenbenadeelde en werklose persone wat binne die bediensgebied van Stellenbosh munisipaliteit resorteer.

Die Heldervalley Farming bestaan uit 4 lede, naamlik, Jeremy Johannes, Jakob Olivier, Irwin Julius en Enrico Muller wat tans nog funksioneer onder die vaandel van Heldervalley Community Forum tot en met die boerdery entiteit gevestig is.

Daar is reeds boerdery bedrywighede op die perseel aan die gang wat namens die entiteit bestuur word deur Jakob Olivier. Laasgenoemde het in afwesigheid van die ter stigte entiteit en met goedkeuring van die lede reeds verantwoordelikheid geneem vir die oornome van die munisipale verpligtinge. Hierdie verpligtinge sal dan deur die ter stigte entiteit oorgeneem en nagekom word sodra die registrasie dokumentasie ontvang.

Die rede waarom die entiteit se registrasie verdrag was, was as gevolg van afsterwe van Mnr Johan Myburgh en die finalisering van sy boedel, die onsekerheid van die status van die eiendom en van die herhaalde samesprekings met Stellenbosch munisipaliteit, veral met Mnr Piet Smit, wat die organisasie baie behulpsaam was met leiding en advies oor die beste moontlike oplossings vir die benutting van die grond. Alvorens die voorafgaande nie gefinaliseer kon word nie, sou dit op daardie stadium nutteloos wees om 'n entiteit te registreer wat nie sekerheid gehad het of die eiendom aan hom toegeken sou word, al dan nie.

4. Aansoek

Die aansoek van Heldervalley Farming Association is dus dat die bogenoemde eiendom tot sy beskikking gestel word in ooreenstemming met die terme en voorwaardes van Stellenbosch Munisipaliteit.

Ons vertrou dat hierdie versoek en aansoek gunstig oorweeg en spoedig geproseseer sal word.

U samewerking word waardeer.

Die uwe



JEREMY JOHANNES
VOORSITTER

7.5.4	PROPOSED RENEWAL OF VARIOUS LEASE AGREEMENTS
--------------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date: 18 July 2018

1. SUBJECT: PROPOSED RENEWAL OF VARIOUS LEASE AGREEMENTS

2. PURPOSE

To obtain Council's approval for the renewal of various Lease Agreements.

3. DELEGATED AUTHORITY

In terms of delegation 530 the Executive Mayor may *"grant a right to use, control or manager a fixed capital asset, up to an annual contract value not exceeding R5M, subject to compliance with Regulation 34(1) of the Asset Transfer Regulations"*.

In terms of paragraph 9.22 of the Property Management Policy however, only the Municipal Council may consider an application to dispense with the prescribed, competitive process. For this reason the Municipal Council must consider the matter under discussion.

4. EXECUTIVE SUMMARY

Various Lease Agreements terminated over the past few years, where the contracts did not allow for an automatic renewal. The Supply Chain Management Policy (at the time) also did not provide for the renewal of these agreements without following a tender process. For this reason the agreements were *"kept alive"* on a month-to-month basis.

The new Property Management Policy however, now allows for a process whereby Council can dispose with the prescribed, competitive process.

5. RECOMMENDATIONS

- (a) that the properties listed in paragraph 6.1.1 be identified as land not needed for own use during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;
- (b) that Council approves, in principle, that lease agreements for 9 years and 11 months be concluded on a private treaty basis with the current Lessees, as listed in paragraph 6.1.1, provided for in Regulation 34 (1) (b), but subject thereto that Council's intention so to act be advertised for public inputs/comments, as provided for in paragraph 9.2.2 of the Property Management Policy;
- (c) that, in the meantime, an independent valuer be appointed to determine the fair market rentals for the properties referred to in (a), above; and
- (d) that Council approves, in principle, the percentages (of market value) as set out in paragraph 6.2.2.2, as provided for in paragraph 22.1.4 of the Property Management Policy (below market value rentals).

6. DISCUSSION / CONTENTS**6.1 Background****6.1.1 Initial Lease Agreement**

The following Lease Agreements were concluded with various organisations:

Name of organization	Property description	Lease term
Bergzicht Training Centre	Portion of Rem. Erf 235, Stellenbosch	1992 (2 x 10 years)
Burger Historic Homes	Burgerhuis (Erf 3389)	2011-12-31 (5x 10years)
Toy Museum	Rhenish Complex	1-11-1994 to 30-09-2004 (9y 11 months) 1-10-2004 – 30-09-2005 (12 months)
Franschhoek Tennis Club	Erf 1693	1989.02.01 to 2014.01.31 (25 years)
Franschhoek Bowling Club	Erf 2885	1/10/2003 to 30-09-2013 (9 years 11 months)

6.1.2 Attempt to renew lease agreements

Over the past 5 years various attempts were made to either renew these Lease Agreements, or at least have them “*kept alive*” on a month-to-month basis. None of these attempts, however, were successful, as the SCM Policy (at the time) did not allow for a process of renewal without following a public competitive process.

6.2 Discussion**6.2.1 Location and context**

6.2.1.1 The Bergzicht Training Centre is situated on a portion of Remainder Erf 235, Stellenbosch as indicated on Fig 1 and 2, below.

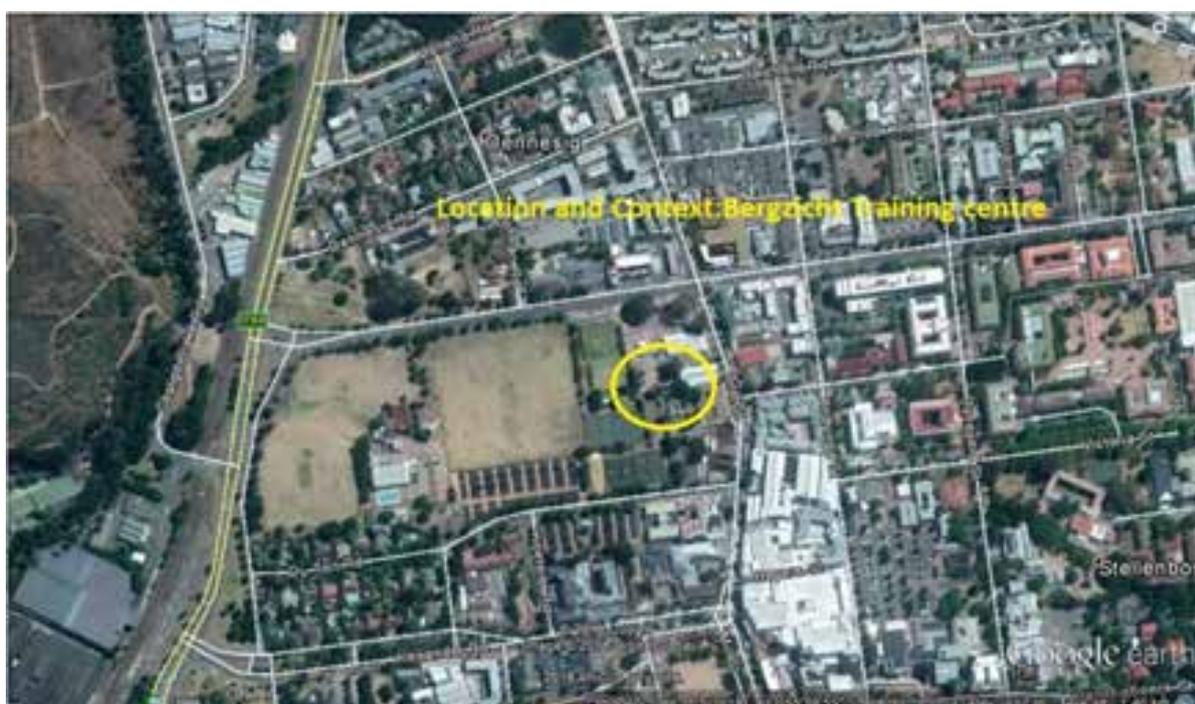


Fig 1: Location and context



Fig 2: Extent of property

6.2.1.2 Burgerhuis

Burgerhuis is situated on erf 3389, Stellenbosch, as indicated in Fig 3 and 4 below.



Fig 3: Location and context



Fig 4: Extent of property

6.2.1.3 Rhenish Complex

The Toy museum is situated in the Old Parsonage, being part of the Rhenish Complex as indicated in Fig 5 and 6.

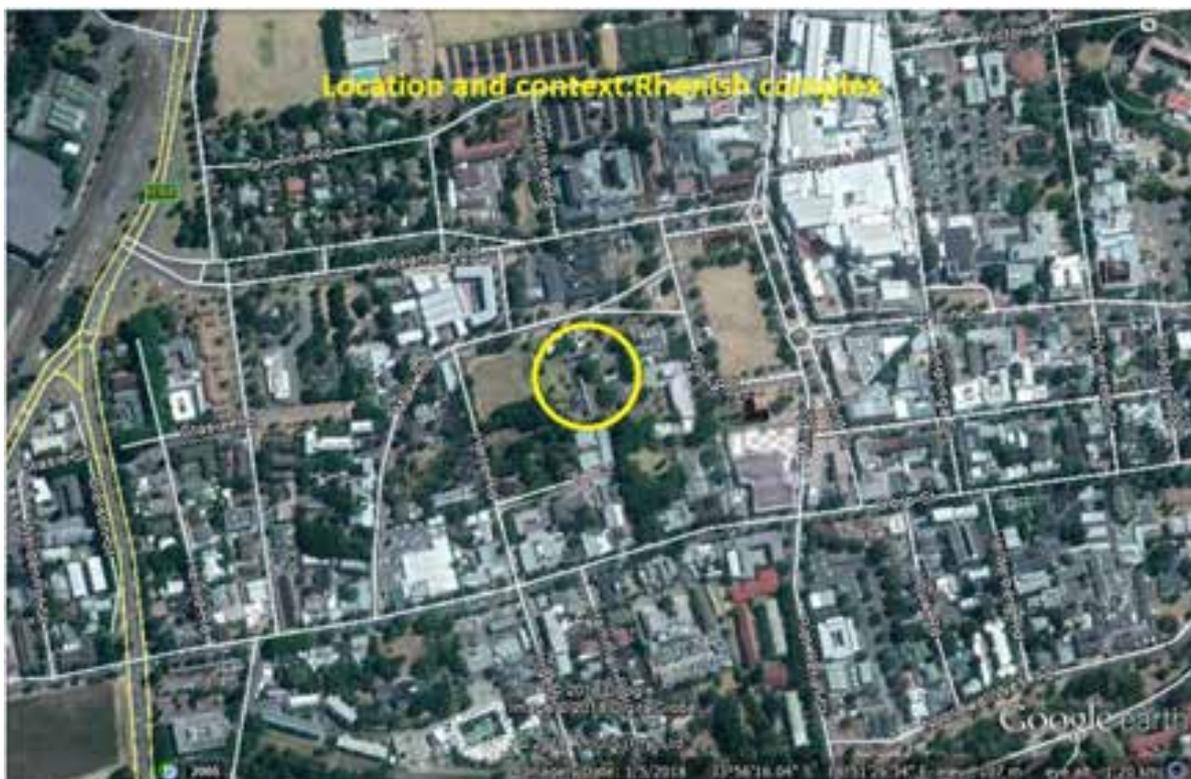


Fig 5: Location and context



Fig 6: Extent of property

6.2.1.4 Franschhoek Tennis Club

The Franschhoek Tennis Club is situated on erf 1693, Franschhoek, as indicated in Fig 7 and 8 below.

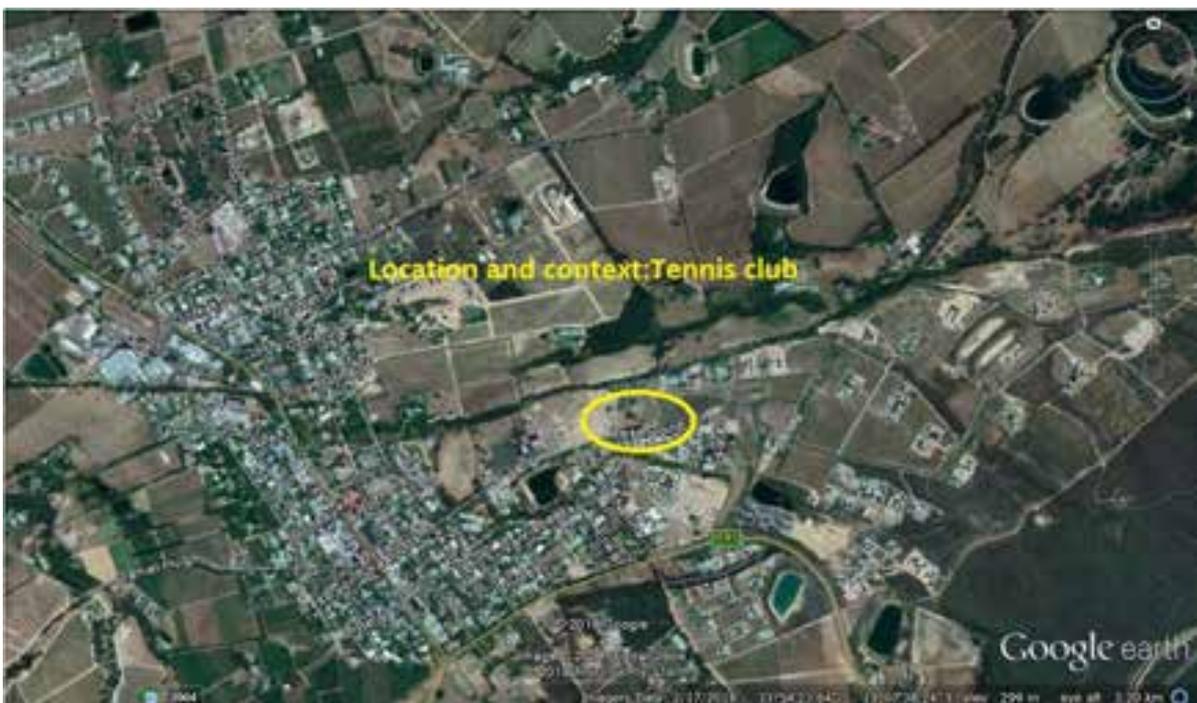


Fig 7: Location and context



Fig 8: Extent of property

6.2.1.5 Franschhoek Bowling Club

The Franschhoek Bowling Club is situated on erf 2885, Franschhoek, as indicated in Fig 9 and 10, below.

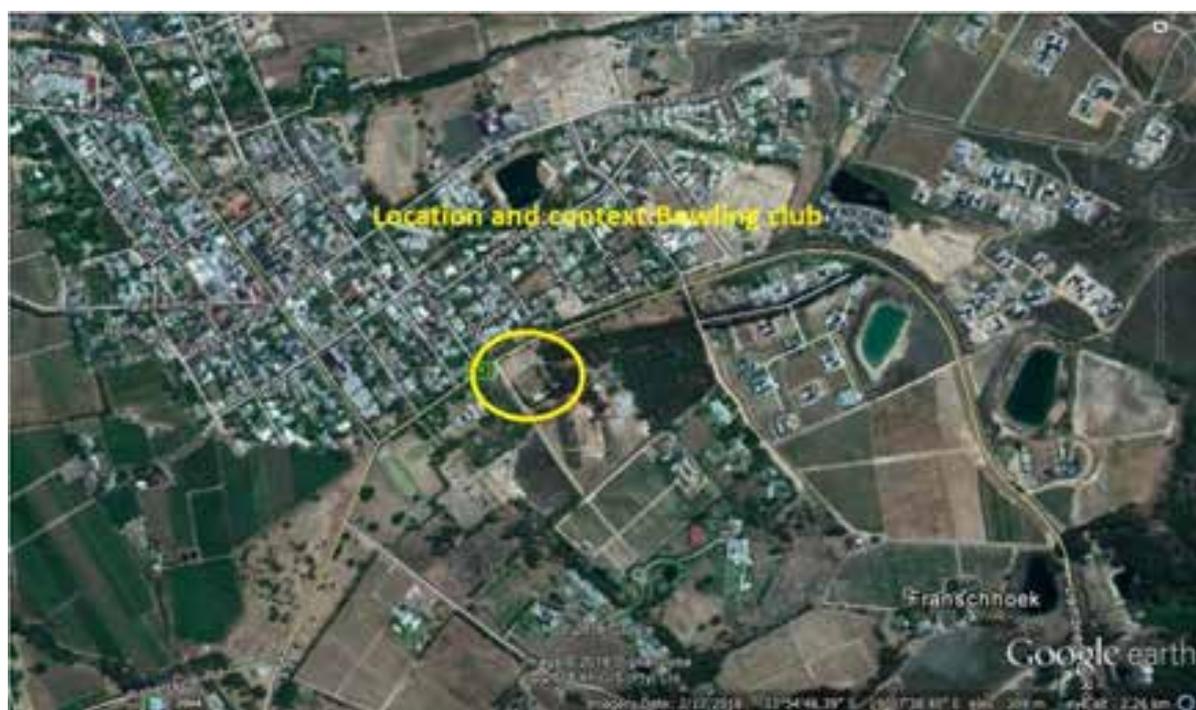


Fig 9: Location and context



Fig 10: Extent of property

6.3 Legal requirements

6.3.1 **Asset Transfer Regulation**

In terms of Section 34 (1) of the ATR a Municipality may grant a right to use, control or manage a capital asset only after-

- c) The Accounting officer has concluded a public participation process*; and
- d) The municipal council has approved in principle that the right may be granted.

*Sub regulation (1) (a) (public participation process), however, must be complied with only if-

- c) The capital asset in respect of which the right is to be granted has a value in excess of R10M*; and
- d) A long-term right is proposed to be granted (i.e. longer than 10 years).

None of the assets has a value in excess of R10M.

In terms of Regulation 36, the municipal council must, when considering such approval, take into account:

- a) whether such asset may be required for the municipality's **own use** during the period for which such right is to be granted;
- b) the extent to which any compensation to be received will result in a significant economic or **financial benefit** to the municipality;
- c) the **risks and rewards** associated with such right to use; and
- d) the **interest of the local community**

In terms of Regulation 41, if an approval in principle has been given in terms of regulation 34 (1)(b), the municipality (read Mayco) may grant the right only in accordance with the **disposal management system*** of the municipality, irrespective of:-

- c) the value of the asset; or
- d) the period for which the right is granted

*The policy on the Management of Council owned property is deemed to be Stellenbosch Municipality's Disposal Management System.

6.3.2 Policy on the Management of Council owned property

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct **negotiations**, but only in **specific circumstances**, and only after having **advertised** Council's intention so to act.

One of the circumstances listed in (l) is **lease contracts with existing tenants** of immovable properties, not exceeding ten (10) years. **Such agreements may be renegotiated where the Executive Mayor is of the opinion that public competition would not serve a useful purpose, subject to such renewal being advertised, calling for public comment.**

Further, in terms of paragraph 9.2.2.2, the reasons for any such deviation from the competitive process must be recorded.

NGO's. Sporting Bodies, Small farmers, etc.

In terms of paragraph 22.1.4 the fair market rentals will be determined by the average of the valuations sourced from service providers, unless determined otherwise by the Municipal Manager taking into account the estimated rental(s) *vis-à-vis* the cost of obtaining such valuations.

Under the circumstances the following rentals are suggested:

Name of organization	Rental*	Term
Bergzicht Training Centre	20% of market rental	9 year and 11 months
Burgerhuis	50% of market rental	9 year and 11 months
Toy museum	10% market rental	9 year and 11 months
Franschhoek Tennis Club	10% of market rental	9 year and 11 months
Franschhoek Bowling Club	10% of market rental	9 year and 11 months

*To be determine by an independent valuer.

6.4 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted, except the income that will derive from the rentals.

6.5 Legal Implications

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

6.6 Staff Implications

This report has no staff implications for the Municipality.

6.7 Previous / Relevant Council Resolutions:

None

6.8 Risk Implications

This report has no risk implications for the municipality.

6.9 Comments from Senior Management**6.9.1 Director: Infrastructure Services**

Agree with the recommendations

6.9.2 Director: Planning and Economic Development

No comments received

6.9.3 Director: Strategic and Corporate Services

No comments received

6.9.4 Chief Financial Officer:

No comments received

6.9.5 Legal Services

Valuations need to be obtained to establish the value of the respective properties. "Long term" is defined in the Asset Transfer Regulation as a period longer than three years. The proposed term is for 9 years and 11 months.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 5.5.7

- (a) that the properties listed in paragraph 6.1.1 be identified as land not needed for own use during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;
- (b) that Council approves, in principle, that lease agreements for 9 years and 11 months be concluded on a private treaty basis with the current Lessees, as listed in paragraph 6.1.1, provided for in Regulation 34 (1) (b), but subject thereto that Council's intention so to act be advertised for public inputs/comments, as provided for in paragraph 9.2.2 of the Property Management Policy;
- (c) that, in the meantime, an independent valuer be appointed to determine the fair market rentals for the properties referred to in (a), above; and
- (d) that Council approves, in principle, the percentages (of market value) as set out in paragraph 6.2.2.2, as provided for in paragraph 22.1.4 of the Property Management Policy (below market value rentals).

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

NAME	PIET SMIT
POSITION	MANAGER: PROPERTY MANAGEMENT
DIRECTORATE	HUMAN SETTLEMENTS & PROPERTY MANAGEMENT
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2018-05-31

7.5.5	PROPOSED DISPOSAL OF A PORTION OF REMAINDER FARM 1653, PAARL (LA MOTTE) TO THE PROVINCIAL DEPARTMENT OF TRANSPORT AND PUBLIC WORKS FOR EDUCATIONAL PURPOSES
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: PROPOSED DISPOSAL OF A PORTION OF REMAINDER FARM 1653, PAARL (LA MOTTE) TO THE PROVINCIAL DEPARTMENT OF TRANSPORT AND PUBLIC WORKS FOR EDUCATIONAL PURPOSES

2. PURPOSE

To obtain Council's approval on the possible disposal of a portion of Remainder Farm 1653, Paarl (La Motte).

3. DELEGATED AUTHORITY

For decision by Municipal Council.

There are no delegations in place authorising the disposal of fixed capital assets in terms of Section 14 of the Municipal Finance Management Act. The municipal Council is therefore the decision-making authority.

4. EXECUTIVE SUMMARY

At a previous Council meeting Council approved, in principle, the disposal of a portion of land to the Provincial Department of Transport and Public Works for the purpose of building a new school.

This decision, however, was subject to:

- a) the property being transferred to Stellenbosch Municipality; and
- b) a feasibility study being completed.

Both these conditions have now been met, paving the way for Council to make a final decision in this regard.

5. RECOMMENDATIONS

- (a) that a portion of Remainder Farm 1653, as identified in the Site Assessment Report, measuring approximately 1.8ha in extent (still to be determined), be identified as land not needed to provide the minimum level of basic municipal services;
- (b) that the market value, as determined by the independent valuer, be determined as R1 100 000.00 (excluding of VAT);
- (c) that approval be granted for the transfer of the property to the Provincial Department of Transport and Public Works, for the purpose of a school, at no cost (*gratis* transfer), taking into account the community value of the project, on condition:-

-
- i) that the Department be responsible for all cost related to the rezoning, subdivision and transfer, including, but not limited to survey and legal costs;
 - ii) that the Department be accountable for the upgrading of bulk infrastructure should the need arise, and for making a contribution toward the Bulk Infrastructure Fund, as per the approved tariff structure at the time of approval of the site development plan, and
 - iii) that the Department be responsible for all service connections at the prevailing rates;
 - (d) that the Department be given occupancy of the land with immediate effect, to enable them to attend to the planning/building plan approvals; and
 - (e) that the Municipal Manager be authorized to sign all documents necessary to effect transfer of the land.

6. DISCUSSION / CONTENTS

6.1 Background

On 2017-03-29 Council considered a report from the Director: HS & PM, recommending the *gratis* transfer of a portion of Remainder Farm 1653. Having considered the report, Council resolved as follows:

“RESOLVED (majority vote)

that, subject to the transfer of Remainder Farm 1653, Paarl to Stellenbosch Municipality:-

- (a) the portion of Remainder Farm 1653, measuring ±2.14ha in extent, as shown in Fig 3 above, be identified as land not needed to provide the minimum level of basic municipal services;*
- (b) that Council, in principle, support the gratis transfer of the said portion of land to the Provincial Government of the Western Cape (Department Transport and Public Works) for the purpose of a new school, to enable the Provincial Government to do the necessary feasibility studies; and*
- (c) that, following the transfer of Remainder Farm 1653 to Stellenbosch Municipality, and after compilation of the feasibility studies conducted by the Provincial Government, a further report be submitted to Council to make a final decision regarding the possible disposal of the portion of land referred to above”.*

A copy of Council report is attached as **APPENDIX 1**.

Following the above resolution, the Provincial Department of Public Works has been informed of the outcome and was requested to proceed with the feasibility study, as contemplated in their initial request. Copy of the letter attached as **APPENDIX 2**.

6.2 Discussion

6.2.1 Site Assessment (feasibility study)

Subsequent to the above decision, the Provincial Department of Transport and Public Works has appointed Revel Fox & Partners Architects and Planners to undertake the site assessment of the land identified in their application, i.e. a portion of Farm 1653, Paarl (La Motte), measuring approximately 1.8ha in extent.

Gibb Consultant Engineers, in turn, was appointed by Revel Fox to assess the site from a construction point of view.

GIBB assessed the proposed site identified for the new Wemmershoek Primary School, as part of the Western Cape Education Department (WCED) School Site Assessment Program for the 2017/18 Financial year.

The purpose of the assessment was to determine the suitability of the proposed site for the construction of a new school. They advised as follows: (Executive Summary). See attached as **APPENDIX 3**.

6.2.1.1 Topography

“The site slopes from the southeast to the north-west with a gradient of approximately 6 meters over 210 meters (1:35 gradient). The site is split into two parts by a gravel access road. The northern part of the site is flatter than the southern part. Average gradient of the northern part is 1:45 and the southern part at 1:30 gradient”

6.2.1.2 Geotechnical

The Geotechnical Investigation comprised the excavation of test pits, soil profiling, soil sampling and laboratory testing. DPL penetrometer tests were conducted to confirm the soil consistency.

The investigation determined the proposed school site is underlain by loose consistency sandy soils down to a depth in the order of 1.4 m below surface (sand fill and in situ sandy soils). Below this depth, the soils are of medium dense consistency. Groundwater seepage was not encountered within test pits.

The site is considered suitable for the construction of a new school, provided that the ground improvement measures detailed in the report are adhered to. Remedial measures require the partial excavation and stockpiling of the upper loose sandy soils to a depth of about 0.8 m, followed by in situ compaction using a heavy vibratory roller, and the subsequent re-compaction of the stockpiled soils in layers. After compaction, lightly reinforced conventional strip foundations can be placed as shallow as possible below surface.

The NHBC Site Class Designation for the site was assessed to be “S2”, that is, “compressible soils with a total expected settlement exceeding 20 mm”.

6.2.1.3 Geohydrology

The school is underlain by alluvium, overlying basement rocks of the Malmesbury Group. The alluvium consists of sand and boulders, and if saturated, will be a good aquifer to target. The bedrock consists of quartzite of the Peninsula formation. The Peninsula formation is generally a good aquifer where it is fractured or faulted.

The Electrical Conductivity (EC) of the groundwater at the school should be low enough and suitable to be used for irrigation for typical grass types. It is expected that the groundwater will have a high iron concentration (familiar brown staining associated with use of ground water). Yield statistics of existing shallow boreholes are between 0.5 and 5 liters per second (l/s). A borehole target site has been identified and groundwater appears to potentially be a viable source of water for irrigation at the school, with an estimate that there is a 60 % chance of finding sufficient groundwater for irrigation of soft landscape areas.

6.2.1.4 Stormwater Management Plan

The site is located in a region that receives an annual precipitation of approximately 880 mm. Almost 70 % of precipitation occurs in period between May to September. Hydrological soil characteristic indicates the site to be within a potential natural infiltration zone. Soils are permeable allowing good infiltration facilitating ground water recharging.

Due to proximity of the Robertsvlei River and sloping upstream topography a Local Storm Water Master Plan is to be compiled to identify the 1:50 and 1:100 flood lines and appropriate interventions to manage run-off discharging over the developed site respectively.

6.2.1.5 Traffic Investigation

Robertsvlei Road, situated along the site's western boundary, is a two lane undivided surfaced roadway. The preferred alignment for vehicle access to the site is opposite Bergendal Road. Parking and "Stop-and-drop" facilities are required on the site. A pedestrian walkway and speed bumps should be constructed to accommodate safe pedestrian movement along Robertsvlei Road and to reduce vehicular speed on the approach to allow safe crossing for pedestrian respectively.

6.2.1.6 Municipal Services

It is unlikely that the proposed school site can be connected to the municipal sewer system in La Motte residential area with a gravity system, because the Robertsvlei River is located between the proposed school site and La Motte. Sewage will have to be pumped from the proposed school site to a municipal sewer manhole on the La Motte periphery, alternatively, it can be stored in a septic tank on the proposed school site and emptied by the municipality or a private operator.

The proposed school site can be serviced off the municipal potable water reticulation that is located on the opposite side of Robertsvlei Road. A raw water pipeline suitable for irrigation and fire-fighting is located on the near side of Robertsvlei Road.

There is no piped stormwater reticulation in Robertsvlei Road. Stormwater run-off is collected in a swale adjacent to Robertsvlei Road and channelled towards Franschoek River to the north of the proposed school site.

Electrical and Telkom services are located in the area in overhead format.

6.2.1.7 Environmental Compliance

The proposed school site falls within the Critical Biodiversity Area and due to its proximity to the Franschoek River will require:

- (a) *the area to be “ground-truthed” by a botanical specialist to confirm whether any endangered or threatened vegetation occurs on the site and*
- (b) *In terms of the National Water Act the National Department of Water and Sanitation must be informed of the proposed/intended construction activity on the site.*

Should “ground-truthing” confirm the presence of endangered or threatened vegetation, in terms of the National Environmental Management Act, an environmental application process will be required.

In terms of the National Resources Act the rezoning of any site exceeding 10 000 m² will trigger a Notice of Intention to Develop (NID) application or a Heritage Impact Assessment (HIA)”.

They have subsequently indicated that they are still interested in the site.

6.2.2 Transfer of property

At the time of the previous Council resolution, the property (Remainder Farm 1653, Paarl) was not yet transferred into the name of Stellenbosch Municipality. The property has subsequently been transferred to Stellenbosch Municipality (2017-08-07).

6.2.3 Market value

Cassie Gerber Property Valuers cc was appointed to determine a fair market value for the property under discussion. A copy of his valuation report, valuing the property at R1 100 000.00 (excluding VAT) is attached as **APPENDIX 4**.

6.3 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted.

6.4 Legal Implications

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

In terms of Section 14(2) of the MFMA a Municipality may dispose of a capital asset, but only after the municipal council, in a meeting open to the public –

- (a) has decided on reasonable grounds that the asset is **not needed** to provide the minimum level of **basic municipal services**; and
- (b) has considered the **fair market value** of the asset and the **economic and community value** to be received in exchange for the asset.

In terms of Section 40 of the Municipal Supply Chain Management Regulations, a municipality’s supply chain management policy must, *inter alia*, specify the ways in which assets may be disposed of to another organ of state at market related value or, whether free of charge.

Such policy must stipulate that **immovable property may be sold only at market related prices, except when the public interest or the plight of the poor demands otherwise.**

Stellenbosch Municipality's Supply Chain Management Policy, however, is silent on ways in which assets may be transferred to another organ of state.

In terms of Chapter 3 of the Municipal Asset Transfer Regulations (R878/2008) the transfer of certain assets to another organ of state may be **exempted** from the provisions of Section 14 of the MFMA.

Sub-regulation 20 (1) (a) to (e) of the Regulations define the circumstances in which such transfer is exempted. The property in question does not fall within these provisions.

In terms of sub-regulation 20 (f)(i), however, section 14 (1) to (5) of the MFMA does **not** apply if a municipality transfer a capital asset to an organ of state in any other circumstances not provided in (a) to (e) (above) , **provided** that –

- (i) the capital asset to be transferred is determined by resolution of the Council to be **not needed** for the provision of the minimum level of basic **municipal services** and to be surplus to the requirements of the Municipality; **and**
- (ii) **if the capital asset is to be transferred for less than fair market value**, the municipality has taken into account, *inter alia* the expected loss or gain that is to result from the proposed transfer.

Further, in terms of Section 29 of the Regulations, the value of a capital asset to be transferred to an organ of state (as contemplated in section 20) **must** be determined in accordance with the **accounting standards** that the Municipality is required by legislation to apply in preparing its annual financial statements.

In the absence of such guidelines, any of the following valuation methods must be applied:

- (a) **Historical cost** of the asset*
- (b) **Fair market value** of the asset;
- (c) Depreciated replacement cost of the asset; or
- (d) Realizable value of the asset.

From the above it is clear that, although the property under discussion does not fall in the categories described in Section 20 (a) to (e) (exempted), Council can indeed regard it as being exempted, **provided** that the provisions of Section 20 (f) (i) and (ii) have been considered.

6.5 Staff Implications

This report has no staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions

As indicated under paragraph 5.1 this matter has already been considered by Council.

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

Agree with the recommendations.

6.8.2 Director: Planning and Economic Development

This Directorate cannot support the establishment of a primary school on the proposed site. It is not ideally located from an accessibility perspective. It does not consider the future growth needs of the area, inclusive of road upgrading. A school should be located abutting the current residential area to the west of Robertsvlei Road.

6.8.3 Chief Financial Officer:

Agree with the recommendations / The Item is supported. The municipality did not pay for the land initially and it will now be used for the benefit of the community.

6.8.4 Municipal Manager:

Agree with the recommendations contained in the report.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 5.5.8

- (a) that a portion of Remainder Farm 1653, as identified in the Site Assessment Report, measuring approximately 1.8ha in extent (still to be determined), be identified as land not needed to provide the minimum level of basic municipal services;
- (b) that the market value, as determined by the independent valuer, be determined as R1 100 000.00 (excluding of VAT);
- (c) that approval be granted for the transfer of the property to the Provincial Department of Transport and Public Works, for the purpose of a school, at no cost (*gratis* transfer), taking into account the community value of the project, on condition:-
 - i) that the Department be responsible for all cost related to the rezoning, subdivision and transfer, including, but not limited to survey and legal costs;
 - ii) that the Department be accountable for the upgrading of bulk infrastructure should the need arise, and for making a contribution toward the Bulk Infrastructure Fund, as per the approved tariff structure at the time of approval of the site development plan, and

-
- iii) that the Department be responsible for all service connections at the prevailing rates;
- (d) that the Department be given occupancy of the land with immediate effect, to enable them to attend to the planning/building plan approvals; and
- (e) that the Municipal Manager be authorized to sign all documents necessary to effect transfer of the land.

ANNEXURES

- 1: Previous Council Resolution dated 2017-03-29
- 2: Letter addressed to the Department of Transport and Public Works
- 3: Site Assessment Report
- 4: Valuation Report

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	<i>Manager: Property Management</i>
DIRECTORATE	<i>Human Settlement & Property Management</i>
CONTACT NUMBERS	<i>021-8088189</i>
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	<i>2017-09-19</i>

APPENDIX 1

**PROPOSED DISPOSAL OF A PORTION OF REMAINDER FARM 1653,
LA MOTTE FOR EDUCATIONAL PURPOSE**

7TH COUNCIL MEETING: 2017-03-29: ITEM 7.5.3

RESOLVED (majority vote)

that, subject to the transfer of Remainder Farm 1653, Paarl to Stellenbosch Municipality:-

- (a) the portion of Remainder Farm 1653, measuring ± 2.14 ha in extent, as shown in Fig 3 above, be identified as land not needed to provide the minimum level of basic municipal services;
- (b) that Council, **in principle**, support the *gratis transfer* of the said portion of land to the Provincial Government of the Western Cape (Department Transport and Public Works) for the purpose of a new school, to enable the Provincial Government to do the necessary feasibility studies; and
- (c) that, following the transfer of Remainder Farm 1653 to Stellenbosch Municipality, and after compilation of the feasibility studies conducted by the Provincial Government, a further report be submitted to Council to make a final decision regarding the possible disposal of the portion of land referred to above.

Councillors DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted

APPENDIX 2



2017-04-21

The Deputy Director: Acquisitions
 Department Transport and Public Works
 P/Bag X9160
 Cape Town
 8000

Attention: Ruwaida Benjamin

Dear Sir/Madam

PROPOSED ACQUISITION OF A PORTION OF FARM 1653, PAARL (LA MOTTE, FRANSCHHOEK) FOR EDUCATIONAL PURPOSES

Your letter dated 10 February 2017 refers.

I am pleased to inform you that, having considered your request on 2017-03-17, Stellenbosch Municipal Council resolved as follows:

“that, subject to the transfer of Remainder Farm 1653, Paarl to Stellenbosch Municipality:-

- (a) the portion of Remainder Farm 1653, measuring ± 2.14 ha in extent, as shown in Fig 3 above, be identified as land not needed to provide the minimum level of basic municipal services;*
- (b) that Council, **in principle**, support the gratis transfer of the said portion of land to the Provincial Government of the Western Cape (Department Transport and Public Works) for the purpose of a new school, to enable the Provincial Government to do the necessary feasibility studies; and*
- (c) that, following the transfer of Remainder Farm 1653 to Stellenbosch Municipality, and after compilation of the feasibility studies conducted by the Provincial Government, a further report be submitted to Council to make a final decision regarding the possible disposal of the portion of land referred to above”.*

A copy of the agenda item that served before Council is attached as **APPENDIX 1**.

You may therefor proceed with your feasibility studies. Should you require any further information, please contact the undersigned.

Yours faithfully

.....
PIET SMIT
MANAGER: PROPERTY MANAGEMENT

APPENDIX 3

Revel Fox & Partners

Architects and Planners

117 Waterkant . Cape Town 8001 . Telephone: +27 21 4251710 . Fax: +27 21 421 4469 . Website: www.revelfox.co.za

SCHOOLS SITE ASSESSMENT PROGRAMME

EXECUTIVE SUMMARY-ARCHITECT		WEMMERSHOEK PRIMARY SCHOOL	
emis	0108470589	District	Cape Winelands
GPS coordinates	19.443, -33.533	Address	Robertslei rd, Wemmershoek
Erf & size	Portion of farm 1653 La Motte 1.8270Ha	Ownership	Stellenbosch Municipality
Zoning	Agricultural	Type of infrastructure	nil
Proposed size of school	Medium primary school	Site type	Green Fields
Planned site handover	2018-02-01	Planned practical completion date	2019-05-06
Scope of work	New medium size primary school		
Budget (incl. fees & VAT)	R60 million		

Revel Fox & Partners (RF&P) was appointed (2016.09.13) by the Department of Transport and Public Works: Education Directorate (DTPW: ED) to undertake the site assessment of a number of schools, including Wemmershoek PS School and was given a "project proposal" dated 2016.07.28. It is assisted in this undertaking by Gibb Engineering (Gibb). This site assessment is to be broadly equivalent to stage 1 of the PROCAP Procedural Guide.

The property, Farm 1653 La Motte is currently owned by the Stellenbosch Municipality and is in the process of being transferred. A portion of the property has been identified for the location of the new school.

Municipal district: Cape Winelands – Stellenbosch Municipality.

Size of property (portion of farm 1653): 1.8270Ha. Zoning:

The existing Wemmershoek PS situated on the R45 Franschoek rd has been classified as an inappropriate structure. It is proposed that a replacement school be built on an alternative site that is close to the La Motte Development. When completed the new school will be occupied by learners from Wemmershoek PS and the existing vacated school to be demolished and the site handed back to DTPW. The school is currently operational as a primary school catering for grades R and 1 to 7 with a total of 418 learners.

The proposed size of the new school is to be Medium – 418 learners (as per WCED Norms & Standards). The concept plan indicates the main vehicular and pedestrian entrance at the T-junction of Robertsvlei road and Rosendal street.

It is noted that whilst PROCAP 1 does not require any design, RF&P has included in the report a concept diagram of the proposed new school to test the various parameters on the site.

Gibb Consultant engineers has assessed the site to determine the suitability for the construction of a new school. Gibb's executive summary and reports are within the document.

The DTPW: ED noted in its brief a proposed site handover in April 2020 and practical completion in October 2021, with an estimated budget of R60 million (including demolition, professional fees & VAT).

APPENDIX 4

**CASSIE GERBER
PROPERTY VALUERS CC**

CK 98/22188/23

**C.L. Gerber, Registered Professional Valuer in Terms of Section 19 of Act 47 of 2000, Registration
No: 1717/4**

P.O. Box 2217
DURBANVILLE
7551

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VALUATION REPORT

**A PORTION OF THE REMAINDER OF FARM 1653,
PAARL RD AND UNREGISTERED ERF 318, LA MOTTE**

OWNER: MUNICIPALITY OF STELLENBOSCH



Market value: R1 100 000.00

Date: 18 June 2018

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VALUATION REPORT

A PORTION OF THE REMAINDER OF FARM 1653, PAARL RD AND UNREGISTERED ERF 318, LA MOTTE

OWNER: MUNICIPALITY OF STELLENBOSCH

1. Instructions

- 1.1 The Director of Housing of the Municipality of Stellenbosch instructed me to value the above-mentioned property.
- 1.2 The present market value of the above-mentioned property is required for the possible alienation thereof.
- 1.3 Market value is defined in this report as a price which the property might reasonably be expected to sell for in a transaction between a willing, able and informed buyer and a willing, able and informed seller.

2. Date of valuation

18 June 2018

3. Description of property

The Farm 1653, Paarl RD (Title Deed No.T45558/2017)

4. Owner

Municipality of Stellenbosch (R6 030 000.00)

5. Purchase price

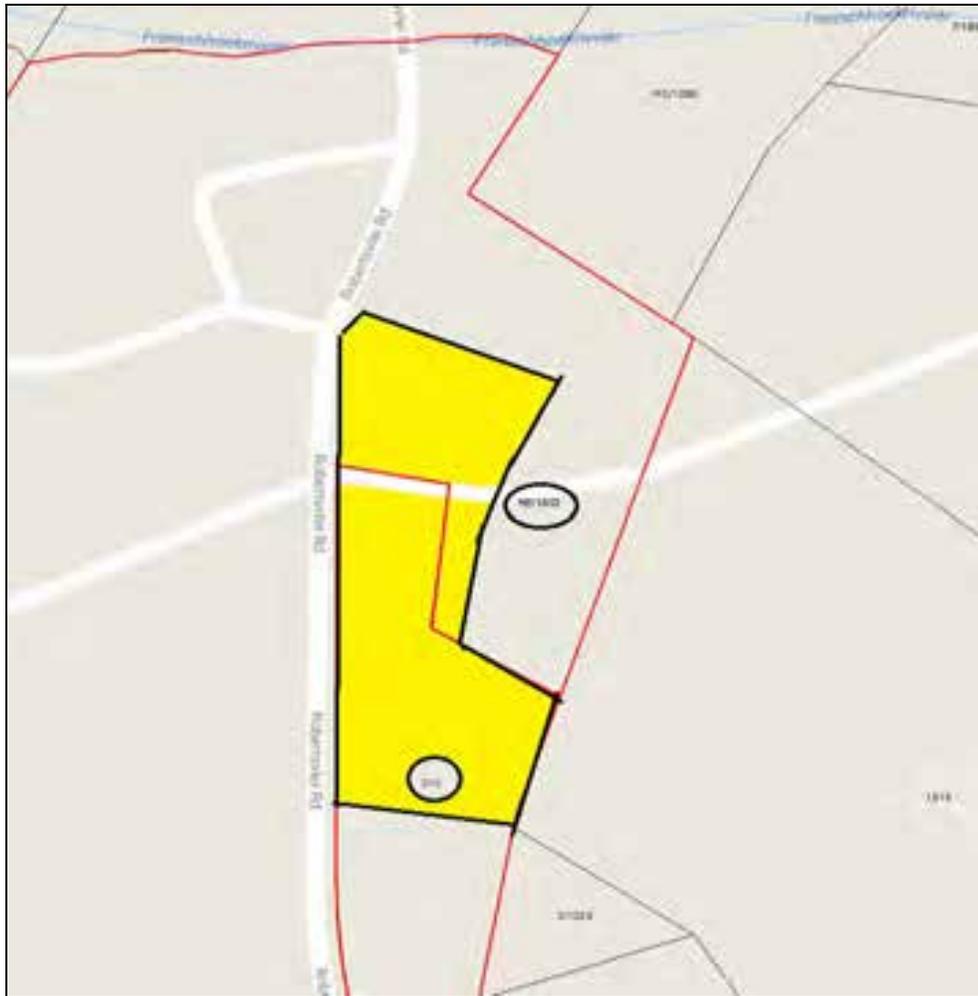
R6 030 000.00 (08.11.2016)

6. Extent required

±2.1400ha

7. Situation and physical aspects

- 7.1 The property is situated on Robertsvlei Road off the Franschhoek, Main Road about 800m from, La Motte.
- 7.2 Maps page 3 below refer:



Locality map



Aerial photo

8. Zoning and highest and best use

8.1 The subject property is zoned for agricultural purposes.

8.2 The proposed use of the site for educational purposes is the highest and best use.

9. Improvements

The subject property consists of vacant land and is suitable for building purposes. The land has a gentle slope from east to west.



Subject property

10. Services

My information is that the bulk services will have to be upgraded.

11. Method of valuation

It would be appropriate to compare the subject property with similar properties and thus arrive at a market value on the basis of comparison.

12. Transactions

A market research was carried out in the area and no similar sales in the area were detected. The search was extended to other comparable areas and the following transactions were traced:

12.1 Comparable sale no.1

Property: Erf 27974, Strand

Extent: 1.4970ha

Purchase price: R870 000.00

Date of sale: 19.02.2015

Location: The property is situated in Admiral Park Strand.

Zoning: The property is zoned for agricultural purposes.
General: The property consists of vacant land, with a long term residential development potential.
The purchase price amounts to ±R58.00 per m².

12.2 Comparable transaction no. 2

Property: Erf 5540, Strand

Extent: 9.0560ha

Purchase price: R6 500 000.00

Date of sale: 02.03.2013

Location: The property is situated on 21st Street, Tarentaalplaas, Strand.

Zoning: The developer was in the process of rezoning the property to general residential purposes when the City of Cape Town purchased the property for low-cost housing.

General: The purchase price amounts to ±R72.00 per m².

12.3 Comparable sale no.3

Property: Erf 29654 & 29655, Blue Downs

Extent: 21.4377ha

Purchase price: R16 000 000.00

Dale of sale: 07.11.2014

Location: The property is situated in Fountain Village, Blue Downs and zoned for agricultural use.

General: The City of Cape Town purchased the land for State Subsidized housing purposes. The purchased price amounts to ±R746 348.00 per ha.

12.4 Transaction no. 4

Property: Erf 27040, Bellville at Belhar
 Extent: 9.8021ha
 Purchase price: R7 850 000.00
 Dale of sale: January 2016 (Not registered)
 Location: The property is situated on Belhar Drive, Belhar.
 General: The Government of the Western Cape purchased the land from the City of Cape Town for hospital purposes. The purchase price amounts to ±R800 000 per ha. The property is zoned for community purposes but the highest and best use of the property is residential development.

12.5 Transaction no. 5

Property: Erf 34457, Strand
 Extent: 0.8163ha
 Purchase price: R612 225.00
 Dale of sale: October 2016 (Not registered)
 Location: The property is situated in Onverwacht Road, Strand.
 General: The City of Cape Town purchased the land for State Subsidized housing purposes from the Provincial Government of the Western-Cape. The value of the property based on two independents valuations amounts to ±R750 000 per ha.

12.6 Transaction no. 6

The City of Cape Town purchased the following properties during 2015:

No.	Description/Stellenbosch RD	Extent/ha	Date	Purchase price/Price/ha
1	Farm 794/38	261.2562	03.06.15	R167 334 923.00/±R640 000
2	Farm 791/6	0.1538	03.06.15	R98 509.00/±R640 000
3	Farm 792/0	58.8057	03.06.15	R37 665 124.00/±R640 000
4	Farm 791/5	13.2862	03.06.15	R8 509 827.00/±R640 000
5	Farm 791/4	36.6118	03.06.15	R23 449 903.00/±R640 000
6	Farm 787/11	84.4847	03.06.15	R54 112 556.00/±R640 000
7	Farm 794/40	4.3047	03.06.15	R2 757 265.00/±R640 000
8	Farm 787/10	61.9575	03.06.15	R39 684 856.00/±R640 000
9	Farm 794/44	1.3760	03.06.15	R881 329.00/±R640 000
10	Farm 794/43	99.8553	03.06.15	R63 957 444.00/±R640 000
11	Farm 794/37	37.4146	03.06.15	R23 964 098.00/±R640 000

The property is situated between Macassar and Somerset West. The City of Cape Town purchased the properties from Paardevlei Prop Pty Ltd for future low-cost residential development. The properties are about 659ha in extent and the purchase price amounts to R640 000.00 per ha. There were no difference in the rate per m² for the extents of the properties, whether they 1.6ha or 260ha.

12.7 Transaction no. 7

Property: Erf 14282, Nyanga.
 Extent: 1.1512ha
 Purchase price: R800 000.00 (±R75.00 per m²)
 Date of sale: (The property is not registered but the City of Cape Town agreed to the price of R750 000/ha during January 2016)
 Improvements: Vacant land
 Zoning: Community local 1
 Comments: The above-mentioned comparable transaction is situated in Miller Street, Nyanga.

13. Summary list of comparable transactions:

No. Property	Extent	Date	Purchase Price/ per ha
1. Erf 27974, Strand	1.4970ha	19.02.15	R890 000/±R580 000
2. Erf 5540, Strand	9.0560ha	01.03.13	R6 500 000/±R717 756
3. Erven 29654/5, Blue Downs	21.4377ha	07.11.14	R16 000 000/±R746 348
4. Erf 27040, Belhar (Not reg.)	9.8021ha	Jan 2016	R7 850 000/±R800 000
5. Erf 34457 Strand (Not reg.)	0.8163ha	Oct.2016	R612 225/±R750 000
6. Portions of farms 787, 791, 792 ^ 704, Stellenbosch RD	1.3760 to 261.2562ha	03.06.15	R640 000/ha
7. Erf 14282, Nyanga	1.1512ha	02.01.16	R800 000.00/750 000

14. Conclusion

14.1 Transactions no. 1 and 2 are situated in the Strand adjacent to existing residential development. The properties are zoned for agricultural purposes but have the potential to be rezoned for residential use. The properties are better situated and closer to all amenities.

14.2 Transaction no. 3 is situated in Blue Downs. The land is zoned for agricultural use, but has the potential for

residential purposes. The City of Cape Town purchased the property for long-term mixed residential development. The purchase price amounts to ±R746 348.00 per ha.

- 14.3 Transaction no. 4 is situated in Belhar, Bellville. The property was zoned for community purposes at the time of the sale. The market value of the property was based on its highest and best use, namely low-cost housing purposes. The property is not registered in the deeds office, but the two parties agreed to a purchase price of R800 000.00 during January 2016.
- 14.4 Transaction no. 5 is situated on Onverwacht and Boundary Road, Strand. The property is not registered at the Deeds office but the agreed purchase price amounted to R750 000.00 per ha. The property was zoned for residential use at the date of sale.
- 14.5 Transaction no. 6 is a list of properties situated between Macassar and Somerset West. The City of Cape Town purchased the properties from Paardevlei Prop Pty Ltd for future residential development. The properties are about 659ha in extent and the purchase price amounts to R640 000.00 per ha.
- 14.6 Transaction 7 is smaller in extent. The site at the time was already zoned for community purposes while the site of the subject property needs rezoning. Allowing for rezoning and the time it will take to rezone, a downward adjustment in the rate per ha is necessary.
- 14.7 Based on the above-mentioned comparable transactions a price of R750 000.00 per ha for the developable land of the subject property, after rezoning and upgrading of the bulk services, is market related.
- To determine the present value of the property, a prospective buyer has to allow for the holding cost to rezone the subject property. Holding cost amounts to about 20% of the market value of the property and includes the interest on the bond, rates on the property and developers profit. According to the town planners it will take about 24 months to rezone the property.
- The present market value of the subject property is calculated as follows:
- R750 000.00 x 24 months discounted @ 20% =R504 400.00
Say: R500 000.00/ha (Present value excluding VAT)

15. Valuation calculations

±2.1400ha @ R500 000.00/ha = R1072 000.00

Market value rounded: R1 100 000.00

16. Market value

R1 100 000.00 (Excluding VAT)

17. Valuation Certificate

I inspected the subject property described herein. I have no present or prospective interest in the property.

The valuation is independent and impartial and complies with all the ethical standards of the South African Institute of Valuers of which I am a member.

All suppositions and data in this report are to the best of my knowledge, true and correct and I have not attempted to conceal any information.

The valuation has been made to the best of my skill and ability.

I, Casper Louis Gerber, consider a price of R1 100 000.00 to be a fair assessment of the subject property's current market value.



C.L. GERBER

Signed at Durbanville on 18 June 2018

QUALIFICATION TO VALUE

I, Casper Louis Gerber, certify with this my qualifications and experience as follows:

- Professional Valuer registered with the South African Council of Valuers in terms of Act 47 of 2000.
- Member of the South African Institute of Valuers since 1974.
- Served as a member on various valuation boards.
- I have been involved in valuing fixed properties since 1965. At present, I am making an average of 15 valuations per month spread over the whole spectrum of the property market.

7.6	INFRASTRUCTURE: [CLLR J DE VILLIERS]
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7.6.1	UPDATE REPORT ON THE DROUGHT SITUATION AS WELL AS COSTING THEREOF
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Collaborator No:

File No:

BUDGET KPA Ref No:

Good Governance and Compliance

Meeting Date:

13 June 2018

1. SUBJECT: UPDATE REPORT ON THE DROUGHT SITUATION AS WELL AS COSTING THEREOF

2. PURPOSE

To provide Council with an update on the drought situation and the preparation of augmenting and the supply of water as well as the costing thereof.

3. EXECUTIVE SUMMARY

Stellenbosch Municipality found in May 2017 that if the water consumption level continues as in the past and if the same rainfall is experienced in the past year then the water supply to Stellenbosch would have been depleted in May 2018. In order to manage this risk Stellenbosch Municipality created a Drought Management Plan to augment the water supply such that Stellenbosch Municipality will be able to supply its inhabitants with water at Level 6B restrictions regardless of the state of surrounding dams.

Stellenbosch declared a local state of emergency in June 2017 which was overtaken by a State of Disaster declared by National Government on March 2018. Plans were made to ensure the sufficient supply of water as per the Bill of Human Rights of the Constitution.

An amount of R15 000 000 was transferred for the purpose of investigating and drilling of water as well as reducing leaks and controlling water demand. This amount was increased to R45 000 000 during the latter months in 2017 in order to appoint drilling contractors and plan for purification units. This amount was then enlarged to R67 000 000 during the budget adjustment process, in order to purchase the purification plants as well as the electricity supplies and pipe connections needed. The difference between R45 000 000 and R67 000 000 was made up moving funds within the budget and not the increase of the total budget.

All of the water augmentation plans have been successfully sourced and all purification plants have been placed on the various sites. Three of these sites are waiting on Eskom to finalise electricity connections and would be operational within the next month.

Stellenbosch has achieved the target of being able to supply water to its community with an alternate water source independent on the main Western Cape Dams, but at the current Level 6B water restrictions.

4. RECOMMENDATIONS

- (a) that the report be noted;
- (b) that it be note that approximately R67 100 000 will be spent on the 2017/18 budget;
- (c) that it be note that a further approximate amount of R11 000 000 will be spent on the 2018/19 budget to finalise the borehole drilling project; and
- (d) that it be noted that the current Level 6B water restrictions will remain in place until sufficient water is available in dams to last until beyond the next winter.

5. DISCUSSION / CONTENTS

5.1 Background

The Western Cape Province has classified the Western Cape as a provincial state of disaster in terms of the National Disaster Management Centre on 25 April 2017 and duly declared as such in terms of section 41 of the Disaster Management Act, (Act 57 of 2002) on 23 May 2017 by the Premier of the Western Cape. Sections 23 (1) (a), as well as Section 35 of the Disaster Management Act, (Act 57 of 2002), which legislates that the severity and magnitude or the potential threat of the severity and magnitude of the disaster (drought) be assessed, by both the province as well as the National Disaster Management Centre (NDMC).

The provincial drought declaration has been extended on a month-to-month basis. The declaration of the provincial state of disaster was issued by Provincial Notice 112/2017 published in Provincial Gazette 7771 on 24 May 2017, and extended each month as per the Act.

In unison with this, those municipalities, within the grip of the drought also had to declare a disaster and Stellenbosch has done so.

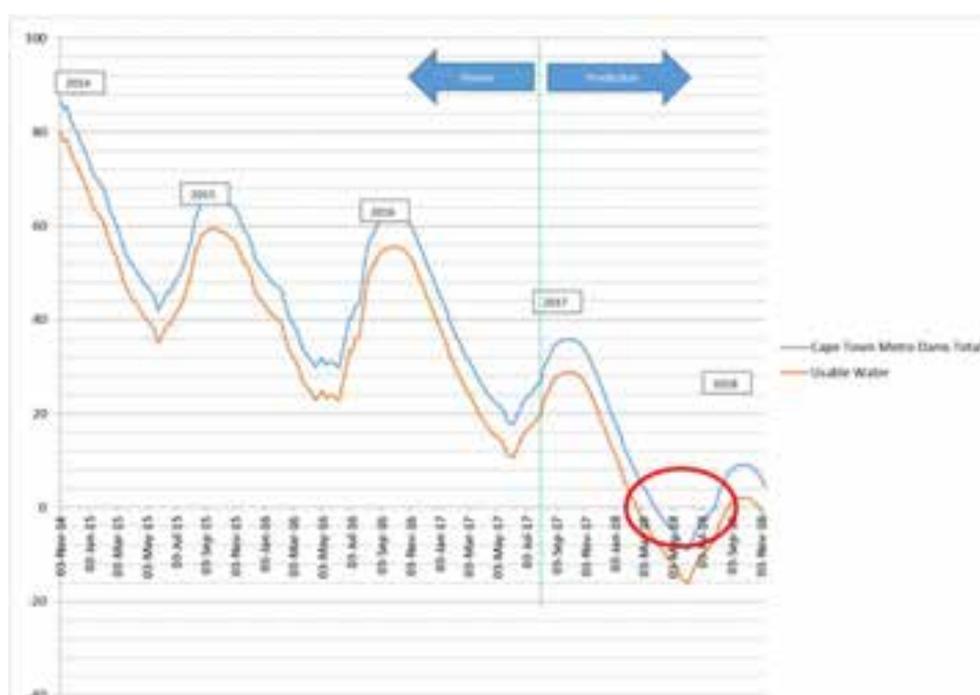
The National State of Disaster was announced on 13 Feb 2018, Government Notice 101/2017, that a national state of disaster exists and that the delegation is given hereby to municipalities and the Province to manage the drought declarations in their jurisdictions. The requirement to monthly declare disaster by municipalities ceased to be a requirement once the National State of Disaster was announced.

This report will demonstrate the legal requirements and institutional responsibility of Stellenbosch Municipality which performs both functions of a Water Services Authority (WSA) and a Water Services Provider (WSP) in the Greater Stellenbosch Municipal area and also during the National and Provincial Drought Disaster declaration currently being the case.

The Stellenbosch Municipality has been actively fighting water losses and non-revenue water through water conservation, augmentation and water demand management project. This conservation and demand side management part of the project included various initiatives including pipe leak repairs, pipe replacement, domestic leak repairs, customer meter replacement, water meter audits, installation of volume controlled meters, pressure management etc. Various contracts are on-going and significant strides and achievements have been made to drive physical water losses down from 21% to 15% for the Stellenbosch area.

A domestic leak repairs tender is in process to be advertised for the renewal thereof.

The on-going drought in the Western Cape has impacted on the water supply security and the likelihood of water in the 6 large dams supplying Cape Town and surrounding towns running out of water during 2018/9 has become a reality. At the beginning of the summer season it was very clear that if water was consumed at the rate at that time, and the same rainfall was experienced as in the previous year, that all water in dams will dry up by the Month of May 2018. The Municipality has therefore decided to implement a Drought Response Plan over and above the water conservation and water demand management efforts to implement the emergency measures required to mitigate the effects of the drought. This progress report provides a high level progress update on the Drought Response Plan implementation.



5.2 Discussion

5.2.1 TIMELINES AND COST ESTIMATES

Actions due to increase of Severity of Drought		
	City of Cape Town	Stellenbosch
1	July 2017 Level 4B Water restrictions.	July 2017 Stellenbosch Municipality - Drought Plan Estimate - R5.6 million
2	October 2017 Level 5 Water restrictions.	October 2018 Stellenbosch Municipality - Drought Plan Estimate - R36 million
3	February 2018 Level 6B Water restrictions.	March 2018 Stellenbosch Municipality - Drought Plan Estimate - R78 million

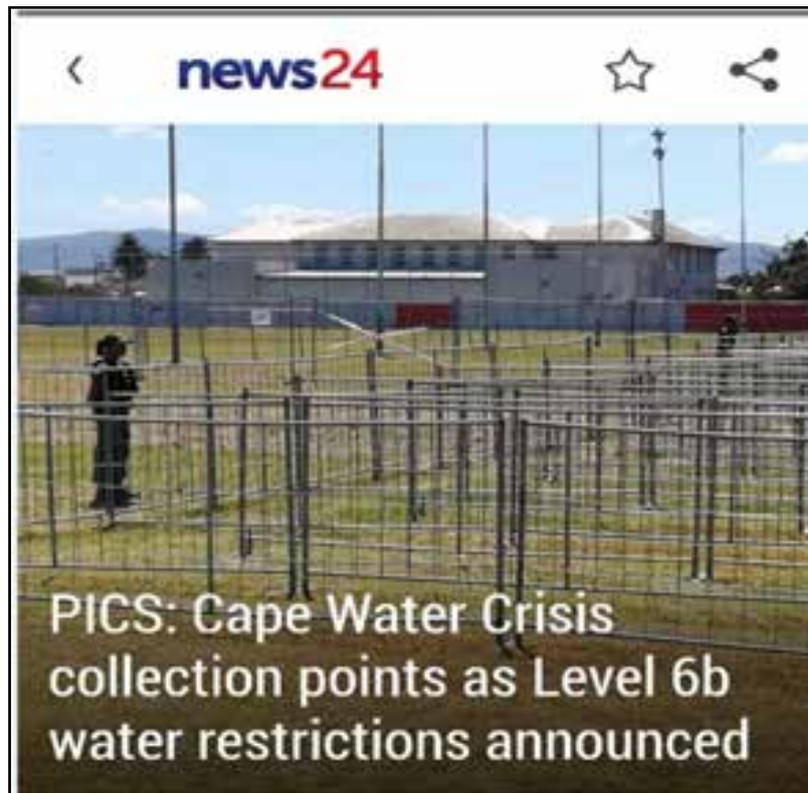


Fig 5.1 Worst Case Scenario Proposals to Distribute Water

Cost Estimates since Feb 2018 with City of Cape Town moving to Level 6B water Restrictions and with drought risk at a maximum, for worst case scenario, included in weekly report to DWS, Winelands District Municipality, Stellenbosch Municipality internal etc.

The current cost for the 2017/18 financial year is estimated to be as follows:

	Estimations
Master Planning Consultants GLS	3 645 573.50
Sub-contractors- MyCity, WRP, AB Pumps.	3 000 000.00
Planning, site supervision, response plans - HATCH	4 918 892.78
Conventional Drillers	16 000 000.00
Horizontal Drillers	4 100 000.00
Civil, M&E Contractors (HATCH)	41 780 756.94
Electrical supply	3 000 000.00
Environmentalists	500 000.00
Tariff study	1 000 000.00
	77 945 223.22

After the financial year that ends on 30 June, the exact costs will be available.

5.2.2 URGENT AND EMERGENCY PROCUREMENT OF GOODS AND SERVICES

The following circulation is applicable for procurement for the drought program:

The standard procurement processes had to be adapted and the Department dispensed with the invitation of bids and obtained quotations by making use of the list of prospective service providers from the Database. The appropriate course of action for emergency had to be justifiable under the circumstances. The nature of the emergency and the details of the justifiable procurement process followed was recorded and reported to Director Supply Chain Management on a regular basis. The State of Emergency that was declared allowed this procurement process to be employed.

5.2.3 BACKGROUND OF PROGRAM**a. Previous Reports, Planning, Strategies, Projects and Implementation**

The Current Drought intervention Project is a continuation and expansion of existing Master Plan projects and strategies, that culminated into an integrated action plan with inputs from all existing and on-going planning/strategies and implementation programs with reference:

b. Long Term Water Conservation and Water Demand Management Strategy for Stellenbosch Municipality. 05 FEBRUARY 2014

South Africa is classified as a water scarce country and receives an average of approximately 500mm rain per annum, which is well below the international average volume of 900mm per annum.

While the population and economy continue to grow, the water resources available generally do not grow. Over the medium term this situation could present serious problems for the country and the Western Cape.

The Government mandated the Department of Water & Sanitation (DWS) to be the legal custodian of water and forestry and to ensure that these resources are sustainably managed for future generations, in equitable manners. In order to sustain these resources, the Government had to develop legislations and strategies that will inform the management of water resources and sanitation. The following legislation addresses various aspects of water conservation and water demand management:

- The South African Constitution
- National Water Act
- Water Services Act
- Regulations to the Water Services Act
- Municipal Bylaws

c. The responsibility of Stellenbosch Municipality, being both the Water Services Authority (WSA) and Provider is defined in the Water Services Act 108 of 1997.

On 17 March 2008, the South African Minister of DWS made known that water conservation is a priority and emphasized the reduction of water losses from 29% to 15% nationally. A multi-sectoral WC/WDM strategy has been developed by DWS of which one of the sectors that the strategy focuses on is Local Authorities. All municipalities have to formulate a WC/WDM strategy that could assist them in addressing water losses/wastages and also ensure efficient management of their water services infrastructure.

It is with the above in mind, that DWS has appointed a Specialist to draft a comprehensive WDM Strategy for Stellenbosch Municipality.

Water Conservation and Demand Management (WC/WDM) is mostly more cost effective and has less environmental impact when compared with developing **new** sources of supply, provided there is scope for implementing WC/WWDM measures. The payback period for the implementation of WC&/WWDM in this municipality is 3 years which is considerably less than the 20 years that one would expect with major infrastructure projects.

It is therefore an effective way of delaying the development of infrastructure for new water resources and reducing the need to new and upgrade bulk infrastructure.

WC/WDM involves measures that:

- Reduce real water losses in the water network;
- Reduce the consumption of the municipality and consumers;
- Increase the re-use of water by the municipality and consumers; and
- Increase the use of alternatives to potable water by the municipality and consumers.

The current bulk water input into the water network is 30,000 kilolitres per day (Kl/d) with a level of unaccounted for water (UAW) of 29%. A comprehensive WC/DM strategy which includes a 10 year financial plan has been developed. The strategy has two goals. The municipality will:

- Prioritize the implementation of Water Conservation (WC) and Water Demand Management (WDM) strategy;
- Ensure on-going planning, management, monitoring and enabling environment.

This report recommends that the municipality adopt WC and WDM as a key service delivery strategy. The WC/WDM Strategy outlines what initiatives need to be taken each year, an estimated budget for each initiative and the water savings that can be expected. The strategy will need to be updated annually incorporating the measures already implemented and those still to be implemented.

It is expected that a total savings of 7,846 kl/d (26%) can be achieved over the next 10 years.

5.2.4 STELLENBOSCH MUNICIPALITY: BULK WATER SUPPLY IMPROVEMENTS FOR STELLENBOSCH MUNICIPALITY - PROJECT REF. NO. 25460AKD0 JUNE 2012.

The provision of delivering adequate bulk water supply was seen as a priority need by the Stellenbosch Local Municipality. Worley Parsons RSA (previously KV3 Engineers) was therefore appointed by the Stellenbosch Local Municipality to investigate bulk water supply improvements for the Stellenbosch Municipal area (Worley Parsons RSA (Pty) Ltd South Africa 2012).

The purpose of the project was to investigate the status quo of bulk water supply and the road forward for the Stellenbosch Local Municipality regarding needed bulk water supply improvements in the Stellenbosch Municipal area. This study included the aspects as listed in the TOR for the study and is described in more detail under Volume 1, paragraph 1.3 of this report.

The following main aspects can be highlighted as results of the investigation:

- Scope exists within the Stellenbosch Municipal area for reducing water consumption.
- Problems are experienced at some of the towns and settlements to meet the current peak daily demands during the dry summer months.
- **Existing bulk water sources are generally insufficient.**
- The quality of the treated water from the water treatment plants mostly falls within the requirements of the specification of SABS 241 of 2001 for drinking water. **The water from the boreholes falls outside these specifications.**
- Substantial bulk water supply investments are required not only for the long term, but also for the short and medium terms, in order to meet the growing demands of the Stellenbosch Municipal area.
- From this report it is evident that the provision of bulk water supply is not up to standard, mainly due to the lack of sufficient funding for implementing new infrastructure, or upgrading of existing infrastructure.

a. Gaps and Strategies:

Water Resources: Metering of all water demand is one of the most significant steps in order to properly plan and manage water sources. Without metering, no management is possible. SM needs to ensure that all the existing bulk water meters are read on a monthly basis, at least.

The water requirement for the SM is increasing more than expected and the existing water sources will not be adequate for the next five years. The Municipality is therefore currently busy with the investigation of additional sources of water supply as a matter of urgency.

The table below gives an overview of the years in which the annual water demand is likely to exceed the total allocations from the various resources, with the supply from the WCWSS kept at the maximum annual supply over the last four years.

The following indicates the approved strategies:

Distribution System	Total Allocation (M/a)	Annual Growth on 2010 Demand (Percentage growth)	Annual Growth on 2010 Demand (Percentage growth)	WSDP Projection Model
Stellenbosch	12 224 000	2014 (8%)	2016 (4%)	2016
Franschhoek	1 761 080	2012 (8%)	2013 (4%)	2016
Dwarsrivier	860 000	2014 (8%)	2017 (4%)	2018
Klapmuts	390 000	Over	Over	Over

b. Franschhoek

Groundwater	<ul style="list-style-type: none"> • First Option: Targeting the Quaternary alluvial and / or basement regolith aquifers in the near vicinity of the various settlements. Yields are likely to be in the region of 1-5 l/s, provided the right geological structures and conditions are targeted i.e. contact zone between the Cape Granite Suite and Malmesbury Group and thick regolith in the basement aquifers; thick gravel zones in the Quaternary aquifers; and the presence of fractures linked to TMG recharge zones in both. • Second Option: Target the TMG north-west of Groendal and La Motte, to the north of the La Motte Fault. The Skurweberg Formation aquifer is accessible in an unconfined state, whereas the Peninsula Formation may be accessible in a confined state. Relatively high yields between 5-10 l/s with good water quality can be expected, if the right geological structures e.g. fractures and fault zones are targeted. • Third Option: Making use of the CoCT TMG project's Wemmershoek groundwater exploration area, in association with the City (Provided the current licence agreement was altered to include groundwater use). • The first two options might impact on existing water users but the third one should be considered.
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c. Dwarsrivier

Groundwater	<ul style="list-style-type: none"> Groundwater is used in the Dwars River region by both Priel, Lanquedoc and Kylemore, as well as numerous farms in the area. Yields are expected to be in the range of 1-5 l/s, with moderate water quality. A 5 l/s wellfield in the vicinity of each town would meet the predicted future shortfalls.
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d. Klappmuts

Groundwater	<ul style="list-style-type: none"> Groundwater from the intergranular and fractured regolith basement and Quaternary alluvial aquifers is currently used by a number of farms in the immediate region surrounding Klappmuts. Yields are in the range of 0.5-2 l/s. Higher yielding boreholes may be intersected along the faulted contact zone between the Klipheuvel Group and Cape Granite Suite. It is unlikely that boreholes in the basement regolith and Quaternary alluvial aquifers will be able to supply more than 20 l/s sustainably, hence if extensive development in the area is to occur, far-field groundwater resources will be required.
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e. Summary

Other Sources	<ul style="list-style-type: none"> Rainwater harvesting is a feasible option.
Summary	<ul style="list-style-type: none"> Implement WC/WDM measures to reduce the percentage of non revenue water. A further allocation from the Wemmershoek Dam. A water allocation from the Berg River Dam A water allocation from the Tunnel System. Re-use of water Groundwater development Rainwater harvesting

5.2.5 PREVIOUS APPROVED DOCUMENTS

- ENGINEERING SERVICES & HUMAN SETTLEMENTS PORTFOLIO COMMITTEE MEETING. 05 FEBRUARY 2014. Long Term Water Conservation and Water Demand Management Strategy for Stellenbosch Municipality.
- STELLENBOSCH MUNICIPALITY WATER SERVICES DEVELOPMENT PLAN 2011/2012.
- Stellenbosch Drought Response Plan_Rev0 June 2017.

5.2.6 SERVICE WARRIORS

On 15 February 2018 the deputy mayor of Stellenbosch, Cllr. Jindela, headed the launching of a delegation from the Stellenbosch Municipality Infrastructure Services to implement a project where field workers were to be deployed to identify various water related faults in the Stellenbosch area. The implementation of this project was as a result of many complaints relating to water wastage in the Stellenbosch area. Field workers were to be deployed in the respective identified areas within the WC024 and these field workers were to be known as "Service Warriors".

In response, the Stellenbosch Municipality has implemented a Pilot Project called "Service Warriors" where field workers (Service Warriors) are required to walk through the Stellenbosch Municipal area and identify various water related- and service faults including water leaks, blocked sewers, illegal dumping, missing manholes, etc.

This will enable the Municipality to attend to these service related issues swiftly. In the pilot phase the Service Warriors will “service” the following areas:

- Kayamandi;
- Klapmuts;
- Dwarsrivier;
- Groendal/Langrug;
- Stellenbosch.

These priority areas were selected based on the water conservation data and areas where vandalism of municipal infrastructure is more prevalent. Service Warriors in the above areas have been identified from the EPWP database through the “Stellenploy” programme. The pilot phase of the project is to run from the start of April 2018 to June 2018 as a “trial” to determine the effectiveness of the Service Warriors to report back on the various service issues, the developed systems for reporting and to test public acceptance and effectiveness of the programme. The Municipality will roll out the project in other areas if the pilot project is deemed to be successful.

5.2.7 NON-REVENUE WATER

The Stellenbosch Municipality has been actively fighting water losses and non-revenue water through the water conservation and water demand management project. This project includes various initiatives including pipe leak repairs, pipe replacement, domestic leak repairs, customer meter replacement, water meter audits, installation of volume controlled meters, pressure management etc. Various contracts are on-going and significant strides and achievements have been made to drive physical water losses down from about 21% of 15% for the Stellenbosch area.

The domestic leak repairs tender is in process to be advertised to be renewed.

The on-going drought in the Western Cape is impacting on water supply security and the likelihood of water in the 6 large dams supplying Cape Town and surrounding towns running out by early 2018 has become a reality. The Municipality has therefore decided to implement a Drought Response Plan over and above the water conservation and water demand management efforts to implement the emergency measures required to mitigate the effects of the drought. This progress report provides a high level progress update on the Drought Response Plan implementation.

5.2.8 DROUGHT RESPONSE PLAN



Fig 5.2: Die Braak Water Purification Plant -15 l/s



Fig 5.3 Van der Stel Water Purification Plant – 15l/s



Fig 5.4 Wemmershoek Water Purification Plant – Total 45 l/s



Fig 5.5 Meerlust – 1.5 l/s

5.2.8 DROUGHT RESPONSE PLAN - CONSULTANTS

Hatch Africa, the consultants appointed for the water conservation and water demand management project implementation were given to task to compile a Drought Response Plan (90 days action plan) in June 2017. The first draft was compiled by 9 June 2017 and the plan is continually being updated.

The Drought Response Plan details a set of actions for drought mitigation based on triggers and criteria agreed upon by the Municipality.

The plan includes the outcome and recommendations from various consultant studies, and specialist studies and documents to combined efforts being implemented for drought mitigation.

The Municipality issues a weekly Drought Monitoring Report where all dams levels, days of water storage remaining and other critical information is published and circulated to stake holders.

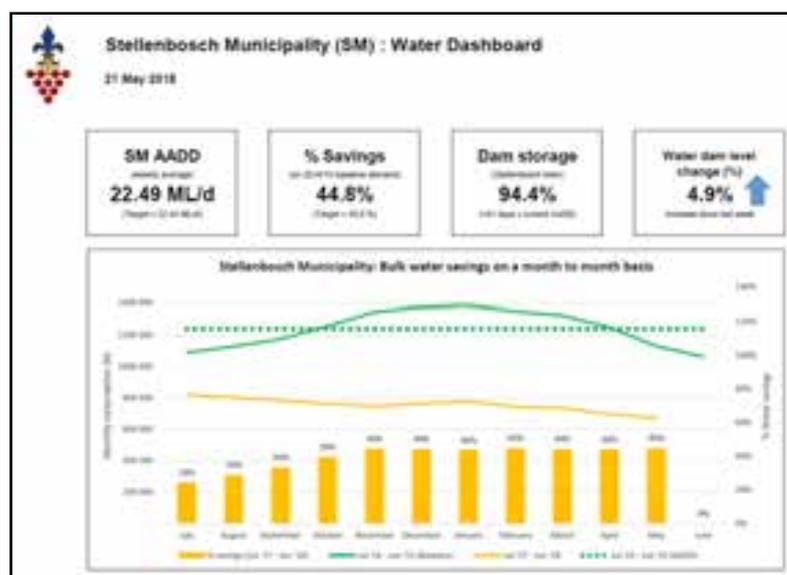
The Plan also includes disaster risk management actions to be implemented in the event that the dams supplying Stellenbosch actually run out of usable water.

5.2.9 WATER RESTRICTIONS

- The CoCT and Stellenbosch Municipality have now introduced Level 6B Water Restrictions from 1 Feb 2018.
- Stellenbosch has implemented level 6B Water Restrictions from 19 Feb 2018.
- Water restrictions continue to be an important tool to reduce consumer demand and the Municipality is actively promoting responsible water usage by distributing posters and flyers, sign in all public building and through billboards.
- Water restrictions will remain and will only be lifted once enough water can be guaranteed to last until beyond the summer in 2019.

5.2.10 DROUGHT MONITORING

- Stellenbosch Municipality repeats on a weekly base to DWS and to other official structures on drought interventions and statistics.
- Stellenbosch Dashboard.



Stellenbosch Municipality: Bulk water savings per supply area

Town/ supply area	Baseline demand (2014/15) ML/d	Current demand (average of last 7 days) ML/d	% Reduction (Target = 45%)
Stellenbosch town ¹	27.2	15.1	44.5%
Franschhoek area	4.1	2.2	45.9%
Dwars River area	2.3	2.3	3.7%
Klapmuts ²	1.5	1.0	32.5%
Agric. water schemes	5.7	1.9	65.9%
Total	40.8	22.5	44.8%

Stellenbosch Municipality: Bulk water savings per source

Town/ supply area	Baseline demand (2014/15) ML/d	Current demand (average of last 7 days) ML/d	% Reduction (Target = 45%)
CCT	12.3	6.9	44.1%
SM + WCWSS ³	28.5	15.6	45.2%
Total	40.8	22.5	44.8%

5.3 Financial Implications

DROUGHT RESPONSE - POTABLE WATER AUGMENTATION BOREHOLES				
Financial Summary				
Contractor	Description	Work Orders (estimate)		Adjusted Work Order (estimate)
Civil	CSV		R 7 315 218.60	
		Total	R 7 315 218.60	R 2 815 218.60
Civil	EXEO		R 6 840 773.36	
		Total	R 6 840 773.36	R 4 340 773.36
Mechanical	Water Solutions SA		R 9 381 288.00	
		Total	R 9 381 288.00	R 9 381 288.00
Mechanical	Veolia		R 5 573 012.00	
		Total	R 5 573 012.00	R 4 873 012.00
Mechanical	Sustainable Engineering		R 10 725 949.00	
		Total	R 10 725 949.00	R 10 725 949.00
Mechanical	Aquamatt		R 3 994 515.98	
		Total	R 3 994 515.98	R 3 994 515.98
Driller	JM/Senzogystix			
		Total	R 2 000 000.00	R 1 571 129.08
Driller	SA Rotsbore			
		Total	R 8 000 000.00	R 8 428 472.00
Driller	EDRS			
		Total	R 5 000 000.00	R 3 943 856.64
Driller	Master Drilling			
		Total	R 8 000 000.00	R 9 395 954.00
GEOSS	Geologists			
		Total	R 1 500 000.00	R 1 500 000.00
Water Tariff Study	Consultants			
		Total	R 1 000 000.00	R 1 000 000.00

Cornerstone	Environmentalists	Total	R 500 000.00	R 500 000.00
		GLS	Consultants	Total
HATCH	Consultants		-	
		Total	R 4 500 000.00	R 2 000 000.00
TOTAL PRICE (VAT Excluded)			R 77 980 756.94	R 67 070 168.66
Difference			R 10 910 288.28	

Funding that has been delayed to 2018/19 financial year:

Description	Cost Estimation
Top 100 Water users - Water Meters	R 2 000 000.00
Fire Brigades Civil Works - (4 X R250 0000)	R 1 000 000.00
PRVs - (8 X R500 0000)	R 4 000 000.00
Fire Brigade - Tank installations (4 X R350 0000)	R 1 400 000.00
Stellenbosch Town to Ida's Valley Water Works pipe line/ BH installations (10 X R200 000)	R 2 000 000.00
TOTAL	R 10 400 000.00

Tender summary of cost per unit:

SUMMARY OF QUOTATION TOTALS									
BOQ SECTION NO	DESCRIPTION	HATCH Cost Estimate Estimated Amount	Verolia JV Contractor's Quotation Amount	Verolia JV Contractor's Alternative Offer	Aquamar Contractor's Quotation Amount	Alcon Contractor's Quotation Amount	Alcon Contractor's Corrected Amount	Proxa Contractor's Quotation Amount	Aquamar Contractor's Quotation Amount
1	Overhead Borehole	R 1 500 000.00	R 4 922 683.00	R 4 442 581.00	R 3 920 276.00	R 2 824 552.00	R 3 211 627.00	R 5 126 154.00	R 0.00
2	Open Borehole	R 1 500 000.00	R 4 877 484.00	R 4 396 382.00	R 3 920 276.00	R 2 913 513.00	R 3 293 325.00	R 5 126 154.00	R 0.00
3	Kyreness Borehole	R 1 500 000.00	R 4 877 484.00	R 4 396 382.00	R 3 920 276.00	R 2 288 283.00	R 2 788 488.00	R 5 126 154.00	R 0.00
4	Reel Spring Borehole	R 1 330 000.00	R 4 106 183.00	R 3 757 916.00	R 3 842 216.71	R 1 815 453.92	R 2 813 285.92	R 3 511 816.00	R 0.00
5	Van Der Stel Borehole	R 2 100 000.00	R 5 832 847.00	R 5 192 440.00	R 4 942 877.00	R 2 488 581.00	R 3 972 719.00	R 6 702 212.00	R 0.00
6	Kaymand Borehole	R 2 100 000.00	R 5 989 522.00	R 5 089 491.00	R 4 942 877.00	R 3 534 807.00	R 3 531 373.00	R 6 352 212.00	R 0.00
7	De Brak Borehole	R 2 100 000.00	R 5 989 522.00	R 5 528 810.00	R 4 942 877.00	R 3 564 540.00	R 4 052 481.00	R 6 352 212.00	R 0.00
8	Additional Borehole Sites	R 2 900 000.00	R 9 244 112.00	R 8 382 736.00	R 8 046 396.57	R 4 154 732.00	R 4 643 276.00	R 7 222 282.00	R 0.00
	SUB-TOTAL	R 15 110 000.00	R 44 909 144.00	R 40 764 489.00	R 36 877 727.24	R 24 216 528.64	R 27 429 679.64	R 45 201 936.00	R 0.00
	VAT (14.0%)	R 2 115 400.00	R 6 277 322.96	R 5 707 829.40	R 5 162 883.21	R 3 404 215.10	R 3 840 215.10	R 6 328 321.44	R 0.00
	TOTAL TENDER SUB CARRIED TO C1.1	R 17 225 400.00	R 51 172 186.96	R 46 472 318.40	R 42 040 610.45	R 27 720 743.74	R 31 269 894.74	R 51 529 815.44	R 0.00

DROUGHT RESPONSE - POTABLE WATER AUGMENTATION BOREHOLES CIVIL WORKS				
Tender Price Summary				
Item No.	Description	Batch Estimate	CSV Amount	Exec Amount
No. 1	Civil Works	R 346 101.00	R 343 273.04	R 291 803.45
	Ps & G's	R 190 500.00	R 292 173.00	R 279 685.00
	Total	R 536 601.00	R 635 446.04	R 570 788.45
No. 2	Civil Works	R 225 628.50	R 129 978.74	R 164 119.65
	Ps & G's	R 190 500.00	R 292 173.00	R 296 620.00
	Total	R 416 128.50	R 422 151.74	R 460 739.65
No. 3	Civil Works	R 391 151.00	R 365 189.44	R 330 536.01
	Ps & G's	R 190 500.00	R 292 173.00	R 286 991.00
	Total	R 581 651.00	R 657 362.44	R 617 927.01
No. 4	Civil Works	R 224 996.00	R 154 716.36	R 175 040.22
	Ps & G's	R 190 500.00	R 292 173.00	R 279 457.00
	Total	R 415 496.00	R 446 889.36	R 454 497.22
No. 5	Civil Works	R 352 707.50	R 207 083.70	R 244 664.79
	Ps & G's	R 190 500.00	R 292 173.00	R 286 890.00
	Total	R 543 207.50	R 499 256.70	R 531 554.79
No. 6	Civil Works	R 544 907.50	R 429 643.10	R 429 417.09
	Ps & G's	R 190 500.00	R 292 173.00	R 306 229.00
	Total	R 735 407.50	R 718 816.10	R 735 646.09
No. 7	Civil Works	R 343 221.00	R 340 750.54	R 291 665.29
	Ps & G's	R 190 500.00	R 292 173.00	R 279 684.00
	Total	R 533 721.00	R 632 923.54	R 571 349.29
No. 8	Civil Works	R 434 967.50	R 375 936.50	R 356 620.17
	Ps & G's	R 190 500.00	R 292 173.00	R 286 890.00
	Total	R 625 467.50	R 668 109.50	R 643 710.17
No. 9	Civil Works	R 326 261.00	R 331 539.74	R 281 987.89
	Ps & G's	R 190 500.00	R 292 173.00	R 279 457.00
	Total	R 516 761.00	R 623 712.74	R 561 444.89
No. 10	Civil Works	R 410 237.50	R 389 458.50	R 343 946.97
	Ps & G's	R 190 500.00	R 292 173.00	R 295 494.00
	Total	R 600 737.50	R 681 631.50	R 639 440.97
No. 11	Civil Works	R 1 587 327.50	R 657 135.50	R 1 158 630.03
	Ps & G's	R 190 500.00	R 292 173.00	R 333 608.00
	Total	R 1 777 827.50	R 949 308.50	R 1 492 238.03
No. 12	Civil Works	R 1 575 001.00	R 1 359 634.24	R 2 040 672.41
	Ps & G's	R 190 500.00	R 292 173.00	R 560 995.00
	Total	R 1 765 501.00	R 1 651 807.24	R 2 601 667.41
No. 13	Civil Works	R 422 701.00	R 381 660.74	R 346 078.33
	Ps & G's	R 190 500.00	R 292 173.00	R 279 354.00
	Total	R 613 201.00	R 673 833.74	R 625 432.33
No. 14	Civil Works	R 449 776.00	R 381 918.74	R 383 189.97
	Ps & G's	R 190 500.00	R 292 173.00	R 279 354.00
	Total	R 640 276.00	R 674 091.74	R 662 543.97
No. 15	Civil Works	R 341 661.00	R 339 419.44	R 297 088.77
	Ps & G's	R 190 500.00	R 292 173.00	R 279 457.00
	Total	R 532 161.00	R 631 592.44	R 576 545.77
No. 16	Civil Works	R 3 159 875.00	R 3 763 915.60	R 3 307 071.00
	Ps & G's	R 1 053 300.00	R 1 396 392.00	R 568 093.00
	Total	R 4 213 175.00	R 5 160 307.60	R 3 875 164.00

The spending was limited within the 2017/18 year to R67 070 168.66 since the public saved the water as requested and winter produced more rain than expected.

5.4 Legal Implications

The Constitution states within the Bill of Rights under Section
Health care, food, water and social security

27. (1) *Everyone has the right to have access to -*

- a. *health care services, including reproductive health care;*
- b. **sufficient food and water;** and

c. *social security, including, if they are unable to support themselves and their dependants, appropriate social assistance.*

(2) **The state must take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation of each of these rights.**

(3) *No one may be refused emergency medical treatment.*

Stellenbosch Municipality has been able to ensure that the right of water will remain for a few years to come.

5.5 **Staff Implications**

Currently all additional functions are performed by contractors and will do so for a period of time. After their contracts have expired, our own staff would have to take over. This is expected to be required from July 2019 onwards.

5.6 **Previous / Relevant Council Resolutions**

5.6.1 MAYORAL COMMITTEE MEETINGS: 2018-03-14 ITEM 5.6.4 AND COUNCIL MEETING ON 2018-03-28 ITEM 7.6.4

6.6.1 That this report be noted.

6.6.2 That COUNCIL notes total required funding to complete the full project at R77 980 756.94 rounded off to R78 000 000

6.6.3 That COUNCIL accepts that a total of R67 071 468.66 must be spend this year to complete a workable borehole water networked system

6.6.4 That an amount of R10 400 000.00 be considered in the 2018/19 budget to formally complete all borehole augmentation work.

6.6.4 That the 2017/18 budget be adjusted to accommodate the R67 071 468.66 intended expenditure and that the shortfall be found from other projects.

6.6.5 That an updated report be brought to COUNCIL on May 2018

5.6.2 LEVEL 4 RESTRICTIONS AND ASSOCIATED TARIFFS

9TH COUNCIL MEETING: 2017-05-31: ITEM 7.6.1
RESOLVED (majority vote with abstentions)

(a) that this report be noted;

(b) that the moving to the full set of water restrictions based on the equivalent of City of Cape Town water restrictions be supported (as shown in Table 3.1), as determined by the delegations, approved by Council on 24 June 2015;

(c) that the amended water restriction tariffs shown in Table 3.2 be accepted as the new proposed set of tariffs for the 2017/2018 Financial year;

(d) that these tariffs be advertised as required for public opinion;

(e) that Council not approve the water tariffs at the Council Meeting of May 2017, but that Council finalise these tariffs at the Council meeting at the end of June 2017 after the public opinion has been sought on the new proposed water tariffs;

- (f) that the generation of a Drought Management Plan by the Directorate: Engineering Services be noted; and
- (g) that this Drought Management Plan be forwarded to MAYCO for consideration before 30 June 2017.

5.6.3 WATER SERVICES: DRAFT DROUGHT RESPONSE PLAN
12TH COUNCIL: 2017-09-27: ITEM 7.6.3
RESOLVED (majority vote with abstentions)

- (a) that the attached Draft Drought Response Plan be approved in principle; and
- (b) that the preliminary and potential cost implications, be noted.

5.7 Risk Implications

The Drought Risk has happened and is therefore called an issue. The Issue is being controlled as described in this report.

5.8 Comments from Senior Management

The report was not circulated to all senior managers.

5.8.1 Director: Infrastructure Services

Agree with the recommendations

5.8.2 Director: Strategic and Corporate Services

Agree with the recommendations

5.8.2 Municipal Manager

Agree with the recommendations

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-06-13: ITEM 5.6.1

- (a) that the report be noted;
- (b) that it be noted that approximately R67 100 000 will be spent on the 2017/18 budget;
- (c) that it be noted that a further approximate amount of R11 000 000 will be spent on the 2018/19 budget to finalise the borehole drilling project; and
- (d) that it be noted that the current Level 6B water restrictions will remain in place until sufficient water is available in dams to last until beyond the next winter.

FOR FURTHER DETAILS CONTACT:

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POSITION	<i>Project Manager</i>
DIRECTORATE	<i>Water Services/ Infrastructure</i>
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REPORT DATE	08 June 2018

7.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR N JINDELA)
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NONE

7.8	PROTECTION SERVICES: [PC: CLLR Q SMIT]
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7.8.1	RESERVIST POLICY
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Collaborator No: **580486**
 IDP KPA Ref No: **Safest Valley**
 Meeting Date: **18 July 2018**

1. SUBJECT: RESERVIST POLICY

2. PURPOSE

To obtain Council's approval for the introduction of a Reservist Policy.

(ANNEXURE A) for the Fire Services.

3. DELEGATED AUTHORITY

For decision by Mayoral Committee and Council.

Legal framework:

Fire Services Act, Act 99 of 1987

Disaster Management Act, Act 57 of 2002

Disaster Amendment Act, Act 16 of 2015

4. EXECUTIVE SUMMARY

There is a great need for assistance for non-uniform members of society to assist the fire department in times of major incidents. The demand and requests to offer assistance through volunteering also often exceeds our expectations as the department are inundated with requests for voluntary/reservist work from people from all walks of life and with various skills and knowledge.

The establishment of a reserve force, consisting of professional emergency medical practitioners, trained fire fighters and other auxiliary personnel can be seen as an amicable alternative to the manpower shortages that are experienced from time to time, especially during major incidents. It could also assist in overcoming service delivery challenges faced associated with our vast the area of coverage and budget restrictions in terms of requesting (overtime) additional manpower.

The adoption of such policy will undoubtedly strengthen the department's hand in acquiring young energetic reservist; assist in the grooming and securing future professional fire fighters for Stellenbosch municipality and maintaining a state of readiness.

5. RECOMMENDATION

that the draft Reservist Policy be supported and same be submitted to Council for adoption.

6. DISCUSSION / CONTENTS

6.1 Background

Stellenbosch Municipality currently has two fully operational fire stations located in Stellenbosch and Franschhoek. A third fire station that is located in Klappmuts is almost done. The total permanently employed operational staff of the Fire Services amounts to 48, with a contingent of 16 fire fighters on duty daily to render a service to the inhabitants, businesses and visitors of the entire WC024 area.

Although this number of on-duty fire fighters daily compares favorably to those of similar size fire departments, the manpower often still seems insufficient because of a variety of emergency and non-emergency tasks that needs to be done.

6.2 Discussion

The main functions of a fire service are reflected in schedule 1 of the Fire Services Act, (Act 99 of 1987) under:

“service” means a fire brigade service intended to be employed for—

- (a) *preventing the outbreak or spread of a fire;*
- (b) *fighting or extinguishing a fire;*
- (c) *the protection of life or property against a fire or other threatening danger;*
- (d) *the rescue of life or property from a fire or other danger;*
- (e) *subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or*
- (f) *the performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).*

The Act also makes specific provision, under schedule 6A, for the establishment a reserve force.

6A. Fire brigade reserve force.—

- (1) *A controlling authority may establish a fire brigade reserve force for its area of jurisdiction.*
- (2) *A chief fire officer may, on the prescribed conditions, appoint a person who applies therefor, as a member of a fire brigade reserve force.*

(3) *A member of the fire brigade reserve force shall be a temporary member of the service and shall perform the functions entrusted to him by the chief fire officer, or a member of the service acting on behalf of the chief fire officer: Provided that a member of a fire brigade reserve force may, as far as possible, only be employed for the performance of those functions for which he, in the opinion of the chief fire officer, has received adequate training.*

(4) *A chief fire officer may at any time discharge a member of a fire brigade reserve force.*

(5) *A member of a fire brigade reserve force shall have the same powers as a member of the service and shall, in the performance of his functions, be regarded as a member of the service.*

6.3 Financial Implications

There will be financial implications for the acquisition of personal protective clothing for the operational volunteers. This can be partly subsidised from our existing vote for uniforms and protective clothing, Ukey number 20170608982554.

6.4 Legal Implications

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

6.5 Staff Implications

In the execution of their duties the volunteers are deemed as members of a service in terms of the fire services act 99 of 1987 and shall as such have the same powers as the permanent members. A volunteer corps does however not reflect on the organisational structure of a municipality

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

Provision need to be made for the volunteers to be covered by Council's insurance policies.

6.8 Comments from Senior Management

6.8.1 Director: Infrastructure Services

Supports the item.

6.8.2 Director: Planning and Economic Development

Supports the item.

6.8.3 Director: Strategic and Corporate Services

Supports the item.

6.8.4 Director Human Settlements and Property Management

Supports the item.

6.8.5 Chief Financial Officer

Supports the item.

6.8.6 Municipal Manager

Supports the item.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 5.8.1

that the draft Reservist Policy be supported and same be submitted to Council for adoption.

Annexure A: Draft Reservist Policy**FOR FURTHER DETAILS CONTACT:**

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DIRECTORATE	Community and Protection Services
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REPORT DATE	7 February 2018

APPENDIX 1



RESERVIST POLICY

FIRE AND DISASTER MANAGEMENT

DRAFT



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Fire fighter: A **firefighter** (also fireman and firewoman) is a rescuer extensively trained in firefighting, primarily to extinguish hazardous fires that threaten life, property and/or the environment.

Reservist/Volunteer: a person or group of people who freely offers to take part in an enterprise or undertake a task.

Chief Fire Officer: means the person in charge of a service as contemplated in section 5 of the fire brigade services act, 99 of 1987

EMS: Emergency medical services

PPE: Personal protected equipment

2. **Pre amble**

This policy is to formalize the recruitment, deployment and utilisation of a reserve force as contemplated in Section 6A(1) of the Fire Brigade Services Act, No 99 of 1987 as amended in conjunction with the Regulations: Fire Brigade Reserve Force (Published under notice no R78 in Government Gazette no 15431, dated 21 January 1994)

3. **Purpose**

To establish procedures and criteria for the recruitment and selection of reservists by the Chief Fire Officer

4. **Statutory framework**

Fire services act, act 99 of 1987 (schedule 6 A)

Disaster management act, act 57 of 2002 (schedule 44)

5. **Scope/Categories of Reservist**



Reservist serve the community by responding to a variety of situations, ranging from emergencies that immediately threaten life or property to routine citizen requests for information, assistance or education

6. Determination of categories of reservists:

Category A: Firefighter Reservist: Reservists who serve the community by responding to a wide variety of emergency situations, including fire suppression, emergency medical aid or rescue, hazardous material responses and confined space. This classification of reservist may also assist in non-emergency activities such as Public Education, Public information, inspections and routine day to day fire department activities.

Category B: EMS Only Reservist: Reservists who serve the community by responding to and dealing with emergency medical situations that can pose a threat to life. Members in this position are responsible for the protection of life through medical services, emergency scene support and other like duties. This classification of reservist may also assist in non-emergency activities such as Public Education, Public information, inspections and routine day to day fire department activities.

Category C: Support Services Reservist: Reservists who serve the community by being assigned to number of different areas of “non-hazardous” volunteer work that would otherwise have to be performed by suppression personnel. By so doing, they free up suppression personnel to focus on emergency duties. Typical support services functions may include but are not limited to assisting in performing non-hazardous tasks at emergency scenes such as preparing and providing food supplements and beverages and assisting in routine day to day fire department activities to include assisting in administration functions.

Unless specifically differentiated, the procedures contained herein apply to all categories of reservists.

Utilisation of Reserve Force

The Chief Fire Officer must determine the utilisation of Reservists at his or her station in accordance with the needs and priorities at his or her station. Utilisation of Reservists is subject to the requirements of this policy, Section 6A of the Fire Brigade Services Amendment Act, 83 of 1990, as well as provisions contained in the Regulations, in particular regulations 2,5,7 and 8 of the Regulations.

Command and control Reservist

All reservists serve under the command and control of the Chief Fire Officer as determined in terms of section 6A of the Fire Brigade Amendment Act 83, of 1990

Requirements applicable to persons from specific groups

Indication of who may not be appointed as reservists eg:

7. Job Descriptions:



A member of the fire brigade reserve force shall be a temporary member of the service and shall perform the functions entrusted to him by the chief fire officer, or a member of the service acting on behalf of the chief fire officer: Provided that a member of a fire brigade reserve force may, as far as possible, only be employed for the performance of those functions for which he, in the opinion of the chief fire officer, has received adequate training.

A chief fire officer may at any time discharge a member of a fire brigade reserve force.

A member of a fire brigade reserve force shall have the same powers as a member of the service and shall, in the performance of his functions, be regarded as a member of the service.

8. Application and Acceptance Process

- Step 1:** The Applicant shall complete a departmental application and furnish all required documentation.
- Step 2:** If not disqualified on basis of the application and documentation, the Applicant's paperwork will then be submitted for a background check.
- Step 3:** The Applicant may be required to complete the selected department assessment tool.
- Step 4:** After completing the assessment tool, and upon return of the background check, the applicant will be sent to The Chief's Interview
- Step 5:** Upon completion of the Interview, if the applicant is approved by the Fire Chief to continue in the process, the applicant will be required to undertake a medical examination.
- Step 6:** After successful completion of the background check and medical exam, the Applicant will, upon approval of the Chief, be offered a reservist/volunteer position as applicable
- Step 7:** The reservist/volunteer will be given in house training at the Fire department that is appropriate for the volunteer category they are occupying. Fire fighter/EMT reservist may be enrolled for a Fire fighter 1 course at the Cape Winelands training academy if and when positions are available.

In terms of the enabling legislation, reserve force members are vested with the same powers as fulltime members of the service; it stands to reason therefore, that the selection, appointment criteria for reservist must be the same as for permanent members of the Fire Brigade Services.

9. Medical Examination



Each applicant will be required to undergo a Medical Examination (at own expense) and present such to the Chief for scrutiny and record keeping purposes

10. Uniforms and Personal Protective Equipment (PPE)

Upon acceptance into the Service, members will receive the following uniform allotments:

- a) Jumpsuit
- b) Boots
- c) PPE (in line with their level of training)

EXCEPTION: Support Services reservists/volunteers assigned to logistical functions associated with major incidents will not receive PPE and uniform

11. Training

Based upon the category that they are occupying, the reservist's initial training can include:

- a) Orientation
- b) Call taking and dispatch
- c) Maps and Water Sources
- d) Radio protocols
- e) Fire Equipment
- f.) Hose and hydrant

Reservists can on merit be nominated by the Chief to attend the Fire fighter 1 course at the Cape Winelands Training academy.

12. Minimum Active Status Requirements

Reservists: In order to maintain their membership with the Fire service, each reservist must meet the following minimum standards by the end of each month.

Drills: The reservist will attend all required/scheduled training

Shifts: The reservist will spend a minimum of 20 hours at a station per month. Shifts are to be scheduled in 4 or 5 hour blocks. Failure to Comply: At the end of each 6 months, reservists failing to meet the minimum requirements shall be notified of their deficiencies and be given an opportunity to respond.

Failure to adhere to requirements will subject the reservist to removal from the program.

13. When commandeered:



Reservists are expected to respond to their assigned stations unless otherwise directed by the Officer in Charge.

Fire Responses: Reservist will be under the direct command of the Officer in charge and will be utilised under his/her discretion

EMS Calls: Reservists will be under the direct command of the Officer in charge and will be utilised under his/her discretion

14. *Disciplinary Process may include Verbal Reprimand, Written Reprimand, and Suspension & Removal from Volunteer Program*

Reservists shall comply with all internal rules, policies and procedures and with the terms and conditions of the agreement at all times. Non-compliance may subject the reservist to a disciplinary up to and including termination.

Reservist may be terminated at any time with or without cause.

The Chief has the right to alter, amend, or change the conditions of service and requirements at any time without prior notice to the reservist.

15. *Dispute Resolution (Grievance and Appeal)*

The Department recognizes that sometimes situations arise in which a reservist feels that he/she has not been treated fairly or in accordance with Departments' rules and procedures. For this reason the Department provides its reservists with procedures for resolving disputes.

Step 1: A reservist should first try to resolve any problem or complaint with his/her supervisor. The supervisor should respond to the reservist, in writing, within ten (10) working days after meeting with him/her, if possible.

Step 2: If the reservist is not satisfied with the response from his/her supervisor, the reservist may submit the problem, in writing, to the Fire Chief or his/her designee within ten working days after receiving the supervisor's response. The written complaint must contain, at a minimum:

A description of the problem;

A specific practice, guideline, or procedure, which the reservist believes, has been misapplied;

The date of the circumstances leading to the complaint or the date when the reservist first became aware of those circumstances;

The remedy sought by the reservist to resolve the dispute.



The Fire Chief may meet with the parties, either individually or together, and will endeavour to respond in writing to the aggrieved reservist within ten working days of any such meeting, if possible. Such determination will be final and binding

16. Leave

A reservist may request a Leave of Absence from the Department for good cause. Such request shall be made in writing to the Chief and shall include the following information:

- a) Starting date
- b) Ending date
- c) Reason for leave

Any necessary documentation shall be included with the request. The Chief has full discretion in granting or not granting the request.

17. Resignation

Reservists are encouraged to submit written notice of resignation to their supervisor at least ten working days (two calendar weeks) prior to the effective date of their resignation. An exit interview with the Fire Chief shall occur prior to their last day with the Department. When a reservist resigns he/she is expected to return all property, including uniforms, equipment and keys. Failure to do so can result in criminal charges being filed.

7.8.2	REVIEW OF ACCESS CONTROL AND INTERNAL SECURITY POLICY ON THE PROTECTION OF COUNCIL PROPERTY AND MUNICIPAL STAFF
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Safest Valley

18 July 2018

1. SUBJECT: REVIEW OF ACCESS CONTROL AND INTERNAL SECURITY POLICY ON THE PROTECTION OF COUNCIL PROPERTY AND MUNICIPAL STAFF

2. PURPOSE

To submit the reviewed Access Control and Internal Security Policy on the protection of Council property and Municipal staff to Council for approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The policy on Access Control and Internal Security on the protection of Council property and Municipal staff was approved by Council on 20 August 2014. The review of the policy is to remain abreast of changing environments and risks when it comes to safety.

The reviewed policy addresses certain shortcomings as suggested in clause 8.1 of the attached policy as it relates to safety and security during Council meetings.

5. RECOMMENDATION

that Council considers and approves the reviewed policy on Access Control and Internal Security on the protection of Council property and Municipal staff.

6. DISCUSSION / CONTENTS

6.1 Background

The reviewed policy is attached as **ANNEXURE A**.

6.2 Discussion

The public has access to the public gallery to attend Council meetings. This policy is directed to put additional measures in place insofar as safety is concerned, which includes the installation of CCTV cameras in Council Chambers, electronic scanning of the public when entering the public gallery, etc.

6.3 Financial Implications

The department has sufficient budget to install additional CCTV cameras.

6.4 Legal Implications

None

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions

None

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: 2018-07-18: ITEM 5.8.2

that Council considers and approves the reviewed policy on Access Control and Internal Security on the protection of Council property and Municipal staff.

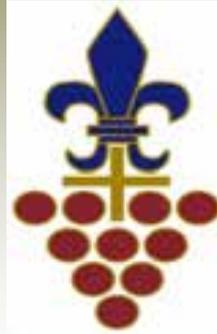
ANNEXURES

Annexure A: Reviewed Access Control and Internal Security Policy on the protection of Council property and Municipal staff.

FOR FURTHER DETAILS CONTACT:

NAME	GERALD ESAU
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DIRECTORATE	COMMUNITY & PROTECTION SERVICES
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REPORT DATE	15 March 2018

APPENDIX 1



REVIEW OF POLICY 2018

ACCESS CONTROL AND INTERNAL SECURITY POLICY ON THE PROTECTION OF COUNCIL PROPERTY AND MUNICIPAL STAFF

MARCH 2018



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1. PURPOSE

To introduce Access Control and Safety & Security measures for the protection of Council property and municipal staff.

2. BACKGROUND

The municipality of Stellenbosch depends on its personnel and assets to deliver services that ensure the safety, security and economic well-being of all its residents, ratepayers and visitors.

Although the municipality of Stellenbosch has over years developed and introduced security measures such as CCTV surveillance systems and access control systems to protect Council property and staff in the past, the need for a policy on access control and the protection of Council property and municipal staff exist.

3. OBJECTIVE

The objective of the Access Control and Safety & Security policy is to set clear guidelines and direction for access control and the protection of Council property and municipal staff.

4. LEGAL MANDATE

Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, as amended;

4.1 (Subsection 1 of the Act) Notwithstanding any rights or obligations to the contrary and irrespective of how those rights or obligations arose or were granted or imposed, the owner of any public premises or any public vehicle may:-

- 4.1.1 (a) Take such steps, as he may consider necessary for the safeguarding of those premises or that vehicle and the contents as well as for the protection of the people therein or thereon.
- 4.1.2 (b) Direct that those premises or that vehicle may only be entered upon in accordance with the provision of subsection (2).

4.2 (Subsection (2) of the Act) No person shall without the permission of an authorized officer enter any public premises or any public vehicle in respect of which a direction has been issued under subsection (1) (b), and for the purpose of granting of that permission an authorized officer may require of the person concerned that he/ she:-

- 4.2.1 (a) Furnish his/ her name, address and any other relevant information required by the authorized officer.
- 4.2.2 (b) Produce proof of his/ her identity to the satisfaction of the authorized officer.
- 4.2.3 (c) Declare whether he/she has any dangerous objects in his/her possession, custody or under his control.
- 4.2.4 (d) Declare what the contents are of any suitcase, attached case, bag, handbag, folder, envelope, parcel or container of any nature, or vehicle which he has in his/ her possession, or custody or under his/ her control, and show those contents to him.
- 4.2.5 (e) Subject him/ her and anything which he/ she has in his possession or custody or under his/ her control to an examination by an electronic or other apparatus in order to determine the presence of any dangerous object.
- 4.2.6 (f) Hand to an authorized officer anything, which he/ she has in his/ her possession or custody or under his/her control for

examination or custody until he/ she leaves the premises or vehicle.

5. PROTECTION OF COUNCIL PROPERTY/ASSETS

The protection of Council property/assets will be the responsibility of the Community and Protection Services Directorate in co-operation with the line department and will be provided by the Law Enforcement Department. This service may be outsourced from time to time depending on circumstances prevailing and by direction of the Director: Community and Protection Services subject to the normal Supply Chain processes of Council.

6. PROTECTION OF MUNICIPAL STAFF

The Law Enforcement Department of the Community and Protection Services Directorate will be responsible for the protection of municipal staff during official business hours, as well as after hours due to operational duties, where applicable, and take all reasonable necessary steps and measures to ensure the safety of staff.

7. ACCESS CONTROL

7.1 The IDENTIFICATION Card Policy:

- 7.1.1 The Identification card is a security measure to ensure unauthorized or illegal entry to any municipal building or office other than just being a means to positively identify departmental employees or visitors/ contractors.
- 7.1.2 The issuing and strict control of the identity cards is crucial to a safe and secure working environment.

- 7.1.3 The Head: Law Enforcement is responsible for the manufacture, issue and management of Stellenbosch Municipality's identity cards (ID).
- 7.1.4 The individual ID card holders are responsible and accountable for their cards and how and where they are used.
- 7.1.5 Where external contractors are issued with ID contractor cards, the line management by whom they are appointed is responsible for control, use and return of the cards.

7.2 Application for Identity Cards (ID)

- 7.2.1 An identity card shall only be issued on the strength of an application form that has been signed by both the applicant and his/ her director or delegatee.
- 7.2.2 Application forms for ID cards can be obtained from the Head: Law Enforcement.
- 7.2.3 Application forms shall be submitted at least 1 business day prior to the issue of the card.
- 7.2.4 Once the employee's photograph and details have been printed onto the ID card, the relevant information will be captured on the access control system by the Head: Law Enforcement and the biometrics access control system updated accordingly to allow access by means of fingerprint reading where applicable.
- 7.2.5 Contracted service providers and internship students must complete an application form duly signed by the applicant and the relevant director or line management delegatee.
- 7.2.6 All ID cards are to be visible at ALL TIMES when entering any municipal building or office.

7.3 Recovery of ID Cards

7.3.1 Human Resource Management shall recover the card from the employee whose employment with the Department has been terminated and submit it to the Law Enforcement Department within 24 hours of termination of employment.

7.3.2 Human Resources shall notify the Head: Law Enforcement on a monthly basis and in writing of the names and details of any person who left the Municipality during the preceding month. On receiving such notification The Head: Law Enforcement will amend its records accordingly.

7.4 Lost/ Stolen and Re-issuing of ID Access cards

7.4.1 When an ID card is lost, the cardholder must report the loss to the South African Police Services (SAPS) and Head: Law Enforcement within twenty-four hours of loss.

7.4.2 When an ID card is lost, the employee must pay an amount of R50,00 for the replacement of the card. The money shall be paid to the municipality and the relevant vote number supplied by the Head Law Enforcement. The revenue office will issue a receipt, which will be produced to the Head: Law Enforcement for the replacement of the card.

7.4.3 When an ID card is damaged and needs to be replaced, the damaged card must be returned to the office of the Head: Law Enforcement before a new card is issued. A new application form will be completed for the new ID card. Paragraph 7.4.2 above is not applicable in this case.

7.5 MUNICIPAL STAFF AND COUNCILLORS

Access to the municipal buildings in Plein Street (Head Office) by Municipal staff and councilors will be by electronic tag or fingerprint readers, where applicable and by wearing visible ID cards at all times issued by the Head: Law Enforcement.

NB: NO OTHER ACCESS EXCEPT AT THE MAIN ENTRANCE IN PLEIN STREET, AND/ OR FROM THE REAR OF THE MAIN BUILDING (OFFICIAL PARKING AREA) AND/ OR THE SIDE ENTRANCE WITHIN THE STEEL GATE AREA WILL BE ALLOWED

At all other municipal buildings or rented office space access will be by electronic tag or fingerprint readers, and by wearing visible ID cards at all times issued by the Head: Law Enforcement, and or the relevant building's security arrangements or a combination thereof depending on the security risk of the relevant offices.

7.6 VISITORS TO HEAD OFFICE (PLEIN STREET):

7.6.1 Categories of visitors

- VIPs, e.g. MECs, Ministers,
- Official visitors, i.e. for the purpose of meetings, work related matters, ad hoc contractors, technicians, and etc.
- Service Providers who are contracted on a long-term basis to the municipality.
- Non- official visitors, family members, friends, relatives and etc.

NB: All categories of visitors, (except VIP's, i.e. MEC's, Ministers and Mayors) will wear an ID visitor's card marked as such and shall be visible at ALL TIMES for the duration of the intended visit at the municipality issued by the

Security staff at the foyer of the main entrance of the main complex and returned to the Security staff before allowed to leave the municipal premises.

7.7 Access procedures

7.7.1 VIPs: The office of the Executive Mayor/ Municipal Manager will arrange for the reception and departure of the VIPs. Security instructions shall be observed in respect to VIP visits.

7.7.2 Official visitors: This category must report to the access control point at the main entrance in Plein Street (foyer), go through all applicable access control procedures and are escorted to the venue of the meeting, workplace, etc. For this purpose, the host must notify the security personnel of the meeting at least two hours before the commencement of such meeting.

NB: NO OTHER ACCESS EXCEPT AT THE MAIN ENTRANCE WILL BE ALLOWED.

7.7.3 Service Providers: This category of vetted visitors must report to the access control point at the main entrance in Plein Street (foyer) to provide restricted access privileges only, and will be in use during the contracted period only. Escorting is not essential, although the areas to which they may not have access to must be clearly indicated to them.

7.7.4 All categories of visitors will be subjected to be screened by a metal detector at the main entrance of the Head Office in Plein Street

8. SECURITY

The Community and Protection Services Directorate will;

- Secure a safe environment for all Council operations, i.e. meetings, etc.,
- Manage 24 hour Control Centre ensuring operation of two-way radio- communication, CCTV, Security & Alarm systems,
- Rapid response to municipal alarms, CCTV and related violations,
- Investigate theft,
- VIP protection in terms of Council's policy on the protection of Councillors.
- Remove any member of public or municipal employee from any municipal building or office if that person cannot identify him/her by means of a visitor's card issued by the security staff or an identity card issued by the Head: Law Enforcement.
- Remove any member of public or municipal employee whose conduct is not conducive to the working environment of the municipality.

8.1 SECURITY IN COUNCIL CHAMBERS

8.1.1 During Council meetings the public has access to the gallery but may not participate, interfere or disrupt proceedings of the meeting Any public member who wants to enter the public gallery to attend a Council meeting will be subjected to the following before access will be allowed;

8.1.1.1 Security check which will involve the scanning by means of electronic scan or handheld device for possible weapons/ firearms before entry will be allowed.

8.1.1.2 *Ensuring that the person is not under the influence of intoxicated liquor.*

8.1.2 *The Community and Protection Services Directorate will install adequate CCTV cameras in Council Chambers as well as the public gallery for the sole purpose to protect Councillors, officials and members of the public during meetings.*

8.1.3 *The footage will be recorded and kept for a period of 3 weeks where after the recording will be overwritten. If an incident has occurred which requires the retaining of video footage, then the Speaker of the Council will request the retaining of the video footage officially. The video footage will then be downloaded and kept in safekeeping until needed for evidence.*

8.1.4 *For any In-Committee meetings the Speaker may require that no video recordings be made during the meeting proceedings.*

8.1.5 *Sufficient Law Enforcement Officers will be deployed at each Council meeting to safeguard the proceedings of the meeting and to protect attending Councillors. This will include the Council Chambers, public gallery, entrance to the Council building, ablution facilities and the outer perimeters of the immediate building in which the meeting is held.*

8.1.6 Law Enforcement will have the right to remove any public member from the public gallery acting in a manner to disrupt the proceedings of the meeting.

9. GENERAL

No person shall without the permission of an authorized/ Law Enforcement/ security officer enter or enter upon public premises or any public vehicle – Control of Access to Public Premises and vehicles Act 53 of 1985.

9.1.1 Without prejudice to the provisions of the Trespass Act, 1959 (Act 6 of 1959), an authorized officer may at any time remove any person from any public premises or public vehicle if:-

- *That person enters or enters upon the premises or vehicles concerned without the permission contemplated in paragraph 7 above.*
- *The authorized officer considers it necessary for the safeguarding of the premises or vehicle concerned or the contents or for the protection of the people therein or thereon.*

10. OFFICE SECURITY

10.1.1 Each staff member is responsible to inspect his/ her own office or work area for signs of intrusion at the beginning of each day. If the staff member detects any sign of intrusion, he/ she should notify the immediate head or next senior member so that the matter can be reported to the Head: Law Enforcement.

- 10.1.2 Cleaning of offices should be done during official working hours and supervised by the occupant of the office. The occupants of offices that contain sensitive apparatus or documents, which cannot be hidden or locked away, may clean their offices themselves.
- 10.1.3 The occupant of an office should lock the doors of the office or working area at all times when leaving such an office or working area.
- 10.1.4 At the end of the day, before departure, each official should ascertain that:
- All relevant electrical appliances are switched off.
 - Blinds/ curtains are drawn.
 - Doors, windows and cabinets are closed and locked.
 - Sensitive apparatus or documents are locked away.
- 10.1.5 The jamming of doors fitted with electronic readers, either on the hallway or in offices is prohibited.

11. CONTROL OF FIRE ARMS

No persons, other than an authorized official of Council issued with an official firearm, a member of the South African Police Services, a member of the South African Defence Force or a member of a recognized and registered Security company are allowed in or on the premises of any municipal building with a firearm.

- 11.1 Visitors, other than mentioned in paragraph 10, in possession of fire-arms will not be allowed access to any municipal building or office.

12. LOSS/STOLEN AND RE-ISSUING OF ELECTRONIC TAGS/REMOTE DEVICES

- 12.1 When an electronic tag/ remote device is lost, the holder thereof must report the loss to the South African Police Services (SAPS) and Head Law Enforcement within twenty-four hours of loss upon which the electronic tag/ remote device shall be cancelled.
- 12.2 When an electronic tag is lost, the employee must pay an amount of R100,00 for the replacement of the electronic tag. When an electronic remote device is lost, the employee must pay an amount of R350,00 for the replacement of the electronic remote device. The money shall be paid to the municipality and the relevant vote number supplied by the Head Law Enforcement. The cashier's office will issue a receipt, which will be produced to the Head Law Enforcement for the replacement of the electronic tag/ or remote device.
- 12.3 When an electronic tag/ or remote device is damaged and needs to be replaced, the damaged electronic tag/ or remote device must be returned to the Head Law Enforcement before a new electronic tag/ or remote device is issued.

14. SECURITY BREACHES

- 13.1 Failure to adhere to the prescriptions of this policy constitutes a security breach and a punishable offence in terms of the Collective Agreement on Discipline.
- 13.2 Any staff member suspected under reasonable grounds of misconduct relating to the prescriptions of this policy may be subjected to polygraph testing. If a staff member refuses to be subjected to a polygraph test after reasonable grounds exist

that the staff member has contravened the prescriptions of this policy, a negative conclusion may be made in terms of that staff member.

- 13.3** Any loss incurred by the Municipality as a result of failure to adhere to these policy prescriptions constitutes fruitless and wasteful expenditure.

Review of Access Control and Internal Security Policy on the Protection of Municipal Property and Staff

DRAFT

7.8.3	APPLICATION FOR EVENT SUPPORT – SASOL SOLAR CHALLENGE
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

*Safest Valley**18 July 2018***1. SUBJECT: APPLICATION FOR EVENT SUPPORT – SASOL SOLAR CHALLENGE****2. PURPOSE**

To obtain Council approval for event support to host the Sasol Solar Challenge during September 2018 in Stellenbosch.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The SA Sasol Solar Challenge (SSC) is an eclectic collaborative platform showcasing the advancement of solar technologies and their application demonstrated by academics, budding technological entrepreneurs and renewable energy enthusiasts.

Being SA's sixth bi-annual Solar Challenge and 10th year anniversary since the inaugural 2008 Challenge, the 2018 event will set new standards in both local and international Solar Challenge events.

The event traverses the South African countryside, departing from Tshwane/ Pretoria on the 22nd of September traveling through 14 towns/cities en route to the Challenge Finish line held for the first time in the historic town of Stellenbosch on the **29th September 2018**. This will be the official finish line of the event after which the awards ceremony will be held in Cape Town on the 30th September 2018.

5. RECOMMENDATION

that Council endorses the request for event support in terms of Council's Events Policy.

6. DISCUSSION / CONTENTS**6.1 Background**

The application for event support is made in terms of Council's Events Policy which allows Council to partner with the Solar Challenge event. The application for event support is attached as **ANNEXURE A**.

The event sees itself supporting the following event categories that the Municipality may wish to partner in terms of clause 9.3.2 of the Events Policy (Attached as **ANNEXURE B**):

- Events that attract a high proportion of visitors to Stellenbosch
- A media attraction, particularly international and national media
- Events that provide the Municipality with marketing opportunities
- Demonstrates a positive economic, social and environmental impact

- Events that apply greening principles
- Information on trading opportunities for local traders
- Job creation opportunities as a result of the event
- Information on local suppliers
- Lasting legacies from the hosting of the event.

Based on the magnitude of this prestigious event it would be prudent to allow the event organizer to do a presentation to Mayco.

Attached as **ANNEXURE C** is a summary of the Sasol Solar Challenge report of 2016 which gives an insight of the 2016 event.

6.2 **Discussion**

The event organizer requires a central location in Stellenbosch with easy access to large crowds and easy non-speed bump access or minimal bumps that can allow for modification as solar cars cannot travel over speed bumps. The preferred location will be Die Braak as it is in the centre of town and the impact on traffic will be minimal due to the fact that the event will take place on a Saturday afternoon.

The following municipal services will be required:

- Traffic Services
- Community Services

The request to render the services at no cost in support of the event needs to be considered by Council. The exact costing of the required services will be determined by the relevant departments under financial implications.

An educational programme will be implemented once the event has been secured with the Stellenbosch Municipality. The programme will be presented during the event presentation to Council as a support programme to the Sasol Solar Challenge.

6.3 **Financial Implications**

- Traffic Services to provide cost implications
- Community Services – Hiring of Die Braak amounts to R6 742.00 subject to change from 01 July 2018.

6.4 **Legal Implications**

None

6.5 **Staff Implications**

Staff will have to work overtime and Council funds overtime.

6.6 **Previous / Relevant Council Resolutions:**

None

6.7 **Risk Implications**

In terms of the Section 25 (1) of the Events Act 2 of 2010 the event's organizer must ensure that public liability insurance, as prescribed, is in place for an event. Thus there is no risk involved for the Municipality.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

Item supported, but the electricity connection and the equipment demonstrated and used MUST conform to the requirements of SANS 10142, NRS 097 as well as a SABS recognised International Standards Agency recognised by the SABS where internal standards are not available.

6.8.2 Director: Planning and Economic Development

No comments required.

6.8.3 Director: Strategic and Corporate Services

The recommendations are noted.

6.8.4 Director Human Settlements and Property Management

No comments required.

6.8.5 Chief Financial Officer:

No comments required.

6.8.6 Municipal Manager:

No comments required.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 5.8.3

that Council endorses the request for event support in terms of Council's Events Policy, and renders the service at no cost.

ANNEXURES

Annexure A: Application for event support from Sasol Solar Challenge

Annexure B: Events policy of Council

Annexure C: Sasol Solar Challenge summary report 2016

FOR FURTHER DETAILS CONTACT:

NAME	GERALD ESAU
POSITION	DIRECTOR COMMUNITY & PROTECTION SERVICES
DIRECTORATE	COMMUNITY & PROTECTION SERVICES
CONTACT NUMBERS	021 – 808 8437
E-MAIL ADDRESS	Gerald.esau@ Stellenbosch.gov.za
REPORT DATE	30 June 2018

APPENDIX 1



SASOL
SOLAR
CHALLENGE

December 2017

Attention: Stellenbosch Municipality

To whom it may concern

Dear Mam, Sir

APPLICATION TO HOLD THE FINISH OF THE 2018 SASOL SOLAR CHALLENGE IN THE CITY OF STELLENBOSCH ON THE 20TH SEPTEMBER 2018

The following information provided pertains to the Stellenbosch Municipality Events Policy in lieu of an event application and opportunity to secure a presentation with the relevant Municipal Board body as discussed during meeting held on the 24th of November 2017 at the Stellenbosch Law Enforcement offices organized by Yvonne Mndabani from the Events department.

Members in attendance:

Y. Mndabani	Comm Serve EMP
M. Masondo	Events
N. Langehoven	Manager Law / Events
A. Herring	Traffic
C. Nell	STB Solid Waste Management
S. Conradie	Stellenbosch SAPS / Events

INTRODUCTION

The SA Sasol Solar Challenge (SSC) is an eclectic collaborative platform showcasing the advancement of solar technologies and their application demonstrated by academics, budding technological entrepreneurs and renewable energy enthusiasts. The SSC is an internationally accredited Solar Challenge calendar event accredited to the ISF delivering a highly competitive showcase where 'brain sport' and fierce competition is the order of the day.

10 YEAR ANNIVERSARY

Being SA's sixth bi-annual Solar Challenge and '10 year anniversary' since the inaugural 2008 Challenge the 2018 event will set new standards in both local and international Solar Challenge events. From its humble beginnings in 2008 playing host to 5 participants, the 2018 SSC will seek to host 15 international teams, 10 local teams and a sustainability fleet showcasing E-Mobility through the participation of Electric Cars (EV's) driving the route.

DIRECTORS:

Winstone Jordaan, Paul Bisogno

SASOL SOLAR CHALLENGE:

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SASOL

From Sasol's first engagement as the title sponsor in 2012, the SSC has grown from strength to strength not only attracting increased SA team and International team interest and participation, but through Sasol's support grown worldwide interest and valuable engagement.

ROUTE CHANGE

The event traverses the South African country side departing from Tshwane/ Pretoria on the 22nd of September travelling through 14 towns/cities on route to Challenge Finish line held for the first time in the historic town of Stellenbosch on the 29th of September 2018. This will be the official finish line of the event after which the awards ceremony will be held in Cape Town on the 30th of September 2018.

EVENT APPLICATION

As seen as an event application and motivation the remainder of the document will take its cue from the Stellenbosch Municipality Events Policy document and provide information as per the points addressed in the policy document.

Policy: 9.3.2

The SSC event sees itself supporting the following event categories that the Municipality may wish to partner with:

A, B, C, D, G, K

With the implementation of its supporting program 'Dialogues' both for 2018 and going forward the following partnership opportunities arise:

H, I, J, K

GUIDELINES FOR EVENT SUPPORT APPLICATIONS:

Policy: 9.3.10

9.3.10.1

The Directors and Board members of Eco Promotions (Pty) Ltd and the Advanced Energy Foundation (AEF Non-for-Profit) have been involved since the inception of the event in 2008. The AEF holds the licence for the event and Title sponsorship relationship with SASOL while Eco Promotions serves as the contracted Promoter and implementation company to the AEF.

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9.3.10.2

The 2018 event will constitute the sixth successful SA Solar Challenge. SASOL took up the Title Sponsorship of the event in 2012 with 2018 being its fourth consecutive sponsorship.

9.3.10.3

Please see attached the 2016 event report including statistics offered by various agencies as seen in the table below:

PR and Media exposure

Coverage report summary		
Online, Broadcast, Print (local)	Value to date	R 10 139 535
Social Media	Value to date	R 13 324 501
Team coverage (international)	Value to date	R 65 000 000
Team coverage (local)	Value to date	R 15 000 000
Total		R 103 464 036

9.3.10.4

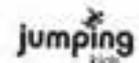
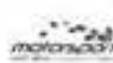
Please see the documents attached pertaining to the carbon footprint, waste management and environmental impact as well as event awards achieved by the SSC over the past years.

9.3.10.5

Please see a list of partners and sponsors for the 2016 even. Of these partners have been aligned and in support of the event since prior to the 2014 and have played an integral part in the success of the event.

- The Endorsement Sponsors
- The Sponsors

Department of Environmental affairs
Jumping Kids
Motorsport South Africa
FIA (Fédération Internationale de l'Automobile)
ISF (International Solarcar Federation)
AEF (Advanced Energy Foundation)
TIA (Technology and Innovation Agency)
Swiss Embassy



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The Sponsors for the event were:

- Sasol: Title sponsor for the event.
- Care for Education: Supplied Lego for the Educational event.
- Scuderia Ferrari: Timing sponsor, supplied watches for the Officials and Observers.
- Panasonic: Formed part of the educational program, meal sponsor.
- Oasis water: Supplied water before, during and after the event.
- Hertz car rental: Supplied all Official cars and discount to solar car teams.
- Campworld: Sponsored the Event Office and gifts to the Event.
- MUSTEK: Supplied the technology for the solar system on the Event Office.
- Gridcars: Modifying the Event Office to suit our needs.
- Göchermann Solar: Meal sponsor.

The Service Providers for the event were:

- CSIR: Start venue and Start function.
- Commodore Hotel: Accommodation.
- C-track: Telemetry system.
- City of Cape Town: Traffic Management.
- NECSA: Building space for solar teams.
- ER24: Medical services.
- Newmark Hotels: Accommodation.
- Wasteplan: Waste management along the route.
- Think Bike: Think Bike Marshals traveling with the teams, Traffic management.
- V&A Waterfront: End venue.

Media Partners were:

- Sasol internal media.
- Proof communications (Agency supplied by SASOL in addition to their own internal).
- HDI Youth Marketeers.
- International film crews following international teams and their local press.
- Multiple social media specialists employed by each team; blogging, flogging, FB, Instagram.

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9.3.10.6

The financial model for the event follows the following basic structure:

- Title sponsorship: Event management, officials and event operations.
- 4 tier sponsorship: Platinum
(Financial) Gold
Silver
Bronze
- Service providers: Operational requirements (Events office, power).
Cellular communications (Airtime, data, device).
Vehicle (Official vehicles prior, during and post event).
- Total event budget between 8' – 10' million rand.

9.3.10.7

Beneficiaries:

Jumpingkids a non-profit prosthetic program for children has been of the main beneficiaries since the 2010 event.

The operational budget and spend of the event is run through the AEF on a non-profit basis. All fund raising, sponsorships of a financial nature are for event cost covering purposes and not-for-profit.

EVENT PERMITS:

10.1 – 10.4

The management of the SSC works closely with the local Municipalities of all 17 towns that the event passes through so as to comply with all permits, legal requirements, traffic requirements etc and specific event By-laws that pertain to the SSC passing through the town.

At this point we are aware and have concluded on multiple events full JOC applications in the larger cities as well as full and detailed Section 6 documents that pertain to the smaller towns and districts. It is our intent to work closely with all relevant parties to acquire and complete all permits, documentation, planning and implementation that would be required within the Stellenbosch Municipality.

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EVENT APPLICATION TIMEFRAMES:
11.1

At this time as this will be the official finish of the event we envisage the event to fall under the following criteria: (The figures shown here are estimates as we believe being the 10 year anniversary and the build-up prior to the event will draw a larger spectator crowd than see before.

Size	Crowd	Teams	Solar Cars	Electric Vehicles	Officials	Think Bike	Sponsors
Large	2000' above	+20 (20 members per team)	+20 (plus 3 support vehicles)	+15 (+30 representatives)	+20 (plus +20 cars)	+20 bikes +20 riders	+ 75 VIP(invitees)

INTERNAL –GOVERNMENT CO-ORDINATION:
12.1

This is the case with the SSC and Departments such as the DST, DTI, DEA, DHE have expressed an interest in holding a presence within the event. In addition to this the event has the unique inclusion of representative Embassies following the international teams as well as participating in the support programs.

12.2

Should the inclusion and or participation of Provincial Departments be possible through the support of the Stellenbosch Municipality this would be excellent and as the SSC management we will support if and where required.

EVENT SERVICES:
13.1

As discussed with those attending the meeting due to the nature of the event, that being a MSA (Motorsport SA) event, the support of multiple arms of the Municipality will be required. At this time we are anticipating that the departments concerned or the Stellenbosch Municipality will be able to fund or procure the services required in support of the event.

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13.2

Of the main services required:

- Fencing
- Toilets
- Electrical generators or electrical supply
- Temporary infrastructure
- Volunteers
- Venue hire
- Road closure adverts
- Road/traffic signage

13.3

Municipal services:

- Law enforcement
- Traffic services
- Disaster management
- Fire services
- Electricity/ Electrical services
- Community services

13.4

The procuring of event services through hosting departments.

ADDITIONAL REQUIREMENTS TO BE HIGHLIGHTED AS REQUESTED BY MEMBERS OF THE MEETING HELD IN NOVEMBER 2017

Finish Venue:

(The final detail will be discussed in greater depth, the following indicates the basic requirements for the SSC 2018 timing finish line, celebration arena and ceremonial finish line and all the demarcated and secure areas required for all the various vehicles and spectator engagement areas).

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- A central location in Stellenbosch with easy access to large crowds and easy non-speed bump access or minimal bumps that can allow for modification (Solar cars cannot travel over speed bumps) for the Challenge participants.
- An initial finish line that will determine the end of the distance and timing of the Challenge which will be located before the ceremonial finish line arena and include a secured holding area for all the solar cars and lead and chase cars (+ 60 vehicles).
- The ceremonial area must allow for a finish line structure which traverses the road with an entry shoot approx. 20 m long, 2.5 m wide (finish line structure and shoot fencing to be supplied and erected by SSC logistics team) and then an area demarcated for where +20 solar cars can park and be on display for the crowd (fencing for the solar cars supplied and erected by SSC logistics).
- An area for +15 electric vehicles to park and be put on display prior to the arrival of the Solar Cars for the public to access but not interfering in anyway with the arrival of the solar cars including all marketing infrastructure (gazeebos etc).
- Secure area demarcated for the solar car teams lead and chase vehicles (+40 cars).
- Secure area demarcated for the teams support vehicles (+30 cars and large trucks).
- Secure area demarcated for SSC official vehicles and the SSC caravan event office – alongside the post event secure parking area for the solar cars.
- Area demarcated for the team finish celebrations as this is a unique event and the teams partake in very unique celebrations that the crowds will enjoy (to be discussed in more detail and planned).

Community area at the Finish line:

- Area demarcated for community participation in the event.
- This option and area to be discussed and negotiated with the municipality, departments all hosting the event.

Overnight area

- Overnight secure (covered and lockable area) for the solar cars with easy access on Sunday morning.
- Secure overnight area for all team support vehicles and event official vehicles with easy access on Sunday morning.

STEM.IE EDUCATION PROGRAMME:

DIRECTORS:

Winstone Jordaan, Paul Bisogno

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- Implementation detail to be discussed with the education representative once the event has been secured with the Municipality.
- The programme will be presented during the event presentation to the council as a support programme to the SSC.

DIALOGUE'S PROGRAM

- The dialogues program to be discussed in detail once the event has been secured.
- The dialogues program will run in conjunction and in support of targets held within with the Mayors IDP program and look to contribute toward the WC024 towns, residential areas and surrounding rural areas.

The detail above as indicated provides a basic outline of the event and requirements as briefly alluded to and discussed during the initial meeting in Nov 2017.

Extended detail on the event and finish day requirements will be provided during a meeting once afforded as well as specific operational plans for the day once agreed too.

On behalf of the SSC management I would like to thank the Stellenbosch Municipality for affording the event the opportunity to submit an event application and if awarded know that the 2018 SSC finish event will bring to the city of Stellenbosch, its community and surrounding communities an event that will become an important annual calendar event for all.

Regards

Paul Bisogno
GM; Sasol Solar Challenge
Cell: +27 72 630 8913
Email: paul@solarchallenge.org.za

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APPENDIX 2



STELLENBOSCH MUNICIPALITY

EVENTS POLICY

1. DEFINITIONS AND ABBREVIATIONS

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:

Approved budget	An annual budget which is approved by a municipal council and includes such an annual budget as revised by an adjustment budget in terms of section 28.
Business events	Events where there is a business purpose for hosting. For example, a new product launch or an industry gathering which promotes investments.
By-law	Legislation passed by the council of a municipality which is binding to the municipality or persons to whom it applies.
Municipal events	Events supported, partnered or organized by Stellenbosch Municipality Event Hosting Departments or fellow departments.
Stellenbosch Municipality Event Service Departments	Municipal Departments who render services to events including but not limited to Disaster Management, Fire and Rescue Services, Traffic Services, Law Enforcement, Transport, Roads and Storm Water, Waste Management, Water Services, Electricity, Legal Services and Community Services
Stellenbosch Municipal Hosting Departments	Municipal Departments who lead, partner and host events as part of their business plans: Events Place Marketing, Strategic Facilities, Municipal Stadiums, Tourism, Arts and Culture, Economic Development, Sport and Recreation, Communications and the Mayor's office or any other department that hosts events.
Municipal Services	All services rendered by Stellenbosch Municipality to events.
Municipality	The Stellenbosch Municipality, a local Municipality constituted in terms of the Local Government: Municipal Structures Act, 1998, and the Province of the Western Cape: Provincial Notice 479/2000 dated 22 September 2000.
Community cultural events	Community based cultural events such as festivals and cultural club activities.

Community sport events	Community based events such as school sport and local and regional sporting leagues.
Commercial sponsorship agreement	An agreement concluded between the Stellenbosch Municipality and an event organizer where a financial Transfer is made by the Municipality in return for a rights package.
Commercialisation of events	Activities at events in which the Stellenbosch Municipality wishes to generate an income through new commercial initiatives.
Corporate hospitality	The provision of food, liquid refreshments (alcohol and non-alcoholic) and entertainment to the public or invited guests within a permanent or temporary demarcated hospitality area which may be located in a stadium or a venue or along a route or within the immediate or outer precincts thereof.
Council	The Council of the Stellenbosch Municipality, established by Provincial Notice 479 to 2000 issued in terms of section 12 of the Municipal Structures Act, 1998.
Delegation	In relation to a duty. Includes an instruction to perform the duty. Delegates has a corresponding meaning.
Demonstration	Any demonstration by one or more persons, but not more than 15 persons, for or against any person, cause, action or failure to take action
Environmentally sustainable	The provision of a service or the hosting of an event in a manner aimed at ensuring that risk of harm to the environment and to human health and safety is minimized. Potential benefit to the extent that it is reasonably possible and that legislation intended to protect the environment, human health and safety is complied with.
Event organizer	Any person who plans, is in charge of, manages, supervises or holds event or sponsorship rights to an event or in any manner controls or has material interest in the hosting of an event.
Event services	Goods and services required at events including but not limited to temporary fencing, temporary toilets, temporary structures, security services, etc.
Event	Sporting, entertainment, recreational, religious, cultural, exhibition, organizational or similar activities, hosted at a stadium, venue or along a route or within their respective precincts.

Functions	Parties or community activities that do not impact on Municipal Services or any applicable laws. These could be private functions, such as birthday parties or weddings, or community functions such as sports or social club get-togethers.
Director	A person appointed by the Council to head a Directorate in the Municipality and shall include any person acting in that position or to whom authority is delegated.
Executive Mayor	The person elected in terms of section 55 of the Municipal Structures Act to be the Executive Mayor of the town and shall include any person acting in that position or to whom authority is delegated.
Fundraising events	Where the sole or main purpose is a fundraising initiative for charity.
Gathering	Any assembly, concourse or procession of more than 15 persons in or on any public road as defined in the Road Traffic Act, 1989 (Act 29 of 1989), or any other public place or premises wholly or partly open to the air.
Guest management	The process of managing guests – from invitations to arrival and servicing guests at events.
Local economic development events	Events where the sole purpose is to provide opportunities for SMMEs to trade.
Mayoral committee	The committee appointed by the Executive Mayor to assist the Executive Mayor in terms of Section 60 of the Municipal Structures Act.
Mayoral events	Events supported and/or funded by the Executive Mayor's office.
National days of significance	Events held to commemorate national days. For example, World Aids Day on 1 December, International Women's Day on 9 August and Mandela day on 18 July.
Purpose built venue	Permanently constructed venues designed specifically to host events, such as stadiums, convention centres, banqueting facilities and sporting facilities.
Religious events	Events organized by religious organizations, which attract large numbers of participants, who require the event to be hosted in a stadium or similar large capacity facility. These

PGWC	Provincial Government of the Western Cape
SMME	Small, medium, Micro Enterprises
SCM	Supply Chain Management

2. PROBLEM STATEMENT

- 2.1 Stellenbosch Municipality has a strong track record as an events destination and has hosted major local, national and international events.
- 2.2 Stellenbosch municipal area has developed a strong global brand and wishes to utilize this strength to develop as an events destination of choice and to further build the area's brand identity. This branding is critical for business perceptions about Stellenbosch Municipality as the preferred Investment Destination and Innovation Capital of South Africa.
- 2.3 The Municipality plays an important role in: the regulations of events, partnerships with events organized in the WC024, events organization, facilitation and the provision of services at events. The Events Policy is needed to improve the management of events in the Municipal area of Stellenbosch.
- 2.4 The Stellenbosch Municipality also wishes to exploit events hosted in the WC024 to achieve the Municipality objectives such as: economic growth, job creation, social inclusivity and environmental goals.

3. DESIRED OUTCOME

- 3.1 The Events Policy aims to create mutually beneficial outcomes for The Greater Stellenbosch residents, businesses and visitors by using the platforms created by events to contribute to Stellenbosch's growth, development and inclusivity.
- 3.2 The Events Policy will assist and guide the Municipality in managing event related activities in an efficient and effective manner thereby providing clarity to all role players and stakeholders. The Events policy aims to create an enabling mechanism for new approaches and initiatives to events.
- 3.3 Stellenbosch Municipality would like to ensure that the WC024 area becomes an area for memorable events for residents, the business community and visitors to the region and the events industry, by creating stability in the municipal area's events calendar and clearly defining dates of events, processes and systems that support such events.

4. STRATEGIC FOCUS AREAS (INTENT)

- 4.1 The strategic focus areas of the Municipality is enshrined in the Municipality's Integrated Development Plan (IDP) and are categorized into five pillars: Preferred Investment Destination, Greenest Municipality, Safest Valley, Dignified Living, Good Governance and Compliance.
- 4.2 Events create platforms that have the ability to support all five pillars. This policy particularly focuses on supporting the Preferred Investment Destination, Safest Valley, Dignified Living and demonstrates co-ordination of events through Good Governance and Compliance.

- 4.3 The underlying principles of the Preferred Investment Destination in relation to events are to create opportunities for co-operation, connectivity and constructive partnerships with the public and private sectors.
- 4.4 Events assist in defining market identity and the global positioning of the WC024 area as destination. A long-term event strategy can catalyze infrastructure and capacity upgrades. Events stimulate the local economy by increasing local visitor numbers.
- 4.5 The underlying principles of the Safest Valley and Good Governance and Compliance relate to the events permit process by regulating the activities at events in accordance with the Municipality's by-laws. The Municipality ensures that events comply with safety and environmental criteria as set out in the events by-law.
- 4.6 The underlying principles of Dignified Living are to enhance accessibility for Stellenbosch residents to events hosted in the WC024. These include access to Municipal support, trading, vending and other economic opportunities and the ability to attend and participate in events.

5. PURPOSE

- 5.1 The purpose of the Events Policy is to give guidance and strategic direction in terms of:
 - 5.1.1 Event operations in the Municipal area of Stellenbosch.
 - 5.1.2 Strategic imperatives of the Stellenbosch Municipality as set out in the IDP.
 - 5.1.3 Latest requirements of the Hosting and Service Departments.
 - 5.1.4 Relevant legislation, specifically the Safety at Sports and Recreation Events Act, 2010.
 - 5.1.5 Promotion of co-operation and collaboration between internal and external partners.
 - 5.1.6 Promotion of a positive legacy linked to the hosting of events.
 - 5.1.7 Events which are managed in accordance with the Municipality and Province's support for the triple bottom line – Economic, Social and the Environment.
- 5.2 The Events Policy prescribes processes to be followed by the Municipality for providing event support commercial partnerships, event permit applications, co-ordination of the Municipality's events calendar, hospitality, guest management, ticketing, event marketing and event services.
- 5.3 To create a platform for the introduction of the events by-law and review thereof.

6. SCOPE OF APPLICATION

This policy is applicable to:

- 6.1 The Stellenbosch Municipality's Event Policy applies to events within the Municipal jurisdiction area, which may require the services of the Municipality. It has implications for public safety, the environment and local communities and events which occur in a public and/or private place as contemplated in the Municipality's proposed Events by-law and the Safety at Sports and Recreational Events Act, 2010.

- 6.2 Organizations and/or any of the spheres of government and across the event spectrum (cultural, business, sport etc.) and in private sector venues which impact on the public resources and have implications for community public safety and the environment.
- 6.3 Sporting, cultural and business events which may or may not impact on Municipal Services but could have a significant impact on the Municipality's objectives for tourism, events and marketing.
- 6.4 The Municipality's Events Policy does not apply to public gatherings and demonstrations as defined in the Regulation of Gatherings Act, 1993 (Act No. 205 of 1993 as amended).
- 6.5 The Municipality's Events Policy does not apply to workshops and meetings organized by Municipal departments.
- 6.6 The Municipality's Events Policy does not apply to private or community functions which do not require the services of the Municipality, nor have implications for public safety, the environment and local communities and comply with all applicable legislation.

7. REGULATORY CONTEXT

The policy is developed and guided by the following legislation and regulations:

- The Constitution of the Republic of South Africa: Act 108, 1995, section 156 (1) (a), read with Part B of Schedule 4
- Safety at Sports and Recreation Events Act, no.2 of 2010
- The Disaster Management Act, no. 57 of 2002
- The National Environmental Management Act, no. 107 of 1998
- Municipal Finance Management Act (MFMA), no. 56 of 2003
- Occupational Health and Safety Act
- Private Security Industry Regulating Authority
- National Health Act
- SANS 10400 of 1990 Application of National Building Regulations
- Fire Brigade Service Act
- Road Traffic Act, 1996
- Land Use Planning Ordinance, no 15 of 1985
- Stellenbosch Zoning Scheme
- Regulation of Gatherings Act, 1993, no. 205 of 1993 as amended
- The Stellenbosch Municipality Events by-law
- Stellenbosch Municipality System of Delegations
- Integrated Development Plan

8. ROLE PLAYERS AND STAKEHOLDERS

There are a wide variety of existing and potential stakeholders. These range from departments and agencies to other spheres of Government and the Private Sector.

The table below is an outline of the affected role-players and stakeholders:

Council	Internal
Cultural Organizations	External
Directorate: Community & Protection Services	Internal
Events Department	Internal
Economic Development	Internal
Finance Department	Internal
Legal Department	Internal
Mayor's Office	Internal
Planning and Building Development Department	Internal
Supply Chain Management Department	Internal
Sport and Recreation Department	Internal
National Government Departments	External government
Provincial Government of the Western Cape	External government
Stellenbosch Tourism	External
Communities	External
Events Industry	External
Faith Based Organizations	External
Major facility and property owners	External
Media	External
Municipal Institutes	External
Provincial Departments	External
Participants at events	External
Private sector sponsors	External
Residents	External
South African Police Services	External
Sports Federations and professional clubs	External
Tourism Industry	External
Traders (Informal)	External
Vendors / Service Providers	External

9. POLICY DIRECTIVE DETAILS

In order to promote effective management of events in the Stellenbosch Municipality the following policy directive details will apply:

9.1. CLASSIFICATION OF EVENTS

In this policy events are classified according to the desired strategic outcomes.

- | | | |
|----|-------------------------------|--|
| A. | International events | International sporting, business or cultural events that are hosted in WC024. These events may range from large scale, with global media coverage, to small events. |
| B. | Stellenbosch iconic events | Annual events on the Stellenbosch events calendar. These events attract measurable visitors and tourists to Stellenbosch and surroundings. |
| C. | Incubator events | Annual events on the Stellenbosch calendar. These events attract mainly Stellenbosch communities but show potential to attract visitors and tourists to Stellenbosch. |
| D. | Stellenbosch Community events | These events take place in a community, for community purposes and are attended mainly by the community. They may be Mayoral events, service delivery events, fundraising events, local economic development, emerging sport and cultural events, religious events and events celebrating National days of significance. |

9.1.2 The above classification is not a reference to the scale or size of events but rather to the core market of participants and spectators that the event attracts, ranging from a high proportion of visitors (e.g. International events and Stellenbosch iconic events) to mainly Stellenbosch and surrounding residents (e.g. community events.)

9.1.3 Events are also classified according to their security risk as defined in Section 2 of the Safety at Sports and Recreation Events Act, 2010 and the Stellenbosch Municipality Events By-law. These classifications are applied in the events permitting process.

9.2 MANAGEMENT OF THE MUNICIPALITY EVENTS CALENDAR

9.2.1 In order to improve planning for events, an official Stellenbosch Municipality Events Calendar will be published and updated monthly by the Communications Department.

9.2.2 The management of the calendar will be the responsibility of the Communication Department

9.2.3 All Municipal hosting departments are required to submit their event dates to the Events Department for inclusion in the Events Calendar and follow the normal application process.

9.2.4 The Communications Departments will be responsible for the development of an electronic calendar solution which will have both internal functionality for Municipal departments to interface with and an external calendar to provide information to the public.

9.2.5 Municipal hosting departments will be advised of successful inclusion or if an event presents a significant clash, in which case a mutually agreed upon solution will be found.

9.3. EVENTS SUPPORT

9.3.1 Partnership with event organizers

The Municipality may from time to time choose to partner with event organizers in delivering events in WC024.

9.3.2 Events the Municipality wishes to support

Below is a list of guidelines indicating the types of events the Municipality may wish to partner:

- A. Events that attract a high proportion of visitors to Stellenbosch.
- B. A media attraction, particularly international and national media.
- C. Events that provide the Municipality with marketing opportunities.
- D. Demonstrates a positive economic, social and environmental impact.
- E. Events that address seasonality in the Municipality's events calendar.
- F. Applies responsible tourism and sustainable living principles.
- G. Events that apply event greening principles.
- H. Information on trading opportunities for local traders.
- I. Job creation opportunities as a result of the event.
- J. Information on local suppliers.
- K. Lasting legacies from the hosting of the event.

9.3.3 Event support requirements

- 9.3.3.1 A Municipal hosting department can only contemplate supporting an event if the Municipal Hosting Department has the required funds in the approved budget.

9.3.4 Types of partnerships

- 9.3.4.1 The Stellenbosch Municipality may choose the level of partnership it wishes to enter into with an event organizer. The resulting partnership may be defined in the following categories:

- | | |
|--|---|
| A. Sponsor | The Municipality may choose to partner with an event organizer by purchasing a right package in return for a financial transfer. |
| B. Host Town | The Municipality may choose to partner with event organizers, such support to be limited to a maximum of 50% of the costs of staging the event. |
| C. Commercial Partnership Agreement | The Municipality may choose to partner with an event organizer by absorbing some of the upfront costs of staging the event and sharing in the revenue. |
| D. Event organizer | The Municipality may choose to create events to achieve strategic objectives. |
| E. Enabler | The Municipality creates an event friendly environment, enabling event organizers to obtain the necessary guidance and approvals for their events. This includes facilitating the promotion of low-carbon event delivery in keeping with the Municipality's support for developing a green economy and ensuring a positive legacy from the event. |
| F. Co-coordinator of Municipal services | The Municipal creates an enabling environment for events by creating a co-ordination function which enables event organizers to interact with all required Municipal services. |
| G. Social Economic Partnership agreement | The Municipality may choose to partner with NGO's or Non-profit organizations with the purpose to further community upliftment. |

9.3.5. Financial and legal mechanisms to facilitate partnerships with financial implications

9.3.5.1 Partnerships with events organizers can be facilitated through the following financial and legal mechanisms:

- | | | |
|----|-----------------------------|---|
| A. | Cash transfer | Facilitated through a commercial sponsorship agreement or facilitated through the Section 67 mechanism as provided for the Municipal Finance Management Act (MFMA). |
| C. | Inter-departmental transfer | Facilitates the provision of Municipal services at Municipal events. |
| D. | SCM Processes | Facilitates the provision of event services at Municipal events. |

9.3.6 Application process for event support

- 9.3.6.1 Event organizers are required to submit an application for event support to the Municipality.
- 9.3.6.2 The application should be aligned to the guidelines as outlined below.
- 9.3.6.3 Applications for event support must be submitted to the Events Department.
- 9.3.6.4 Event support applications should be made as far as possible in advance in order to facilitate the decision-making processes.
- 9.3.6.5 Event funding applications received less than 6 months before the anticipated event day will not be considered.

9.3.7 Decision making process for event support with a financial transfer

- 9.3.7.1 The decision making process will be facilitated through Council systems and structures such as Council meetings and the budget process following a system of delegations of Stellenbosch Municipality:

Type of event	Mechanism
9.3.7.2 Annual events	The Municipality will develop a list of events that it wishes to support annually. These events will form part of the budget process.
9.3.7.3 Event support applications	All event support requests received through the event support application system will be considered by Council

9.3.8 Decision making process for event support without a financial transfer

9.3.8.1 The Municipality may receive requests for support that do not have financial implications, for example:

Type of event	Mechanism
9.3.8.2 Letters of support for booklets and publications	Requests for letters of support for publications must be sent to the Office of the Executive Mayor. Only letters signed by the Executive Mayor will be considered official.
9.3.8.3 Appearances or representation at events	Requests for appearances or representation at events should be sent to the office of the Executive Mayor.
9.3.8.4 Event permit process	An application for an event permit, must be submitted to the Events Department.
9.3.8.5 Event logistics	Event organizers, e.g. National or Provincial Departments request assistance that the Municipality events department assists them with logistics and planning for events.

9.3.9 Reporting

9.3.9.1 The Events Department will regularly provide reports to Council for supported events.

9.3.10. Guidelines for event support applications

In addition to the guidelines outlined in 9.3.2 of this document, the provision of the following pertinent information will be required in order to assess the reputational and legal risk the Municipality may expose itself to by partnering with an event:

- 9.3.10.1. Company board members and the management teams experience in organizing previous events
- 9.3.10.2 Event track record (if the event was previously organized).
- 9.3.10.3 Any research information, including economic and environmental impact studies.
- 9.3.10.4 Carbon footprint of the event, or an indication of measures to reduce energy demands / waste and to limit the impact on sensitive environments.
- 9.3.10.5 Other event partners, particularly sponsors and media partners.
- 9.3.10.6 The financial model of the event.
- 9.3.10.7 Information on the beneficiaries of the proceeds from the event including whether the fundraising purpose of the event is for profit or not-for-profit.

10. EVENT PERMITS

- 10.1 Events permits are required for hosting events in the Municipal area of Stellenbosch
- 10.2 Event organizers are required to apply for an event permit in terms of the Stellenbosch Municipality Events By-law.
- 10.3 Event organizers are required to apply for an event grading from the South African Police Service.
- 10.4 Event organizers are required to comply with all applicable laws.

11. EVENT APPLICATION TIMEFRAMES

Depending on the size, type, location, date/time, length, event location/s size of venue/s, impact or risk of the event and drawing on any assessment information as required, the following timeframes below will apply:

SIZE	CROWD	MINIMUM TIME TO AN EVENT TO SUBMIT AN APPLICATION TO THE MUNICIPALITY	<u>Appeal to be lodged by Applicant with Municipality within</u>	<u>Appeal to be decided by Stellenbosch Municipality within</u>
Small	50 ¹ to 500	10 working days (2 weeks) ³	24 hours of receipt of written notice	5 working days of receipt of written notice
Medium	500 ¹ – 2 000	20 working days (4 weeks)	24 hours of receipt of written notice	10 working days of receipt of written notice
Large/ Major	2000 ¹ – above	6 months	48 hours of receipt of written notice	20 working days of receipt of written notice

12. INTERNAL –GOVERNMENT CO-ORDINATION

12.1 Inter-governmental participation is required as event organizers often approach more than one sphere of government for support and participation in an event.

12.2 In addition, some Provincial and National Departments such as the Department of Cultural Affairs and Sport, Department of the Premier, Department of Economic Development, Department of Environmental Affairs, WESGRO, Stellenbosch Tourism, Department of Arts and Culture and many others, may provide event organizers with grants towards hosting events in the Municipal area of Stellenbosch

13. EVENT SERVICES

13.1 Municipal hosting departments may need to procure event services in support of events

13.2 Event services include but are not limited to: Fencing, private security, toilets, stage, sound and technical, electrical generators, professional event organizers, safety officers, temporary infrastructure, cleansing and waste management, volunteers, promotional clothing, staff catering, public transport provision, dedicated transport (busses), corporate gifts, venue hire, road closure adverts, road/traffic signage, professional speakers/ programme directors, entertainment and consultants for monitoring and evaluation.

13.3 Event hosting departments may request Municipal services including but not limited to: Law enforcement, traffic services, disaster management, fire services, water,

cleansing, electricity/electrical services, Community Services, poster stickers and lamp pole hiring for event flags.

- 13.4 Event hosting departments may procure event services, provided there is sufficient budget and that it is in alignment with the supply chain management process.

14. THE ROLE OF MUNICIPAL STRUCTURES AND DEPARTMENTS

14.1 Role of the Municipal hosting departments

- 14.1.1 Municipal hosting departments may initiate events
 14.1.2 Hosting departments can organize and project manage events relevant to their functional area, if the events are relevant to their business plans.

14.2 Role of Municipal service departments

- 14.2.1 To ensure that events comply with the applicable legislation.
 14.2.2 To ensure that events are safe.
 14.2.3 To ensure that access to event services is aligned with the Municipality's strategic objectives through accessibility to services.

15. IMPLEMENTATION, EVALUATION AND REVIEW

- 15.1 This policy framework is important for the management of events in the Stellenbosch Municipality. It provides an administrative procedure for the management of events.
 15.2 The events policy will be implemented once approved by Council.
 15.3 Directorates are to advise the Events Department of any blockages within the policy implementation framework.
 15.4 Changes in legislation must be taken into account for future amendments to this policy.
 15.5 Any amendments to this policy must be re-submitted to Council for review and approval.

16. EVENT TARIFFS

- 16.1 Tariffs are levied in terms of Council's budgetary process which is reviewed and approved on an annual basis, and in terms of the Events By-law, Chapter 2, Regulation 4 (3).
 16.2 Fines are determined in terms of Council's Events Bylaw to ensure compliance with the Events Bylaw.

APPENDIX 3



SASOL
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Sasol Solar Challenge summary report 2016

The Sasol Solar Challenge 2016 had 14 cars who registered for the challenge, but only 10 made it through the scrutineering process to start this challenging adventure.

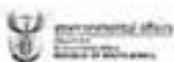
The final results after 8 days on the road:

From	Country	Class	km
Delft University of Technology	The Netherlands	Challenger	4716.7
Tokai University	Japan	Challenger	4544.2
Kechemét University	Hungary	Challenger	4033.2
North West University	South Africa	Challenger	3524.9
Tshwane University of Technology	South Africa	Challenger	2120.3
Near East University	Northern Cyprus in Turkey	Challenger	1635.1
Maragon Olympus	South Africa	Challenger	1378.1
University of Johannesburg	South Africa	Challenger	1337.9
Lodz University of Technology	Poland	Cruiser	2817.8
Zingbug	South Africa	Sustainability fleet	1108.5
Total solar km			27216.8

Students that took part in the Solar Challenge gained experience and learned to work together as a multidisciplinary team. They became part of cutting edge technology and innovation in a secured environment; testing and stretching their skills and knowledge to the utmost.

It is our objective to take the event to the next level in order to greatly enlarge the international participation component. We would like solar teams from all over the globe to embrace not only our technical challenge but also the amazing experience of our country.

In 2016 we actively involved the ISF (International Solarcar Federation). The President of the ISF, Chris Selwood, as well as the Dr. Nabih Bedewi who is an International Solar Car Federation Executive Board member and representative for the Middle East and North Africa (MENA) attended the South African Challenge.





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The following are some of the scenes captured during the Solar Challenge Events. Where ever the vehicle stops, crowds gather to see them, and everyone is interested in the technology represented by the event.

A photo summary of the 2016 event



Figure 1: North West University



Figure 2: Students dancing at the end of every day

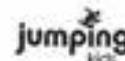
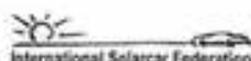




Figure 3: Our traveling Event Office



Figure 3: Children attending the Educational program



Figure 4: Observers ready for the day



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Figure 5: NUNA at the Middelburg Control Stop



Figure 6: Tokai driving into Graaff-Reinet





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Figure 7: GAMF (Hungary) leaving from PE



Figure 9: Lodz solar car driving a loop



Figure 10: TUT solar car





Figure 11: Zingbug



Figure 12: Maragon Olympus

Figure 8: NEU solar car



Figure 14: UJ solar car



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Figure 15: Maragon Olympus charging in Graaff-Reinet





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Figure 16 and 17: Lining up for the start in Sedgefield

At the start and finish of every day the official timing clock was set up to have the exact time for the solar cars to start and finish the day stage. As the timing sponsor for the event was 'Scuderia Ferrari', the timing clock was branded accordingly:





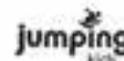
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Figure 18: Timing clock at start and finish of every day stage

Education

The 'GIGRIG' educational stage was set up all 8 days on the road at specific locations. Children from all the nearby schools attended the interactions arranged through HDI Youth Marketeers.





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Figure 19: 'GIGRIG' mobile stage



Figure 20: Students in Edinburg

South African Solar Challenge Route

During the on road event, there were plenty of opportunities for schools and the public to come and view the cars. The following map shows the route through South Africa.



The Sasol Solar Challenge 2016 started on the 24th of September and ended the 1st of October. It was a 2000 km long route to be completed over 8 day stages, approximately 250 km to be completed every day, with an optional loop for each day to add as much distance as possible. The loops were between 20km and 75km each and the teams could drive it as many times as they want. The result is a distance event instead of a speed race; so the team who covers the most distance in the 8 days and manages to complete all stages, wins. The route also contained some steep hill climbs like mountain passes. The winning team in 2016 managed more than 4700km over the eight days, only on solar power.

Project desk

The Special Project Desk in collaboration with and sponsored by the Embassy of Switzerland was introduced during the 2016 Challenge. The Project Desk focussed on identifying various rural sustainable interventions along the events route that would benefit through Green Technology infrastructure implementation. The Project Desk engaged with a number of rural schools and will be delivering Solar Energy infrastructure and other sustainable solutions through its partners over the coming months.





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Through its 'Dialogues program' the Special Projects Desk will continue to engage with communities, academic institutions and participating Embassies as part of its ongoing delivery of sustainable green energy solutions into rural communities until the next Solar Challenge in 2018. The 'Dialogues program' will in addition continue engaging as a catalyst with community groups like the Port Elizabeth interest group focussing on sustainable green energy implementation and high-tech infrastructure development through collaborations with academic institutions and Embassies.

One of the rural schools that will benefit from the Project Desk. From Humansdorp you have to negotiate 3 mountain passes on gravel road to reach the school.



Figure 21: Nooitgedacht Primër

Sponsors

This event is not possible without the help and support of our sponsors.

The Endorsement Sponsors:

Department of Environmental affairs
Jumping Kids
Motorsport South Africa
FIA (Fédération Internationale de l'Automobile)
ISF (International Solarcar Federation)
AEF (Advanced Energy Foundation)
TIA (Technology and Innovation Agency)
Swiss Embassy

The Sponsors for the event were:





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CHALLENGE

- Sasol: Title sponsor for the event
- Care for Education: Supplied Lego for the Educational event
- Scuderia Ferrari: Timing sponsor, supplied watches for the Officials and Observers
- Panasonic: Formed part of the educational program, meal sponsor
- Oasis water: Supplied water before, during and after the event
- Hertz car rental: Supplied all Official cars and discount to solar car teams
- Campworld: Sponsored the Event Office and gifts to the Event
- MUSTEK: Supplied the technology for the solar system on the Event Office
- Gridcars: Modifying the Event Office to suit our needs
- Göchermann Solar: Meal sponsor

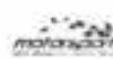
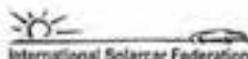
The Service Providers for the event were:

- CSIR: Start venue and Start function
- Commodore Hotel: Accommodation
- C-track: Telemetry system
- City of Cape Town: Traffic Management
- NECSA: Building space for solar teams
- ER24: Medical services
- Newmark Hotels: Accommodation
- Wasteplan: Waste management along the route
- Think Bike: Think Bike Marshals traveling with the teams. Traffic management
- V&A Waterfront: End venue

PR and Media exposure

Coverage report summary		
Online, Broadcast, Print (local)	Value to date	R 10 139 535
Social Media	Value to date	R 13 324 501
Team coverage (international)	Value to date	R 65 000 000
Team coverage (local)	Value to date	R 15 000 000
Total		R 103 464 036

*Coverage statistics supplied by Sasol media and agencies: Proof, Media Shop, Quirk and various local and international teams.





sasol 
**SOLAR
CHALLENGE**

Contact person

Paul Bisogno

GM: Sasol Solar Challenge

Email: paul@solarchallenge.org.za



7.9	YOUTH, SPORTS AND CULTURE: [PC: XL MDEMKA (MS)]
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NONE

7.10	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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7.10.1	APPOINTMENT OF THE SELECTION PANEL IN THE RECRUITMENT AND SELECTION PROCESS: CHIEF FINANCIAL OFFICER
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

18 and 25 July 2018

1. SUBJECT: APPOINTMENT OF THE SELECTION PANEL IN THE RECRUITMENT AND SELECTION PROCESS: CHIEF FINANCIAL OFFICER

2. PURPOSE OF REPORT

To appoint a selection panel for the recruitment and selection process of the Chief Financial Officer.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The contract period of Mr Marius Wüst, Chief Financial Officer, comes to an end on 30 September 2018. The post has been advertised and closes on 16 July 2018. The Municipal Manager is in the process of appointing a consultant to assist with the recruitment and selection process. Council has to appoint a panel that must make recommendations for the appointment of a candidate for the vacancy that will arise when the contract of the CFO ends on 30 September 2018.

The selection panel must consist of at least 3 but not more than 5 people. The 3 people are prescribed by legislation and must be the Municipal Manager, chairperson or councillor responsible for the relevant portfolio, Finance in this instance, and a person who is not a councillor or a staff member and who has expertise in the area of the advertised post. The legislation, Section 12(4) of the Regulations on the appointment of Conditions of Employment of Senior Managers, is silent on who should be the other two members should council choose to have more than 3 members on the panel. It is recommended that Council appoint a three member panel as prescribed in Section 12(4).

5. RECOMMENDATIONS

that Council approves the recruitment and selection panel consisting of the following persons:

- (a) Municipal Manager, Geraldine Mettler, who will chair the panel;

-
- (b) Mayoral Committee member for the Finance Portfolio: Councillor Salie Peters; and
- (c) An external person who is a financial expert.

6. DISCUSSION / CONTENTS

6.1 Background

The contract period of Mr Marius Wüst, Chief Financial Officer, comes to an end on 30 September 2018. Council approved the commencement of the recruitment and selection process for a CFO on 23 May 2018.

6.2 Discussion

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The applicable regulations are the Regulations on the appointment and conditions of employment of Senior Managers, Gazetted on 17 January 2014. (Gazette No. 37245 dated 17 January 2014).

In terms of the regulations the recruitment, selection and appointment of a Senior Manager will be discussed as stipulated in Chapter 3 of the Regulations.

In terms of Section 7.1 when the post of a senior manager becomes vacant, or is due to become vacant, the municipal manager, in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post of a senior manager will become vacant, obtain approval from the municipal council for the filling of such post in its next council meeting or as soon as it is reasonably possible to do so.

In terms of Section 7.2 a vacant senior manager post may not be filled, unless:

- (a) approval to fill the post has been granted by the municipal council; and
- (b) the post has been budgeted for.

In terms of Section 8 no person may be appointed as a senior manager on a fixed term contract, on a permanent basis or on probation, to any post on the approved staff establishment of a municipality, unless he or she-

- (a) Is a South African citizen or permanent resident; and
- (b) Possesses the relevant competencies, qualifications, experience and knowledge set out in in the regulations.

An appointment may not take effect before the first day of the month following the month during which the municipal council approved the appointment.

In terms of Section 10 the municipal manager must, within 14 days of receipt of the approval referred to in regulation 7, ensure that the vacant post is advertised.

- A vacant senior manager post must be advertised in a newspaper circulating nationally and in the province where the municipality is located.
- An advertisement for a vacant senior manager post must specify the:

- (a) Job title;
- (b) Term of appointment;
- (c) Place to be stationed;
- (d) Annual total remuneration package;
- (e) Competency requirements of the post, including minimum qualifications and experience required;
- (f) Core functions;
- (g) Need for signing of an employment contract, a performance agreement and disclosure of financial interest;
- (h) The need to undergo security vetting;
- (i) Contact person;
- (j) Address where applications must be sent or delivered; and
- (k) Closing date which must be minimum 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.

Cognisance must be taken of Section 12 which makes provision for the manner in which the selection panel must be constituted. Section 12(1) provides that:

“A municipal Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

Section 12(2) provides that in deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (a) The nature of the post;
- (b) The gender balance of the panel; and
- (c) The skills, expertise, experience and availability of the persons to be involved.

Section 12 (3) provides that the selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) The mayor, who will be the chairperson, or his or her delegate;
- (b) A councillor designated by the municipal council; and
- (c) At least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

Furthermore Section 12(5) provides that a panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process and that such a panel member [Section 12(6)] must recuse himself or herself from the selection panel if-

- (a) His or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) The panel member has some form of indebtedness to a short-listed candidate or *vice versa*; or

(c) He or she has any other conflict of interest.

The Regulations dictate, in terms of Section 7, that a panel member and staff member must sign a declaration of confidentiality to avert the disclosure of information to unauthorised persons.

The Regulations provide for strict time frames which must be adhered to with regard to the Screening of Candidates in terms of Section 14 as well as the Interviewing process in terms of Section 15. Due regard must be given to Section 17 which deals with the Resolution of the municipal council on appointment of senior managers and reporting as well as the re-employment of dismissed persons in terms of Section 18.

6.5 Staff Implications

No additional staff implications

6.6 Previous / Relevant Council Resolutions

23 May 2018.

6.7 Risk Implications

If a CFO is not appointed following the process stipulated in the regulations, the appointment may be declared null and void. If the vacancy is not filled Council will have to appoint an acting CFO during the audit process which will put additional pressure on the staff establishment.

6.8 Comments from Senior Management:

The item was not circulated to Senior Management.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 6.1

that Council approves the recruitment and selection panel consisting of the following persons:

- (i) Municipal Manager, Geraldine Mettler, who will chair the panel;
- (ii) Mayoral Committee member for the Finance Portfolio: Councillor Salie Peters; and
- (iii) An external person who is a financial expert.

ANNEXURES:

Appendix 1: Council resolution 23/05/2018

Appendix 2: Advertisement

Appendix 3: Extract from Regulations on the Conditions of Service for Senior Managers

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	10 July 2018

APPENDIX 1

8.2.5 RECRUITMENT AND SELECTION PROCESS : CHIEF FINANCIAL OFFICER

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

May 2018

1. RECRUITMENT AND SELECTION PROCESS : CHIEF FINANCIAL OFFICER

2. PURPOSE OF REPORT

To obtain Council approval for the commencement of the recruitment and selection process of the Chief Financial Officer.

3. DELEGATED AUTHORITY

Municipal Council

4. EXECUTIVE SUMMARY

The contract period of Mr Marius Wüst, Chief Financial Officer, comes to an end 30 September 2018. It is therefore critical to commence with the recruitment and selection process of the Chief Financial Officer.

17TH COUNCIL MEETING: 2018-05-23: ITEM 8.2.5

Before deliberations on the matter, Mr M Wüst excused himself for the duration of the matter. Due to the late distribution of this additional item, Cllr F Adams requested time to peruse the document. The Speaker allowed a 10-minute break to allow Councillors to peruse the document.

RESOLVED (majority vote)

- (a) that Council approve the recruitment and selection processes of the Chief Financial Officer;
- (b) that the advertisement indicate a term of up to 10 years; and
- (c) that an independent external consultant be appointed to assist with the recruitment and selection process in line with abovementioned Regulations.

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

Councillors F Adams; GN-Bakubaku-Vos (Ms); FT Bangani-Menziwa (Ms); DA Hendrickse; LK Horsband (Ms); N Mananga-Gugushe (Ms); MD Oliphant; RS Nalumango (Ms); N Sinkinya (Ms) and P Sitshoti (Ms).

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	May 2018

APPENDIX 2



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Stellenbosch Municipality strives towards dynamic and effective service delivery to the communities within its area of jurisdiction. As an equal employment employer, we currently have the undermentioned vacancy for a suitably qualified and experienced person.

Chief Financial Officer

(Performance-based term contract of no longer than ten (10) years)

Remuneration package: As determined by the appropriate Government Notice for the Upper Limits of the Total Remuneration Packages for Municipal Managers and Managers that are directly accountable to the Municipal Manager, at the time of appointment. The total cost of employment ranges from the Minimum R973 759/Midpoint R1 145 598 and Maximum R1 317 437.

The appointment will be made in accordance with the provisions of Sections 56 and 57 of the Local Government: Municipal Systems Act (Act No 32 of 2000). The successful candidate will be responsible for the effective management of the Stellenbosch Municipality's financial services (budget, income, expenditure, activity-based costing, supply chain management and asset management) with the establishment, implementation and maintenance of a financial management strategy that achieves the goals of the Integrated Development Plan (IDP) of the Stellenbosch Municipality.

Work station: Stellenbosch

Minimum requirements: • At least a postgraduate qualification (NQR 08) in the area of Accounting, Finance or Economy OR Chartered Accountant (SA) • At least 7 years' appropriate experience at senior and middle management level, of which at least 2 years (preferably 5 years) must have been at senior management level • Sound knowledge of and exposure to local government operations and municipal financial management • Strong visionary and leadership abilities with strategic thinking and decision-making skills • In-depth knowledge of local government legislation and the statutory requirements relating to the post • Core skills as set out in the Local Government: Regulations on Appointment and Conditions of Service of Senior Managers, 17 January 2014 • The incumbent will be in possession of a qualification as prescribed by the Minimum Competency Regulations (CPMF/MFMP) OR the minimum competency levels as prescribed in the Government Gazette No 40593 (Exemption Notice of 3 February 2017) within a period of 18 months from date of appointment in the unit standards for every skills area obtained • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • Valid Code B driver's licence.

Key performance areas: • Develop, implement and manage strategic goals, policy and procedures in accordance with the strategic goals of the District Municipality • Effectively manage financial services (budget, income, expenditure, activity-based costing, supply chain management and mScoa implementation) with the establishment, implementation and maintenance of a financial management strategy • Be responsible for the effective and efficient management of the Directorate • Advise the accounting officer and co-/senior managers regarding the execution of powers and duties as assigned to them in compliance with the Municipal Financial Management Act • Liaise and interact with individuals, role-players and agencies at senior level at all three levels of government • Assist and support the accounting officer with the roles and responsibilities as delegated by the Chief Financial Officer • Ensure municipal financial viability with the management and monitoring of all income and expenditure of the Stellenbosch Municipality, safeguarding of all assets, discharge of municipal obligations and the proper and committed compliance with the Financial Management Act and other prescripts.

NB: Short-listed candidates will be subjected to competency assessments and security vetting. It will be expected of the successful candidate to enter into a service agreement with the Stellenbosch Municipality (for a period of not more than 10 years) and be subject to performance evaluation by means of a signed annual performance agreement and to declare his/her financial interests.

Direct enquiries to the Municipal Manager, Ms Geraldine Mettler, tel. (021) 808-8025 or mm@stellenbosch.gov.za Interested persons must please complete the official application form on the webpage at www.stellenbosch.gov.za

The comprehensive CV must be attached to the application form, accompanied by the original certified, true copies of qualification certificates, including a certified declaration of Unit Standards obtained with regard to the Municipal Minimum Competency Qualification, Identity Document and driver's licence and must be handed in at the Stellenbosch Municipality (for attention of the Municipal Manager) or posted to the Municipal Manager, Ms Geraldine Mettler, Stellenbosch Municipality, PO Box 17, Stellenbosch 7599.

Note: Late or incomplete applications or applications received via fax and/or electronically will not be taken into consideration.

Closing date: Monday, 16 July 2018 at 16:30

By applying, the candidate agrees to being subjected to verification checks in respect of qualifications, credit and criminal records. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. The Council reserves the right to not make an appointment.

APPENDIX 3

Regulations

(5) The municipality must compile and maintain a record of all applications received, which must contain—

- (a) the applicants' biographical details and contact information;
- (b) the details of the post for which the applicants were applying;
- (c) the applicants' qualifications; and
- (d) any other requirements outlined in the application form.

12. Selection panel.—(1) A municipal council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

(2) In deciding who to appoint to a selection panel, the following considerations must inform the decision—

- (a) the nature of the post;
- (b) the gender balance of the panel; and
- (c) the skills, expertise, experience and availability of the persons to be involved.

(3) The selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows—

- (a) the mayor, who will be the chairperson, or his or her delegate;
- (b) a councillor designated by the municipal council; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(4) The selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows—

- (a) the municipal manager, who will be the chairperson;

Regulations

- (b) a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(5) A panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process.

(6) A panel member contemplated in sub-regulations (3) and (4) must excuse himself or herself from the selection panel if—

- (a) his or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) the panel member has some form of indebtedness to a short-listed candidate or vice versa; or
- (c) he or she has any other conflict of interest.

(7) A panel member and staff member must sign a declaration of confidentiality as set out in Annexure D to these Regulations, to avert the disclosure of information to unauthorised persons.

(8) A staff member may provide secretarial or advisory services during the selection process, but may not form part of the selection panel.

13. Compiling shortlist of applicants.—(1) A mayor, in the case of the municipal manager, or the municipal manager, in the case of the manager directly accountable to the municipal manager, in consultation with the selection panel, must compile—

- (a) a list of all applicants who applied for an advertised post; and
- (b) a shortlist consisting of all applications received for a specific post, evaluated against the relevant competency requirements, as set out in Annexures A and B to these Regulations.

7.10.2	APPOINTMENT OF ACTING MUNICIPAL MANAGER WHEN THE MUNICIPAL MANAGER IS NOT AVAILABLE
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

18 and 25 July 2018

1. SUBJECT: APPOINTMENT OF ACTING MUNICIPAL MANAGER WHEN THE MUNICIPAL MANAGER IS NOT AVAILABLE

2. PURPOSE

To approve the Directors who will act as the Municipal Manager when the Municipal Manager is not available.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In 2012 Council approved a roster of Directors to act when the Municipal Manager is out of office (**APPENDIX 1**). In the meantime, some of the individuals have left and the new organisational structure was approved in October 2017. The new structure has now officially been implemented on an operational level after placements and the acting arrangements must be updated and reviewed. Section 56 (1) (a) of the Municipal Systems Act provides that the Municipal Council must appoint an acting Municipal Manager under certain circumstances and for a period as prescribed. Section 56 (1) (b) provides that such an acting person must at least have the skills, expertise, competencies and qualifications as prescribed. The prescription is attached as per **APPENDIX 2**.

It must be noted that the NQF levels changed since the publication of the minimum requirements and what was a NQF level 6 is now equivalent to a NQF level 7 which equates to at least a B degree. All the Directors had to adhere to this qualification when they were appointed, as NQF 7 has always been a requirement for them in terms of the regulations.

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. An updated roster of acting arrangements is proposed as a pragmatic arrangement to manage this matter.

Council approved an acting allowance policy in terms of which no acting allowance is payable to Directors when they are acting as the Municipal Manager. A copy hereof is attached as **APPENDIX 3**. It is not clear on what basis Directors may not receive acting allowances, but the other employees are entitled to acting allowances when they act as Directors. Other municipalities pay their acting Municipal Managers an acting allowance. Given that it is expected of the Director to fulfil both functions at the same time it would be unfair that Directors take on the additional responsibility, which is the reason why an acting allowance is paid, without compensation.

5. RECOMMENDATIONS

- a) that the following Directors be appointed to act as Municipal Manager in the event of the Municipal Manager is not available:

January to February	: Corporate Services
March to April	: Financial Services (CFO)
May to June	: Infrastructure Services
July to August	: Planning and Economic Development
September to October	: Community and Protection Services
November	: Corporate Services
December	: Financial Services (CFO)

- b) that the Director next on the rotation schedule acts when the relevant Director is not available as per the schedule;
- c) that the salary component for determining the acting allowance of a Director acting as Municipal Manager be equal to 60% of the remuneration package of the Municipal Manager;
- d) that an acting allowance only be paid if the Director acted for 10 consecutive days or longer;
- e) that the payment of acting allowances be backdated to 1 January 2018 and that those Directors that acted since January 2018 for 10 consecutive days or longer be paid the acting allowance for the periods they acted; and
- f) that clause 6 of the current Acting Allowance Policy be rescinded.

6. DISCUSSION / CONTENTS**6.1. Background**

In 2012 Council approved a roster of Directors to act when the Municipal Manager is out of office. In the meantime, some of the individuals have left and the new organisational structure was approved in October 2017. The new structure has now officially been implemented on an operational level after placements and the acting arrangements must be updated and reviewed.

6.2 Discussion

Section 56(1) of the Municipal Systems Act provides that the Municipal Council must appoint an acting Municipal Manager under certain circumstances and for a period as prescribed. Section 56(1) provides that such an acting person must at least have the skills, expertise, competencies and qualifications as prescribed. The prescription is attached as per the **APPENDIX 2**. It must be noted that the NQF levels changed since the publication of the minimum requirements and what was a NQF level 6 is now equivalent to a NQF level 7 which equates to at least a B degree. All the Directors had to adhere to this qualification when they were appointed, as NQF 7 has always been a requirement for them in terms of the regulations.

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. An updated roster of acting arrangements is proposed as a pragmatic arrangement to manage this matter.

Council approved an acting allowance policy (**Appendix 3**) in terms of which no acting allowance is payable to Directors when they are acting as the Municipal Manager. A copy of hereof is also attached as appendix 3. It is not clear on what basis Directors may not receive acting allowances, but the other employees are entitled to acting allowances when they act as Directors. There are other municipalities in our area that pay their acting Municipal Managers an acting allowance. Given that it is expected of the Director to fulfil the functions of the Municipal Manager and of the Director at the same time, it would be unfair that Directors take on the additional responsibility, which is the reason why an acting allowance is paid, without compensation.

Acting allowances for other employees are based on the difference between their salaries and the first notch of the salary scale of the acting post and where it is the same or the acting employee earns more than the first notch, the acting employee receives 5 % of his/her salary for a period of 10 days or more that the acting is in place. The Section 56 Managers and the Municipal Managers are paid on a cost of living package and may structure the package as they wish with the proviso that not less than 60% must be structured as the salary component. When payments are therefore calculated in relation to the remuneration packages of the senior managers, 60% of the package is seen as the salary component.

6.3. Financial Implications

It is very difficult to determine when the Municipal Manager will not be available for more than 10 consecutive days at a time. The acting allowance should be financed from the normal salary budget.

6.4 Legal Implications

Section 56 of the Municipal Systems Act provides that the Municipal Council must appoint an acting Municipal Manager under certain circumstances and for a period as prescribed. Section 56 (b) provides that such an acting person must at least have the skills, expertise, competencies and qualifications as prescribed

6.5 Staff Implications

Directors take on the additional workload and responsibilities of the Municipal Manager when acting.

6.6 Previous / Relevant Council Resolutions:

29 November 2012

6.7 Risk Implications

The Municipality cannot function without a Municipal Manager that is the Head of the Administration.

6.8 Comments from Senior Management:

The item was not circulated for comment.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2018-07-18: ITEM 6.2

- a) that the following Directors be appointed to act as Municipal Manager in the event of the Municipal Manager is not available:
- | | |
|----------------------|-------------------------------------|
| January to February | : Corporate Services |
| March to April | : Financial Services (CFO) |
| May to June | : Infrastructure Services |
| July to August | : Planning and Economic Development |
| September to October | : Community and Protection Services |
| November | : Corporate Services |
| December | : Financial Services (CFO) |
- b) that the Director next on the rotation schedule acts when the relevant Director is not available as per the schedule;
- c) that the salary component for determining the acting allowance of a Director acting as Municipal Manager be equal to 60% of the remuneration package of the Municipal Manager;
- d) that an acting allowance only be paid if the Director acted for 10 consecutive days or longer;
- e) that the payment of acting allowances be backdated to 1 January 2018 and that those Directors that acted since January 2018 for 10 consecutive days or longer be paid the acting allowance for the periods they acted; and
- f) that clause 6 of the current Acting Allowance Policy be rescinded.

ANNEXURES:

Appendix 1: Council Resolution 29 November 2012

Appendix 2: Minimum Competency levels for Accounting Officers

Appendix 3: Acting Allowance Policy 2013/2014

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	Geraldine.Mettler@stellenbosch.gov.za
REPORT DATE	10 July 2018

APPENDIX 1

ACTING ARRANGEMENTS IN THE ABSENCE OF THE MUNICIPAL MANAGER

File number : 4/4/1
Report by : Municipal Manager
Compiled by : Municipal Manager
Delegated authority : Council

1. PURPOSE OF REPORT

For Council to approve a roster of Directors who will act as Municipal Manager when the Municipal Manager is out of office.

2. BACKGROUND

Section 54 of the Local Government: Municipal Systems Act 32 of 2000 has been amended and reads as follows:

"Appointment of municipal managers and acting municipal managers 54 A91) The municipal council must appoint – (a) a municipal manager as head of the administration of the municipal council; or

(b) an acting municipal manager under circumstances and for a period as prescribed

Instead of approving the appointment of an acting municipal manager on every occasion the municipal manager is out of office, it is recommended that an acting municipal manager roster be adopted.

3. DISCUSSION

The Municipal Manager, as part of his/her duties has to serve on several external bodies, such as the Premier's Coordinating Forum and Minmay (together with the Executive Mayor), the District Coordinating Forum, the Municipal Managers Forum. In addition all senior managers in local government (including municipal managers) are required to complete a compulsory minimum competency level training programme conducted by the University of Stellenbosch on behalf of National Treasury. These courses are structured in modular form with each module requiring attendance on three (3) consecutive days.

The employment contract of the Municipal Manager also makes provision for various types of leave.

It can, therefore, be anticipated that there will be occasions when the Municipal Manager will be away from office. A roster of acting arrangements is proposed as a pragmatic arrangement to manage this matter.

RECOMMENDED

- (a) that the following Directors be appointed to act as Municipal Manager in the event of the Municipal Manager being out of office:

November, December : Planning and Economic
Development

January, February : Financial Services

March, April : Engineering Services

May, June : Strategic and Corporate
Services

July, August : Community and Protection
Services

September, October : Human Settlement and Property
Management

November, December : Planning and Economical
Development

- (b) that the Director next on the rotation schedule acts when the relevant Director is not available as per the schedule; and

- (c) that the acting arrangements be approved by Council.

(MM)

APPENDIX 2

(4) When determining for purposes of these Regulations the value of the annual budget of a municipality or municipal entity, the value must be taken as equal to total operating and capital expenditure authorised in the budget, and—

- (a) in the case of the annual budget of a parent municipality, include the value of the annual budgets of its entities; or
- (b) in the case of municipalities having shared control of a municipal entity, be taken as equal to the aggregated value of—
 - (i) the annual budget of any one of those municipalities, as may be agreed between those municipalities; and
 - (ii) the annual budget of the entity.

CHAPTER 2 ACCOUNTING OFFICERS OF MUNICIPALITIES AND MUNICIPAL ENTITIES

2. General competency levels for accounting officers.—

(1) The accounting officer of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to the accounting officer of a municipality.

(2) The accounting officer of a municipal entity must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to the accounting officer of a municipal entity.

(3) An accounting officer must note that specific financial management responsibilities, functions and powers are assigned by the Act to accounting officers and that any failure to comply with these may constitute financial misconduct.

3. Minimum competency levels for accounting officers.—
The accounting officer of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies and be competent in the unit standards prescribed for financial and supply chain management competency areas as set out below.

MINIMUM COMPETENCY LEVELS FOR ACCOUNTING OFFICERS

Description	All Municipalities and Municipal Entities
Higher Education Qualification	At least NQF Level 6 or Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965)
Work-Related Experience	Minimum of 5 years at senior man- agement level
Core Managerial and Occupational Compe- tencies	As described in the performance regulations
Financial and Supply Chain Management Competency Areas:	Required Minimum Competency Level in Unit Standards
Strategic leadership and management	116358
Strategic financial management	116361; 116342; 116362
Operational financial management	116345; 116352; 116340; 116331; 116364

Description	All Municipalities and Municipal Entities
Governance, ethics and values in financial management	116343
Financial and performance reporting	116360; 119350; 119348; 116341
Risk and change management	116339
Legislation, policy and implementation	119334
Stakeholder relations	116346
Supply Chain Management	116353

**CHAPTER 3
CHIEF FINANCIAL OFFICERS OF MUNICIPALITIES
AND MUNICIPAL ENTITIES**

4. General competency levels for chief financial officers.—

(1) The chief financial officer of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to the chief financial officer of a municipality.

(2) If a municipal entity has appointed an official as its chief financial officer that official must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that official as chief financial officer of the entity.

(3) A chief financial officer must note that any failure to comply with any financial management responsibilities, functions and powers entrusted to that officer may constitute financial

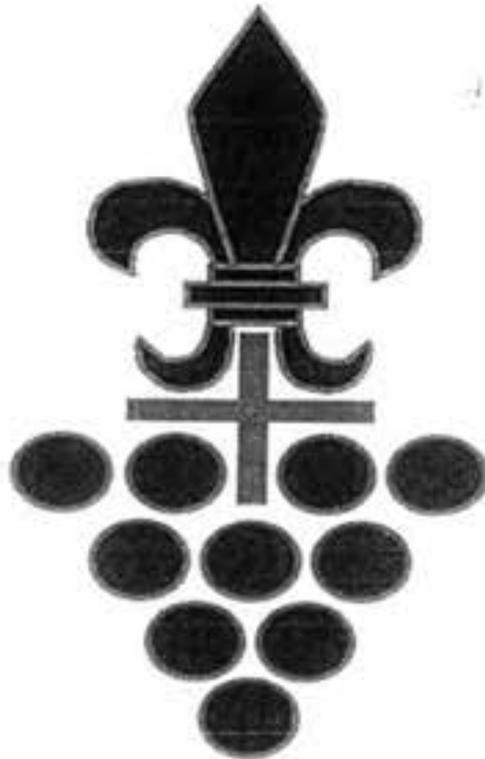
misconduct. In the case of chief financial officers of municipalities specific financial management responsibilities, functions and powers are entrusted by the Act to chief financial officers.

5. Minimum competency levels for chief financial officers.—The chief financial officer of a municipality or municipal entity must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies and be competent in the unit standards prescribed for financial and supply chain management competency areas as set out below.

continued on page 78

APPENDIX 3

STELLENBOSCHMUNICIPALITY



ACTING ALLOWANCE POLICY

2013/2014

- An employee who acts in another post is still responsible for his/her original duties, functions and powers. Said employee will then be vested with the delegations and responsibilities of the more senior post.
- No staff member shall be authorized to act in a higher specialist post without the requisite skill and experience.

6. ACTING AS MUNICIPAL MANAGER

- The Stellenbosch Municipal Council in consultation with the Executive Mayor may appoint a senior manager (director) to act as Municipal Manager during the absence of the Municipal Manager, in terms of delegation and in line with applicable legislation and policies, while Council has the discretion to appoint a Municipal Manager in terms of section 54A of the Local Government: Municipal Systems Act, 2000, Act 32 of 2000.
- Senior managers (directors) in the employ of Stellenbosch Municipality will not be paid for acting in the stead of the Municipal Manager during the absence of the Municipal Manager.

7. ACTING AS DIRECTOR

- The Municipal Manager must authorise the payment of an acting allowance to an employee who acts as Director of a Directorate during the absence of the Director of a Directorate, provided that all duties assigned to the acting employee, were attended to on the required standard.
- An acting allowance is only payable when an employee acts as Director of a Directorate for a minimum of ten consecutive working days.
- The salary component for determining the acting allowance of an employee acting as Director will be equal to 60% of the remuneration package of the post in which the employee is acting.

8. ACTING IN ALL OTHER POSTS

- The Director may appoint an appropriately skilled person in writing to act in post of a Manager, as and when it is deemed necessary for operational efficiency.
- The Director must authorise the payment, subject to budgetary provision, of an acting allowance to a person acting in the more senior post.

- The acting incumbent shall be appointed in writing by the Municipal Manager or Director to the acting position prior to the commencement of the acting period.
- The key performance areas, for which the acting incumbent will be responsible, shall be clearly defined in writing.
- The latter requires that a job description exists for the current incumbent's post in which acting is proposed to take place.
- The acting incumbent shall sign a suitable undertaking committing to and assuming all the responsibilities normally associated with the post
- The payment of such acting allowances shall be subject to prior authorization by the Budget Office or Chief Financial Officer.
- The payment of such acting allowance shall further be subject to the proviso that the preferred employee meets the minimum criteria for the position.
- In very special cases where a need arises to extent acting beyond the periods prescribed by this policy, it must be made a specific condition of such further action periods, that no expectation is created or that eligibility exists for placement.

10. THE FOLLOWING GUIDELINES ARE TO BE CONSIDERED PRIOR TO MAKING A DECISION TO APPOINT A PERSON IN AN ACTING POSITION

- Consideration should be given as to whether an official, more senior to the post concerned, can absorb all or part of the critical duties and responsibilities associated to the post; and or whether any other persons are interested and have capacity to perform the duties.
- The possibility of spreading the workload of the post amongst other employees operating at the same level;
- The need for supervision over sub-ordinates
- The need to maintain the daily output associated with the post

11. POLICY REVIEW AND REPORTING

This policy document shall be reviewed annually, when deemed necessary - especially if there is a change in collective agreements or legislation and submitted as part of the budget approval process.

8.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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8.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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8.1.1	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY TUNITRIM (PTY) LTD
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

17 July 2018

1. SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY TUNITRIM (PTY) LTD

2. PURPOSE OF REPORT

To provide information regarding the expenditure incurred for investigation by MPAC and to be recommended to and considered by Council to ratify the expenditure in terms of Section 4.36.1a (i) of Stellenbosch Municipality Supply Chain Policy (2017/2018).

3. DELEGATED AUTHORITY

Council to ratify the expenditure as the specific nature of the breach is simply technical in nature, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness of the procurement process relating to the procurement of emergency repairs to inlet screen.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality makes use of mechanical and electrical service providers in instances where reactive maintenance or repairs could not be performed by the in-house maintenance team.

On 25th December 2017 the maintenance team was contacted by Wemmershoek Wastewater Treatment staff to attend to a faulty inlet screen. The Millwright who is the qualified mechanical/electrical staff member of the team, contacted service providers to assist with the necessary repairs in order to re-commission the equipment.

The service provider was instructed to do direct repairs due to the timeframe and urgency of the work that needed to be performed. The emergency repairs were completed on 26th December 2017 and in terms of the current policy a report had to be submitted within three days. Delays in submitting the required quotation resulted in the administrative requirements not been adhered to.

5. RECOMMENDATIONS

- (a) that the Committee takes note of the circumstances as provided in the report and recommends to Council the ratification of the expenditure to the amount of R17 527.50 (Including VAT) be approved; and
- (b) that Council ratifies the expenditure in terms of Section 4.36.1a (i) of Stellenbosch Municipality Supply Chain Policy (2017/2018).

6. DISCUSSION**Background**

On 25th of December 2017 the Wemmershoek Waste Water Treatment Plant experienced mechanical faults at the Primary Treatment Area of the Plant, namely the Inlet Works. During a routine inspection the process controller observed that screen 1 was not operational. After further investigation it was found that the screen chain came off track from the bars and was unable to function.

Although the inlet screens work on a duty and standby setup, at high flow both screens are required to operate. Since this was the first breakdown since commissioning of the screening equipment, there was no historical information that could guide as whether delays in repairs won't have a detrimental impact on the process. Insufficient screening at high flow will lead to water bypassing the screens and impact on final water quality. The process staff identified the screen malfunction as an emergency and requested that both screens be operational as soon as possible. They contacted the Millwright to investigate and recommended that an external service provider be contacted for the necessary repairs. Due to the holiday season, service providers who were contacted were reluctant to come and investigate, with Tunitrim the only service provider that responded. The complete screen had to be removed from its housing and stripped in order to do the necessary repairs; once fixed it had to be remounted back into the screen housing.

The repairs were completed on the 26th December 2017. Since the Millwright also went on leave on 28th December and on his return on 15th January 2018, he enquired from other staff members whether the necessary paper work was processed. The service provider only submitted his documentation on 18th January 2018 but clarification was requested of how the quotation amount was calculated. The said quotation was only received back on 21st January 2018. A ratification document was submitted and approved by the acting Municipal Manager who recommended that this matter serve at MPAC.

7. FINANCIAL IMPLICATIONS

The cost for emergency repairs will be funded from Unique Key 20170626062075.

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

The intent was in good faith as it was in the interest of service delivery. The benefits are that environmental compliance of effluent discharge into the Berg River was maintained in terms of Green Drop as managed by the Department of Water and Sanitation (DWS). The Stellenbosch Municipality subscribes to the pillars of a “Green and Sustainable Valley” and “Good Governance & Compliance”.

10. CONCLUSSION

It is acknowledged that there were administrative errors relating to the timeous issuing of the required quotation and submission of requisition for the work to be done. 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 SENIOR MANAGEMENT

See Appendix 1.

RECOMMENDATIONS FROM MPAC TO COUNCIL: 2018-07-17: ITEM 5.1

- (a) that Council takes note of the circumstances as provided in the report, and approves the ratification of the expenditure to the amount of R17 527.70 (including VAT); and
- (b) that Council ratifies the expenditure in terms of Section 4.36.1a (i) of Stellenbosch Municipality Supply Chain Policy (2017/2018).

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	Director: Infrastructure Services
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Deon.louw@stellenbosch.gov.za
REPORT DATE	2018/03/13

APPENDIX 1



CHECK BEFORE SUBMISSION	YES	NO
REGISTERED ON SCM DATABASE If answer is NO follow the next step: - Register on SCM Database - Creditors form (SAMRAS)		
LETTER - SOLE SUPPLIER if applicable		
ORIGINAL VALID TAX CERTIFICATE		
QUOTE/INVOICE ATTACHED		
BUDGET (SAMRAS)		
CASH-FLOW		
SIGNATURES		



MEMORANDUM

DEPARTMENT OF ENGINEERING SERVICES

To ◦ Aan: MUNICIPAL MANAGER
From ◦ Van: Howard Benjamin
Job Title: Senior Process Controller
Date ◦ Datum: 20 March 2018
Re ◦ Insake: RATIFICATION: Tunitrim (PTY) LTD for the amount of R17 527.50

1. PURPOSE

To obtain approval in terms of Supply Chain Management Policy, 4.36.1(b) to ratify any minor breaches of the procurement processes.

2. BACKGROUND

In terms of regulation 36 of the SCM Regulations, the accounting officer is responsible for deciding whether a particular breach of procurement processes is minor or material.

In exercising this discretion the accounting officer must be guided by:

- a) The specific nature of the breach: is it simply technical in nature, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness of the procurement process?

Comment: On the 25th of December 2017 the Wemmershoek Waste Water Treatment Plant experienced mechanical faults at the Primary Treatment Area of the Plant, namely the Inlet Works. During a routine inspection the process controller observed that screen 1 was not operational. After further investigation it was found that the screen chain came off track from the bars and unable to function. Although the in-let screens works on a duty and standby setup, at high flow both screens are required to operate. Insufficient screening at high flow

will lead to water bypassing the screens and impact on final water quality. In order to get both screens operating as soon as possible an external service provider was contacted to resolve this matter. Due to the holiday season other service providers contacted were reluctant to come and investigate and Tunitrim was the only service provider that responded. The whole screen had to be removed from its housing and stripped in order to do the necessary repairs once fixed it had to be remounted back into the screen housing.

3. DISCUSSION

- b) The circumstance surrounding the breach: Are the circumstances justifiable or, at least, excusable?

Comment: The breach is justifiable as the impact on final water quality (GDS) is paramount.

- c) The intent of those responsible for the breach: were they acting in good faith?

Comment: The intent was in good faith as it was in the interest of service delivery. The benefits are that Environmental compliance into the Berg River was maintained, Effluent compliance in terms of Green Drop as managed by the Department of Water and Sanitation (DWS). The Stellenbosch Municipality subscribes to "the pillars of a "Green and Sustainable Valley" and "Good Governance & Compliance".

4. FINANCIAL IMPLICATIONS

- d) The financial implication as a result of the breach: what was the extent of the loss or benefit?

Comment: Because of the public holiday and the severity of the matter, it had to be dealt with ASAP.

5. RECOMMENDATION

- 5.1. That the approval, from VU-Key: 20170626062075 be granted in terms of the Municipality Supply Chain Management Policy 4.36.1(b) to ratify any minor breaches of the procurement processes, for the ratification of payment which amounts to R 17 527.50(VAT incl.)

James Beukes
Head: WTW & WWTW

Date: 18/4/18

Noted any further comments:

It is important to ensure that all emergency paperwork is submitted within the required time.

Dries Van Taak
Manager: Water Services

Date: 23/4/18

Noted any further comments:

Deon Louw
Name of Director

Date: 24/4/18

Noted any further comments:

Dalleel Jacobs
MANAGER: SUPPLY CHAIN MANAGEMENT

Date: 26/04/18

Noted any further comments:

Marius Wüst
CHIEF FINANCIAL OFFICER

Date: 3/5/18

Noted any further comments:

In the light of the above the Accounting Officer therefore ratifies the minor breach of procurement process and approves this payment to take place. The responsibility to ratify the actual expenditure vests with council.

Geraldine Mettler
MUNICIPAL MANAGER

Approved

J.M.C. de Beer

Date: 8/5/18

(Acting MM)

The matter must come before MPAC.

SS-Q411AB 2018/02/21 13:31:40

Stellenbosch Municipality

All Outstanding Requests
=====

* = No Actions Taken Against Request In Last 3 Days ! = Past Request By I

Request Number : 1048396 Line Number: 1
 Authorization Ref. : 0
 Archiving document : 1048396
 Contract ID : 0

Application Date : 12/02/2018
 Applicant : SANDISILEN SANDISILE NTESE
 Contact details:- Extension Number 8264
 Cellphone Number
 Fax Number

Captured by : CYRILH CYRIL HADIE WASTE WATER TREATM
 Authorized by : DRIES DRIES (AN) VAN TAAK AUTHORIZED

Required by : 17/02/2018

Preferred supplier 1: 013082 TUNITRIM (PTY) LTD
 Reason : STRIP TO QUOTE - CALL OUT TO WEMMERSHOEK WWTW
 REPAIR CHAIN & ADJUST CLEAN SUMP

Preferred supplier 2: Not yet determined
 Reason :
 Preferred supplier 3: Not yet determined
 Reason :

Delivery Instructions: STB.WWTWT
 On Hold?

Total reserved value : 17527.50
 Provisional SCM process : OTHER OTHER

STB CALL OUT 25/12/17 - REPAIR CHAIN & ADJUST CLEAN SU
 MP,REDI - BAR ANDM12BOLTS NUTS & WASHERS WEM.HOEK
 Costcode : 2017 16611201470000 UKEY : 20170626062075 Qty.: 1.000
 SEWERE PURIFICATION:RURALW/H : Contracted Services : Conti

10483916

Tunitrim (PTY) LTD

Sales, Service and Repairs of Submersible sewage & Borehole pumps

9 Impala Street
Scottsdene
Kraalfontein
7570

Email: Tunitrim@gmail.co.za
Cell: 076 488 4393

Strip & Quote

Date: 27/01/2018

Customer name: Stelienbosch Municipality
no:22

Quote

Contact Person: S.Ntese
8088264

Contact details: 021-

We have pleasure submitting our quote for repairs done at Wemmershoek

Product Code	Description	QTD	Unit Price	Price
00	Redi-Bar	2	120.00	240.00
00	M12Bolts Nuts & Washers	4	12.00	48.00
Labour	Repair Chain & Adjust Clean sump :Public Holiday 26/12/2017 Family Day	6hrs	2580.00	15480.00
	Employed 1x Artisan 2x Assitant	1580 1000		
	Because of Public holiday These employees received Double there rate			
Travelling	Artisan travelled from Atlantis where he was with family pickup assitants in Kuilsriver and than proceed Too Wemmershoek	153 km x2	5.75	1759.50
	Call for work too be done came through on 25/12/17 Christmas Day			
Total				17527.50

Kind regards

Patrick Anderson

Wemmershoek inlet
Screen had to taken
apart to
repaired.

Tunitrim (PTY) LTD

Sales, Service and Repairs of Submersible sewage & Borehole pumps

9 Impala Street
Scottsdene
Kraalfontein
7570

Email: Tunitrim@gmail.com
Cell: 076 488 4393

STRIP & QUOTE

Date: 26/12/2017

Customer name: Wemmers Hoek

Quote no: 20

Stellenbosch Municipality

Contact Person: S. Ntese

Contact details: 073 458 4907

Description	Quantity	Price
Repair Broken Chain & Sprocket Clean Sump Adjust Chain to Specification	1	R1 7850.00
Total		R1 7850.00

Kind regards

Patrick Anderson

James Beukes

From: Sandisile Ntese
Sent: 21 June 2018 11:27 AM
To: James Beukes
Subject: FW: [EX] Fwd: Strip & Quote
Attachments: Tunitrim (PTY) LTD Z03.docx

Importance: High

It was sent on the 18th after I came from leave.

Regards
Sandisile

From: patanderson Patrick [mailto:patanderson648@gmail.com]
Sent: 18 January 2018 12:23 PM
To: Sandisile Ntese
Subject: [EX] Fwd: Strip & Quote

----- Forwarded message -----

From: **Patrick Anderson** <tunitrim@gmail.com>
Date: 18 January 2018 at 12:18
Subject: Fwd: Strip & Quote
To: patanderson Patrick <patanderson648@gmail.com>

----- Forwarded message -----

From: **Web Cafe** <webcafe71@gmail.com>
Date: 18 January 2018 at 11:45
Subject: Strip & Quote
To: tunitrim@gmail.com

 Virus-free. www.avast.com

8.2	OFFICE OF THE MUNICIPAL MANAGER
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NONE

9.	MATTERS FOR NOTIFICATION
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9.1	REPORT BY THE EXECUTIVE MAYOR
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9.1.1	REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 24 MAY 2018
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File No.: 10/5/33
 Collaborator No:
 IDP KPA Ref No: N/A
 Meeting Date: 2018-07-25

1. PURPOSE OF THE REPORT

To inform Council of the Mayor – Rector Forum meeting held on 24 May 2018.

2. BACKGROUND

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

The following concerns were discussed:

24 May 2018

- Feedback regarding Meulsloot
- Feedback from the sub-committees
- Housing Summit
- Planned summit on addressing Street People
- Water restrictions
- Parking and traffic concerns
- Safety awareness
- Combined events calendar
- Research
- Contingency plans wrt the water crisis

The next meeting will be on 13 August 2018 at Stellenbosch Municipality.

3. LEGISLATIVE FRAMEWORK

None

4. FINANCIAL IMPLICATIONS

None

5. RECOMMENDED

that the report on the Mayor-Rector Forum meeting on 24 May 2018, be noted.

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	DONOVAN MULLER
<i>POSITION</i>	<i>OFFICE MANAGER: EXECUTIVE MAYOR</i>
<i>DIRECTORATE</i>	<i>CORPORATE AND STRATEGIC SERVICES</i>
<i>CONTACT NUMBERS</i>	<i>021 8088314</i>
<i>E-MAIL ADDRESS</i>	<i>Donovan.Muller@ Stellenbosch.gov.za</i>
<i>REPORT DATE</i>	<i>11 July 2018</i>

9.2	REPORT BY THE SPEAKER
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NONE

9.3	REPORT BY THE MUNICIPAL MANAGER
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9.3.1	DECISIONS TAKEN IN TERMS OF DELEGATED AUTHORITY: MUNICIPAL MANAGER AND SECTION 57 MANAGERS: MARCH 2018 – JUNE 2018
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Collaborator No: 3/5/1/2
IDP KPA Ref No: Good governance and Compliance
Meeting Date: July 2018

1. DECISIONS TAKEN IN TERMS OF DELEGATED AUTHORITY: MUNICIPAL MANAGER AND SECTION 57 MANAGERS: MARCH 2018 – JUNE 2018

2. PURPOSE OF REPORT

To report to Council on the decisions taken by the Municipal Manager and Directors in terms of Council's System of Delegations for the period March 2018 until June 2018, 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

To report to Council on the decisions taken by the Municipal Manager and Directors in terms of Council's System of Delegations for the period March 2018 until June 2018, in compliance with Section 63 of the Local Government: Municipal Systems Act read in conjunction with the System of Delegations as approved by Council.

5. RECOMMENDATIONS

That Council takes note of the decisions taken, for the period March 2018 until June 2018, by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler
- Director: Strategic and Corporate Services – Ms A de Beer
- Director: Engineering Services – Mr Deon Louw
- Director: Community and Protection Services – Mr G Esau
- Chief Financial Officer – Mr M Wüst
- Director: Integrated Human Settlements and Property Management – Mr T Mfeya
- Acting Director: Planning and Economic Development – T Mfeya

6. DISCUSSION / CONTENTS**6.1 Background**

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

Please note that these delegations only indicate the delegations exercised that were delegated by Council to the various Senior Managers.

6.2 Legislative Implications

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 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."

ANNEXURES

APPENDIX 1: DELEGATIONS EXERCISED BY THE MUNICIPAL MANAGER AND THE S57 MANAGERS

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	July 2018

APPENDIX 1

**DELEGATIONS EXERCISED BY MUNICIPAL MANAGER : G METTLER
MARCH 2018**

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
05 March	645	HR	Standby – Law Enforcement – March 2018	5 March	5 march	Signed – Given the three major events happening in town on weekend of 10 – 12 March as well as the Eeufees, Woordfees this request is only approved for the month of March.
	645	HR	Standby – Law Enforcement – Feb 2018	5 March	5 March	Not approved
	5	Legal	Community and Protection – Delegations Feb 2018	5 March	5 March	Signed
	661	Perf	LED – Request to change SDBIP TL 5 and TL 10	5 March	5 march	Not approved – no evidence to support that KPI was met in quarter 1 or 2. Confirmed with Ms Krige and de Visser.
6 March	5	Legal	Delegation – February 2018 Engineering	6 March	6 March	Signed
	648	HR	Cell phone Allowance Application Community Development Services	6 March	6 March	Signed
6 March	5	Legal	Consent to cancellation B9416/1993	6 March	6 March	Signed
	648	HR	Approval for Flexi-hours	6 March	6 March	Signed
		HR	Travel Claim	6 March	6 March	Signed
	648	HR	Application for cell phone allowance	6 March	6 March	Signed
	270	SCM	B/SM 11/18 – Formalisation of Informal Traders at Franschoek Town Hall – Rheka Construction	6 March	6 March	Approved with above conditions as per above . Minor breach to be reported to MPAC and Council. Local content to be adhered to.
7 March	648	HR	Application for cell phone Allowance	7 March	7 March	Signed

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
8 March		SCM	Confirmation to Rehka Construction – B/SM 11/18 Informal Traders in Franschoek	8 March	8 March	Signed
		SCM	B/SM 35/18 – Erf 2181, Klappmuts – Cancellation letters	8 March	8 March	Signed
	648	HR	Application for Cell phone allowance – Office of the MM	8 March	8 March	Signed
	648	HR	Acting Allowance Acting PA to the MM – March 2018	8 March	8 March	Signed
	645	HR	Standby pre-approval - Disaster Management April 2018	8 March	8 March	Signed
	648	HR	Application for cellphone allowance	8 March	8 March	Signed
	519	Property	Agreement – Idasvalley Housing project – Application for the installation of Civil Engineering Services to 370 Sites and allocation of the NHBRC project enrolment fees	8 March	8 March	Signed
	495	Property	Signing of 8 deeds of sale : Kayamandi Subsidised housing project	8 March	8 March	Signed
	5	Legal	Eviction case – Tadvest Industrial EDMS Bpk // Johanna Elsie Malan Case number 757/17	8 March	8 March	Signed
9		HR	Mediation Training	9 March	9 March	Signed
	5	Legal	Lease Agreement – Space in Kayamandi Corridor Batwa Creations	9 March	9 March	Signed
	645	HR	Overtime Pre-approval – Feb 2018 Informal Settlements	9 March	9 March	Signed
12	648	HR	Various Cellphone Allowance approvals – Engineering Services	12 March	12 March	Signed
	270	SCM	Ratification DP Truck hire B/SM 84/16 R 55 290	12 March	12 March	Signed – item for Mpac for 20 March to be prepared by user department explaining the minor breach and what consequence management was implemented. Feedback to be given to the Department why this matter is only

						being addressed now given that work happened in 1 st quarter of financial year, August 17.
DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
12	645	HR	Standby Allowance Housing Administration	12 March	12 March	Not signed – reasons given boils down to planned overtime, which should be dealt with ito the policy.
14	270	SCM regs	Ratification – Deviation of Royal Haskoning DHV as consultants for extension of Wemmershoek WWTE	14 March	14 March	Signed
		Legal	Removal of restrictive title deed condition	14 March	14 March	Signed
	5	Legal	Temiko Investment CC / Stellenbosch Municipality and others	14 March	14 March	Signed, approved as per comments discussed with A de Beer
	495	Legal	Power of attorney for erven in Watergang Kayamandi	14 March	14 March	Signed
		HR	Application for flexi-time	14 March	14 March	Approved
	8	Legal	Delegations Planning and LED – Feb 2018	14 March	14 March	Signed
		MFMA	WC MFSG Grant – Reporting	14 March	14 March	Signed
	648	HR	Approval of Cellphone allowance – Housing officials	14 March	14 March	Signed
	495	Legal	Power of attorney – Klapmuts	14 March	14 March	Signed
	322	LUPO	Certificate subdivision Klapmuts erf 812	14 March	14 March	Signed
	648	HR	Cellphone Allowance – Finance	14 March	14 March	Signed
		MFMA	Monthly budget report – Feb 18	14 March	14 March	Signed
	5	Legal	MOA – Transfer Payment Agreement – Dept Transport and PW R376 000	14 March	14 March	Signed
		Legal	Internal Appeal – PAIA – refusal letter	14 March	14 March	Signed – applicant to be informed of decision.
15		HR	Annual Leave	15 March	15 March	Approved
	495	Legal	Power of attorney – Erf 8716 Idas Valley, Stellenbosch	15 March	15 March	Approved
	495	Legal	Power of attorney – Erf 230 Kylemore	15 March	15 March	Approved
	495	Legal	Power of attorney – erven in Kayamandi	15 March	15 March	Approved
	495	Legal	Power of attorney erf 1637 Kayamandi	15 March	15 March	Approved

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
		HR	Vaneesa van der VEen / Stellenbosch Mun Case no 23092/2017	15 March	15 March	Approved
19		SCM	Appointment of BEC Members – effective from 15 March 2018	19 March	19 March	Approved
	270	SCM	Ratification – Jubelie projects for R624 500 (incl VAT)	19 March	19 March	Approved – must go to MPAC target April
	270	SCM	Ratification – Payment for emergency services Refreshments in excess of approved meal value	19 March	19 March	Approved – Please send via SCM and CFO for Comments must go to MPAC target April
		Legal	Affidavit and application for the issuing of a deed ito the provisions of Regulation 68 (1) if of the Deeds Registries Act – Erf 812 Klapmuts	19 March	19 March	Signed
	8	Legal	Financial Delegations – Governance Unit	19 March	19 March	Signed
			Payment – FRC members – meeting held 12 March	19 March	19 March	Signed
	270	SCM	Deviation 32/18 – Supply, Deliver, transport and construction of alternative building technology structures erf 2181 Klappmuts (Mandela City) R16 035 572.88	19 March	19 March	Signed, please see comments by CFO regarding value for money received, market was tested as mentioned in the deviation application. I am satisfied that value for money will be received.
22	101	Land Use	Appeal ito SPLUMA Temporary departure : Farm 393/7 Stellenbosch	22 March	22 March	Approved
	101	Land Use	LU 4659 ERf 5343 Stellenbosch	22 March	22 March	Approved
	101	Land Use	LU 4792 – Erf 67 Lanquedoc	22 March	22 March	Approved
		Legal	Power of attorney to pass transfer – Erf 1687 Kayamandi	22 March	22 March	Approved
23		Legal	Power of attorney to pass transfer – Erf 3363 Klappmuts	23 March	23 March	Approved
26	648	HR	Cellphone Allowance – Field workers Dept Informal Settlements	26 March	26 March	Approved, as per category 2 of the cellphone allowance
27		MFMA	Quality Certificate – Budget	27 March	27 March	Signed
28		ICT	ICT Forms – Field Workers – Informal Settlements	28 March	28 March	Signed

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
	648	HR	Cellphone Allowance – Engineering Services	28 March	28 March	Signed
	5	Legal	Lease agreement – Space in Kayamandi Corridor – Vuyokazi Ningi	28 March	28 March	Signed
29		ICT	ICT Forms – Interns informal settlements	29 March	29 March	Signed
	648	HR	Cellphone Allowance – C Kleynhans	29 March	29 March	Signed
	645	HR	Approval of Overtime and Standby allowance	29 March	29 March	Signed
	5	Legal	Awarding rights to lease LED Hubs – Kayamandi	29 March	29 March	Signed

**DELEGATIONS EXERCISED BY MUNICIPAL MANAGER : G METTLER
APRIL 2018**

DATE	Del nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
3		HR	Overtime and Standby Informal Settlements – April 2018	3 April	3 April	Signed
	498	Legal	Application for eviction – 2883/16	3 April	3 April	Signed
	498	Legal	Application for eviction – case 4169/16	3 April	3 April	Signed
4		Legal	Appeal ito s62 FJ Architecture	4 April	4 April	Signed
	539	Legal	Power of Attorney – 12840 Idas Valley, Stellenbosch	4 April	4 April	Signed
	539	Legal	Kayamani Housing Project – Power of attorney 3864 3869 3878 3865 3889 3866 3876 3825 3877 3886 3795 3766 3705 38705 3873 3880 3786 3744 3867 3815 3764 3892 3798 3787 3733 3833	4 April	4 April	Signed
5		HR	Travel Claim	5 April	5 April	Signed
	643	HR	Late submission of acting allowance –	5 April	5 April	Signed
	643	HR	Standby – Informal Settlements – March 2018	5 April	5 April	Signed
	9	Legal	Payment of relocation of residents from Slabtown and the appointment of Pay Master – 4 x R5 000 = R20 000 – Paymaster J Robyn	9 April	9 April	Signed
9		HR	Approval of Cellphone allowance	9 April	9 April	Signed
10		MFMA	Signing Delegations : Senior Manager Governance	10 April	10 April	Signed
	945	Legal	Power of attorney – Kayamandi Housing project erf : 3885,3698,3713,3736,3738,3742,374	10 April	10 April	Signed
	5	Legal	Koopkontrak – Cloetesville erf 11725	10 April	10 April	Signed
	5	Legal	Koopkontrak – Cloetesville erf 11732	10 April	10 April	Signed

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
13	8	Legal	Delegations Planning and LED March 2018	13 April	13 April	Signed
17	495	Legal	Power of Attorney Watergang Kayamandi	17 April	17 April	Signed
	5	Legal	MOA Department of Human Settlements and Stellenbosch Mun – Northern Extension Kayamandi 5200 sites	17 April	17 April	Signed
DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
	5	Legal	MOU Department Water Services – Monitoring	17 April	17 April	Signed
	795	Legal	Signing of deeds of sale – Cloetesville	10 April	10 April	Signed
18	270	SCM regs	11725, 11732, 11764, 11780, 11807, 14799 at Raithby and Prier WWTW – R/ 848	18 April	18 April	Signed, compulsory service and approved
10		Legal	Signing of founding affidavit Stellenbosch Mun / G	18 April	18 April	Signed
	5	Legal	Progress report Learnership – LGAAC	18 April	18 April	Signed
		Legal	MOA Stellenbosch B/SM 52/17 and Geodebt	18 April	18 April	Signed
		Perf Man	SDBIP report Feb 2018	10 April	10 April	Signed
	5	Legal	Signing of settlement agreement	10 April	10 April	Signed
		HR	Approval of internal bursaries – studies completed	10 April	10 April	Signed
		Legal	Signing of replying affidavit – ISASA and the Minister of COGTA Case no – 6957/2010	10 April	10 April	Signed
		MEFA	MEC support grant	18 April	18 April	Signed
		MEFA	Irregular expenditure notification – MEC Bredell	18 April	18 April	Signed
11	264	SCM	Procurement of goods and services under contracts secured by other organ of state – organ of state : Saldanha Bay Mun – Protective Clothing	11 April	11 April	Signed
		SCM	Cederberg Mun – Analysing of water and sanitation samples	11 April	11 April	Signed
20	270	SCM regs	Deviation B/SM 11/17 Increase Threshold	11 April	11 April	Signed
	645	HR	Appeal to 382 Jointly Engineering and Trading SA Acting Allowance Acting PA to the MM	20 April	20 April	Signed
	645	HR	Standby pre approval – Disaster Management	11 April	11 April	Signed
23	945	Legal	Power of attorney for erven in Watergang Kayamandi 2591 and 2865	11 April	11 April	Signed
25	533	Legal	Sales agreement – Faire Donne Estate Franshoek	25 April	25 April	Signed
	945	Legal	Power of attorney for erven in Watergang Kayamandi 2526 and 2423	11 April	11 April	Signed
	945	Legal	Power of attorney for erven in Watergang Kayamandi 2529 and 2423	11 April	11 April	Signed
	945	Legal	Power of attorney for erven in Watergang Kayamandi 2532 3434 3411 3443	11 April	11 April	Signed
	945	Legal	Power of attorney for erven in Watergang Kayamandi 2588	11 April	11 April	Signed
	945	Legal	Request for single source selection B/SM 25/18	25 April	25 April	Signed, limited to 20%
	945	Legal	Expansion of contract B/SM 5/13 Stellenbosch	25 April	25 April	Signed
	945	Legal	Power of attorney for erven 8530 8436 8554 8565	11 April	11 April	Signed
	5	Legal	SPA – Block walling/joining of metals training	25 April	25 April	Signed
	5	SPLUMA	Certificate Subdivision of erf 812 Klappmuts	25 April	25 April	Signed
		SPLUMA	Certificate Subdivision of erf 307 Klappmuts	11 April	11 April	Signed
		SPLUMA	Certificat ito S118 Erf 1457 Klappmuts	11 April	11 April	Signed
	945	Legal	Signing power of attorney Kayamandi	11 April	11 April	Signed
	945	Legal	Signing power of attorney Cloetesville	11 April	11 April	Signed
	945	Legal	Signing power of attorney Costaland Kayamandi	11 April	11 April	Signed
	945	Legal	Signing power of attorney Watergang Kayamandi	11 April	11 April	Signed
	945	Legal	Signing power of attorney Kylemore	11 April	11 April	Signed

	945	Legal	Power of attorney Erf 316 Kylemore	11 April	11 April	Signed
11	945	Legal	Power of attorney Erf 465 Le Rouz Franschoek	11 April	11 April	Signed
	945	Legal	Power of attorney Erf 1889 Kayamandi	11 April	11 April	Signed
	945	Legal	Power of attorney Erf 456 Le Roux Franschoek	11 April	11 April	Signed
	945	Legal	Signing of power of attorney Erf 375 Kylemore	11 April	11 April	Signed
	945	Legal	Signing of power of attorney Watergang	11 April	11 April	Signed
		Legal	Affidavit and application for issuing of a deed	11 April	11 April	Signed
12		Legal	Appeal in terms of S62 BW Waster Management – Appeal not granted	12 April	12 April	Signed – not granted
	647	HR	Decision to implement Disciplinary Action – Engineering	12 April	12 April	Signed
	8	Legal	Delegations – Engineering March 2018	12 April	12 April	Signed
12	495	Legal	Signing of deed of sale, Erf 1538, Costaland Kayamandi	12 April	12 April	Signed
		MFMA	Financial signing power delegation – Governance	12 April	12 April	Signed
		SCM	FQ – Urgent interdict remove pigs Onderpapegaiberg	12 April	12 April	Signed
13	495	Legal	Power of attorney – Watergang	13 April	13 April	Signed
		Legal	Founding affidavit : Stellenbosch Municipality/ Lee Anne Bailey and other	13 April	13 April	Signed
	538	Legal	Lease Agreement – Ward Offices De Novo	13 April	13 April	Signed
	270	SCM regs	Deviation Appointment of Bytes system integration for Biometrics Devices – R924 588	13 April	13 April	Signed
		Legal	Signing of founding affidavit Stellenbosch Mun/Gerhard Morris	13 April	13 April	Signed
		MFMA	Monthly budget monitoring – March 2018	13 April	13 April	Signed
	8	Legal	Delegations Strategic and Corporate March 2018	13 April	13 April	Signed

**DELEGATIONS EXERCISED BY MUNICIPAL MANAGER : G METTLER
MAY 2018**

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
9		LUPO	Appeal in terms of S79(2) LUP By-law – Refuse the application for departure Erf 571 Franshoek	9 May	9 May	Signed
		Perf Man	SDBIP report March 2018	9 May	9 May	Signed
10	645	HR	Overtime – Community development	10 May	10 May	Not approved
	8	HR	Delegations – Engineering services April 2018	10 May	10 May	Signed
		SCM	Ratification : Tunitrim for the amount of R17 527.50	10 May	10 May	Signed, matter to serve before MPAC
14	624	SCM	Letter Nelson Mandela Bay Mun Tender B/SM 28/18 Supply and Delivery of electrical material to Beltana stores and B/SM 01/17 – Request to use tender. Request approved	14 May	14 May	Approved
16	270	SCM	Deviation Continuation of appointment OHS officer for Kayamandi Housing project 20 units R31 065	16 May	16 May	Approved – Approve the appointment of Syakathela Safety to complete the project of the Kayamandi Housing project on the same terms.
16		SCM	Deviation – continuation of appointment Environmental officer for Kayamandi Housing project – 20 Units R18 62	16 May	16 May	Approved – on same terms as contract in 2015.
16	270	SCM	Deviation – provision of a Fraud Hotline or Tip-off line 1 July – 31 August.	16 May	16 May	Approved for 2 months, on the same terms as current contract

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
21	645	HR	Standby pre-approval Disaster Management June 2018	21 May	21 May	Approved
		HR	Disclosure of interest form	21 May	21 May	Signed
24		MFMA	Application for Donation – Kusasa Star Football Club – R8 000	21 May	21 May	Approved
25		Legal	Supplementary report – Case number 4169/16	25 May	25 May	Approved
	498	Legal	Application for eviction – Case number 2447/17	25 May	25 May	Approved
	498	Legal	Application for eviction – Case number 4168/16	25 May	25 May	Approved
	498	Legal	Application for eviction – Case number 2037/16	25 May	25 May	Approved
	647	HR	Grievance meeting - Grievance outcome	25 May	25 May	Signed
		HR	Disclosure of benefits	25 May	25 May	Signed
25	495	Legal	Kayamandi Housing project Power of attorney 3757,3758,3858,3760,3768,3769,3775,3772,3773,3774,3776,3777,3855,3856,3857,3851,3848,3847,3860,3864,3833,38 3764,3705,3889,3892,3886,3887,3886,3744,3879,3877,3876,3875,3880,3797,3863,3741,3881,3743,3734,3725,3702,37 3885,3749,3745,3742,3738,3736,3859,3858,3857,3856,3718,3709,3706,3704,3703,3696,3697,3699,3648,3695,3882,37 3750,3884,3752,3754,3755,3726,3727,3728,3729,3730,3731,3734,3735,3862,3828,3826,3822,3829,3820,3824,3827,38 3756,3767,3765,3770,3779,3778,3800,3809,3813,3823,3751,3845,3898,3860,3844,3713,3723,3720,3719,3717,3718,37 3711,3780,3781,3782,3784,3785,3788,3789,3790,3791,3792,3793,3794,3796,3797,3799,3801,3802,3803,3804,3806,38 3817,3818,3820,3843,3842,3841,3840,3839,3838,3834,3831,3834	25 May	25 May	Signed
	495	Legal	Power of attorney to pass transfer : Faire Donne Estate, Franschoek erf 3428 and 3434	25 May	25 May	Signed
28		Perf Man	SDBIP report – April 2018	28 May	28 May	Signed
28	645	HR	Pre-approvals – Informal Settlements	28 May	28 May	Signed
	270	SCM regs	Deviation – Betaview fencing – additional gates required B/SM 17/18 – R55 825	28 May	28 May	Under R200 000. No need for MM approval.
	495	Legal	Addendum : Construction of 20 Top Structures Kayamandi, Watergang	28 May	28 May	Signed

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
29	270	SCM regs	Deviation : Repair of two Kayaloo Units – R188 680	29 May	29 May	Approved
	270	SCM regs	Reappointment of Beal Africa for detailed designs and supervise the implementation of the project R179 850.	29 May	29 may	Not approved – panel/tender to be used
	270	SCM regs	Appointment of Red Ant security to prevent invasion on municipal land – R433 550	29 May	29 May	Approved, emergency situation to prevent more damages
30	5	Legal	EPWP grant 2018/19 – MOU with Department of Public Works	30 May	30 May	Signed
31	5	Legal	Transfer payment agreement Department of Public Works R371 000	31 May	31 May	Signed
		IEC	Letters to IEC – Resignation and Early retirement of 2 Councillors.	31 May	31 May	Signed

**DELEGATIONS EXCERSED BY MUNICIPAL MANAGER : G METTLER
JUNE 2018**

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
1	264	SCM regs	Procurement of goods and services : Other organs of state – Cape Winelands District Mun – Review of transport register and operating license plan for Drakenstein Mun	1 June	1 June	Signed
		SCM regs	Underwriting and management of Short term Insurance portfolio contract period ending 30 June 2021	1 June	1 June	Approved
	8	Legal	Delegations : Planning and LED April 2018	1 June	1 June	Signed
		MFMA	Conditional grant business plan 2018/2019	1 June	1 June	Signed
		SPLUMA	Appointment of internal MPT member – D Louw	1 June	1 June	Signed
	270	SCM regs	Deviation – Appointment of professional consultant to process 2nr round of public comment Stellenbosch IDZ Scheme – R69 000	1 June	1 June	Signed
11	270	SCM regs	Deviation – appointment of service provider to supply, install and manage of STS compliant prepaid electricity vending R286 000 pm and R43 000 pm	11 June	11 June	Please see comment on meter reader deviation. Planning critical forward planning and compliance with DMP to avoid recurrence
	270	SCM regs	Deviation – Rad meters remotely via AMR R145 000 and R5 000 per month	11 June	11 June	Please ensure sufficient time ito planning going forward. This can be avoided if process was started early enough. Forward planning and DMP should be followed to avoid this in future.
		MFMA	Application for Donation – Francois Philander and Toni Mould	11 June	11 June	Signed
	643	HR	Acting – PA to the MM 1 May – 30 June 2018	11 June	11 June	Approved
	633	HR	Acting – T Mfeya – Director Planning and LED 25 may – 25 July 2018	11 June	11 June	Approved

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
12		SPLUMA	Appeal Erf 3108, Old Helshoogte Road Stellenbosch	12 June	12 June	Signed
	8	Legal	Delegations : Engineering Services May 2018	12 June	12 June	Signed
	645	HR	Standby pre-approval – Disaster Management July 2018	12 June	12 June	Signed
		MFMA	Application for donation – Gabriel Scheepers – not approved – outside jurisdiction	15 June	15 June	Not approved
		MFMA	Application for donation – Franschoek Netbal Team; Glen Eagles Soccer Club	15 June	15 June	Approved
		SPIUMA	Appeal S79(2) – Refuse application Erf 6519, Idas Valley	15 June	15 June	Signed
18		Legal	Payment relocation of residents from Slabtown to Cloeteville and Klapmuts and Appointment of Paymaster	18 June	18 June	Signed
	538	Legal	Lease Agreement AF Louw Primary	18 June	18 June	Signed
		HR	Disclosure of interest	18 June	18 June	Signed
			2017/18 Energy efficiency and Demand side management quarterly report	18 June	18 June	Signed
19		SPLUMA	Appeal s79(2) – Erf 67 Lanquedoc	19 June	19 June	Signed
	495	Legal	Kayamandi Housing project – Power of attorney – Erf 3795 3763 3733 3783 3786 3825 3850 3869 3876 3889	19 June	19 June	Signed
20	583	Property	Standard Bank Lease agreement	20 June	20 June	Signed
21	5	Legal	MOA – WC Gov Department of LG – Mainstreaming the Public Service Course	21 June	21 June	Signed
	583	Property	Renewal of Lease Agreement : Office Accommodation Kirfance Investment – Ecclesia Building	21 June	21 June	Signed
	583	Property	Renewal of lease agreement : Office Accommodation Absa Building	21 June	21 June	Signed
	647	HR	Decision from MM to implement disciplinary action – 5 employees	21 June	21 June	Signed

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
	5	Legal	Deed of donation – Drakenstein and Stellenbosch – Remainder erf 736, Paarl portions of Remainder South n1 – from part of WC024	21 June	21 June	Signed
26	645	HR	Acting allowance – Acting Senior Manager Governance	26 June	26 June	Signed
27		MFMA	Application for donation – Rietenbosch Primary; Kayamandi Primary	27 June	27 June	Signed
	583	Legal	Lease Agreements Kayamandi Corridor by Kayamandi ECD Forum	27 June	27 June	Signed
	643	HR	Appointment of Supt : Road and Stormwater	27 June	27 June	Signed
			Approval Grand in Aid 18/19 MOUs's	27 June	27 June	Signed
29	5	Legal	Transfer payment – Department Local Government – Conditional Grant – Support and maintenance of municipal fire and rescue services	28 June	28 June	Signed
	5	Legal	Addendum to SLA – TMT	28 June	28 June	Signed
		SCM regs	Ratification – Basson Blackburn Attorneys R104 768.44	28 June	28 June	Signed, to be submitted to MPAC
29	270	SCM regs	Deviation – extension on security contracts	29 June	29 June	Signed, not to be extended beyond the three month. Department should plan better and do forward planning
	270	SCM regs	Deviation – Parking Management	29 June	29 June	Signed, not be extended beyond 6 months – tender needs to be in place. Department need to plan better and ensure that tenders are in place. Departments was warned in advance of tender coming to an end.

STRATEGIC AND CORPORATE

**DELEGATIONS EXERCISED FOR PERIOD: MARCH 2018
DIRECTORATE: STRATEGIC AND CORPORATE SERVICES**

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
1/3/2018	643.	Planning Department	Fixed term contract	28/2/2018	1/3/2018	Approved Resolved
2/3/2018		Human Resources	Technical Evaluations: <ul style="list-style-type: none"> ➤ Training for Peace officer ➤ Training for First aid level 1 ➤ Training for Event Security Management ➤ Training for Self-defence and SWAT Training ➤ Training for cable spiking, jointing and termination ➤ Training for refuse removal staff ➤ Training for fire arms 	1/3/2018	2/3/2018	Approved Resolved
5/3/2018	643.	Human Resources	Extension on existing fixed term contract	2/3/2018	5/3/2018	Approved Resolved
5/3/2018	643.	Human Resources	Fixed term contract	2/3/2018	5/3/2018	Approved Resolved
5/3/2018	645.	ICT department	Overtime pre-approvals:, (standby for ICT Systems and Network after hours)	2/3/2018	5/3/2018	Approved Resolved
13/3/2018	643.	Financial Services	Fixed term contract	9/3/2018	13/3/2018	Approved Resolved
15/3/2018	645 (I)	Ward Administration	Timesheets – Ward Administrators	-	5/3/2018	Approved Resolved
15/3/2018	645 (I)	Mayor's Office	Timesheet: Office of the Mayor	-	15/3/2018	Approved Resolved
15/3/2018	645 (I)	Municipal Court	Timesheets: Municipal Court	-	15/3/2018	Approved Resolved
20/3/2018	643.	Engineering Services	Fixed term contract Water Services	-	20/3/2018	Approved Resolved
20/3/2018	643.	Human Resources	Fixed term contract: HR	19/3/2018	20/3/2018	Approved Resolved

20/3/2018	643.	Housing department	Fixed term contract Housing Department	19/3/2018	20/3/2018	Approved Resolved
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**DELEGATIONS EXERCISED FOR PERIOD: APRIL 2018
DIRECTORATE: STRATEGIC AND CORPORATE SERVICES**

DATE	Del Nr	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
04/04/2018	645.	Committee Services	Overtime pre-approvals Committee Services	-	04/04/2018	Approved Resolved
05/04/2018	643.	Ward Administration	Fixed Term Contract	-	05/04/2018	Approved Resolved
09/04/2018	645.	ICT	Overtime Pre- approvals ICT	-	09/04/2018	Approved Resolved
09/04/2018	643.	Human Resources	Fixed term contract: Area Manager	-	09/04/2018	Approved Resolved
10/04/2018	643.	Document Management	Fixed Term Contract: Document Management	-	10/04/2018	Approved Resolved
10/04/2018	643.	Housing Department	Fixed term contract: Housing	-	10/04/2018	Approved Resolved
11/04/2018	643.	Engineering	Contract: Water Services	-	11/04/2018	Approved Resolved
12/04/2018	643.	Document Management	Fixed Term contract: Housing	-	12/04/2018	Approved Resolved
12/04/2018	643.	SCM Management	Fixed Term contract SCM	-	12/04/2018	Approved Resolved

12/04/2018	643.	Engineering	Fixed Term Contract: Engineering	-	12/04/2018	Approved Resolved
13/04/2018	643.	Housing	Fixed term contract Housing	-	13/04/2018	Approved Resolved
17/04/2018	645.	Document Management	Overtime Pre- Approval document managment	-	17/04/2018	Approved Resolved
25/04/2018	643.	Human Resources	Fixed Term Contract: Informal Settlement	-	25/04/2018	Approved Resolved
26/04/2018		Finance	Budget virementation(R700 000, R400 00, R400 000 & R15 000 000)- Payment of HR Bargaining Council Fees	-	26/04/2018	Approved Resolved

**DELEGATIONS EXERCISED FOR PERIOD: MAY 2018
DIRECTORATE: STRATEGIC AND CORPORATE SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/05/2018	643.	Human Resources	Addendum fixed term employment contract:	-	03/05/2018	Approved Resolved
03/05/2018	643.	Information Communication Technology	Addendum to fixed term contract:	-	03/05/2018	Approved Resolved
09/05/2018		Information Communication Technology	Overtime Pre- approvals: ICT	-	09/05/2018	Approved Resolved
09/05/2018		Human Resources	Memo: Supply, Delivery and fit of chairs for Stellenbosch Municipality(wc024)	-	09/05/2018	Approved Resolved
09/05/2018	643.	Community and Protection Services	Fixed Term Contracts: Learner Law Enforcement Officers:	-	09/05/2018	Approved Resolved

10/05/2018			Overtime Pre- approval:		10/05/2018	Approved Resolved
10/05/2018		Department of Justice	Direct Payment Request: Contemp of Court- 20170731115409- R28 500.00	-	10/05/2018	Approved Resolved
15/05/2018	645 (I)	Salaries	Timesheets: .	-	15/05/2018	Approved Resolved
16/05/2018	643.	Human Resources	Addendum to Fixed Term Employment Contracts:	-	16/05/2018	Approved Resolved
16/05/2018	643.	Speaker's Office	Addendum to Fixed Term Employment Contract:	-	16/05/2018	Approved Resolved
16/05/2018		Labour Relations	Memo: Time off request for all IMATU Shop Stewards to attend a Regional Conference	-	16/05/2018	Approved Resolved
16/05/2018	643.	Human Resources	Addendum to fixed term contract	-	16/05/2018	Approved Resolved
16/05/2018	643.	Water Services	Addendum to fixed term contract:	-	16/05/2018	Approved Resolved
16/05/2018	643.	Finance Department	Addendum to fixed term contract:	-	16/05/2018	Approved Resolved
16/05/2018	643.	Human Resources	Addendum to fixed term contract	-	16/05/2018	Approved Resolved
16/05/2018		Finance department	Memo: Extension of Contracts(temporary worker in SCM):	-	16/05/2018	Approved Resolved
17/05/2018		Human Resources	Memo: extension of contracts(temporary worker in SCM)	-	17/05/2018	Approved Resolved
18/05/2018	643.	Human Resources	Addendum to Fixed Term Contract:	-	18/05/2018	Approved Resolved
18/05/2018	643.	Human Resources	Addendum to Fixed Term Contract:	-	18/05/2018	Approved Resolved
18/05/2018	643.	Human Resources	Addendum to Fixed Term Contract	-	18/05/2018	Approved Resolved
21/05/2018		Human Resources	Appointment Files: <ul style="list-style-type: none"> • Foreman: Sewer Network • Senior Clerk: Labour Relations 	16/05/2018	21/05/2018	Approved Resolved
21/05/2018		Labour Relations	Appointment of Presiding Officer and Initiator: S. De Visser & M. Zimri	-	21/05/2018	Approved Resolved

21/05/2018		Document Management	Amendments and additions No2/2018	-	21/05/2018	Approved Resolved
21/05/2018		Document Management	Approval of Ephemeral Retention Periods	-	21/05/2018	Approved Resolved
23/05/2018		Information Communication Technology	Tender: B/SM- Supply and Installation of Security at Matopie High Site in Franschoek.	-	23/05/2018	Approved Resolved
28/05/2018	643.	Human Resources	Addendum to Employment Contract: J. G. Louw	-	28/05/2018	Approved Resolved
28/05/2018		Labour Relations	Appointment of Presiding Officer and Initiator: M. Francis & M. Zimri	25/05/2018	28/05/2018	Approved Resolved
28/05/2018		Planning & Economic Development	Memo: Incapacity: Ill Health: Miss B Nkonzo: Proposal from department	-	28/05/2018	Approved Resolved
29/05/2018		Human Resources	Advertisements: Switchboard Operator, Fire Fighter, Assistant Superintendent: Traffic Law Enforcement, Deputy Chief: Traffic Law Enforcement	-	29/05/2018	Approved Resolved
30/05/2018		Human Resources	Appointment files: Chief Clerk- Rates and Services & Meter Reader	-	30/05/2018	Approved Resolved
30/05/2018		Human Resources	Appointment Files: Snr Manager: Water & Wastewater & Snr Manager: Roads, Transport, Stormwater and Traffic Engineering	-	30/05/2018	Approved Resolved
30/05/2018		Human Resources	Termination of services:	-	30/05/2018	Approved Resolved
31/05/2018		Supply Chain Management	MBD 7.2- Contract Form- Rendering of Services- Tender Nr: BSM 78/18	29/05/2018	31/05/2018	Approved Resolved
31/05/2018		Committee Services	Overtime Pre-approvals:	-	31/05/2018	Approved Resolved
31/05/2018		Labour Relations	Memo: Request for approval: Time off Request for all electricity SAMWU members to attend a constituency Meeting on 05 June 2018	-	31/05/2018	Approved Resolved
31/05/2018	645 (I)	Human Resources	Fixed Term Contract:	-	31/05/2018	Approved Resolved
31/05/2018		Human Resources	Disclosure form of benefits and interests	-	31/05/2018	Approved Resolved

01/06/2018		Document Management	Amendments to and appraisal of records control schedule: RCS 2/2018	-	01/06/2018	Approved Resolved
01/06/2018		Human Resources	NT Annexure A(Special Merit Case Progress Report): Stellenbosch Municipality	-	01/06/2018	Approved Resolved
01/06/2018		Labour Relations	Agreement to postpone arbitration proceedings scheduled for 07 June 2018	01/06/2018	01/06/2018	Approved Resolved
05/06/2018		Human Resources	Advertisement- Assistant Superintendent: Traffic Law Enforcement	-	05/06/2018	Approved Resolved
05/06/2018		Human Resources	Disclosure form for benefits and interest	-	05/06/2018	Approved Resolved
07/06/2018	645 (l)	Human Resources	Fixed Term Contract	06/06/2018	07/06/2018	Approved Resolved

**DELEGATIONS EXERCISED FOR PERIOD: JUNE 2018
DIRECTORATE: STRATEGIC AND CORPORATE SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/06/2018		Records	Letter: Amendments to and appraisal of records control schedule: RCS 2/2018	25/05/2018	01/06/2018	Approved Resolved
01/06/2018		Labour Relations	Agreement to postpone arbitration proceedings scheduled for 07 June 2018	01/06/2018	01/06/2018	Approved Resolved
05/06/2018		Human Resources	Advertisement: Assistant Superintendent: Traffic Law Enforcement	-	05/06/2018	Approved Resolved
05/06/2018		Human Resources	Disclosure form for benefits and interests:	-	05/06/2018	Approved Resolved
05/06/2018		Human Resources	Employee attendance registers	04/06/2018	05/06/2018	Approved Resolved
07/06/2018	643.	Human Resources	Fixed Term Contract	-	07/06/2018	Approved Resolved
11/06/2018		Labour Relations	Grievance form	-	11/06/2018	Approved Resolved
11/06/2018	643.	Human Resources	Fixed term contract:	08/06/2018	11/06/2018	Approved Resolved
12/06/2018		Human Resources	Resignation letter	-	12/06/2018	Approved Resolved

13/06/2018		Human Resources	Advertensie Proef: Biblioteek Assistant	-	13/06/2018	Approved Resolved
13/06/2018	645 (l)	Council Support	Timesheets	12/06/2018	13/06/2018	Approved Resolved
13/06/2018		Information Communication technology	Overtime Pre- approvals: ICT	06/06/2018	13/06/2018	Approved Resolved
13/06/2018		Committee Services	Overtime Pre-approval:	13/06/2018	13/06/2018	Approved Resolved
13/06/2018		Human Resources	Disclosure form for benefits and interests:	11/06/2018	13/06/2018	Approved Resolved
13/06/2018	643.	Human Resources	Addendum to fixed term contract	12/06/2018	13/06/2018	Approved Resolved
13/06/2018		Human Resources	Technical Evaluation: FQ/SM 253/18- Principles of Good Customer Service Training	-	13/06/2018	Approved Resolved
13/06/2018	645 (l)	Salaries	Timesheets	12/06/2018	13/06/2018	Approved Resolved
13/06/2018		Occupational Health and Safety	Employer nominee to health and safety committee sections(19)3 & Assistant to the Chief Executive Officer Appointment Section 16(2)- Annalene de Beer	-	13/06/2018	Approved Resolved
13/06/2018		Human Resources	Placement Letter)	-	13/06/2018	Approved Resolved
14/06/2018		Human Resources	Disclosure form for benefits and interest	-	14/06/2018	Approved Resolved
14/06/2018		Legal Services	Power of attorney for Erf 2901 Watergang, Kayamandi	06/06/2018	14/06/2018	Approved Resolved
14/06/2018	211 (d) INV	Labour Relations	Witzenburg Municipality- SAMWU Union Contributions-	-	14/06/2018	Approved Resolved
15/06/2018		Labour Relations	Memo: Time off request for all Electricity SAMWU members to attend a constituency meeting on 15 June 2018	-	14/06/2018	Approved Resolved
15/06/2018	645.	Committee Services	Overtime pre-approval	-	15/06/2018	Approved Resolved
15/06/2018	643.	Document Management	Fixed Term temporary employment contract	14/06/2018	15/06/2018	Approved Resolved
15/06/2018		Records	Letters: • Destruction of records: Engineering Services D9/2018	-	15/06/2018	Approved Resolved

			• Destruction of records: Financial Services D8/2018			
20/06/2018		Human resources	Resignation letter	-	20/06/2018	Approved Resolved
20/06/2018		Human Resources	Placement Letters: MM Office	-	20/06/2018	Approved Resolved
20/06/2018		Labour Relations	Investigation Report: Michelle Jason & Appointment of Presiding Officer	-	20/06/2018	Approved Resolved
20/06/2018	643.	Infrastructure Services	Fixed term contract	-	20/06/2018	Approved Resolved
20/06/2018	643.	Economic Development and Planning Services	Addendum to fixed term contract:	20/06/2018	20/06/2018	Approved Resolved
21/06/2018		Labour Relations	Decision/ Authorisation to implement Disciplinary Action	18/06/2018	21/06/2018	Approved Resolved
21/06/2018	643.	Finance	Fixed term contract	21/06/2018	21/06/2018	Approved Resolved
22/06/2018	643.	Finance	Fixed term contract	11/06/2018	22/06/2018	Approved Resolved
22/06/2018	643.	Human Resources	Addendum to fixed term contact	11/06/2018	22/06/2018	Approved Resolved
22/06/2018		Labour Relations	Decision/ Authorisation to implement disciplinary action	-	22/06/2018	Approved Resolved
22/06/2018		Labour relations	Appointment of Presiding Officer	-	22/06/2018	Approved Resolved
25/06/2018	643.	Finance	Fixed term contract:	-	25/06/2018	Approved Resolved
25/06/2018		Human resources	Red appointment File: Superintendent: Roads and Stormwater.	-	25/06/2018	Approved Resolved
26/06/2018		Occupational Health and Safety	Memo: Urgent request for appointment of services provider:	-	26/06/2018	Approved Resolved
29/06/2018		Human Resources	Letter: Long Services	-	29/06/2018	Approved Resolved
29/06/2018		Human Resources	Termination of Services	28/06/2018	29/06/2018	Approved Resolved
29/06/2018		Human Resources	Appointment Letter: Superintendent: Roads and Stormwater	-	29/06/2018	Approved

						Resolved
29/06/2018		Supply Chain Management	B/SM 89/18: Upgrade of Kayamandi Tourism & Economic Corridor	-	29/06/2018	Approved Resolved
29/06/2018		Labour Relations	Appointment of presiding officer	-	29/06/2018	Approved Resolved
29/06/2018		Legal Services	Review Application: Vanessa van der Veen/ Stellenbosch Municipality & Others	25/06/2018	29/06/2018	Approved Resolved
29/06/2018		Integrated Development Planning	Amendment & deletion of KPI's on the departmental service delivery Budget Implement Plan for the 2017/18 Financial year	-	29/06/2018	Approved Resolved
02/07/2018		New Housing	Incapacity Hearing:	27/06/2018	02/07/2018	Approved Resolved
02/07/2018		Supply Chain Management	Notice of termination of contract:	-	02/07/2018	Approved Resolved
02/07/2018	643.	Supply Chain Management	Extension of Contracts:	-	02/07/2018	Approved Resolved
02/07/2018	643.	Council Support	Memo: Contract: Vlottenburg Primary School	-	02/07/2018	Approved Resolved
02/07/2018	643.	Council Support	EPWP Fixed term Contract:	-	02/07/2018	Approved Resolved
02/07/2018	643.	Infrastructure Services	Intern Contract	-	02/07/2018	Approved Resolved
03/07/2018		Information Communication Technology	Contracts: <ul style="list-style-type: none"> • Service Level Agreement between Stellenbosch Municipality & ABC • MSA between Stellenbosch Municipality & Business Engineering • Service Level Agreement between Stellenbosch Municipality & PAYDAY • Service Level Agreement between Stellenbosch Municipality & Ignite • Service Level Agreement between Stellenbosch Municipality & CAT • Service Level Agreement between Stellenbosch Municipality & IMQS 	28/06/2018	03/07/2018	Approved Resolved

			<ul style="list-style-type: none"> Service Level Agreement between Stellenbosch Municipality & Avalon 			
03/07/2018		Human Resources	Request form for ICT Resources: HR Temp	03/07/2018	03/07/2018	Approved Resolved
03/07/2018	645.	Information Communication Technology	Overtime Pre-Approvals: ICT	03/07/2018	03/07/2018	Approved Resolved
03/07/2018		Human Resources	Appointment file: Senior Manager- Human Resources	03/07/2018	03/07/2018	Approved Resolved
04/07/2018		Labour Relations	Authorisation to implement disciplinary action	-	04/07/2018	Approved Resolved
05/07/2018		Legal Services	<ul style="list-style-type: none"> Power of attorney for Erf 314 Kylemore. Power of attorney for Erf 2595 Watergang, Kayamandi. 	-	05/07/2018	Approved Resolved
05/07/2018		Human Resources	Appointment Letter: Senior Manager: Human Resources	05/07/2018	05/07/2018	Approved Resolved

DIRECTORATE ENGINEERING SERVICES

**DELEGATIONS EXERCISED FOR THE PERIOD 1 MARCH 2018 – 31 MARCH 2018:
ENGINEERING SERVICES**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
601	E (d) Transport, Roads & Stormwater S 19 (b), (c) of the Roads Ordinance (19/76)	Application for road closures: Road closure for Ryneveld Street, Woordfees 2 – 11 March 2018. Road closure 4 th Avenue Street, Kayamandi 11 and 17 March 2018. Road closure for Dennesig Street Upgrading of access road from Devon Valley Road to entrance of Devon Valley Landfill Site	15/11/2018 08/03/2018 16/03/2018	28/02/2018 09/03/2018 20/03/2018 01/03/2018	Approved Approved Approved Approved
5	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59(1) of Systems Act	FIXED TERM CONTRACTS ACTING HEAD METERING: ELECTRICAL SERVICES CAD OPERATOR: DEVELOPMENT SERVICES SUPERVISOR KLAPMUTS: SWM FOREMAN DISPOSAL: SWM ACT FILING CLERK TECHNICIAN: TRS ACT SENIOR CLERK PROJECT MANAGER WATER INTERN: ELEC DIGGER LOADER OPERATOR: SWM			Approved until 30/04/2018 Approved until 30/04/18 Approved until 30/04/18 Approved until 30/04/18 Approved until 30/04/18 Approved until 30/04/18 Approved until 30/04/18 Approved until 30/06/18 Approved until 30/06/18

		<p>TECHNICIAN: ROADS & STORMWATER</p> <p>ACT DRIVER AREA CLEANING CLERK – FRANSSCHHOEK</p> <p>MEMORANDUM AGREEMENT</p> <p>Agreement between Stb Municipality and Dept of Energy (Funding and Implementation of the Integrated National Electrification Programme)</p>		26/03/2018	<p>Approved until 30/04/18</p> <p>Approved until 30/04/18</p> <p>Approved until 30/04/18</p> <p>Approved until 30/06/208</p>
561	S 184 of Municipal Ordinance and also ito the Water Services Act	<p>Water restrictions exemption: 28 - applications approved</p> <p>03 - application not approved</p> <p>37 - applications pending</p> <p>Water restrictions transgressions: 11 - reported and notices served by Law Enforcement</p> <p>Borehole registrations: 11 - Application to drill 9 - Residential: Applications 0 - Commercial: Applications 0 - Public Buildings: Applications 7 - Grey water: Applications</p>			<p>Approved</p> <p>Not approved</p> <p>Pending</p> <p>Approved</p> <p>Approved Approved Approved Approved</p>

		Interruption in the water supply: Skool Street, Jamestown		02/03/2018	Approved
551	S140 (2) of municipal ordinance	MUNICIPAL NOTICE: Supply of electricity to premises disconnected on 16/03/2018 from 08:00 – 16:00		09/03/2018	Approved
550	E(a) General	NOTICE Increase in disposal tariffs		29/03/2018	Approved

DELEGATIONS EXERCISED FOR THE PERIOD 1 APRIL 2018 – 30 APRIL 2018: ENGINEERING SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
601	E (d) Transport, Roads & Stormwater S 19 (b), (c) of the Roads Ordinance (19/76)	Application for road closures: Temporary Road Closure: Manyano Street, 28 April 2018	23/04/2018	28/04/2018	Approved
5	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59(1) of Systems Act	FIXED TERM CONTRACTS ACTING HEAD: PLANNING & SERVICES: ELECTRICAL SERVICES SUPERVISOR KLAPMUTS: SWM FOREMAN DISPOSAL: SWM ACT FILING CLERK ACT SENIOR CLERK PROJECT MANAGER WATER PROJECT MANAGER: PLANNING			Approved until 30/06/2018 Approved until 30/08/18 Approved until 30/08/18 Approved until 30/06/18 Approved until 30/06/18

		Upgrading of water network: Le Seuer & Brandwachtstreet, Stellenbosch Upgrading of water network: Wege, Brandwacht & Berghstreet, Dalsig, Stellenbosch Upgrading of water network: Woltemadestreet, Die Boord, Stellenbosch		06/04/2018 06/04/2018 06/04/2018	Approved
551	S140 (2) of municipal ordinance	MUNICIPAL NOTICE: Supply of electricity to premises disconnected on 25/04/2018 between 10:00 – 16:00 - Neethlingstr Supply of electricity to premises disconnected on 22/04/2018 between 09:00 – 15:00 – Reservoir East Str Supply of electricity to premises disconnected on 16/05/2018 between 08:30 – 17:00 – Golf Club Supply of electricity to premises disconnected on 09/05/2018 and 10/05/2018 between 08:30 – 17:00 – Rowan, Morganster, Tuin, Thibault, Jonkershoek, Jannache, Mankadan Street Supply of electricity to premises disconnected on 02/05/2018, 03/05/2018, 08/05/2018 and 09/05/2018 between 09:00 – 15:00 – Simonswyk, Rygerlaan, Heresingel, Simonsberg, Drommedaris, Kommandeurs Street		03/04/2018 16/04/2018 18/04/2018 18/04/2018 18/04/2018	Approved Approved Approved Approved Approved
566	E (b) Water Services 566	INDUSTRIAL EFFLUENT PERMIT (i.t.o. Water Services By-Law) Permit Number IEA: 16/8/1 (Erf No: FHKPLA 1064 00011)		06/04/2018	Approved

DELEGATIONS EXERCISED FOR THE PERIOD 1 MAY 2018 – 31 MAY 2018: ENGINEERING SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
601	E (d) Transport, Roads & Stormwater S 19 (b), (c) of the Roads Ordinance (19/76)	Application for road closures: Road Closure Ryneveld Street between Plein Street and access road to tol parking area: use of a mobile crane	16/05/2018	18/05/2018	Approved
5	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59(1) of Systems Act	FIXED TERM CONTRACTS ACTING HEAD: PLANNING & SERVICES: ELECTRICAL SERVICES SUPERVISOR KLAPMUTS: SWM FOREMAN DISPOSAL: SWM ACT FILING CLERK ACT SENIOR CLERK PROJECT MANAGER WATER PROJECT MANAGER: PLANNING INTERN: ELEC DIGGER LOADER OPERATOR: SWM TECHNICIAN: ROADS & STORMWATER			Approved until 30/06/2018 Approved until 30/08/18 Approved until 30/08/18 Approved until 30/06/18 Approved until 30/06/18 Approved until 30/06/18 Approved until 30/06/18 Approved until

		<p>ACT DRIVER AREA CLEANING</p> <p>ACT ASST SUPT: AREA CLEANING</p> <p>CLERK – FRANSSCHHOEK</p> <p>CLERK WATER</p> <p>SERVICES AGREEMENT</p> <p>Bulk Wet Services Agreement - Agreement between Stb Municipality and the Developer (Archimedes Ontwikkelings Proprietary limited)</p>		02/05/2018	<p>30/06/18</p> <p>Approved until 30/06/18</p> <p>Approved until 30/06/2018</p> <p>Approved</p>
561	S 184 of Municipal Ordinance and also ito the Water Services Act	<p>Water restrictions exemption:</p> <p>1 - applications approved</p> <p>0 - application not approved</p> <p>15 - applications pending</p> <p>Water restrictions transgressions:</p> <p>2 - reported and notices served by Law Enforcement</p>			<p>Approved</p> <p>Approved</p> <p>Not approved</p>

		<p>Borehole registrations:</p> <p>6 - Application to drill</p> <p>10 - Residential Applications</p> <p>8 - Commercial Applications</p> <p>0 - Public Buildings Applications</p> <p>1 - Grey water Applications</p> <p>Interruption in the water supply: Blaauwklippen- Canterbury avenue, Penny avenue, Paradyskloof, Stellenbosch</p> <p>Interruption in the water supply: Blaauwklippen- Canterbury avenue, Penny avenue, Paradyskloof, Stellenbosch</p> <p>Interruption in the water supply: George Blake Street, Stellenbosch</p> <p>Upgrading of sewer network: Jan Cilliers, Hammandshand & Ryneveld Streets, Stellenbosch</p>		<p>29/05/2018</p> <p>22/05/2018</p> <p>14/05/2018</p> <p>07/05/2018</p>	<p>Pending</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>Give notice to owners of private property when Council intends to disconnect or close any public municipal services</p>	<p>S140 (2) of municipal ordinance</p>	<p>MUNICIPAL NOTICE:</p> <p>Supply of electricity to premises disconnected on 10/05/2018 between 10:00 – 16:00 - Neethlingstr</p> <p>Upgrading electrical network/replacement of 11 000 Volt ring feed cable</p> <p>Supply of electricity to premises disconnected on 22/05/2018 between 09:00 – 13:00 – Hoffman, Merriman, Latsky, Dennesig, Paul Kruger and Bird Street</p>		<p>04/05/2018</p> <p>02/05/2018</p> <p>09/05/2018</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>

affecting the residents		Supply of electricity to premises disconnected on 31/05/2018 between 09:00 – 13:00 – Florida, Longifolia, Cynariodes Streets, Paradyskloof		24/05/2018	Approved
		Supply of electricity to premises disconnected on 21/05/2018 between 09:00 – 13:00 – Pappegaai, Herold, Alexander, Du Toit, Van der Stel, Blerch, Station and Weidenhof Streets		09/05/2018	Approved
		Supply of electricity to premises disconnected on 20/05/2018 between 08:00 – 12:00 – University Workshop		09/05/2018	Approved
566	E (b) Water Services 566	INDUSTRIAL EFFLUENT PERMIT (i.t.o. Water Services By-Law) Permit Number IEA: 16/8/1 (Erf No: 1085) & (Portion 837 of Farm 510)		15/05/2018 18/05/2018	Approved Approved

DELEGATIONS EXERCISED FOR THE PERIOD 1 JUNE 2018 – 30 JUNE 2018: ENGINEERING SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
5	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND	FIXED TERM CONTRACTS ACTING HEAD: PLANNING & SERVICES: ELECTRICAL SERVICES SUPERVISOR KLAPMUTS: SWM FOREMAN DISPOSAL: SWM			Approved until 30/06/2018 Approved until 30/06/18 Approved until 30/06/18 Approved until

	S 59(1) of Systems Act	<p>ACT FILING CLERK</p> <p>ACT SENIOR CLERK</p> <p>PROJECT MANAGER WATER</p> <p>PROJECT MANAGER: PLANNING</p> <p>INTERN: ELEC</p> <p>DIGGER LOADER OPERATOR: SWM</p> <p>TECHNICIAN: ROADS & STORMWATER</p> <p>ACT DRIVER AREA CLEANING</p> <p>ACT ASST SUPT: AREA CLEANING</p> <p>CLERK – FRANSSCHHOEK</p> <p>CLERK WATER</p>			<p>30/06/18</p> <p>Approved until 30/06/18</p> <p>Approved until 30/06/18</p> <p>Approved until 30/06/18</p> <p>Approved until 30/06/18</p> <p>Approved until 30/06/18</p> <p>Approved until 30/06/18</p> <p>Approved until 30/06/2018</p> <p>Approved until 30/06/2018</p> <p>Approved until 30/06/2018</p> <p>Approved until 30/06/2018</p>
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					Approved until 30/06/2018
	S 184 of Municipal Ordinance and also ito the Water Services Act	Water restrictions exemption: 0 - applications approved 0 - application not approved 4 - applications pending Water restrictions transgressions: 2 - reported and notices served by Law Enforcement Borehole registrations: 3 - Application to drill 7 - Residential Applications 2 - Commercial Applications 0 - Public Buildings Applications 0 - Grey water Applications Interruption in the water supply: Brandwacht and Bergstr, Stellenbosch Interruption in the water supply: Kylemore, Stellenbosch Interruption in the water supply: Woltemadestr, Stellenbosch			Approved Not approved Pending Approved Approved Approved Approved Approved 08/06/2018 Approved 29/06/2018 Approved 15/06/2018 Approved 18/06/2018 Approved Approved

		Interruption in the water supply: Reservoirstr, Franschhoek Interruption in the water supply: Die Boord, Stellenbosch		18/06/2018	Approved
Give notice to owners of private property when Council intends to disconnect or close any public municipal services affecting the residents	S140 (2) of municipal ordinance	MUNICIPAL NOTICE:			
		Supply of electricity to premises disconnected on 24/06/2018 between 08:00 – 13:00 – Kwarantyn Polkadraai		15/06/2018	Approved
		Supply of electricity to premises disconnected on 24/06/2018 between 08:00 – 13:00 – Stellenbosch Traffic Department		15/06/2018	Approved
		Supply of electricity to premises disconnected on 24/06/2018 between 09:00 – 12:00 – Noordwal-Oos, Coetzenburg and Van Riebeeck Str		15/06/2018	Approved
		Supply of electricity to premises disconnected on 24/06/2018 between 11:00 – 15:00 – Woodmill Centre – Bison Board		15/06/2018	Approved
		Supply of electricity to premises disconnected on 17/06/2018 between 08:00 – 13:00 – Council of Scientific & Industrial Research		14/06/2018	Approved
566	E (b) Water Services 566	INDUSTRIAL EFFLUENT PERMIT (i.t.o. Water Services By-Law) Permit Number IEA: 16/8/1 (Erf No: 3257, 3468, 3469 & 1665) Chamonix Wines (Pty) Ltd		18/06/2018	Approved

COMMUNITY AND PROTECTION SERVICES

EXERCISED FOR PERIOD MARCH 2018
DIRECTOR: COMMUNITY & PROTECTION SERVICES - G ESAU

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Traffic Services – March 2018	01/03/2018	01/03/2018	Approved
01/03/2018		SCM	Specifications: Maintenance and developed an undeveloped public open spaces and road reserves in Franschoek, Groendal, La Motte, Wemmershoek, Pniel and Lanquedoc	01/03/2018	01/03/2018	Approved
02/03/2018	643 (g)	HR	Acting: (1-28 February 2018)	02/03/2018	05/03/2018	Approved
02/03/2018	643 (g)	HR	Acting + Memo for late submission:	02/03/2018	05/03/2018	Approved
02/03/2018	643 (g)	HR	Acting: (6- 28 February 2018)	02/03/2018	05/03/2018	Approved
02/03/2018	643 (g)	HR	Acting: (1-28 February 2018)	02/03/2018	05/03/2018	Approved
02/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Parks Franschoek	02/03/2018	05/03/2018	Approved
02/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Parks	02/03/2018	05/03/2018	Approved
02/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval – R Langeveldt	02/03/2018	05/03/2018	Approved
02/03/2018		SCM	Ratification: The Business Zone – R21 587.00	02/03/2018	05/03/2018	Approved
02/03/2018		SCM	Maintenance of various municipal areas in the Greater Stellenbosch	02/03/2018	05/03/2018	Approved

02/03/2018	645	Basic Conditions of Employment Act	Memo: Late submission of overtime – F February	02/03/2018	05/03/2018	Approved
02/03/2018	179	S65(1)of MFMA	Hall deposit refunds: DA Stellenbosch,	02/03/2018	05/03/2018	Approved
02/03/2018	643	HR	Attendance Register: Traffic Head– February 2018	02/03/2018	05/03/2018	Approved
02/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Sport	02/03/2018	05/03/2018	Approved
02/03/2018	643	HR	Attendance Register: Manager Community Services (February 2018)	02/03/2018	05/03/2018	Approved
02/03/2018		SCM	Specifications: Supply and deliver trash petrol pumps	02/03/2018	05/03/2018	Approved
02/03/2018		SCM	Specifications: Maintenance of various municipal areas in the Greater Stellenbosch	02/03/2018	05/03/2018	Approved
06/03/2018		SCM	Contract: Supply and delivery of vehicles	06/03/2018	07/03/2018	Approved
06/03/2018	643 (g)	HR	Acting: – 1-28 Febraury 2018	06/03/2018	07/03/2018	Approved
07/03/2018	643 (g)	HR	Memo + Acting: (1-28 February 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval: Traffic (March 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals : Sport (March 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals : Workshop (March 2018)	07/03/2018	08/03/2018	Approved

07/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals : Urban Forestry (March 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals : Ornamental Horticulture (March 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals : Nature Conservation (March 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	643	HR	Attendance Register: (February 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	643	HR	Attendance Register: (February 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	643	HR	Attendance Register: Leanne Pedro (February 2018)	07/03/2018	08/03/2018	Approved
07/03/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration - 11/02 – 17/02 (R769 978.86)	07/03/2018	08/03/2018	Approved
07/03/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration - 01/03 – 03/03 (R41 472.00)	07/03/2018	08/03/2018	Approved
07/03/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration - 01/03 – 03/03 (R361 004.48)	07/03/2018	08/03/2018	Approved
07/03/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration - 25/02 – 28/02 (R375 709.90)	07/03/2018	08/03/2018	Approved
07/03/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration - 25/02 – 28/02 (R50 052.00)	07/03/2018	08/03/2018	Approved
07/03/2018	645	Basic Conditions of Employment Act	Memo: Law Enforcement Overtime for February 2018	07/03/2018	08/03/2018	Approved
07/03/2018	179	S65(1) of MFMA	Hall deposit refund: L Sweleka	07/03/2018	08/03/2018	Approved

08/03/2018	643	HR	Memo: Termination letter:	08/03/2018	08/03/2018	Approved
08/03/2018	8		Delegations: N Langenhoven – February 2018	08/03/2018	09/03/2018	Approved
08/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Fire Services (March 2018)	08/03/2018	09/03/2018	Approved
08/03/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Law Enforcement (March 2018)	08/03/2018	09/03/2018	Approved
08/03/2018	643	HR	Memo: Non-payment of EPWP's leave	08/03/2018	12/03/2018	Approved
12/03/2018	643	HR	Attendance Register – N Langenhoven (February 2018)	12/03/2018	12/03/2018	Approved
12/03/2018	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest March – Star Campaign x2	12/03/2018	12/03/2018	Approved
12/03/2018	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest gathering Star / Lokxion Foundation – 21 March 2018	12/03/2018	12/03/2018	Approved
13/03/2018	645	HR	Appointment of Clerk Cemeteries and Halls	13/03/2018	13/03/2018	Approved
13/03/2018	179	S65(1) of MFMA	Hall deposit refunds: C Jantjies, L Mpiti, S Roberts, A Cupido, L Wynand, C Kramm, M Williams	13/03/2018	14/03/2018	Approved
14/03/2018	643	HR	Timesheet:	14/03/2018	14/03/2018	Approved
14/03/2018	111	S59 (1) of Systems Act	Conditional grant: January and February 2018	14/03/2018	14/03/2018	Approved

14/03/2018	643	HR	Contract:	15/03/2018	15/03/2018	Approved
15/03/2018	735	S(2) (4) (a) Act 205/1993 Municipal By- Law	Protest march and gathering application – Development and alumni relations march – 22 March 2018	19/03/2018	19/03/2018	Approved
14/03/2018		SCM	Specifications: Maintenance of Kylemore, Johannesdal, Klapmuts, Raithby and Digteby	19/03/2018	19/03/2018	Approved
20/03/2018	735	S(2) (4) (a) Act 205/1993 Municipal By- Law	Protest gathering application – Stellenbosch High 50 th Birthday	20/03/2018	20/03/2018	Approved
22/03/2018	648	HR	Travel allowance x 2 – J Wells (Traffic Chiefs Forum Mosselbay)	26/03/2018	26/03/2018	Approved
22/03/2018	179	S65(1)of MFMA	Hall refund deposits – D Gildenhys, R Abrahams, Africa methodist Church	26/03/2018	26/03/2018	Approved
22/03/2018			Contract – BH Solomon	26/03/2018	26/03/2018	Approved
22/03/2018	646	HR	Application – ABET –	26/03/2018	26/03/2018	Approved
22/03/2018	645	Basic Conditions of Employment Act	Overtime – N Langenhoven (Feb 2018)	26/03/2018	26/03/2018	Approved
22/03/2018	643	HR	EPWP contracts –	26/03/2018	26/03/2018	Approved
22/03/2018	643	HR	Termination letters:	26/03/2018	26/03/2018	Approved
22/03/2018		SCM	Contract form – BSM 44/18	26/03/2018	26/03/2018	Approved

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
22/03/2018		SCM	Specifications: Cleaning, grass cutting, alien clearing and removal of illegal dumping in Kromme River, Klapmuts and Plankenburg river	26/03/2018	26/03/2018	Approved
22/03/2018	643	HR	EPWP contract:	26/03/2018	26/03/2018	Approved
22/03/2018	646	HR	Application – ABET	26/03/2018	26/03/2018	Approved
22/03/2018	645	HR	Appointment certificates – Magistrates Court	26/03/2018	26/03/2018	Approved
22/03/2018	643	HR	Memo + Approval of advert – Drivers licence testing officer	26/03/2018	26/03/2018	Approved
22/03/2018	179	S65(1)of MFMA	Hall deposit refunds:.	26/03/2018	26/03/2018	Approved
22/03/2018	648	HR	Travel allowance: J Wells – Traffic Chiefs Forum, Mosselbay	26/03/2018	26/03/2018	Approved
22/03/2018	643	HR	Extension letters - EPWP contracts:	26/03/2018	26/03/2018	Approved
22/03/2018	648	HR	Authorization to undertake a journey outside WC024 – 15/03 – 19/03)	26/03/2018	26/03/2018	Approved
22/03/2018	8		Delegations: Acting Manager Law Enforcement – N Langenhoven	26/03/2018	26/03/2018	Approved
27/03/2018		SCM	Tender Contract: MDB 7.1	28/03/2018	28/03/2018	Approved
26/03/2018		SCM	Specifications: Private Security service for a period of 3 years	26/03/2018	28/03/2018	Approved

28/03/2018	643	HR	Extension of contract letter:	28/03/2018	28/03/2018	Approved
28/03/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 11/03 – 17/03 – R465 878.76	28/03/2018	28/03/2018	Approved
28/03/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 11/03 – 17/03 – R54 936.00	28/03/2018	28/03/2018	Approved

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DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
05/04/2018	643 (g)	HR	Acting allowance:(2-31 January 2018)	28/03/2018	05/04/2018	Approved
05/04/2018	643	HR	Termination of contract letters	28/03/2018	05/04/2018	Approved
05/04/2018	645	Basic Conditions of Employment Act	Overtime – Pre approvals – Parks Franschhoek	28/03/2018	05/04/2018	Approved
05/04/2018	643	HR	Attendance Register: (March 2018)	28/03/2018	05/04/2018	Approved
05/04/2018	643	HR	Attendance Register: (March 2018)	28/03/2018	05/04/2018	Approved
05/04/2018	645	Basic Conditions of Employment Act	Overtime: Pre-approvals – Traffic (April 2018)	28/03/2018	05/04/2018	Approved
05/04/2018	643 (g)	HR	Acting allowance (1-31 March 2018)	28/03/2018	05/04/2018	Approved
05/04/2018	179 S65(2) of the MFMA	Finance		28/03/2018	05/04/2018	Approved

			Cheque application for licence fees for Provincial Public Administration 18/03 – 24/03 – R540 202.60			
05/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 18/03 – 24/03 – R55 872.00	28/03/2018	05/04/2018	Approved
05/04/2018	644	HR	Resignation letter:	28/03/2018	05/04/2018	Approved
05/04/2018	643	HR	EPWP contracts –	28/03/2018	05/04/2018	Approved
05/04/2018		SCM	Specifications and FQ – To cut pinus SPP and Hakea SPP at Mont Rochelle Nature Reserve	28/03/2018	05/04/2018	Approved
05/04/2018		SCM	Specifications and FQ – Alien clearing Idas Valley Dam	28/03/2018	05/04/2018	Approved
05/04/2018	643	HR	Attendance Register: (March 2018)	28/03/2018	05/04/2018	Approved
05/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Law Enforcement (April 2018)	28/03/2018	05/04/2018	Approved
05/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Urban Forestry, Ornamental Horticulture, Workshop, Nature Conservation	28/03/2018	05/04/2018	Approved
05/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Halls (April 2018)	05/04/2018	06/04/2018	Approved
05/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Sport (April 2018)	05/04/2018	06/04/2018	Approved
06/04/2018	644	HR	Resignation:	06/04/2018	06/04/2018	Approved
06/04/2018	111	S59 (1) of Systems Act	Conditional Grant: Monthly expenditure report – February	06/04/2018	10/04/2018	Approved
06/04/2018	643 (g)	HR	Acting allowance: Nelson (3-13 April 2018)	06/04/2018	10/04/2018	Approved
06/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 25/03 – 31/03 – R58 608.00)	06/04/2018	10/04/2018	Approved

06/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 18/03 – 24/03 (R479 525.27)	06/04/2018	10/04/2018	Approved
DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
06/04/2018	643	HR	Attendance Register – (Marhch 2018)	06/04/2018	10/04/2018	Approved
06/04/2018		SCM	Deviation: BSM 11-17 , Bid 4-17	06/04/2018	10/04/2018	Approved
06/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals - Traffic (April 2018)	06/04/2018	10/04/2018	Approved
06/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals - Law Enforcement (April 2018)	06/04/2018	10/04/2018	Approved
06/04/2018	645	Basic Conditions of Employment Act	Standby Roster Law Enforcement – Law Enforcement (April 2018)	06/04/2018	10/04/2018	Approved
06/04/2018	643	HR	Attendance Register – (March 2018)	06/04/2018	10/04/2018	Approved
06/04/2018		Finance	Memo: Payment of honorarium –	06/04/2018	10/04/2018	Approved
06/04/2018	179	S65(1)of MFMA	Hall refund deposit – GP Rhode	06/04/2018	10/04/2018	Approved
06/04/2018	645	Basic Conditions of Employment Act	Memo: Law Enforcement Overtime (March 2018)	06/04/2018	10/04/2018	Approved
06/04/2018	179	S65(1)of MFMA	Hall deposit refund: M Cupido	06/04/2018	11/04/2018	Approved
06/04/2018	643 (g)	HR	Memo: Late submission of acting allowance:	06/04/2018	11/04/2018	Approved
06/04/2018		SCM	Specifications: Cleaning of parks, Developed POS and undeveloped POS in Klappmuts	06/04/2018	11/04/2018	Approved
06/04/2018	643	HR	Extension letters –	06/04/2018	11/04/2018	Approved

06/04/2018		SCM	Supply and delivery and installation of artificial grass for contract period of 24 months – S/SM 69/18	06/04/2018	11/04/2018	Approved
06/04/2018		SCM	Supply and delivery and installation of artificial grass for contract period of 24 months – B/SM 69/18	06/04/2018	11/04/2018	Approved
06/04/2018	646	HR	Learner commitment form –	06/04/2018	11/04/2018	Approved
06/04/2018	646	HR	Computer course	06/04/2018	11/04/2018	Approved
06/04/2018	643 (g)	HR	Memo: Late payment of acting allowance –	12/04/2018	13/04/2018	Approved
06/04/2018	8		Delegations: N Langenhoven (March 2018)	12/04/2018	13/04/2018	Approved
12/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 01/04 – 07/04 (R57 816.00)	12/04/2018	13/04/2018	Approved
12/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 01/04 – 07/04 (R459 791.41)	12/04/2018	13/04/2018	Approved
13/04/2018		EPWP	Registration of projects: EPWP funding 2018/19 – Community Participation Cemeteries	13/04/2018	17/04/2018	Approved
13/04/2018		EPWP	Registration of projects: EPWP funding 2018/19 – Community Participation Parks and Rivers Franschoek	13/04/2018	17/04/2018	Approved
13/04/2018		EPWP	Registration of projects: EPWP funding 2018/19 – Fire Hydrant and smoke detector assistants	13/04/2018	17/04/2018	Approved
13/04/2018		EPWP	Registration of projects: EPWP funding 2018/19 – Disaster assistants	13/04/2018	17/04/2018	Approved
13/04/2018		EPWP	Registration of projects: EPWP funding 2018/19 – Parks & Rivers	13/04/2018	17/04/2018	Approved
13/04/2018		SCM	Specifications: Identification, sorting, numbering and listing into categories in line with records control (Traffic dept)	13/04/2018	17/04/2018	Approved
13/04/2018	179			13/04/2018	17/04/2018	Approved

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
13/04/2018		S65(1) of MFMA	Hall Deposit Refunds:			
13/04/2018	646	HR	Learner Commitment forms: Computer training –	13/04/2018	17/04/2018	Approved
13/04/2018	646	HR	Learner Commitment forms: B Yako & S Petersen (Computer Training, OHS, First Aid)	13/04/2018	17/04/2018	Approved
13/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 08/04 – 14/04/2018 (R72 216.00)	13/04/2018	17/04/2018	Approved
13/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 04/04 – 07/04/2018 (R647 696.43)	13/04/2018	17/04/2018	Approved
13/04/2018		Finance	Korting op grafspasie:	13/04/2018	17/04/2018	Approved
13/04/2018		Finance	Korting op huur van stadsaal –	13/04/2018	17/04/2018	Approved
13/04/2018		Finance	Korting op huur van gemeenskapsaal –	13/04/2018	17/04/2018	Approved
13/04/2018	643	HR	Contracts: Law Enforcement	23/04/2018	23/04/2018	Approved
13/04/2018	643	HR	EPWP contracts:	23/04/2018	23/04/2018	Approved
13/04/2018	643	HR	EPWP contracts:	23/04/2018	23/04/2018	Approved
13/04/2018	643	HR	Appointment certificate cards:	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms:	23/04/2018	23/04/2018	Approved
13/04/2018	643	HR	Appointment Certificates:	23/04/2018	23/04/2018	Approved

13/04/2018	646	HR	Learner Commitment Forms (Parks):	23/04/2018	23/04/2018	Approved
DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
13/04/2018	646	HR	Learner Commitment Forms: Code 10 Drivers Licence	23/04/2018	23/04/2018	Approved
13/04/2018	645	Basic Conditions of Employment Act	Memo: Overtime Pre-approvals – Parks Franschoek	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: First Aid Level 1	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Fire Warden Marshall	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Operator tractor and implement	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Basic Supervisory	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Business writing skills	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Tender Specification Writing	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Conflict Management	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Arboriculture	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Digger loader	23/04/2018	23/04/2018	Approved
13/04/2018	646	HR	Learner Commitment Forms: Roadside Safety	23/04/2018	23/04/2018	Approved
20/04/2018		SCM	Formal quotations: Blower Mowers	23/04/2018	23/04/2018	Approved
20/04/2018		SCM	Memo: Supply, delivery and installation of outdoor gym equipment – BSM69/18	23/04/2018	23/04/2018	Approved

20/04/2018		SCM	Memo: Supply. Delivery and installation of artificial grass for a period of 24 months	23/04/2018	23/04/2018	Approved
20/04/2018		SCM	Formal quotations specifications: Uniforms (Libraries)	23/04/2018	23/04/2018	Approved
23/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 15/04 – 21/04 (R85 290.00)	24/04/2018	24/04/2018	Approved
23/04/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 15/04 – 21/04 (R731 985.44)	24/04/2018	24/04/2018	Approved
23/04/2018	SCM	SCM	Memo: Mowing / grass cutting – developed and undeveloped public open spaces, cemeteries, road reserves and sport facilities – BSM 71/18	24/04/2018	24/04/2018	Approved
24/04/2018		EPWP	EPWP Programme Funding 2018/19: Beautification Infrastructure project / drought elevation	25/04/2018	25/04/2018	Approved
24/04/2018		EPWP	EPWP Programme Funding 2018/19: Million Trees	25/04/2018	25/04/2018	Approved
24/04/2018		SCM	Tender: MDB 7.1 Contract form: Procurement of goods and services	25/04/2018	25/04/2018	Approved
24/04/2018	179	S65(1) of MFMA	Hall refund deposit:;	25/04/2018	25/04/2018	Approved
24/04/2018	643	HR	Termination of contract of employment:	25/04/2018	25/04/2018	Approved
24/04/2018	643	HR	Memo: UI19 Form/letter to claim UIF: Temporary staff (Sport dept)	25/04/2018	25/04/2018	Approved
24/04/2018	643	HR	Memo: UI19 Form/letter to claim UIF: Temporary staff (Sport dept)	25/04/2018	25/04/2018	Approved
24/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Fire Services (May 2018)	25/04/2018	25/04/2018	Approved
25/04/2018				25/04/2018	25/04/2018	

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
25/04/2018	644	HR	Resignation letter: (Libraries)			Approved
25/04/2018	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest picketing: EFF 26 April 2018	25/04/2018	25/04/2018	Approved
25/04/2018	643	HR	Termination of services Clearance form	25/04/2018	25/04/2018	Approved
25/04/2018		SCM	Specifications: 3 year tender for alien clearing in WC024	25/04/2018	25/04/2018	Approved
26/04/2018	643 (g)	HR	Acting allowance: (2- 21 April 2018)	26/04/2018	26/04/2018	Approved
26/04/2018			Subsistence and Transport allowance: Fire Fighters (George)	26/04/2018	26/04/2018	Approved
26/04/2018		EPWP	Registration of EPWP programme funding: Integrated Fire Management	26/04/2018	26/04/2018	Approved
26/04/2018		EPWP	Registration of EPWP programme funding: Plantation Monitors	26/04/2018	26/04/2018	Approved
26/04/2018		EPWP	Registration of EPWP programme funding: Biomass Reduction Project	26/04/2018	26/04/2018	Approved
26/04/2018		EPWP	Registration of EPWP programme funding: Jonkershoek Cleaning	26/04/2018	26/04/2018	Approved
26/04/2018		EPWP	Registration of EPWP programme funding: Eco Officer	26/04/2018	26/04/2018	Approved
26/04/2018	645	Basic Conditions of Employment Act	Overtime: (April 2018)	26/04/2018	26/04/2018	Approved
26/04/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Cemeteries	26/04/2018	26/04/2018	Approved

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DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
07/05/2018	643 (g)	HR	Acting allowance: (01 – 31 March 2018)	10/05/2018	10/05/2018	Approved
07/05/2018	645	Basic Conditions of Employment Act	Standby: Law Enforcement – May 2018	10/05/2018	10/05/2018	Approved
11/05/2018	643	HR	Memo + contracts: Temporary contracts – safeguarding of municipal flats	11/05/2018	11/05/2018	Approved
11/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 29/04- 30/04 – R134409.35	11/05/2018	11/05/2018	Approved
11/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 29/04 – 30/04 – R21024.00	11/05/2018	11/05/2018	Approved
11/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 01/05 – 05/05 – R352024.29	11/05/2018	11/05/2018	Approved
11/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration – 01/05 – 05/05 – R47376.00	11/05/2018	11/05/2018	Approved
11/05/2018	645	Basic Conditions of Employment Act	Overtime: Pre approval – Traffic Services	11/05/2018	11/05/2018	Approved
11/05/2018	645	Basic Conditions of	Overtime: Pre approval – Law Enforcement	11/05/2018	11/05/2018	Approved

		Employment Act				
11/05/2018	648	HR	Memo: Authorization to obtain WKP3 and MOU documents for Stellenbosch Library and depots	11/05/2018	11/05/2018	Approved
11/05/2018	8		Delegation: N Langenhoven	11/05/2018	11/05/2018	Approved
11/05/2018	645	Basic Conditions of Employment Act	Overtime: Pre approvals – Traffic Services (May 2018)	11/05/2018	11/05/2018	Approved
11/05/2018	643	HR	Termination letters	11/05/2018	11/05/2018	Approved
11/05/2018	645	Basic Conditions of Employment Act	Overtime: Pre approvals – Law Enforcement (May 2018)	11/05/2018	11/05/2018	Approved
11/05/2018	179 S65(2) of the MFMA	Finance	Hall deposit refunds –	11/05/2018	11/05/2018	Approved
14/05/2018	179 S65(2) of the MFMA	Finance	Hall deposit refund:	14/05/2018	14/05/2018	Approved
14/05/2018	643	HR	Termination letters	14/05/2018	14/05/2018	Approved
14/05/2018	643	HR	Learner commitment form: Lizelle Moses	14/05/2018	14/05/2018	Approved
14/05/2018	643	HR	Learner commitment forms:	14/05/2018	14/05/2018	Approved
14/05/2018		SCM	Specifications: Supply and installation of burglar bars: Jamestown Sports ground	14/05/2018	14/05/2018	Approved
15/05/2018	179	S65(1) of MFMA	Hall deposit refunds:	15/05/2018	16/05/2018	Approved
15/05/2018	643	HR	Termination letters:	15/05/2018	16/05/2018	Approved

15/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 06/05 – 12/05 – R68 472.00	15/05/2018	16/05/2018	Approved
16/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 06/05 – 12/05 – R536 414.44	15/05/2018	16/05/2018	Approved
15/05/2018	643	HR	Learner commitment forms	15/05/2018	16/05/2018	Approved
16/05/2018	643	HR	Termination letters	17/05/2018	17/05/2018	Approved
17/05/2018			Letter: Servicing of summonses	17/05/2018	18/05/2018	Approved
17/05/2018	643	HR	Non-renewal of fixed term contracts	17/05/2018	18/05/2018	Approved
23/05/2018	643	HR	EPWP contract:	23/05/2018	23/05/2018	Approved
23/05/2018	643	HR	Registration of EPWP projects: Funding 2018/19: Cleaning of Jamestown Library	23/05/2018	24/05/2018	Approved
23/05/2018	643	HR	Termination letter:	23/05/2018	24/05/2018	Approved
23/05/2018	683	OHS	Letters: OHS appointment	23/05/2018	24/05/2018	Approved
23/05/2018	735	S(2) (4) (a) Act 205/1993 Municipal By- Law	Protest march – Raise awareness on child protection and community safety in Klapmuts – 22 May 2018	23/05/2018	24/05/2018	Approved
23/05/2018	646	HR	Encashment of leave:	23/05/2018	24/05/2018	Approved
23/05/2018	643	HR	Termination Letters	23/05/2018	24/05/2018	Approved
23/05/2018	643	HR	Termination letters: Fire Services	23/05/2018	24/05/2018	Approved
23/05/2018	179 S65(2) of the MFMA	Finance	Cheque application – Dept of Justice (February 2016)	23/05/2018	24/05/2018	Approved
23/05/2018	179			23/05/2018	24/05/2018	Approved

	S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration – 13/05 – 19/05 (R622 947.59)			
23/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration – 13/05 – 19/05 (R70 704.00)	23/05/2018	24/05/2018	Approved
23/05/2018	643	HR	EPWP contract:	23/05/2018	24/05/2018	Approved
23/05/2018	646	HR	Learner commitment form:	23/05/2018	24/05/2018	Approved
23/05/2018		HR	Disclosure Forms:	23/05/2018	24/05/2018	Approved
23/05/2018			Discount application: Community Keepers	23/05/2018	24/05/2018	Approved
25/05/2018	643	HR	Termination letter	25/05/2018	28/05/2018	Approved
25/05/2018		HR	Disclosure forms: Fire Services	25/05/2018	28/05/2018	Approved
25/05/2018	179	S65(1) of MFMA	Hall refund deposit: C Olivier	25/05/2018	28/05/2018	Approved
25/05/2018	643 (g)	HR	Acting: (18 June – 10 July 2018)	25/05/2018	28/05/2018	Approved
25/05/2018		HR	Disciplinary form	25/05/2018	28/05/2018	Approved
25/05/2018	643	HR	Letter: Termination of contract	25/05/2018	28/05/2018	Approved
25/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (June 2018)	25/05/2018	28/05/2018	Approved
25/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Fire Services (June 2018)	25/05/2018	28/05/2018	Approved
25/05/2018	646	HR	Learner Commitment Forms: Fire Arms Training (Law Enforcement)	25/05/2018	28/05/2018	Approved
25/05/2018	643	HR	Letters: Non-renewal of security fixed terms project – Control Room	25/05/2018	28/05/2018	Approved
25/05/2018	646	HR		25/05/2018	28/05/2018	Approved

			Learner commitment forms: Fire arms training (Traffic Services)			
25/05/2018	646	HR	Accumulated leave days:	25/05/2018	25/05/2018	Approved
25/05/2018			Approval letter for the use of municipal property 19 May 2018 (P Olkers)	25/05/2018	28/05/2018	Approved
30/05/2018		SCM	Tender RT57-2016	30/05/2018	31/05/2018	Approved
30/05/2018		SCM	Tender T2017/012	30/05/2018	31/05/2018	Approved
30/05/2018		HR	Disclosure form	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Accumulated leave days	30/05/2018	31/05/2018	Approved
30/05/2018		SCM	Tender BSM 70/18	30/05/2018	31/05/2018	Approved
30/05/2018		SCM	Tender BSM 69/18	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (June 2018)	30/05/2018	31/05/2018	Approved
30/05/2018	643	HR	Termination letter:	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement Temps (June 2018)	30/05/2018	31/05/2018	Approved
30/05/2018	643	HR	Termination letters: Fire Management Project	30/05/2018	31/05/2018	Approved
30/05/2018	643	HR	Termination letters: Libraries	30/05/2018	31/05/2018	Approved
30/05/2018	643	HR	Termination letter	30/05/2018	31/05/2018	Approved

30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic Services (June 2018)	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Ornamental Horticulture	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Nature Conservation	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Workshop	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Urban Forestry	30/05/2018	31/05/2018	Approved
30/05/2018	179	S65(1) of MFMA	Hall deposit refund	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals and standby: Cemeteries	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals and standby: Halls	30/05/2018	31/05/2018	Approved
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals and standby: Parks	30/05/2018	31/05/2018	Approved

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
30/05/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals and standby: Parks Franschhoek	30/05/2018	31/05/2018	Approved
30/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 20/05 – 26/05 (R72 618.00)	30/05/2018	31/05/2018	Approved
30/05/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 20/05 – 26/05 (R590 706.34)	30/05/2018	31/05/2018	Approved
30/05/2018	643	HR	Shortlisting: Parks Franschhoek	30/05/2018	31/05/2018	Approved

**EXERCISED FOR PERIOD JUNE 2018 DIRECTOR: COMMUNITY & PROTECTION
SERVICES - G ESAU**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
11/06/2018	643	HR	EPWP contracts	11/06/2018	14/06/2018	Approved
11/06/2018	645	Basic Conditions of Employment Act	Standby roster: Law Enforcement (June 2018)	11/06/2018	14/06/2018	Approved
11/06/2018	643	HR	Approval of advertisement: Library Assitant	11/06/2018	14/06/2018	Approved
11/06/2018	179	S65(1) of MFMA	Hall deposit refund: Fire Explosion Intl Ministries, St Peter's AME Kerk	11/06/2018	14/06/2018	Approved
11/06/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 03/06 – 09/06 R74 448.00	11/06/2018	14/06/2018	Approved
11/06/2018	179S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration 03/06 – 09/06 R641 951.49	11/06/2018	14/06/2018	Approved
11/06/2018	643	HR	Non-renewal of contracts	11/06/2018	14/06/2018	Approved
11/06/2018	643	HR	Termination letters:	11/06/2018	14/06/2018	Approved
11/06/2018	643	HR	Appointment of drivers licence testing officer:	11/06/2018	14/06/2018	Approved
11/06/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Sport (June 2018)	11/06/2018	14/06/2018	Approved
14/06/2018	643	HR	EPWP contracts	15/06/2018	15/06/2018	Approved
14/06/2018	643	HR	EPWP contracts	15/06/2018	15/06/2018	Approved
14/06/2018			Letter: Serving of summonses (van Rhyn process servers)	15/06/2018	16/06/2018	Approved

14/06/2018			Letter: permission for serving of summonses by process servers (TMT)	15/06/2018	16/06/2018	Approved
DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
18/06/2018	643	HR	EPWP contract + Memo: Late submission of Epwp timesheet – Cameron April	19/06/2018	19/06/2018	Approved
19/06/018	643	HR	Memo: Extension of temporary fire fighters contracts	20/06/2018	22/06/2018	Supported
18/06/2018		Finance	Memo: Direct payments: Youth Day 16 June 2018	20/06/2018	22/06/2018	Supported
20/06/2018	643	HR	Memo: Request for extension of temporary learner	20/06/2018	22/06/2018	Approved
19/06/2018	643	HR	EPWP contracts:	20/06/2018	22/06/2018	Approved
20/06/2018	179	S65(1) of MFMA	Hall refund deposits	20/06/2018	22/06/2018	Approved
19/06/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration – 10/06 – 16/06/2018 (R431 672.34)	20/06/2018	22/06/2018	Approved
19/06/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration – 10/06 – 16/06/2018 (R64 872.00)	20/06/2018	22/06/2018	Approved
18/06/2018	643	HR	EPWP contract	20/06/2018	22/06/2018	Approved
19/06/2018	645	HR	Appointment certificates:	20/06/2018	22/06/2018	Approved
19/06/2018	643	HR	Termination letter	20/06/2018	22/06/2018	Approved
22/06/2018	643	HR	EPWP contracts	20/06/2018	22/06/2018	Approved
21/06/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic Services (June 2018)	20/06/2018	22/06/2018	Approved

25/06/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Horticulture (July 2018)	20/06/2018	25/06/2018	Approved
25/06/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Urban Forestry (July 2018)	20/06/2018	25/06/2018	Approved
20/06/2018	643	HR	Memo: Request for extension of temporary Library Assistants contracts	20/06/2018	27/06/2018	Approved
26/06/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration – 17/06- 23/06 (R676 088.23)	26/06/2018	28/07/2018	Approved
26/06/2018	179 S65(2) of the MFMA	Finance	Cheque application for licence fees for Provincial Public Administration – 17/06 – 23/06 (81 936.00)	26/06/2018	28/07/2018	Approved
26/06/2018	645	Basic Conditions of Employment Act	Memo: Overtime threshold – August 2017 (Traffic Officers)	26/06/2018	28/07/2018	Approved
26/06/2018	645	Basic Conditions of Employment Act	Standby roster: Law Enforcement (July 2018)	26/06/2018	28/07/2018	Approved

FINANCIAL SERVICES

**DELEGATIONS EXERCISED FOR PERIOD MARCH 2018
FINANCIAL SERVICES: MR MARIUS WÜST**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
212	SCM	B/SM 42/18 The Construction Of Kayamandi /George Blake Informal Trading	02/03/2018	02/03/2018	Approved
212	SCM	B/SM 43/18 The Construction Of Cloetesville Informal Trading Site	02/03/2018	02/03/2018	Approved
212	SCM	B/SM 17/183 Year Tender For Supply And Installation Of Rigid Security Fencing In The Wc024 Area, (The Municipality Reserves The Right To Accelerate The Project In The Year Which The Funds Become Available	02/03/2018	02/03/2018	Approved
211	SCM	Approved SCM tenderer's letters	02/03/2018	02/03/2018	Approved
613	HR	Overtime pre approval's Income, Salary & Budget Office	06/06/2018	06/03/2018	Approved
153	CRDC	Approval of debt write off – Various	12/03/2018	29/03/2018	Approved
		Capital Virementations various Directorates	06/03/2018	06/03/2018	Approved
153	CRDC	Approval of debt write off – Various	12/03/2018	29/03/2018	Approved
		Capital Virementations various Directorates	12/03/2018	12/03/2018	Approved
211	SCM	Approved SCM tenderer's letters	06/03/2018	06/03/2018	Approved
212	SCM	B/SM 11/18 "Formalisation Of Informal Traders At Franschoek Town Hall	06/03/2018	06/03/2018	Approved
212	SCM	B/SM 58/18 Pruning, Felling And Stump-Grinding In Stellenbosch Municipal Area For A Contract Period Of 12 Months	09/03/2018	09/03/2018	Approved
		Approve payment of Invoice for Multi-Purpose Solutions	15/03/2018	29/03/2018	Approved
212	SCM	B/SM 45/18 Design, Supply, Delivery And Installation Of High Voltage Control Panels	23/03/2018	23/03/2018	Approved
212	SCM	B/SM 47/18 Design, Supply, Delivery And Installation Of High Voltage Bus Bars	23/03/2018	23/03/2018	Approved
211	SCM	Approved SCM tenderer's letters	29/03/2018	29/03/2018	Approved
		ICT Form Approval – SCM Temp x 2	29/03/2018	29/03/2018	Approved
		Capital Virementations various Directorates	29/03/2018	29/03/2018	Approved

153	CRDC	Approval of Rebates on Property – Effected by Exceptional Increases on Rates	27/03/2018	29/03/2018	Approved
		Advert – Strategic Services – Senior Clerk Labour Relations	29/03/2018	29/03/2018	Approved
		Advert – Strategic Services – Manager Human Resources	29/03/2018	29/03/2018	Approved
		Medium Term Revenue and Expenditure Framework (MTREF) – Item and Draft Budget 2018	March 2018	March 2018	Council Approved

**DELEGATIONS EXERCISED FOR PERIOD APRIL 2018
FINANCIAL SERVICES: MR MARIUS WÜST**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
643	HR	Overtime pre approval – Income, Salary, Budget & Creditors	03/04/2018	03/04/2018	Approved
		Overtime and Standby pre approval – Stores and Credit Control Sections	04/04/2018	04/04/2018	Approved
211	SCM	B/SM B/SM 36/18 Appointment of a suitable service provider for various training programmes for a period ending 30 June 2020	13/04/2018	13/04/2017	Approved
211	SCM	B/SM 37/18 Training for firearms - Unit Standards 117705, 119652, 123514, 119649 & 123515	13/04/2018	13/04/2018	Approved
211	SCM	B/SM 64/18 The appointment of a suitable service provider for rental of indoor plants	13/04/2018	13/04/2018	Approved
212	SCM	SCM Letter approved Tenderer's	13/04/2018	13/04/2018	Approved
		Approving payments for Acting Allowances –Clayton Rispel February & March	13/04/2018	13/04/2018	Approved
		Approve Capital Verimentations – Various Directorates	13/04/2018	13/04/2018	Approved
	MFMA	Monthly verification forms	13/04/2018	13/04/2018	Approved
		Capital Virementations – Various Directorates	17/04/2018	17/04/2018	Approved
		Trip Approval Vinolan Nairansamy – Bytes Workshop Cape Town	17/04/2018	17/04/2018	Approved
153		Write off of Interest – Hinekom Property	17/04/2018	17/04/2018	Approved
		Acting Allowance – Chantel Pietersen (Salary Section) for 3 – 30 April 2018	19/04/2018	19/04/2018	Approved
		Capital Virementations – Various Directorates	24/04/2018	24/04/2018	Approved

**DELEGATIONS EXERCISED FOR PERIOD MAY 2018
FINANCIAL SERVICES: MR MARIUS WÜST**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
643	HR	Overtime pre approval – Income, Salary, Budget & Creditors	03/05/2018	03/05/2018	Approved
		Overtime and Standby pre approval – Stores and Credit Control Sections	02/05/2018	04/05/2018	Approved
Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
211	SCM	B/SM 69/18 Supply, Delivery And Installation Of Outdoor Gym Equipment	04/05/2018	04/05/2018	Approved
211	SCM	B/SM 70/18 Supply, Delivery And Installation Of Artificial Grass	04/05/2018	04/05/2018	Approved
211	SCM	B/SM 78/18 Appointment Of A Suitable Service Provider For Annual Subscription Renewal Of Manage Engine Ad Audit	04/05/2018	04/05/2018	Approved
211	SCM	B/SM 75/18 Supply, Deliver And Fit Of Furniture For Stellenbosch Municipality (Wc024)	04/05/2018	04/05/2018	Approved
211	SCM	B/SM 49/18 The Supply And Delivery Of Refuse Bags	04/05/2018	04/05/2018	Approved
212	SCM	SCM Letter approved Tenderer's	04/05/2018	04/05/2018	Approved
		Approving payments for Acting Allowances – Clayton Rispel, Xolisa Skade, Chantel Pietersen	14/5/2018	14/04/2018	Approved
		Approve Capital Verimentations – Various Directorates	14/05/2018	14/05/2018	Approved
	MFMA	Monthly verification forms	11/05/2018	14/05/2018	Approved
		Capital Virementations – Various Directorates	17/05/2018	17/05/2018	Approved
		Trip Approval Vinolan Nairansamy – Bytes Workshop Cape Town	22/05/2018	22/05/2018	Approved
		Meduim Term Revenue and Expenditure Framework (Budget 2018/19) to Council	24/05/2018	24/05/2018	Approved
		Capital Virementations – Various Directorates	24/05/2018	25/05/2018	Approved
		Financial Disclosure Forms – K Carolus, D Jacobs & A Treurnich	24/05/2018	24/05/	Approved

**DELEGATIONS EXERCISED FOR PERIOD JUNE 2018
FINANCIAL SERVICES: MR MARIUS WÜST**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
643	HR	Overtime pre approval – Income, Salary, Budget & Creditors	04/06/2018	04/06/2018	Approved
		Overtime and Standby pre approval – Stores and Credit Control Sections	04/06/2018	04/06/2018	Approved
	MFMA	Monthly verification forms			Approved
211	SCM	B/SM 71/18 Mowing / Grass Cutting Of Developed / Undeveloped Public Open Spaces, Road Reserves, Cemeteries And Sport Facilities And Other Municipal Areas In The Stellenbosch Municipal Area Wc024, For A Contract Period Of 24 Months.	01/06/2018	29/06/2018	Approved
211	SCM	B/SM 73/18 The Installation Of High Voltage 66kv Isolator	01/06/2018	29/06/2018	Approved
		B/SM 02/18 Underwriting And Management Of Short Term Insurance Portfolio	01/06/2018	29/06/2018	Approved
212	SCM	SCM Letter approved Tenderer's	01/06/2018	29/06/2018	Approved
211	SCM	B/SM 74/18 Supply and Delivery of New Truck with vehicle mounted hydraulic crane	01/06/2018	29/06/2018	Approved
211	SCM	B/SM 81/18 Supply and delivery of 240 Litre Wheelie bins	01/06/2018	29/06/2018	Approved
211	SCM	B/SM 96/18 The Supply, installation, maintenance and support of an IP based PABX with a switchboard solution	01/06/2018	29/06/2018	Approved
211	SCM	Capital Virementations – Various Directorates	01/06/2018	29/06/2018	Approved
211	SCM	B/SM 91/18 Supply, Installation and management of STS compliant prepayment electricity vending	01/06/2018	29/06/2018	Approved
211	SCM	B/SM 97/18 Hard and soft landscaping at Cloetesville hall / library/ ward admin office for a contract period of 16 weeks	01/06/2018	29/06/2018	Approved
212	SCM	SCM Letter approved Tenderer's	01/06/2018	29/06/2018	Approved
211	SCM	B/SM 105/18 Unbundling of infrastructure assets for 2017/2018 financial year	01/06/2018	29/06/2018	Approved

INTERGRATED HUMAN SETTLEMENTS AND PROPERTY MANAGEMENT

DELEGATIONS EXERCISED FOR PERIOD MARCH 2018
DIRECTORATE: HUMAN SETTLEMENTS & PROPERTY MANAGEMENT (HSPM)

Category	Department	Report Subject & Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HSPM	Planning	Application for Departure: erf 1626, 13 Rowan Str, Stellenbosch.	02 March 2018	02 March 2018	Approved
HSPM	Planning	Application for Departure: erf 5632, Die Boord, Stellenbosch.	02 March 2018	02 March 2018	Approved
HSPM	Planning	Application for Registration of a Service, Ref – LU/6482	02 March 2018	02 March 2018	Approved
HSPM	Planning	Application for Submission: Farm 736 Paarl Division	01 March 2018	01 March 2018	Approved
HSPM	Planning	Application for Consolidation, Removal of Restrictions & Permanent Departures erven 2296 & 2297	07 March 2018	07 March 2018	Approved
HSPM	Planning	Application in terms of Section 15(2)k 354/2015	12 March 2018	12 March 2018	Approved
HSPM	Planning	Application for Departure: erf 1372	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 3586, Stellenbosch	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 636, Klapmuts	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: Farm 124/10, Stellenbosch	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 11374, 14 Akker Str. Paradyskloof	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 671 Priel	13 March 2018	13 March 2018	Approved

HSPM	Planning	Application for Special Dev. on erf: 7114, Stellenbosch	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 3618, Franschoek	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 1072, 28 Binnekring Str.	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 3504, Stellenbosch	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Departure: erf 13833, Jan Celliers Str.	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for special Dev. erf: 758, Stellenbosch	13 March 2018	13 March 2018	Approved
HSPM	Planning	Application for Consolidation, Removal of Restrictions & Permanent Departures: erven 2296 7 2297, Stellenbosch	19 March 2018	19 March 2018	Approved

**DELEGATIONS EXERCISED FOR PERIOD APRIL 2018
DIRECTORATE: HUMAN SETTLEMENTS & PROPERTY MANAGEMENT (HSPM)**

Category	Department	Report Subject & Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HSPM	Planning	Application for consent use on Farm 27/29, Stellenbosch.	04 April 2018	04 April 2018	Approved
HSPM	Planning	Application for Amendment of the Site Development Plan Farm 699, Stellenbosch.	04 April 2018	04 April 2018	Approved
HSPM	Planning	Application for Departure erf 15674 LA Pastorale II, Paradyskloof.	04 April 2018	04 April 2018	Approved

HSPM	Planning	Application for Amendment of condition: Unregistered Farm 1805, Paarl.	04 April 2018	04 April 2018	Approved
HSPM	Planning	Application for Departure erf 8483 32 Norhend Str. Cloetesville.	04 April 2018	04 April 2018	Approved
HSPM	Planning	Application for consent use & departure erf 195 Wemmershoek.	18 April 2018	18 April 2018	Approved
HSPM	Planning	Application for Departure erf 1338 30 Van Riebeeck Str. Franschhoek.	18 April 2018	18 April 2018	Approved
HSPM	Planning	Application for Departure erf 2736 31 Uitkyk Str. Franschhoek.	18 April 2018	18 April 2018	Approved
HSPM	Planning	Application for Departure erf 12398 83 Waaierpalm Str. Cloetesville.	18 April 2018	18 April 2018	Approved
HSPM	Planning	Application for Departure erf 392 Winelands Village, Raithby.	18 April 2018	18 April 2018	Approved
HSPM	Planning	Application to amend approval erf 1678 Stellenbosch.	18 April 2018	18 April 2018	Approved
HSPM	Planning	Application for Departure Plot 129 of Farm 1431 De Hollandsche Melon Resort-Wemmershoek.	18 April 2018	18 April 2018	Approved
HR	Informal Settlements	Standby and overtime pre-approvals	03 April 2018	03 April 2018	Approved
HR	Informal Settlements	Temporary Employment (stipend):	25 April 2018	26 April 2018	Supported
HR	Informal Settlements	Internet and E-mail Access: Temporary Employment: (stipend):	25 April 2018	30 May 2018	Approved
HR	Informal Settlements	Standby and overtime pre- approvals	30 April 2018	01 May 2018	Supported

DELEGATIONS EXERCISED FOR PERIOD May
DIRECTORATE: HUMAN SETTLEMENTS & PROPERTY MANAGEMENT (HSPM)

Category	Report Subject & Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HSPM	Application for Subdivision erf 3271 Franscvhhoek.	02 May 2018	02 May 23018	Approved
HSPM	Application for Departure erf 7965 Stellenbosch.	02 May 2018	02 May 23018	Approved
HSPM	Application for Departure erf 8092 Stellenbosch.	02 May 2018	02 May 23018	Approved
HSPM	Application for Consent in terms of the Stellenbosch`Municipality erf 191 Wemmershhoek.	02 May 2018	02 May 23018	Approved
HSPM	Application for a Temporary Departure erf 304 Franschoek.	02 May 2018	02 May 23018	Approved
HSPM	Application for Subdivision of Servitude & Departure erf 2677 Franschoek.	02 May 2018	02 May 23018	Approved
HSPM	Application for the Extension of the Validity Period in terms od Section 15(2)(i). Promulgated by Notice no. 354/2015 dated 20 October 2015 Farm no. 1537 Stellenbosch Division.	09 May 2018	09 May 23018	Approved
HSPM	Application for Departure Farm no. 510/49 Webersvalley Road.	16 May 2018	16 May 2018	Approved
HSPM	Application for Consent in terms of the Tittle Deeds Conditions erf 3556 Stellenbosch.	18 May 2018	18 May 2018	Approved
HSPM	Application for Consent in terms of the Tittle Deeds Conditions erf 3536.	24 May 2018	24 May 2018	Approved
HR	Standby and overtime pre- approvals	30 April 2018	01 May 2018	Supported
HSPM	Eviction Report: Case nr 388/18	03 May 2018	03 May 2018	Supported

HR	Eviction Report: Case nr 1841/12	03 May 2018	03 May 2018	Supported
HR	Eviction Report: Case nr 4129/15	09 May 2018	09 May 2018	Supported
HR	Eviction Report: Case 4129/15	09 May 2018	09 May 2018	Supported
HR	Eviction Report:	17/05/2018	17 May 2018	Supported
HR	Supplementary Report: Case nr 4169/16	23/05/2018	24 May 2018	Supported
HR	Eviction Report:	23/05/2018	24 May 2018	Supported
HR	Eviction Report: Case nr 2447/17	23/05/2018	24 May 2018	Supported
HR	Eviction Report: Case nr 2037/16	23/05/2018	24 May 2018	Supported

**DELEGATIONS EXERCISED FOR PERIOD JUNE
DIRECTORATE: HUMAN SETTLEMENTS & PROPERTY MANAGEMENT (HSPM)**

Category	Department	Report Subject & Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HSPM	Planning	Application for the Consolidation of Farms no. 1595/1 & 1595/2 Stellenbosch.	01 June 2018	01 June 2018	Approved
HSPM	Planning	Application for Departure erf 1632 12 Louis Botha Street Franschoek	01 June 2018	01 June 2018	Approved
HSPM	Planning	Application in terms of Section 15 (2) (H) of Stellenbosch Municipal Planning By-Law Promulgated by Notice no. 354/2015 20 December 2015 erf 15759 De Bosch.	06 June 2018	06 June 2018	Approved
HSPM	Planning	Application for Departure erf 31 Digteby Estate.	08 June 2018	08 June 2018	Approved
HSPM	Planning	Application for Departure erf 22 22 Angelier Street.	08 June 2018	08 June 2018	Approved
HSPM	Planning	Application for Departure erf 236 09 Nicolaas Cleff Street De Zalze Golf Estate.	08 June 2018	08 June 2018	Approved
HSPM	Planning	Application for Departure erf 388 85 Webersvalley Road.	08 June 2018	08 June 2018	Approved
HSPM	Planning	Application for Departure erf 734 Jamestown.	15 June 2018	15 June 2018	Approved
HSPM	Planning	Application for Departure erf 316 Kayamandi.	15 June 2018	15 June 2018	Approved

HSPM	Planning	Application for Departure erf 971 Jamestown.	18 June 2018	18 June 2018	Approved
HSPM	Planning	Application for removal of Tittle Deed Ref: LU/6672.	18 June 2018	18 June 2018	Approved
HSPM	Planning	Application for Departure erf 5505 Stellenbosch.	18 June 2018	18 June 2018	Approved
HSPM	Planning	Application for Departure erf 876 Ackerman Street Compliance of Conditions of approva.	18 June 2018	18 June 2018	Approved
HSPM	Planning	Portion 9 of Farm 1646 Paarl Ref: LU/6002.	19 June 2018	19 June 2018	Approved
HSPM	Planning	Application for Departure erf 17370, 12-14 Culemborg Street Die Board.	19 June 2018	19 June 2018	Approved
HSPM	Planning	Application for Departure erf 7120 31 King Street Cloetesville.	19 June 2018	19 June 2018	Approved
HSPM	Planning	Application for Departure Farm 1332.	21 June 2018	21 June 2018	Approved
HSPM	Planning	Application for Departure Ervern 14163.	21 June 2018	21 June 2018	Approved
HSPM	Planning	Application for Departure erf 3677.	21 June 2018	21 June 2018	Approved
HSPM	Planning	Application for Departure erf 716	21 June 2018	21 June 2018	Approved
HSPM	Planning	Application for Departure Farm 716.	21 June 2018	21 June 2018	Approved
HSPM	Planning	Application for Departure erf 14469.	21 June 2018	21 June 2018	Approved
Legal	Informal Settlements	Eviction Report: Case 575/17	05/06/2018	06/06/2018	Supported

Legal	Informal Settlements	Eviction Report: Case nr 3879/15	19/06/2018	19/06/2018	Supported
Legal	Informal Settlements	Case nr 1914/17	19/06/2018	19/06/2018	Supported

DIRECTORATE PLANNING AND LOCAL ECONOMIC DEVELOPMENT

**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT
DELEGATIONS EXERCISED FOR PERIOD: 01 – 31 MARCH 2018
ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT**

Date	Del Nr	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
27/03/2018	643	Acting Director: PED (HDednam)	Based on staff establishment in terms of Section 67 of Systems Act	(f) Acting Appointment	27/03/2018	27/03/2018	Approved
07/03/2018 – 20/03/2018	5	Acting Director: PED (BdlBat)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	07/03/2018 – 20/03/2018	07/03/2018 – 20/03/2018	Signed
05/03/2018 – 22/03/2018	5	Acting Director: PED (BdlBat)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Letters of Termination	05/03/2018 – 22/03/2018	05/03/2018 – 22/03/2018	Signed
05/03/2018 – 22/03/2018	5	Acting Director: PED (BdlBat)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Extension of existing EPWP Contracts	05/03/2018 – 22/03/2018	05/03/2018 – 22/03/2018	Signed
01/03/2018 – 29/03/2018	645	Acting Director: PED (BdlBat)	Basic Conditions of employment	Leave, Leave in lieu of overtime	01/03/2018 – 29/03/2018	01/03/2018 – 29/03/2018	Approved
05/03/2018 – 20/03/2018	139	Acting Director: PED (BdlBat)	S69 and 70 of MFMA	Virementation of Operating funds: within votes	05/03/2018 – 20/03/2018	05/03/2018 – 20/03/2018	Signed
05/03/2018 – 29/03/2018	211	Acting Director: PED (BdlBat)	S115 (1) of the MFMA read with S117 Supply Chain	(a) Requisitions	05/03/2018 – 29/03/2018	05/03/2018 – 29/03/2018	Approved
05/03/2018 – 29/03/2018	211	Acting Director: PED (BdlBat)	S115 (1) of the MFMA read with S117 Supply Chain	(d) Invoices	05/03/2018 – 29/03/2018	05/03/2018 – 29/03/2018	Approved
LETTER APPROVALS							

				To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:			
02/03/2018	Item 7.3.3 Council Meeting 2017-07-26	Director	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	Erf 1626 Stellenbosch	02/03/2018	05/03/2018	Approved
27/03/2018				Erf 2112 Klapmuts	27/02/2018	05/03/2018	Approved
02/03/2018				Farm 1655 & 1742/2 Paarl	02/03/2018	05/03/2018	Approved
27/03/2018				Erf 3526 Stellenbosch	27/02/2018	05/03/2018	Approved
27/02/2018				Erf 3246 Stellenbosch	27/02/2018	05/03/2018	Approved
05/03/2018				Farm 1655 Paarl	05/03/2018	05/03/2018	Approved
05/03/2018				Farm 1052/1 & 1052 Paarl	05/03/2018	05/03/2018	Approved
05/03/2018				Erven 2296 & 2297	07/03/2018	07/03/2018	Approved
12/03/2018				Erf 3385 Stellenbosch	12/03/2018	12/03/2018	Approved
13/03/2018				Erf 758 Stellenbosch	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 13833 Stellenbosch	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 3504 Stellenbosch	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 1072 Stellenbosch	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 3618 Franschhoek	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 7114 Stellenbosch	13/03/2018	13/03/2018	Approved
13/03/2018				Farm 124/10 Jamestown	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 11374 Stellenbosch	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 671 Pniel	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 3586 Stellenbosch	13/03/2018	13/03/2018	Approved
13/03/2018				Erf 1372 Stellenbosch	13/03/2018	13/03/2018	Approved

02/03/2018				Erf 5632 Stellenbosch	02/03/2018	16/03/2018	Approved
16/03/2018				Erf 5632 Stellenbosch	16/03/2018	16/03/2018	Approved
27/03/2018				Erf 13710 Stellenbosch	27/03/2018	29/03/2018	Approved
27/03/2018				Erf 16138 Stellenbosch	27/03/2018	29/03/2018	Approved
27/03/2018				Erf 3747 Franschoek	27/03/2018	29/03/2018	Approved
27/03/2018				Erf 130 La Motte	27/03/2018	29/03/2018	Approved
28/03/2018				Erf 2399 Stellenbosch	28/03/2018	29/03/2018	Approved
29/03/2018				Erf 15459 Stellenbosch	29/03/2018	29/03/2018	Approved

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT
DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 APRIL 2018
ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/04/2018	139	Acting Director: PED (WMoses)	S69 and 70 of MFMA	Virementation of Operating funds: within votes	03/04/2018	03/04/2018	Signed
03/04/2018	5	Acting Director: PED (WMoses)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Extension of existing EPWP Contracts	03/04/2018	03/04/2018	Signed
03/04/2018	5	Acting Director: PED (WMoses)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Letters of Termination	03/04/2018	03/04/2018	Signed
03/04/2018	645	Acting Director: PED (WMoses)	Basic Conditions of employment	Leave, time-off, overtime and standby: To approve all types of leave applications	03/04/2018	03/04/2018	Approved

03/04/2018	211	Acting Director: PED (WMoses)	S115 (1) of the MFMA read with S117 Supply Chain	(e) Invoices	03/04/2018	03/04/2018	Approved
09/04/2018 & 24/04/2018	643	Acting Director: PED (BdlBat)	Based on staff establishment in terms of Section 67 of Systems Act	To appoint staff into permanent, temporary or casual positions that have been approved for filling and to determine on which notch such person shall be placed within the applicable remuneration band for that position	09/04/2018 & 24/04/2018	09/04/2018 & 24/04/2018	Signed
09/04/2018 – 24/04/2018	645	Acting Director: PED (BdlBat)	Basic Conditions of employment	Leave, time-off, overtime and standby: (a) To approve all types of leave applications	09/04/2018 – 24/04/2018	09/04/2018 – 24/04/2018	Approved
10/04/2018	646	Acting Director: PED (BdlBat)	Basic Conditions of employment	Training and study: (a) To authorise the training of members of staff	10/04/2018	10/04/2018	Approved
10/04/2018 – 24/04/2018	211	Acting Director: PED (BdlBat)	S115 (1) of the MFMA read with S117 Supply Chain	(f) Invoices	10/04/2018 – 24/04/2018	10/04/2018 – 24/04/2018	Approved
12/04/2018 – 24/04/2018	5	Acting Director: PED (BdlBat)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Extension of existing EPWP Contracts	12/04/2018 – 24/04/2018	12/04/2018 – 24/04/2018	Signed
13/04/2018 – 24/04/2018	5	Acting Director: PED (BdlBat)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	13/04/2018 – 24/04/2018	13/04/2018 – 24/04/2018	Signed
17/04/2018	5	Acting Director: PED (BdlBat)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Registration of projects for 2018/19 funding	17/04/2018	17/04/2018	Signed

17/04/2018 – 24/04/2018	5	Acting Director: PED (BdlBat)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Letters of Termination	17/04/2018 – 24/04/2018	17/04/2018 – 24/04/2018	Signed
23/04/2018	139	Acting Director: PED (BdlBat)	S69 and 70 of MFMA	Virementation of Operating funds: within votes	23/04/2018	23/04/2018	Signed
24/04/2018	211	Acting Director: PED (BdlBat)	S115 (1) of the MFMA read with S117 Supply Chain	(b) Requisitions	24/04/2018	24/04/2018	Approved
25/04/2018 – 26/04/2018	5	Acting Director: PED (TMfeya)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Letters of Termination	25/04/2018 – 26/04/2018	25/04/2018 – 26/04/2018	Signed
26/04/2018	139	Acting Director: PED (TMfeya)	S69 and 70 of MFMA	Virementation of Operating funds: within votes	26/04/2018	26/04/2018	Signed
26/04/2018	645	Acting Director: PED (TMfeya)	Basic Conditions of employment	Leave, time-off, overtime and standby: (b) To approve all types of leave applications	26/04/2018	26/04/2018	Approved
26/04/2018	648	Acting Director: PED (TMfeya)	By-law and Policy	(l) Re-imbusement for use of an employee's own car on official business	26/04/2018	26/04/2018	Approved
01/02/2018 – 28/02/2018	211	Acting Director: PED (TMfeya)	S115 (1) of the MFMA read with S117 Supply Chain	(g) Invoices	01/02/2018 – 28/02/2018	01/02/2018 – 28/02/2018	Approved

LETTER APPROVALS

	Item 7.3.3 Council Meeting 2017-07-26	Acting Director	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:			
27/03/2018				Erf 3747 Franschoek	27/03/2018	04/04/2018	Approved

27/03/2018				Erf 130 La Motte	27/03/2018	04/04/2018	Approved
28/03/2018				Erf 2399 Stellenbosch	28/03/2018	03/04/2018	Approved
04/04/2018				Erf 15674 Stellenbosch	04/04/2018	10/04/2018	Approved
05/04/2018				Erf 8483 Stellenbosch	05/04/2018	10/04/2018	Approved
18/04/2018				Erf 2736 Stellenbosch	18/04/2018	19/04/2018	Approved
18/04/2018				Farm 1431/129 Franschhoek	18/04/2018	19/04/2018	Approved
18/04/2018				Erf 392 Raithby	18/04/2018	19/04/2018	Approved
18/04/2018				Erf 12398 Stellenbosch	18/04/2018	19/04/2018	Approved
18/04/2018				Erf 1338 Franschhoek	18/04/2018	19/04/2018	Approved
ITEMS/DELEGATED REPORTS							
				To issue certificates of compliance applicable to the following properties:			
09/04/2018				Erf 1678 Stellenbosch	09/04/2018	19/04/2018	Approved
15/02/2018	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Items/ reports to consider Category 2 applications	Farm 699 Stellenbosch	15/02/2018	10/04/2018	Approved
01/12/2017				Farm 1805 Stellenbosch	01/12/2017	10/04/2018	Approved
20/10/2017				Farm 27/29 Stellenbosch	20/10/2017	10/04/2018	Approved
23/05/2018				Erf 3246 Stellenbosch	23/05/2018	16/04/2018	Approved
21/09/2018				Erf 195 Franschhoek	21/09/2018	19/04/2018	Approved

**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT
DELEGATIONS EXERCISED FOR PERIOD: 01 – 31 MAY 2018
ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT**

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
07/05/2018	667	Acting Director: PED (TMfeya)	S 53 and S 69 of the Systems Act	Manage the implementation of the Municipality's SDBIP (DPED Managers)	07/05/2018	07/05/2018	Updates completed
07/05/2018		Acting Director: PED (TMfeya)		Resignation and Retirement: (b) To accept notice of resignation and retraction thereof including those cases where less than the prescribed notice period has been given: • Jeanne Basson	07/05/2018	07/05/2018	Signed
07/05/2018 – 31/05/2018	645	Acting Director: PED (TMfeya)	Basic Conditions of employment	Leave, time-off, overtime and standby: (a) To approve all types of leave applications (DPED Personnel)	07/05/2018 – 31/05/2018	07/05/2018 – 31/04/2018	Approved
07/05/2018 - 31/05/2018	211	Acting Director: PED (TMfeya)	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of professional consultants (a) Approval of Requisitions	07/05/2018 - 31/05/2018	07/05/2018 - 31/05/2018	Approved
07/05/2018 – 31/05/2018	211	Acting Director: PED (TMfeya)	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of professional consultants (d) Certification of Invoices	07/05/2018 – 31/05/2018	07/05/2018 – 31/05/2018	Approved
	5	Acting Director: PED (TMfeya)	Various legal provisions and the Law of Contract	EPWP: Extension of existing EPWP Contracts			Signed

07/05/2018 – 31/05/2018			AND Basic Common Law Principles AND S 59 (1) of Systems Act		07/05/2018 – 31/05/2018	07/05/2018 – 31/05/2018	
07/05/2018 – 31/05/2018	139	Acting Director: PED (TMfeya)	S69 and 70 of MFMA	Virementation of Operating funds: within votes	07/05/2018 – 31/05/2018	07/05/2018 – 31/05/2018	Signed
09 & 29 /05/2018	639	Acting Director: PED (TMfeya)		Granting of approval to officials at Manager level and below to serve in the management structure of municipal institutes and other bodies <ul style="list-style-type: none"> Michelle Aalbers – Acting Director: PED (10/05/2018) Hedré Dednam – Acting Director: PED (11/05/2018 & 29/05/2018)) 	09 & 29 /05/2018	09 & 29 /05/2018	Approved
10/05/2018 – 31/05/2018	5	Acting Director: PED (TMfeya)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Termination of contract of employment	10/05/2018 – 31/05/2018	10/05/2018 – 31/05/2018	Signed
21/05/2018	648	Acting Director: PED (TMfeya)	By-Law and Policy	Allowances, Privileges and Benefits (l) To authorise re-imburement for occasional use of an employee's own car on official business for staff <ul style="list-style-type: none"> Martin van As 	21/05/2018	21/05/2018	Approved
21/05/2018	648	Acting Director: PED (TMfeya)	By-Law and Policy	Allowances, Privileges , Bonuses and Benefits (k) The power to approve the use of official vehicles of the Municipality outside the Municipal area: <ul style="list-style-type: none"> Russell Honeywill 	21/05/2018	24/05/2018	Approved
22/05/2018	646			Training and study:	22/05/2018	25/05/2018	Approved

		Acting Director: PED (TMfeya)	Basic Conditions of employment	(b) To authorise the training of members of staff <ul style="list-style-type: none"> • Widmark Moses • Russell Honeywill 			
23/05/2018	5	Acting Director: PED (TMfeya)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	23/05/2018	25/05/2018	Signed
30/05/2018		Acting Director: PED (TMfeya)		Disclosure form of interest and benefits (DPED Personnel)	30/05/2018	31/05/2018	Signed
31/05/2018		Acting Director: PED (TMfeya)					
10/05/2018	5	Acting Director: PED (MAalbers)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Extension of existing EPWP Contracts	10/05/2018	10/05/2018	Signed
10/05/2018	5	Acting Director: PED MAalbers)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Termination of contract of employment	10/05/2018	10/05/2018	Signed
10/05/2018	211	Acting Director: PED (MAalbers)	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the	10/05/2018	10/05/2018	Approved

				procurement of goods and services and appointment of professional consultants (d) Certification of Invoices			
11/05/2018	211	Acting Director: PED (HDednam)	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of professional consultants (d) Certification of Invoices	11/05/2018	11/05/2018	Approved
11/05/2018 & 29/05/2018	5	Acting Director: PED (HDednam)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Termination of contract of employment	11/05/2018 & 29/05/2018	11/05/2018 & 29/05/2018	Signed
11/05/2018	645	Acting Director: PED (HDednam)	Basic Conditions of employment	Leave, time-off, overtime and standby: (d) The power to approve overtime worked as well as the remuneration thereof to employees subject to prescribed limitations <ul style="list-style-type: none"> Michelle Aalbers 	11/05/2018	11/05/2018	Approved
29/05/2018	5	Acting Director :PED (HDednam)	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP Grant Agreement for 2018/19 financial year and Business plan	29/05/2018	29/05/2018	Supported
29/05/2018	646	Acting Director: PED (HDednam)	Basic Conditions of employment	Training and study: (c)To authorise the training of members of staff <ul style="list-style-type: none"> Siyanda Zangqa 	29/05/2018	29/05/2018	Approved

29/05/2018		Acting Director: PED (HDednam)		Disclosure form of interest and benefits (DPED Personnel)	29/05/2018	31/05/2018	Signed
LETTER APPROVALS							
	Item 7.3.3 Council Meeting 2017-07-26	Acting Director: PED (TMfeya)	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:			
02/05/2018				Erf 7965 Stellenbosch	02/05/2018	02/05/2018	Approved
02/05/2018				Erf 8092 Stellenbosch	02/05/2018	02/05/2018	Approved
16/05/2018				Farm 510/49 Stellenbosch	16/05/2018	21/05/2018	Approved
18/05/2018				Erf 3556 Stellenbosch	18/05/2018	25/05/2018	Approved
30/05/2018				Erf 1446 Franschhoek	30/05/2018	31/05/2018	Approved
30/05/2018				Erf 10975 Stellenbosch	30/05/2018	31/05/2018	Approved

**PLANNING AND ECONOMIC DEVELOPMENT
DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 JUNE 2018
ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT**

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/06/2018		Acting Director: PED		Resignation and Retirement: (b) To accept notice of resignation and retraction thereof including those cases where less than the prescribed notice period has been given: <ul style="list-style-type: none"> • Lawrence Ramakuwela 	01/06/2018	01/06/2018	Signed
06/06/2018	648	Acting Director: PED	By-Law and Policy	Allowances, Privileges and Benefits (l) To authorise reimbursement for occasional use of an employee's own car on official business for staff <ul style="list-style-type: none"> • Mduduzi Nhleko 	06/06/2018	06/06/2018	Approved
09&11/06/2018	646	Acting Director: PED	Basic Conditions of employment	Training and study: (d) To authorise the training of members of staff – Peace Officer Training <ul style="list-style-type: none"> • Louisa Ollyn • Nopinki Dafeti • Akhona Gwintsa 	09&11/06/2018	13/06/2018	Approved
11/06/2018	667	Acting Director: PED	S 53 and S 69 of the Systems Act	Manage the implementation of the Municipality's SDBIP (PED Managers)	11/06/2018	11/06/2018	Updates completed

25/06/2018	639	Acting Director: PED		Granting of approval to officials at Manager level and below to serve in the management structure of municipal institutes and other bodies <ul style="list-style-type: none"> Hedré Dednam – Acting Director: PED (26/06/2018) Michelle Aalbers – Acting Director: PED (27-29/06/2018) 	25/06/2018	25/06/2018	Approved
01/06/2018 – 30/06/2018	645	Acting Director: PED	Basic Conditions of employment	Leave, time-off, overtime and standby: (b) To approve all types of leave applications (PED Personnel)	01/06/2018 – 30/06/2018	01/06/2018 – 30/06/2018	Approved
01/06/2018 – 30/06/2018	211	Acting Director: PED	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of professional consultants (b)Approval of Requisitions	01/06/2018 – 30/06/2018	01/06/2018 – 30/06/2018	Approved
01/06/2018 – 30/06/2018	211	Acting Director: PED	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and	01/06/2018 – 30/06/2018	01/06/2018 – 30/06/2018	Approved

				appointment of professional consultants (d) Certification of Invoices			
01/06/2018 – 30/06/2018	5	Acting Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Termination of contract of employment	01/06/2018 – 30/06/2018	01/06/2018 – 30/06/2018	Signed
01/06/2018 – 30/06/2018	5	Acting Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Extension of existing EPWP Contracts	01/06/2018 – 30/06/2018	01/06/2018 – 30/06/2018	Signed
01/06/2018 – 30/06/2018	5	Acting Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	01/06/2018 – 30/06/2018	01/06/2018 – 30/06/2018	Signed
ACTING DIRECTOR: 26 – 29 JUNE 2018							
27/06/2018	5	Acting Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	27/06/2018	27/06/2018	Signed
27/06/2018		Acting Director: PED		Resignation and Retirement: (b) To accept notice of resignation and retraction thereof including those cases where less than the prescribed notice period has been given: <ul style="list-style-type: none"> Resignation and exit form for Lawrence Ramakuwela 	27/06/2018	27/06/2018	Signed
LETTER APPROVALS							

	Item 7.3.3 Council Meeting 2017-07-26	Acting Director: PED	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:			
31/05/2018				Erf 1446 Franschoek	31/05/2018	05/06/2018	Approved
31/05/2018				Erf 10975 Stellenbosch	31/05/2018	05/06/2018	Approved
12/06/2018				Erf 1632 Franschoek	12/06/2018	28/06/2018	Approved
12/06/2018				Erf 22 Wemmershoek	12/06/2018	28/06/2018	Approved
21/06/2018				Erf 7120 Stellenbosch	21/06/2018	25/06/2018	Approved
21/06/2018				Erf 971 Jamestown	21/06/2018	25/06/2018	Approved
21/06/2018				Erf 17370 Stellenbosch	21/06/2018	25/06/2018	Approved
26/06/2018				Erf 14469 Stellenbosch	26/06/2018	27/06/2018	Approved
ITEMS/DELEGATED REPORTS							
	Item 7.3.3 Council Meeting 2017-07-26	Director	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 on the following properties			
	Item 7.3.3	Authorised Employee	Items/ reports to consider	To issue certificates of compliance applicable to the following properties:			

	Council Meeting 2017-07-26		Category 2 applications				
13/04/2018				Farm 1595 Stellenbosch	13/04/2018	25/06/2018	Approved
03/04/2017				Farm 1646/4 Paarl	03/04/2017	26/06/2018	Approved
12/12/2017				Erf 5505 Stellenbosch	12/12/2017	27/06/2018	Approved
28/03/2017				Erven 14163 & 14164 Stellenbosch	28/03/2017	27/06/2018	Approved
15/06/2017				Erf 3766 Stellenbosch	15/06/2017	27/06/2018	Approved
04/07/2017				Farm 1332/2 Johannesdal	04/07/2017	27/06/2018	Approved
05/02/2018				Farm 716/7 Stellenbosch	05/02/2018	27/06/2018	Approved

9.3.2	FINAL GRANT ALLOCATIONS AS DETERMINED BY THE GRANTS COMMITTEE
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1. PURPOSE

For Council to note the final grant allocations as determined by the Grants Committee for applications received from entities/external bodies performing a municipal function.

2. DELEGATED AUTHORITY

Grant Committee

In terms of section 7(2) "the Grant Committee will have the power to make final appointments and financial allocations" and in terms of section 7(3) "the Grant Committee must submit a report on its decisions to the Council".

3. EXECUTIVE SUMMARY

The item deals with the notification of Council on the allocation of funds to organisations who applied for funding in terms of the Policy for The Funding of External Bodies Performing a Municipal Function. In terms of the above policy the Grant Committee has the power to make final appointments and financial allocations and then must submit a report on its decisions to the Council.

4. RECOMMENDATION

That Council takes note of the final allocations and recommendations made by the Grants Committee as contained in the minutes (**APPENDIX A**) of the Grants Committee meeting held on 2018-06-27.

5. DISCUSSION / CONTENTS

5.1 Background

Council approved a policy relating to the funding of external bodies performing a municipal function, in terms whereof allocations may be made to external bodies performing a municipal function.

Notice to apply in terms of the Policy for the Funding of External Bodies Performing a Municipal Function were placed in various local newspapers and on the website.

On 2018-06-27 the Grant Committee evaluated the applications received.

5.2 Discussion

The total amount of R3 900 000 of Tourism Grant was recommended to be disbursed to the applicants as follows:

	Rand
Stellenbosch Entrepreneur & Enterprise Development	450 000
Stellenbosch 360	1 238 550
Franschhoek Wine Valley	1 115 523
Dwarsrivier Tourism	524 952
Stellenbosch Wine Routes	570 975

The implications of the above allocation are that the previously funded organisations will get considerably less funding than in the previous year:

	2017/18	2018/19	%change
Stellenbosch 360	1 334 471	1 238 550	-7.2
Franschhoek Wine Valley	1 202 252	1 115 523	-7.2
Dwarsrivier Tourism	562 662	524 952	-6.7
Stellenbosch Wine Routes	614 000	570 975	-7.0

The Stellenbosch Heritage proposal was found deficient, lacking sufficient clarity regarding projects scope, timelines and clear deliverables, and therefore not considered for funding.

The total amount of R1 050 000 of Animal Welfare Grant was recommended to be disbursed to the applicants as follows:

Franschhoek SPCA	R 156 450
Stellenbosch Animal Welfare Society	R 893 550

5.2.1 Financial Implications

In total an amount of R4 950 000 will be disbursed to the successful applicants.

6. Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation and the approved Policy for the Funding of External Bodies Performing a Municipal Function.

As the funding allocation in the case of Stellenbosch 360, Franschhoek Wine Valley, Dwarsrivier Tourism and Stellenbosch Wine Routes has decreased year-on-year, and is also less than the funding applied for, it is suggested that each entity submits a schedule electing to which projects and initiatives the funding will be applied, and over what timeframes, and that such schedule is appended to the Memorandum of Understanding.

6.1 Staff Implications

This report has no staff implications for the Municipality.

6.2 Previous / Relevant Council Resolutions

6.3 Risk Implications

Lack of proper reporting from funded entities, making oversight difficult.

6.4 Comments from Senior Management

6.4.1 Director Planning & Economic Development

Agree with the recommendations

6.4.2 Chief Financial Officer

Agree with the recommendations

6.4.3 Municipal Manager

Approves the recommendations

ANNEXURE A

MINUTES OF THE GRANTS COMMITTEE Meeting (2018-06-27)

FOR FURTHER DETAILS CONTACT:

NAME	Widmark Moses
POSITION	MANAGER: LED & TOURISM
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	
E-MAIL ADDRESS	
REPORT DATE	13 June 2018

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.

2018-06-27

MINUTES

GRANTS-IN-AID COMMITTEE

2018-06-27

MINUTES
GRANTS COMMITTEE MEETING
2018-06-27

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PRESENT: Municipal Manager (Chairperson)
 Acting Chief Financial Officer (K Carolus)
 Acting Director: Human Settlements (L van Stavel)
 Manager: LED (W Moses)
 LED Officer (R Honeywill)
 Committee Clerk (B Mgcushe)

1.	OPENING AND WELCOME
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The Chairperson welcomed everyone present and thanked Mr van Stavel for availing himself on short notice to attend the meeting on behalf of the Director.

1.1	COMMUNICATION BY THE CHAIRPERSON
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NONE

1.2	DISCLOSURE OF INTERESTS
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Mr Moses declared that he sits on the board of Franschhoek Wine Valley.

2.	APPLICATION FOR LEAVE OF ABSENCE
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The following applications for leave were approved in terms of the Rules of Order of Council:-

Director Strategic and Corporate Services (A de Beer (Ms)) - 27 June 2018

Director Community and Protection Services (G Esau) - 27 June 2018

3.	ITEMS FOR CONSIDERATION
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3.1	THE ALLOCATION OF TOURISM FUNDING 2018/19
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Collaborator No:

IDP KPA Ref No:

Meeting Date: *27 June 2018*

1. PURPOSE

To provide a proposed allocation of the Tourism Funding for the 2018/2019 financial year.

2. BACKGROUND

Applications for grant funding were received from Stellenbosch 360, Franschoek Wine Valley Tourism Association, Dwarsrivier Tourism (administered by Franschoek Wine Valley), Stellenbosch Wine Routes, and a first-time applicant, Stellenbosch Entrepreneur and Enterprise Development Trust (SEED).

3. DISCUSSION

In order to improve the prospects of success for SEED, it is recommended that the application be funded in the first year in full as per the proposal.

The balance of the allocated R3 900 000 - R3 450 000 will then be allocated amongst the other applicants in the same proportions as the 2017/2018 financial year, as follows:

Stellenbosch 360	35.9%
Franschoek Wine Valley (incl. Dwarsrivier)	47.55%
Stellenbosch Wine Routes	<u>16.55%</u>
	100.00%

4. FINANCIAL IMPLICATIONS

The total amount of R3 900 000 is therefore recommended to be disbursed to the applicants as follows:

	<u>Rand</u>
Stellenbosch Entrepreneur & Enterprise Development	450 000
Stellenbosch 360	1 238 550
Franschoek Wine Valley	1 115 523
Dwarsrivier Tourism	524 952
Stellenbosch Wine Routes	<u>570 975</u>
Total	<u>3 900 000</u>

The implications of the above allocation are that the previously funded organisations will get considerably less funding than in the previous year:

	<u>2017/18</u>	<u>2018/19</u>	<u>%change</u>
Stellenbosch 360	1 334 471	1 238 550	-7.2
Franschhoek Wine Valley	1 202 252	1 115 523	-7.2
Dwarsrivier Tourism	562 662	524 952	-6.7
Stellenbosch Wine Routes	614 000	570 975	-7.0

5. LEGAL IMPLICATIONS

Applicants will be required to sign a Memorandum of Understanding with the Municipality, and abide by the terms and conditions contained therein.

As the funding allocation in the case of Stellenbosch 360, Franschhoek Wine Valley, Dwarsrivier Tourism and Stellenbosch Wine Routes has decreased year-on-year, and is also less than the funding applied for, it is suggested that each entity submits a schedule electing to which projects and initiatives the funding will be applied, and over what timeframes, and that such schedule is appended to the Memorandum of Understanding.

GRANTS-IN-AID COMMITTEE MEETING: 2018-06-27: ITEM 3.1

RESOLVED

That it be recommended to Council:

- (a) that the total amount of R4 950 000 is recommended to be disbursed to the applicants as follows:

	<u>Rand</u>
Stellenbosch Entrepreneur & Enterprise Development	450 000
Stellenbosch 360	1 238 550
Franschhoek Wine Valley	1 115 523
Dwarsrivier Tourism	524 952
Stellenbosch Wine Routes	570 975
Franschhoek SPCA	156 450
Stellenbosch Animal Welfare Society	<u>893 550</u>
Total	4 950 000

- (b) that the implications of the above allocation are that of the previously funded tourism organisations will get considerably less funding than in the previous year:

	<u>2017/18</u>	<u>2018/19</u>	<u>%change</u>
Stellenbosch 360	1 334 471	1 238 550	-7.2
Franschhoek Wine Valley	1 202 252	1 115 523	-7.2
Dwarsrivier Tourism	562 662	524 952	-6.7
Stellenbosch Wine Routes	614 000	570 975	-7.0

-
- (c) that a strategic policy for funding and oversight of local tourism organisations be drawn up;
- (d) that the above-mentioned policy process must be finalised by February 2019 so that the 2019/20 budget can make provision for these grants;
- (e) that the amounts to be allocated to the organisations be included in the budget before it goes out for public participation; and
- (f) that the Heritage projects not be funded because the application lacks sufficient clarity regarding projects scope, timelines and clear deliverables, and is not clearly related to any municipal functions.

FOR FURTHER DETAILS CONTACT:

NAME	Widmark Moses
POSITION	MANAGER: LED & TOURISM
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	
E-MAIL ADDRESS	
REPORT DATE	13 June 2018

The meeting adjourned at 10:15.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**

9.3.3	REPORTING ON THE RELIEF AND CHARITABLE FUND (MAYORAL FUND) 2017/2018
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

25 July 2018

1. REPORTING ON THE RELIEF AND CHARITABLE FUND (MAYORAL FUND) – 2017/2018

2. PURPOSE

The Executive Mayor receives on a regular basis requests for grants, donations and financial assistance from various organisations, groups and individuals. Most of these are dealt with through the normal Grants-in-Aid Policy, but some deserving requests fall outside the ambit of the policy.

It is thus along these lines that a mechanism was put in place that could address these deserving relief and / or charitable cases. In this regard a “Relief and / or Charitable Fund” was established for this purpose.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The fund was established during 2017. The purpose of the item is to provide feedback on the donations that have been paid out to applicants in line with the Guidelines approved by Council.

The Municipal Manager must report to Council in respect of the status of the “Fund” including amounts withdrawn, and the names and amounts of the beneficiaries. Any donation(s) received must also be reported.

A Mayoral Golf Day was held at Stellenbosch Golf Club, and a donation of R100 000, 00 was received towards the fund.

On 12 April 2018, a Mayoral Golf Day was again held at the Stellenbosch Golf Club and R75 000, 00 was pledged towards the fund.

List of funds paid out 2017/2018:

BENEFICIARY (2017)	AMOUNT DONATED	PURPOSE
E. Poulse November 2017	R 5000. 00	INAS World Swimming Championship, Mexico (27/11/17 – 4/12/17)
F. Philander September 2017	R 2330. 00	Sport tour to Gauteng (29/9/17 - 9/10/17)
L. Benting July 2017	R 2500. 00	INAS Tri-Nations Cricket, England (7/7/17 – 24/7/17)

BENEFICIARY (2018)	AMOUNT DONATED	PURPOSE
Ikapa United FC March 2018	R10 000, 00 (R 2000, 00 per athlete)	Dallas International Girls Cup, (20/3/18 – 1/4/18)
Jeremy's Driving School March 2018	R 4890, 00	Youth Initiative, Klapmuts (driving lessons)
Kayamandi High School March 2018	R 5000, 00	Student exchange programme with Adamstown Community College, Dublin
Sincede Sinako Funeral Services January 2018	R 5000, 00	Transportation costs towards funeral (dam drowning in Kayamandi)
De Vries Begrafnisdienste March 2018	R 8500, 00	Assistance with funeral arrangements for Klapmuts fire victims

5. RECOMMENDATION

that council notes the income and expenditure of the Charitable and Relief Fund (Mayoral Fund) for the period of 2017/2018.

6. LEGAL IMPLICATIONS

Municipal Financial Management Act:

Relief, charitable, trust or other funds

- 12.(1) No political structure or office-bearer of a municipality may set up a relief, charitable, trust or other fund of whatever description except in the name of the municipality. Only the municipal manager may be the accounting officer of any such fund.
- (2) A municipality may in terms of section 7 open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund.
- (3) Money received by the municipality for the purpose of a relief, charitable, trust or other fund must be paid into a bank account of the municipality, or if a separate bank account has been opened in terms of subsection (2), into that account.
- (4) Money in a separate account opened in terms of subsection (2) may be withdrawn from the account without appropriation in terms of an approved budget, but only—
- (a) by or on the written authority of the accounting officer acting in accordance with decisions of the municipal council; and
- (b) for the purposes for which, and subject to any conditions on which, the fund was established or the money in the fund was donated.

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	July 2018

9.3.4	PERFORMANCE AGREEMENT 2018 – MUNICIPAL MANAGER
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Collaborator No:

IDP KPA Ref No:

Date:

Good Governance and Compliance

25 July 2018

1. PERFORMANCE AGREEMENT 2018 – MUNICIPAL MANAGER

2. PURPOSE

That Council take note of:

- a) the Performance Agreement as concluded between the Municipal Manager and the Executive Mayor
- b) the Performance Plans, Competency Frameworks and Personal Development Plans of the respective Section 56 Managers.

3. DELEGATED AUTHORITY

According to Section 57(2) of the Local Government: Municipal Systems Act, the the performance agreement must:

“(a) be concluded within a reasonable time after a person has been appointed as the municipal manager or as a manager directly accountable to the municipal manager and thereafter within one month after the beginning of the financial year of the municipality”.

4. EXECUTIVE SUMMARY

According to Section 23 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers 805 of 2006, the purpose of the agreement is to:

- “(1) comply with the provisions of Section 57(1)(b),(4A),(46) and (5) of the Act as well as the employment contract entered into between the parties;*
- (2) specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer’s expectations of the employee’s performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;*
- (3) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;*
- (4) monitor and measure performance against set targeted outputs;*
- (5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;*
- (6) in the event of outstanding performance, to appropriately reward the employee; and*
- (7) give effect to the employer’s commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.”*

5. RECOMMENDATIONS

- (a) that the Council notes the Performance Agreement including the Performance Plan, Competency Framework and Personal Development Plan for Geraldine Mettler – Municipal Manager of Stellenbosch Municipality (**APPENDIX 1**); and
- (b) that the Performance Agreements, Performance Plans, Competency Frameworks and Personal Development Plans be placed on the Municipal Website as legislated.

6. DISCUSSION**6.1 Background**

Paragraph 4 of Regulation 805 of 2006, requires that a separate performance agreement be signed within ninety (90) calendar days after the assumption of duty and annually within one month after the commencement of the new financial year.

The Performance Agreement was concluded for the Municipal Manager for the period 1 July 2018 – 30 June 2019 and includes the Performance Plans, Competency Frameworks and Personal Development Plans.

6.2 Financial Implications

The incumbent may be considered for performance bonus if the minimum requirements as set out in their individual performance agreements, upon consideration and approval of council, are met.

6.3 Legal Implications

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

6.4 Staff Implications

This report has no staff implications to the Municipality.

6.5 Risk Implication

None

APPENDIX

Performance Agreement and supporting documentation for:

- Geraldine Mettler – Municipal Manager of Stellenbosch Municipality (**APPENDIX 1**);

FOR FURTHER DETAILS CONTACT:

NAME	Shireen de Visser
POSITION	Senior Manager: Governance
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 808 8035
E-MAIL ADDRESS	Shireen.devisser@stellenbosch.gov.za
REPORT DATE	18 May 2018

APPENDIX 1

STELLENBOSCH MUNICIPALITY

**Performance Agreement
for the financial year
1 June 2018 – 30 June 2019**

**GERALDINE METTLER
MUNICIPAL MANAGER**

Performance agreement made and entered into by and between

The Stellenbosch Municipality and represented by
Adv. G. Van Deventer, the Executive Mayor
(herein and after referred as Employer)

and

Ms. Geraldine Mettler, the Municipal Manager
(herein and after referred as Employee)
 for the period 1 June 2018 to 30 June 2019

Where as

- a. The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as "the Parties";
- b. Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- c. The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government goals; and
- d. The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act.

1. INTERPRETATION

- 1.1 In this Agreement the followings terms will have the meaning ascribed thereto:
 - 1.1.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.1.2 "the Executive Authority" – means the Mayoral Committee of the Municipality constituted in terms of Section 55 of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") as represented by its chairperson, the Executive Mayor;
 - 1.1.3 "the Employee" means the Municipal Manager appointed in terms of Section 82 of the Structures Act;



 Municipal Manager
 Ms. Geraldine Mettler

2



 Executive Mayor: Stellenbosch Municipality
 Adv. G. Van Deventer

1.1.4 "the Employer" means Stellenbosch Municipality; and

1.1.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b),(4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;
- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 01 June 2018 and will remain in force until 30 June 2019 where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason;
- 3.4 If at any time during the validity of the agreement the work environment alters to the extent that the contents of the agreement are no longer


.....
Municipal Manager
Ms. Geraldine Mettler

3


.....
Executive Mayor: Stellenbosch Municipality
Adv. G. Van Deventer

appropriate, the contents must by mutual agreement between the parties, immediately be revised; and

- 3.5 Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the Municipal Systems Act and Regulation 4(5) of the Regulations.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
- 4.1.2 The timeframes within which those performance objectives and targets must be met; and
- 4.1.3 The competencies (Annexure B – definitions in terms of Regulation 21 of 17 January 2014) required to operate effectively as senior managers in the local government environment.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
- 4.2.1 Key objectives that describe the main tasks that need to be done;
- 4.2.2 Key performance indicators that provide the details of the evidence that must be provided to show that a key objective has been achieved;
- 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and
- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.



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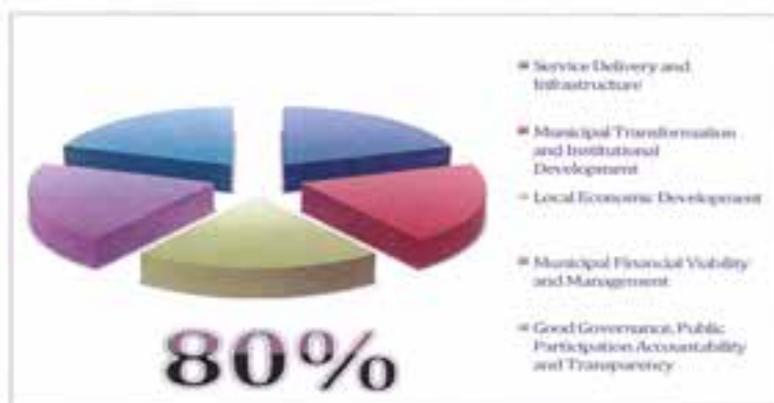
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5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer must consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the key performance indicators (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, Operational Performance and Competencies both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan, which are linked to the KPAs, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:



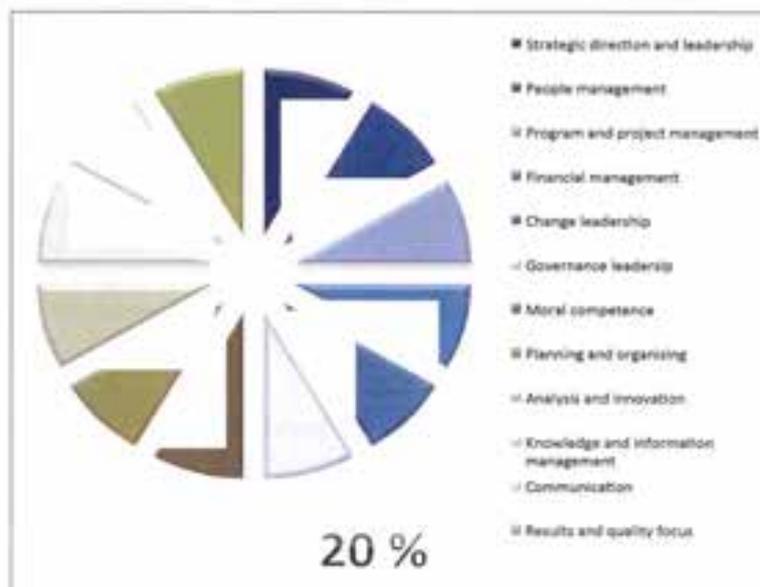
- 5.7 The Competencies will make up the other 20% of the Employee's assessment score. The Competencies are split into two groups, leading competencies (indicated in blue on the graph below) that drive strategic

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intent and direction and core competencies (indicated in green on the graph below), which drive the execution of the leading competencies.



6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;
- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.13 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;


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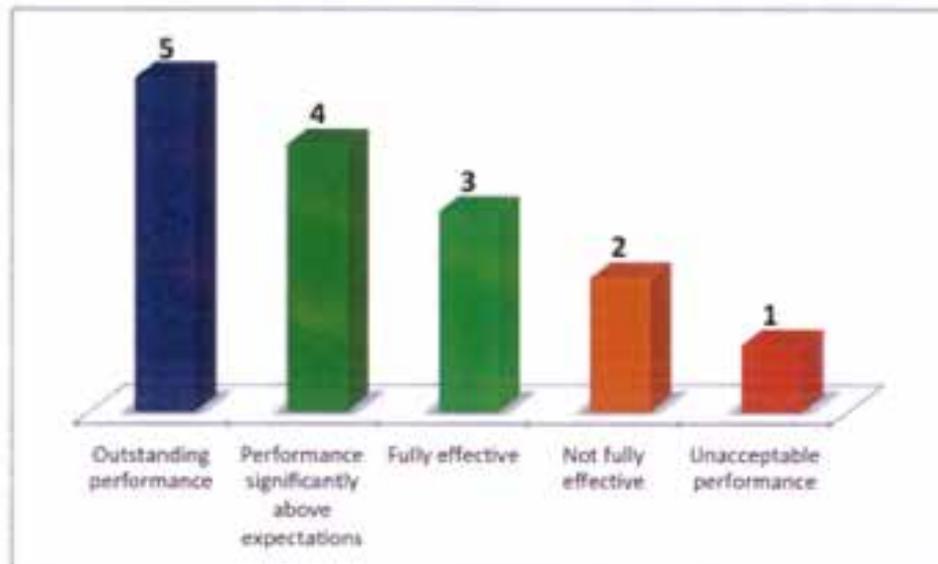
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale described in 6.9 below shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit her self-evaluation to the Employer prior to the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the individual scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency will be assessed in terms of the descriptions provided (Annexure B) on a 360 degree basis during the mid-year and year-end reviews and will inform the final score awarded by the evaluation committee. 360 degree means that the employee's peers and managers reporting to him will assess her Competencies;
 - 6.7.2 A rating on the five-point scale described in 6.10 below shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the individual scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and
 - 6.8.2 Such overall rating represents the outcome of the performance appraisal.


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- 6.9 The assessment of the performance of the Employee will be based on the following rating scale for KPIs:



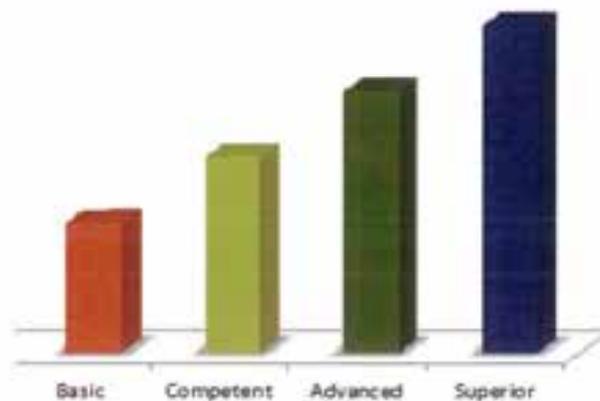
Terminology	Description
Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that they employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

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- 6.10 The assessment of the competencies will be based on the following rating scale:



Achievement Level	Description
Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.
Superior	Has a comprehensive understanding of local government operations, critical in strategic shaping strategic direction and change, develops and applies comprehensive concepts and methods.

- 6.11 For purposes of evaluating the performance of the Employee for the mid-year and year-end reviews, an evaluation panel constituted of the following persons will be established –
- 6.11.1 Executive Mayor;
 - 6.11.2 Municipal Manager from another municipality;
 - 6.11.3 Chairperson of the Performance Audit Committee or in her absence thereof, the Chairperson of the Audit Committee;
 - 6.11.4 The Member of the Mayoral Committee; and


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- 6.11.5 A member of the community.
- 6.12 The Executive Mayor will evaluate the performance of the Employee as at the end of the 1st and 3rd quarters; and
- 6.13 The Executive Mayor will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meetings.

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of the Employee in relation to her performance agreement shall be reviewed on the following dates with the understanding that the reviews in the first and third quarter may be verbal if performance is satisfactory:

Quarter	Review Period	Review to be completed by
1	July - September	October / November annually (informal)
2	October – December	February annually
3	January – March	April / May annually (Informal)
4	April - June	After receipt of the AG management report

- 7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such Plan may be implemented and/or amended as the case may be after the each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.


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9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.


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11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for recognising outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 In the event of the Employee terminating her services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed; and
- 11.4 The Employer will submit the total score of the annual assessment and of the Employee, to full Council.
- 11.5 The performance bonus will be awarded pro-rata according to the period of this agreement based on the following scheme:

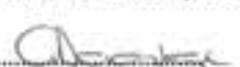
Performance Score	Performance Rating	Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of total package
70% - 74%	Fair Performance	9% of total package
75% - 79%	Good Performance	11% of total package
80% - 100%	Excellent Performance	14% of total package

11. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that her performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –


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- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve her performance; and
- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days;
- 13.3 In the instance where the matters referred to in 13.2 were not successfully resolved, the matter shall be referred to the MEC for local government in the province within 30 (thirty) business days of receipt of a formal dispute from the Employee or any other person appointed by the MEC; and
- 13.4 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.


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Thus done and signed at Stellenbosch on the 17th day July of 2018.

AS WITNESSES:

1. _____

2. _____



**Ms. Geraldine Mettler
Municipal Manager
Stellenbosch Municipality**

Thus done and signed at _____ on the _____ day July of 2018.

AS WITNESSES:

1. _____

2. _____



**Adv. G. Van Deventer
Executive Mayor:
Stellenbosch Municipality**



Performance Plan - Municipal Manager


Municipal Manager: Stellenbosch
Ms. Geraldine Mettler


Executive Mayor: Stellenbosch
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The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.



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Performance Plan - Municipal Manager

Municipal Manager: Stellenbosch
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Executive Mayor: Stellenbosch
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KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for **eighty percent** of the total employee assessment score.


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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
SDBIP Graphs	Good Governance and Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Sub-Directorate: Internal Audit	80% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	80%	Updated SDBIP and report	80%	80%	80%	80%	7
SDBIP Graphs	Good Governance and Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Sub-Directorate: Risk Management	80% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	80%	Updated SDBIP and report	80%	80%	80%	80%	7
SDBIP Graphs	Good Governance and Public Participation	Effective Management and supervision of the SDBIP on the KPIs of Sub-Directorate: Governance	80% of the KPI's of the sub directorate have been met as per Ignite Dashboard report	New KPI	Updated SDBIP and report	80%	80%	80%	80%	7
SDBIP Graphs	Municipal Financial Viability and Management	Effective Management and supervision of the Financial Services Directorate	80% of the KPI's of the directorate have been met as per Ignite Dashboard report	86%	Updated SDBIP and report	80%	80%	80%	80%	7
SDBIP Graphs	Municipal Financial Viability and Management	Effective Management and supervision of the Corporate Services Directorate	80% of the KPI's of the directorate have been met as per Ignite Dashboard report	72%	Updated SDBIP and report	80%	80%	80%	80%	7
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the Community and Protection Services Directorate	80% of the KPI's of the directorate have been met as per Ignite Dashboard report	80%	Updated SDBIP and report	80%	80%	80%	80%	7
SDBIP Graphs	Basic Service Delivery	Effective Management and supervision of the Planning & Economic Development Directorate	80% of the KPI's of the directorate have been met as per Ignite Dashboard report	78%	Updated SDBIP and report	80%	80%	80%	80%	7
SDBIP Graphs	Local Economic Development	Effective Management and supervision of the Infrastructure Services Directorate	80% of the KPI's of the directorate have been met as per Ignite Dashboard report	67%	Updated SDBIP and report	80%	80%	80%	80%	7
	Good Governance and Public Participation	Sign 57 performance agreements with all directors by 31 July	% signed agreements	100%	Signed performance agreements	100%	0	0	0	7



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Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Targets				Weight
						Q1	Q2	Q3	Q4	
	Basic Service Delivery	The % of the Municipality's capital budget spent on capital projects identified in the IDP	The % of a municipality's capital budget spent on capital projects identified in the IDP for the 2017/18 financial year, measured as (Total Actual capital Expenditure/Approved Capital Budget) x 100	85%	Financial Statements	0%	10%	30%	90%	6
	Good Governance and Public Participation	Facilitation of strategic management meetings	Number of strategic management meetings facilitated	20	Minutes of meetings	5	5	5	5	6
	Good Governance and Public Participation	Monitor the execution of council resolutions	% of resolutions implemented	70%	Minutes of meetings	70%	70%	70%	70%	5
Total										180

COMPETENCIES

The competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014. The assessment of these competencies will account for **twenty percent** of the total employee assessment score.

Annexure B describes the different achievement levels for each Competency and should therefore form part of this section of the Performance Plan.

Competency**LEADING COMPETENCIES**

Strategic direction and leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate. It includes: Impact and influence Institutional performance management Strategic planning and management Organisational awareness	1,67
People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives. It includes: Human capital planning and development Diversity management Employee relations management Negotiation and dispute management	1,67
Programme and project management	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives. It includes: Program and project planning and implementation Service delivery management Program and project monitoring and evaluation	1,67
Financial management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner. It includes: Budget planning and execution	1,67



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Competency		
Change leadership	Able to direct and initiate transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community. It includes: Change vision and strategy Process design and improvement Change impact monitoring and evaluation	1,67
Governance leadership	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships. It includes: Policy formulation Risk and compliance management Cooperative governance	1,67
CORE COMPETENCIES		
Moral competence	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and display behaviour that reflects moral competence.	1,67
Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.	1,67
Analysis and innovation	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.	1,67
Knowledge and information management	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	1,67
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	1,67
Results and quality focus	Able to maintain high quality standards, focus on achieving results and objectives while consistency striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	1,67
TOTAL		20



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Competency Framework


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Annexure B

Cluster		Leading Competencies	
Competency Name		Strategic Direction and Leadership	
Competency Definition		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate • Describe how specific tasks link to institutional strategies but has limited influence in directing strategy • Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole • Demonstrate a basic understanding of key decision-makers 	<ul style="list-style-type: none"> • Give direction to a team in realising the institution's strategic mandate and set objectives • Has a positive impact and influence on the morale, engagement and participation of team members • Develop actions plans to execute and guide strategy implementation • Assist in defining performance measures to monitor the progress and effectiveness of the institution • Displays an awareness of institutional structures and political factors • Effectively communicate barriers to execution to relevant parties • Provide guidance to all stakeholders in the achievement of the strategic mandate • Understand the aim and objectives of the institution and relate it to own work 	<ul style="list-style-type: none"> • Evaluate all activities to determine value and alignment to strategic intent • Display in-depth knowledge and understanding of strategic planning • Align strategy and goals across all functional areas • Actively define performance measures to monitor the progress and effectiveness of the institution • Consistently challenge strategic plans to ensure relevance • Understand institutional structures and political factors, and the consequences of actions • Empower others to follow strategic direction and deal with complex situations • Guide the institution through complex and ambiguous concern • Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances 	<ul style="list-style-type: none"> • Structure and position the institution to local government priorities • Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework • Hold self accountable for strategy execution and results • Provide impact and influence through building and maintaining strategic relationships • Create an environment that facilitates loyalty and innovation Display a superior level of self-discipline and integrity in actions • Integrate various systems into a collective whole to optimise institutional performance management • Uses understanding of competing interests to manoeuvre successfully to a win/win outcome



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Annexure B

Cluster		Leading Competencies	
Competency Name		People Management	
Competency Definition		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Participate in team goal-setting and problem solving Interact and collaborate with people of diverse backgrounds Aware of guidelines for employee development, but requires support in implementing development initiatives 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility Respect and support the diverse nature of others and be aware of the benefits of a diverse approach Effectively delegate tasks and empower others to increase contribution and execute functions optimally Apply relevant employee legislation fairly and consistently Facilitate team goal-setting and problem-solving Effectively identify capacity requirements to fulfill the strategic mandate 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions Recognise and reward effective and desired behaviour Provide mentoring and guidance to others in order to increase personal effectiveness Identify development and learning needs within the team Build a work environment conducive to sharing, innovation, ethical behaviour and professionalism Inspire a culture of performance excellence by giving positive and constructive feedback to the team Achieve agreement or consensus in adversarial environments Lead and unite diverse teams across divisions to achieve institutional objectives 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution Foster a culture of discipline, responsibility and accountability Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution Develop comprehensive integrated strategies and approaches to human capital development and management Actively identify trends and predict capacity requirements to facilitate unified transition and performance management



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Annexure B

Cluster	Leading Competencies		
Competency Name	Program and Project Management		
Competency Definition	Able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Initiate projects after approval from higher authorities Understand procedures of program and project management methodology, implications and stakeholder involvement Understand the rationale of projects in relation to the institution's strategic objectives Document and communicate factors and risk associated with own work Use results and approaches of successful project implementation as guide 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones Define the roles and responsibilities of the project team and create clarity around expectations Find a balance between project deadline and the quality of deliverables Identify appropriate project resources to facilitate the effective completion of the deliverables Comply with statutory requirements and apply policies in a consistent manner Monitor progress and use of resources and make needed adjustments to timelines, steps, and resource allocation 	<ul style="list-style-type: none"> Manage multiple programs and balance priorities and conflicts according to institutional goals Apply effective risk management strategies through impact assessment and resource requirements Modify project scope and budget when required without compromising the quality and objectives of the project Involve top-level authorities and relevant stakeholders in seeking project buy-in Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results Monitor policy implementation and apply procedures to manage risks 	<ul style="list-style-type: none"> Understand and conceptualise the long-term implications of desired project outcomes Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives Consider and initiate projects that focus on achievement of the long-term objectives Influence people in positions of authority to implement outcomes of projects Lead and direct translation of policy into workable actions plans Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed



Municipal Manager
Ms. Geraldine Mettler



Executive Mayor:
Adv. G. Van Deventer

Annexure B

Cluster	Leading Competencies		
Competency Name	Financial Management		
Competency Definition	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand basic financial concepts and methods as they relate to institutional processes and activities • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems • Understand the importance of financial accountability • Understand the importance of asset control 	<ul style="list-style-type: none"> • Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate • Assess, identify and manage financial risks • Assume a cost-saving approach to financial management • Prepare financial reports based on specified formats • Consider and understand the financial implications of decisions and suggestions • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget 	<ul style="list-style-type: none"> • Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility • Prepare budgets that are aligned to the strategic objectives of the institution • Address complex budgeting and financial management concerns • Put systems and processes in place to enhance the quality and integrity of financial management practices • Advise on policies and procedures regarding asset control • Promote National Treasury's regulatory framework for Financial Management 	<ul style="list-style-type: none"> • Develop planning tools to assist in evaluating and monitoring future expenditure trends • Set budget frameworks for the institution • Set strategic direction for the institution on expenditure and other financial processes • Build and nurture partnerships to improve financial management and achieve financial savings • Actively identify and implement new methods to improve asset control • Display professionalism in dealing with financial data and processes



Municipal Manager
Ms. Geraldine Mettler



Executive Mayor:
Adv. G. Van Deventer

Annexure B

Cluster	Leading Competencies		
Competency Name	Change Leadership		
Competency Definition	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display an awareness of change interventions, and the benefits of transformation initiatives • Able to identify basic needs for change • Identify gaps between the current and desired state • Identify potential risk and challenges to transformation, including resistance to change factors • Participate in change programs and piloting change interventions • Understand the impact of change interventions on the institution within the broader scope of Local Government. 	<ul style="list-style-type: none"> • Perform an analysis of the change impact on the social, political and economic environment • Maintain calm and focus during change • Able to assist team members during change and keep them focused on the deliverables • Volunteer to lead change efforts outside of own work team • Able to gain buy-in and approval for change from relevant stakeholders • Identify change readiness levels and assist in resolving resistance to change factors • Design change interventions that are aligned with the institution's strategic objectives and goals 	<ul style="list-style-type: none"> • Actively monitor change impact and results and convey progress to relevant stakeholders • Secure buy-in and sponsorship for change initiatives • Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness • Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change • Take the lead in impactful change programs • Benchmark change interventions against best change practices • Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation • Take calculated risk and seek new ideas from best practice scenarios, and identify the potential for implementation 	<ul style="list-style-type: none"> • Sponsor change agents and create a network of change leaders who support the interventions • Actively adapt current structures and processes to incorporate the change interventions • Mentor and guide team members on the effects of change, resistance factors and how to integrate change • Motivate and inspire others around change initiatives



Municipal Manager
Ms. Geraldine Mettler



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Annexure B

Cluster	Leading Competencies		
Competency Name	Governance Leadership		
Competency Definition	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements • Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders • Provide input into policy formulation 	<ul style="list-style-type: none"> • Display a thorough understanding of governance and risk and compliance factors and implement plans to address these • Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution • Actively drive policy formulation within the institution to ensure the achievement of objectives 	<ul style="list-style-type: none"> • Able to link risk initiatives into key institutional objectives and drivers • Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles • Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives • Demonstrate a thorough understanding of risk retention plans • Identify and implement comprehensive risk management systems and processes • Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement 	<ul style="list-style-type: none"> • Demonstrate a high level of commitment in complying with governance requirements • Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework • Able to advise Local Government on risk management strategies, best practice interventions and compliance management • Able to forge positive relationships on cooperative governance level to enhance the effectiveness of Local government • Able to shape, direct and drive the formulation of policies on a macro level


 Municipal Manager
 Ms. Geraldine Mettler


 Executive Mayor:
 Adv. G. Van Deventer

Annexure B

Cluster	Core Competencies		
Competency Name	Moral Competence		
Competency Definition	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Realise the impact of acting with integrity, but requires guidance and development in implementing principles • Follow the basic rules and regulations of the institution • Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent 	<ul style="list-style-type: none"> • Conduct self in alignment with the values of Local Government and the institution • Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver • Actively report fraudulent activity and corruption within local government • Understand and honour the confidential nature of matters without seeking personal gain • Able to deal with situations of conflict of interest promptly and in the best interest of local government 	<ul style="list-style-type: none"> • Identify, develop, and apply measures of self-correction • Able to gain trust and respect through aligning actions with commitments • Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders • Present values, beliefs and ideas that are congruent with the institution's rules and regulations • Takes an active stance against corruption and dishonesty when noted • Actively promote the value of the institution to internal and external stakeholders • Able to work in unity with a team and not seek personal gain • Apply universal moral principles consistently to achieve moral decisions 	<ul style="list-style-type: none"> • Create an environment conducive of moral practices • Actively develop and implement measures to combat fraud and corruption • Set integrity standards and shared accountability measures across the institution to support the objectives of local government • Take responsibility for own actions and decisions, even if the consequences are unfavourable



Municipal Manager
Ms. Geraldine Mettler



Executive Mayor:
Adv. G. Van Deventer

Annexure B

Cluster	Core Competencies		
Competency Name	Planning and Organising		
Competency Definition	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans • Able to follow existing plans and ensure that objectives are met • Focus on short-term objectives in developing plans and actions • Arrange information and resources required for a task, but require further structure and organisation 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task • Recognise the urgency and importance of tasks • Balance short and long-term plans and goals and incorporate into the team's performance objectives • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources • Measures progress and monitor performance results 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation • Identify in advance required stages and actions to complete tasks and projects • Schedule realistic timelines, objectives and milestones for tasks and projects • Produce clear, detailed and comprehensive plans to achieve institutional objectives • Identify possible risk factors and design and implement appropriate contingency plans • Adapt plans in light of changing circumstances • Prioritise tasks and projects according to their relevant urgency and importance 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions • Able to project and forecast short, medium and long term requirements of the institution and local government • Translate policy into relevant projects to facilitate the achievement of institutional objectives



Municipal Manager
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Annexure B

Cluster	Core Competencies		
Competency Name	Analysis and Innovation		
Competency Definition	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand the basic operation of analysis, but lack detail and thoroughness • Able to balance independent analysis with requesting assistance from others • Recommend new ways to perform tasks within own function • Propose simple remedial interventions that marginally challenges the status quo • Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking 	<ul style="list-style-type: none"> • Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations • Demonstrate objectivity, insight, and thoroughness when analysing problems • Able to break down complex problems into manageable parts and identify solutions • Consult internal and external stakeholders on opportunities to improve processes and service delivery • Clearly communicate the benefits of new opportunities and innovative solutions to stakeholders • Continuously identify opportunities to enhance internal processes • Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention 	<ul style="list-style-type: none"> • Coaches team members on analytical and innovative approaches and techniques • Engage with appropriate individuals in analysing and resolving complex problems • Identify solutions on various areas in the institution • Formulate and implement new ideas throughout the institution • Able to gain approval and buy-in for proposed interventions from relevant stakeholders • Identify trends and best practices in process and service delivery and propose institutional application • Continuously engage in research to identify client needs 	<ul style="list-style-type: none"> • Demonstrate complex analytical and problem solving approaches and techniques • Create an environment conducive to analytical and fact-based problem-solving • Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence • Create an environment that fosters innovative thinking and follows a learning organisation approach • Be a thought leader on innovative customer service delivery, and process optimisation • Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences


 Municipal Manager
 Ms. Geraldine Mettler


 Executive Mayor:
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Annexure B

Cluster		Core Competencies	
Competency Name		Knowledge and Information Management	
Competency Definition		Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Collect, categorise and track relevant information required for specific tasks and projects • Analyse and interpret information to draw conclusions • Seek new sources of information to increase the knowledge base • Regularly share information and knowledge with internal stakeholders and team members 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing • Evaluate data from various sources and use information effectively to influence decisions and provide solutions • Actively create mechanisms and structures for sharing of information • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems • Develop standards and processes to meet future knowledge management needs • Share and promote best-practice knowledge management across various institutions • Establish accurate measures and monitoring systems for knowledge and information management • Create a culture conducive of learning and knowledge sharing • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information • Establish partnerships across local government to facilitate knowledge management • Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach • Recognise and exploit knowledge points in interactions with internal and external stakeholders



Municipal Manager
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Executive Mayor:
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Annexure B

Cluster	Core Competencies		
Competency Name	Communication		
Competency Definition	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration • Disseminate and convey information and knowledge adequately 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs • Adapt communication content and style to suit the audience and facilitate optimal information transfer • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders • Compile clear, focused, concise and well-structured written documents 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders • Develop a well-defined communication strategy • Balance political perspectives with institutional needs when communicating viewpoints on complex issues • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution • Able to communicate with the media with high levels of moral competence and discipline 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution • Able to inspire and motivate others through positive communication that is impactful and relevant • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations • Able to coordinate negotiations at different levels within local government and externally



Municipal Manager
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Executive Mayor:
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Annexure B

Cluster	Core Competencies		
Competency Name	Results and Quality Focus		
Competency Definition	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters Show a basic commitment to achieving the correct results Produce the minimum level of results required in the role Produce outcomes that is of a good standard Focus on the quantity of output but requires development in incorporating the quality of work Produce quality work in general circumstances, but fails to meet expectation when under pressure 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities Display firm commitment and pride in achieving the correct results Set quality standards and design processes and tasks around achieving set standards Produce output of high quality Able to balance the quantity and quality of results in order to achieve objectives Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards Follow task and projects through to completion Set challenging goals and objectives to self and team and display commitment to achieving expectations Maintain a focus on quality outputs when placed under pressure Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results Develop challenging, client-focused goals and sets high standards for personal performance Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations Take appropriate risks to accomplish goals Overcome setbacks and adjust action plans to realise goals Focus people on critical activities that yield a high impact


Municipal Manager
Ms. Geraldine Mettler


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Adv. G. Van Deventer

Personal Development Plan


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Municipal Manager
Ms. Geraldine Mettler


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Executive Mayor
Adv. G. Van Deventer

Annexure C

Skills Performance Gap	Outcomes Expected	Suggested training and/or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill/development area	Support Person
1.						
2.						
3.						


 Municipal Manager
 Ms. Geraldine Mettler


 Executive Mayor
 Adv. G. Van Deventer

10.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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10.1	MOTION 1 BY COUNCILLOR WC PETERSEN (MS): SECUNDI – SALGA WOMEN’S COMMISSION
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A Notice of a Motion, dated 2018-06-07, was received from Councillor WC Petersen (Ms) regarding a secundi to serve on the SALGA Women’s Commission in the absence of the representative, Cllr WC Petersen (Ms).

The said Motion is attached as **APPENDIX 1**.

FOR CONSIDERATION

Meeting:	18 th Council meeting: 2018-07-25	Submitted by Directorate:	Office of the Municipal Manager
Ref No:	3/4/1/4	Author:	Municipal Manager: (Ms G Mettler)
Collab:		Referred from:	

APPENDIX 1



Councillor: WC.Petersen
Stellenbosch Municipality
Stellenbosch
7600

7 June 2018

RE: MOTION

I hereby submit the following motion in terms of the Rules of Order, and as per caucuse discussion on 8 March 2018 , to serve at the Council Meeting on 25 July 2018.

Motion : That the Council select a secundi to serve on the Salga Women's Commission.

Background

The strategic objective of the women's commission is to increase the representation and participation of woman in local government to parity. Councillor WC.Petersen is the Salga Women's Commissions representative.

The purpose of the secundi is to serve on the Salga Women's Commission in the absence of the representative Councillor WC.Petersen.

Mover : WC.Petersen

Signature : 

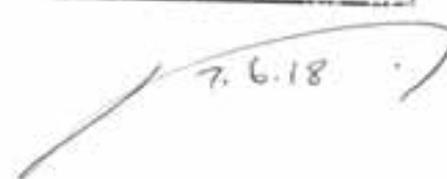
Date : 2018/06/07



Secunder: MBEMKA X.

Signature: 

Date : 07/06/2018


7.6.18

10.2	QUESTION 1 BY COUNCILLOR F ADAMS: A LIST AND BREAKDOWN OF ALL MUNICIPAL LAND LEASES THAT EXPIRED
-------------	---

A Notice of Question, in terms of Section 38(2) of the Rules of Order regulating the Code of Conduct of Council and Council Committee meetings, dated 2018-07-12, was received from Councillor F Adams.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

FOR CONSIDERATION

Meeting:	18 th Council meeting: 2018-07-25	Submitted by Directorate:	Office of the Municipal Manager
Ref No:	3/4/1/4	Author:	Municipal Manager: (Ms G Mettler)
Collab:		Referred from:	

APPENDIX 1



**CONTACT: oackcity2010@yahoo.com
P.O BOX 12445
DIE BOORD
7613**

Democratic New Civic Association

03 July 2018

For attention : The Speaker

Stellenbosch Municipality

Re: Question in terms of the rules of Order bylaw.

I hereby submit the following question to be served at the July 2018 Council meeting.

Motivation/background

1. I refer Council to various leases on Municipal land and specifically those who expired as far back as 2007.
2. Subsequently many of those lease has been renewed either on month to month and or short term without due process.
3. This result into the protection of the status quo and certain individuals as well as companies who are beneficiaries of apartheid.

Question:

I hereby request a list and breakdown of all these leases that already expired and soon within the next two years.

I request the Mayor to answer this in writing.

Clr. Franklin Adams



CONTACT: packcity2010@yahoo.com
P.O BOX 12445
DIE BOORD
7613

"Aluta Continua"

APPENDIX 2



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Kantoor van die Uitvoerende Burgemeester
Office of the Executive Mayor
iOfisi kaSodolophu olawulayo

Cllr F Adams
 DNCA
 Stellenbosch Municipality
 STELLENBOSCH
 7600

QUESTION BY CLLR ADAMS:

"I hereby request a list and breakdown of all these leases that already expired and soon within the next two years".

REPLY:

The following Lease Agreements were concluded with various organisations:

Name of organization	Property description	Lease term
Bergzicht Training Centre	Portion of Rem. Erf 235, Stellenbosch	1992 (2 x 10 years)
Burger Historic Homes	Burgerhuis (Erf 3389)	2011-12-31 (5x 10years)
Toy Museum	Rhenish Complex	1-11-1994-30-09-2004 (9y 11 months) 1-10-2004 – 30-09-2005 (12months)
Franschhoek Tennis Club	Erf 1693	1989.02.01-2014.01.31 (25 years)
Franschhoek Bowling Club	Erf 2885	1/10/2003-30-09-2013 (9 years 11 months)

After expiration, the following rentals are suggested:

Name of organization	Rental	Term
Bergzicht Training Centre	Rental to be determined by Council	Term to be determined by Council
Burgerhuis	Rental to be determined by Council	Term to be determined by Council
Toy museum	Rental to be determined by Council	Term to be determined by Council
Franschhoek Tennis Club	Rental to be determined by Council	Term to be determined by Council
Franschhoek Bowling Club	Rental to be determined by Council	Term to be determined by Council



Adv GMM van Deventer
EXECUTIVE MAYOR

Date: 2018-03-16

11.	CONSIDERATION OF URGENT MOTIONS
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12.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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13.	CONSIDERATION OF REPORTS
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13.1	REPORTS SUBMITTED BY THE SPEAKER
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NONE

13.2	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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13.2.1	APPOINTMENT OF COUNCILLORS TO SERVE ON EXTERNAL BODIES
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File No.: 10/5/33
 Collaborator No:
 IDP KPA Ref No: N/A
 Meeting Date: 2018-07-25

1. PURPOSE OF REPORT

For Council to consider the appointment of a Representative to the University Stellenbosch (US) Institutional Forum (IF).

2. BACKGROUND

The request for the nomination of a Representative to the University Stellenbosch (US) Institutional Forum (IF) was received on 1 June 2018 [see appendix 1].

Delegation 12 read as follows:

“To appoint or nominate Councillors and/or officials to represent Council on outside bodies/public bodies -

EM - Insofar as it relates to Councillors.

MM - Insofar as it relates to officials”

3. RECOMMENDATION

that Council approves the nomination of Councillor Salie Peters to serve on the US Institutional Forum.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	OFFICE MANAGER: EXECUTIVE MAYOR
DIRECTORATE	CORPORATE AND STRATEGIC SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	11 July 2018

APPENDIX 1

Donovan Muller

From: Van Rooi, Leslie, Dr [lbvr@sun.ac.za] <lbvr@sun.ac.za>
Sent: Friday, 08 June 2018 10:50
To: Donovan Muller
Cc: Jooste, Michelle [joostem@sun.ac.za]; Mayor Pa (Carmen Saville); Geraldine Mettler
Subject: [EX] Re: Institusionele Forum van die US
Attachments: image001.png; image002.jpg; image003.jpg; image004.jpg; image005.jpg; image006.jpg; image007.jpg; image008.jpg

Follow Up Flag: Follow up
Flag Status: Completed

Baie dankie Donovan,

Ons gesels dan binnekort verder.

Groete,
 Leslie

From: Donovan Muller <Donovan.Muller@stellenbosch.gov.za>
Date: Friday, 08 June 2018 at 8:48 AM
To: Van Van Rooi <lbvr@sun.ac.za>
Cc: "Jooste, Michelle [joostem@sun.ac.za]" <joostem@sun.ac.za>, "Mayor Pa (Carmen Saville)" <Mayor.Pa@stellenbosch.gov.za>, Geraldine Mettler <Geraldine.Mettler@stellenbosch.gov.za>
Subject: RE: Institusionele Forum van die US

Goeie dag Dr Van Rooi

Die onderstaande skrywe en versoek verwys.

Op instruksie van Burgemeester van Deventer, neem asseblief kennis dat 'n verteenwoordiger reeds identifiseer is maar die voorstel moet egter deur die Raad goedgekeur word alvorens die persoon afgevaardig kan word.

Ek hou u ingelig.

**Kindly acknowledge receipt of this communiqué / Bevestig asseblief ontvangs van die kommunikasie
 Please copy me into your reply / Kopieër myself asseblief in u terugvoer!**



Kind regards / Vriendelike groete

Donovan Muller
Office Manager: Executive Mayor
Kantoorbestuurder: Uitvoerende
 Burgemeester

T: +27 21 808 8314 | F: +27 886 6761
 2nd Floor, Main Building, Plein Street
 Stellenbosch, 7600
www.stellenbosch.gov.za

"Please note that all invitations and meeting requests are accepted on the basis that they could be cancelled due to emergencies which may arise and require the Mayor's attention." / "Let asseblief daarop dat alle uitnodigings en vergadering versoeke aanvaar word op die basis dat dit gekanselleer mag word as gevolg van noodgevalle wat mag ontstaan en die Burgemeester se aandag vereis."

From: Van Rooi, Leslie, Dr [lbvr@sun.ac.za] [mailto:lbvr@sun.ac.za]
Sent: Friday, 01 June 2018 08:48
To: Donovan Muller
Cc: Jooste, Michelle [joostem@sun.ac.za]
Subject: [EX] Institusionele Forum van die US

Beste Donovan,

Soos vinnig genoem tydens die laaste ontmoeting van die Rektor-Burgemeestersforum sal dit goed wees as ons 'n verteenwoordiger van die munisipaliteit kan kry om in die Institusionele Forum van die US te dien.

Sien [hier](#) 'n oorsig oor die rol van die IF. Sien ook [hier](#) die vakanste posisies.

Sal jy asb laat weet wie ek moet kontak om die proses verder te bespreek?

Mooi wense,
 Leslie

Dr. Leslie van Rooi Senior Direkteur: Sosiale Impak en Transformasie / Senior Director: Social Impact and Transformation

lbvr@sun.ac.za | +27 21 808 3697 | Transformation Office, Admin A



The integrity and confidentiality of this email is governed by these terms. [Disclaimer](#)

Die integriteit en vertroulikheid van hierdie e-pos word deur die volgende bepalinge gereël. [Vrywaringsklousule](#)

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Hoe skakel die IF in by die US Die Institusionele Forum (IF)

Die Institusionele Forum (IF) is een van die Universiteit se 3 hoof statutêre liggame - die ander twee is onderskeidelik die Raad en die Senaat.

Die Universiteit se IF het in Augustus 1999 tot stand gekom ter voldoening aan die voorskrifte van die Wet op Hoër Onderwys (Wet 101 van 1997).

Kyk na die US Statuut 2016, die IF se werksprosedure, gedragkode en vergaderingskediule.

Die funksies en bevoegdhede van die IF word bepaal deur artikel 31(1) van die genoemde Wet:

(a) die IF moet die Raad oor aangeleenthede rakende die Universiteit adviseer, met inbegrip van -

- (i) die implementering van die Wet en die nasionale beleid op hoër onderwys;
- (ii) beleid oor ras- en geslagsregverdigheid;
- (iii) die keuring van kandidate vir senior bestuursposisies;
- (iv) gedragkodes, mediasie en prosedures vir dispuutoplossing; en
- (v) die aanmoediging van 'n institusionele kultuur wat verdraagsaamheid en respek vir basiese menseregte bevorder en 'n geskikte omgewing vir onderrig, navorsing en studie skep; en

(b) die IF moet die werksaamhede verrig wat die Raad bepaal.



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Gemeenskapsektor

Aangewys deur die President van die Konvokasie

Mnr WA Liebenberg (01.10.2017 – 30.09.2020)

Dr DA Scholtz (01.10.2017 – 30.09.2020)

Aangewys deur die burgerlike samelewing

Ds HJ Goosen (RKSS) (01.10.2017 – 30.09.2020)

Mnr GG Groenewald (SBV) (01.10.2017 – 30.09.2020)

Mnr W Maliwa (WKOD) (01.10.2017 – 30.09.2020)

Vakant (SWOKK) (01.10.2017 – 30.09.2020)

Vakant (Stellenbosch Munisipaliteit) (01.10.2017 – 30.09.2020)

Vakant (Stellenbosch Sakekamer) (01.10.2017 – 30.09.2020)

WKOD: Wes-Kaapse Onderwys Departement

RKSS: Raad vir Interkerklike Samewerking: Stellenbosch

SBV: Stellenbosch Belastingbetalers-vereniging

SWOKK: Stellenbosch Welsyns- en Ontwikkelingskoördineringskomitee

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14.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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